



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Thursday, April 17, 2014

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Additional Staff Present: Ron Schwenn

Present: 7 - Kelli Lamberty
Katie Sellner
Tom Mohr
John Fahrney
Roger Kleist
Eric Veum
Laura Bauer

Excused: 4 - Carl Strasburg
Susan Barica
Jeremy McMullen
Bill Putnam

II. APPROVAL OF MINUTES

Motion made to approve minutes at the next meeting.

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 PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [33541](#) LAKE MONONA 20K
Start/Finish: Winnequah Park (please see attached map for route)
Sa, May 3, 7:00am-12:00pm
Annual run/walk to benefit Monona Grove HUSA. Discuss location, schedule,

set-up, route and activities.
Ryan Griessmeyer, Race Day Events

ACTION: Approved with Conditions

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

Special duty officers required for event. Call 608-266-4022 to arrange.

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

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

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

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. [33717](#)

LA FETE DE MARQUETTE

Closure: S Ingersoll, between railroad tracks

No Parking: 300 block S Few, between E Wilson and Williamson

Th, July 10, 8am-M, July 14, 11am

Annual festival to benefit the Wil-Mar Neighborhood Center. Discuss location, schedule, set-up and activities.

Gary Kallas, Wil-Mar Neighborhood Center

ACTION: Approved with Conditions

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

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

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

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

No event parking in Metro employee parking lot on South Ingersoll.

Message board for street closure.

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

Maintain access to Metro stops.

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

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.

3. [33718](#) ART FAIR OFF THE SQUARE
 200 MLK, 45 yards on E & W Doty & Wilson, grill in MMB lot
 Set-up: F, July 11, 12pm, closure at 6pm
 Event: Sa, July 12, 9am-6pm, Su, July 13, 10am-5pm
 Take-down: Su, July 13, 5pm-8pm
 Annual art fair. Discuss location, schedule, set-up and activities.
 Curtis Wittwer, Wisconsin Alliance of Artists and Craftspeople, Inc.

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Barricade placement as per plan on file with Traffic Engineering (TE). TE to deliver/pick-up barricades.

Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

3 Metro routes detoured by event. Fee/route detoured applies.

Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.

Contact Beck Mugford, Bicycle Recovery Specialist, rmugford@cityofmadison.com, 608-267-8611, about relocating bike racks on the 200 block of MLK.

Provide and maintain access to the Hilton Hotel and Madison Club during the event.

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

City vendors licenses are invalidated for this event.

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

No inflatables.

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.

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [33716](#) PIE AN ALPHA CHI
 Podium/700-800 State St
 F, May 2, 2:30-5:30pm
 Pie toss and free pizza distribution to benefit DAIS of Dane County. Discuss location, schedule, set-up and activities.
 Tessa Coan, Alpha Chi Omega

ACTION: Refer to 4/30/2014 Meeting

2. [33723](#) UW HOUSING MOVE-OUT
 Lake St, from Johnson to Dayton
 Sa, May 17, 6am-6pm

Annual move-out - UW Housing. Discuss location, schedule, set-up and activities.

Mike Kinderman, UW Housing

ACTION: Approved with Conditions

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

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

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

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

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

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

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.

3. [33724](#)

UW HOUSING MOVE-IN

Lake St, from Johnson to Dayton & Frances St, from Dayton to railroad tracks

Su, Aug 24; W, Aug 27; Th, Aug 28; 6am-6pm

Annual move-in - UW Housing. Discuss location, schedule, set-up and activities.

Mike Kinderman, UW Housing

ACTION: Approved with Conditions

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

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

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

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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.

4. [33720](#)

GREEK FEST

First block of N Seventh St

Sa, July 26 & Su, July 27, 9am-7pm
Annual festival to benefit the Assumption Greek Orthodox Church. Discuss location, schedule, set-up and activities.
Georgiana Wilton, Assumption Greek Orthodox Church/Hellenic Orthodox Community

ACTION: Refer to 4/30/2014 Meeting

5. [33719](#)

OPERA IN THE PARK
Garner Park
Parking: Th, July 24-Sa, July 26
200 & 300 blocks Rosa Rd, 5700 block S Hill Dr & Driftwood Ave, S Hill Dr from S Rosa Rd to Carillion Dr
Closure: During Event, Sa, July 26, 8-11pm
200 & 300 blocks Rosa Rd
Annual concert in the park. Discuss location, schedule, set-up and activities.
Karra Beach, Madison Opera

ACTION: Approved with Conditions

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

Special duty officers required for event. Call 608-266-4022 to arrange.

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

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

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

Maintain access to Metro stops.

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.

6. [33721](#)

TRIANGLE ETHNIC FEST
700 Braxton Pl
Su, Aug 17, 11am-6pm
Annual festival to benefit the Bayview Foundation, Inc. Discuss location, schedule, set-up and activities.
David M Haas, Bayview Foundation, Inc.

ACTION: Approved with Conditions

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Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
20' emergency access lane must be maintained throughout event area.
No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
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.

7. [33722](#)

SCOPE IT OUT 5K RUN/WALK
Warner Park (please see attached map for route)
Sa, Aug 23, 6:00am-11:30am
First annual run/walk to benefit Chris4Life Colon Cancer Foundation.
Discuss location, schedule, set-up, route and activities.
Michael Paul, Chris4Life Colon Cancer Foundation

ACTION: Approved with Conditions

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Certificate of insurance listing the City of Madison as additional insured is required - on file.
Special duty officers required for event. Call 608-266-4022 to arrange.
No street closure, request for parking/sidewalk space only.
20' emergency access lane must be maintained throughout event area.
Maintain access to Metro stops.
No permanent marking, including spray chalk and stickers, of streets, sidewalks, paths or city landscaping is allowed.
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.

8. [33725](#)

WATER WAGON
On terrace near Monona Terrace at MLK & W Wilson
Wednesdays, Apr 23-Nov 5, 11am-2pm
Annual water wagon display on Wednesdays during the Farmers' Market, except when displaced by events. Discuss location, schedule, set-up and activities.
Amy Barilleaux, Madison Water Utility

ACTION: Approved with Conditions

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No street closure, request for parking/sidewalk space only.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 Event cannot displace licensed city vendors.
 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.

9. [33726](#)

WATER WAGON
 100 MLK (near Starbucks)
 Saturdays, May 3-Oct 18, 6:00am-2:30pm
 Annual water wagon display on Saturdays during the Farmers' Market, except when displaced by events. Discuss location, schedule, set-up and activities.
 Amy Barilleaux, Madison Water Utility

ACTION: Approved with Conditions
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 No street closure, request for parking/sidewalk space only.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 Event cannot displace licensed city vendors.
 No permanent marking, including spray chalk or stickers, of streets, sidewalks, paths or city landscaping is allowed.
 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.

10. [33727](#)

300 CLEMONS AVENUE
 Neighborhood Block Party
 Sa, Apr 26, 12pm-6pm
 Rain Date: 4/27/2014
 Jay & Anne Garvey Shah

ACTION: Approved with Conditions
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 Resident petition - on file.
 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.
Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
20' emergency access lane must be maintained throughout event area.
Event organizer/sponsor is responsible for clean up of event area.

11. [33728](#)

1200 ELIZABETH STREET
Neighborhood Block Party
Sa, June 14, 11am-5pm
Molly Tomony

ACTION: Approved with Conditions

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Resident petition - on file.

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

20' emergency access lane must be maintained throughout event area.
Event organizer/sponsor is responsible for clean up of event area.

12. [33729](#)

600 S FEW STREET
Neighborhood Block Party
Sa, June 21, 10am-9pm
Meghan Blake-Horst

ACTION: Approved with Conditions

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Resident petition - on file.

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.
Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
20' emergency access lane must be maintained throughout event area.
Event organizer/sponsor is responsible for clean up of event area.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Madison Criteriums, Pie A Pi Phi, Pi Phi Phiesta, Mad City 100K, American Cancer Society Run/Walk, UW Spring Football Game, GDVC Spring Races
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2014 events calendar
4. Next Street Use Meeting - Wednesday, April 30, 2014

VIII. ADJOURNMENT

UPCOMING EVENTS