



City of Madison

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

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, August 23, 2023

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, August 23, 2023. 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, Jen Blair, Meghan Blake-Horst, Noah Meter Brooks, Phil Roh, John Fahrney

Members Excused: Katelynn Updike, Eric Veum, Mark Kiesow, Lt. Jen Hannah, Amy O'Rourke

Additional City Staff Present: Mary Lloyd, Taylor Dietzman, Ashley Moseberry

APPROVAL OF MINUTES

Motion made by Meter-Brooks, seconded by Blake-Horst to Approve the Minutes. Motion passed by voice vote/other.

1. [79389](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

Blake-Horst disclosed her husband's band is scheduled at the Willy Street Fair.

STREET USE PERMITS FOR CONSIDERATION, DISCUSSION AND VOTE

2. [79390](#) WI ASLA PARK(ING) DAY
Friday, September 15, 2023 / 8:30am-3:30pm
No Street Closure / Request for 3 parking meter stalls on 700 Langdon
Annual event that "repurposes" parking stalls to an urban open space
Discuss location, schedule, and setup
American Society of Landscape Architects / Paige Bernhardt

Registered speaker Paige Bernhardt registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Blair 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

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."

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

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. MGR Govinarajan - district8@cityofmadison.com

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.

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.

3. [78542](#)

WILLY STREET FAIR

Sat. Sept. 16, 12pm-10pm & Sun., Sept. 17, 2023, 11am-6:30pm (Parade - 11am)

Street Closure: 800, 900, & 1000 blocks of Williamson St. and 300 block of E. Brearly

Sat., Sept. 16, 9am-11pm (No Parking remains in effect on these blocks through 10:30pm Sept. 17)

Sun., Sept. 17, 8am-10pm

Annual Street Festival

Discuss location, setup, schedule

Wil-Mar Neighborhood Center / Gary Kallas

Registered speaker Gary Kallas registered in support, not to speak, but available for questions.

A motion was made by Nash, seconded by Lloyd 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.)-ON FILE.

Notification: Organizer must notify area alder(s) 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 Rummel – district6@cityofmadison.com

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

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

Traffic Engineering will deliver barricades. There are charges for this service and the equipment.

DURING EVENT

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

Coordinate with Poorna Shivakumar, pshivakumar@cityofmadison.com and Noah Meter Brooks, nmeterbrooks@cityofmadison.com for timing for the C route during the parade.

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

Staff/signage at event perimeter stating: "NO ALCOHOL BEYOND THIS POINT" 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.

4. [79391](#)**DRIVE ELECTRIC CELEBRATION - MADISON**

Saturday, September 23, 2023 / 9am-12pm

Street Closure: 100 MLK Jr Blvd / 6am-2pm

Annual car show of electric vehicles

Discuss location, schedule, setup

Powers Productions, LLC / Eric Powers

Registered speaker Eric Powers registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Meter-Brooks 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."

Notification: Organizer must notify area alder(s) 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

Notification: Communicate with the businesses on the 100 block of MLK regarding closure times and access to the loading dock. Include communication to Darrin Smith, Darrin.smith@wisconsin.gov, Building & Grounds Supervisor of the Risser Justice Center & ULI (loading dock on 100 MLK Jr Blvd), maintenance@uli.com.

Notification: Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

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

Notification: Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999. Discuss schedule for the closure of 100 MLK Jr Blvd, to better coordinate farmer load-in and load-out. Barricades: 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.

No Parking Signs: Call 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

DURING EVENT

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

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.

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. [79392](#)

FETCH 5K DOG JOG AND FUN WALK

Sunday, September 24, 2023 / 11am-12pm

No Street Closure: request for parking lanes & sidewalks

See attached for routes

New 5k run and fun walk

Discuss routes, schedule, details

Fetch WI Rescue / Amber Wiza

Registered speaker Amber Wiza registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Lloyd 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."

Notification: Organizer must notify area alder(s) 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: Derek Field – district3@cityofmadison.com 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.

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

DURING EVENT

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. [79393](#)

DOWNTOWN MADISON FAMILY HALLOWEEN

Wednesday, October 25, 2023 / 3pm-8pm

Street Closure: 100 block of State Street / 12pm-9pm

Annual downtown family Halloween event

Discuss location, schedule, activities

Madison's Central Business Improvement District / Michelle Morrison

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

Registered speaker Michelle Morrison registered in support and wishes to speak.

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

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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." – on file The certificate of insurance on file expires on 10/19/23. A new certificate of insurance must be submitted and approved prior to the 10/25/23 for the Street Use permit to be valid.

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

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

Traffic Engineering will deliver/pick up barricades. There are charges for this service.

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

DURING EVENT

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

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

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.

7. [78290](#)**MADISON MARATHON**

Set up: Sat, Nov. 11, 2023 / 2pm

Event: Sun, Nov. 12, 2023 / 7am-2pm

Tear down: Sun, Nov. 12, 2023 / 2pm-6pm

Street Closure schedule: 2pm on Nov. 11 (after DCFM) - 6pm on Nov. 12

Street Closure: Capitol Square from 10 S Pinckney to 100 W. Washington Ave (10 blocks of N. & S. Pinckney, E. & W. Mifflin, & S. Carroll), 100 blocks of E. Washington Ave, State Street & Wisconsin Ave, and 200 block of MLK Jr Blvd

Jr Blvd

All roads open Sun., Nov 12, 2023 / 6 pm

See attached for run routes & turn-by-turns

Discuss route, setup, schedule

Madison Festivals Inc. / Bonnie Oleson

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

A motion was made by Blake-Horst, seconded by Lloyd 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.

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

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. 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.

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD. This is a District event. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. 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.

The Dane County EOD will be utilized for the event. The organizer is responsible for all charges associated with this service.

Parking Enforcement will post signage and hood meters. Organizer agrees to pay all Parking 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.

The Capitol Square will be closed by an approved private contractor.

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

5 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.

CONSENT AGENDA

Blake-Horst made a motion, Blair seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for each event.

Motion passed by voice vote/other.

8. [79428](#)

OAK RIDGE MENNONITE CHURCH STREET MEETING

Friday, September 22, 2023 / 5pm-6pm

No Street Closure: Request to use Confluence at Library Mall from 4pm-6:30pm

setup: 3 tables

amplification: 5pm-6pm

Oak Ridge Mennonite Church / Duane Hoover

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BEFORE EVENT

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

Notification: Organizer must notify St. Paul’s University Catholic Center, Tom Coffey at tcoffey@stpaulscc.org of amplification that begins before 6:00pm.

Provide event information, including: day-of contact, location, date, schedule, and amplification details.

Setup to include tables, no tents. Must maintain an 8’ accessible pathway through event setup area.

DURING EVENT

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

8’ pedestrian 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.

10. **ADJOURNMENT**

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