



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, February 20, 2013

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: Lt. Dave McCaw and Ron Schwenn

Present: 8 -

Kelli Lamberty; Susan Barica; Katie Sellner; Tom Mohr; Bill Putnam; Mike O'Brien; Eric Veum and Laura Bauer

Excused: 2 -

Jeremy McMullen and John Fahrney

II. APPROVAL OF MINUTES

III. PUBLIC COMMENT

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

IV. DISCLOSURES AND RECUSALS

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [28802](#)

THE 2013 MADISON SHAMROCK SHUFFLE

State St, Lake, Park, Observatory Su, Mar 17, 6am-1pm

Annual run to benefit the Boys and Girls Club of Dane County. Review route revisions based on input from January 23, 2013 street use meeting.

Discuss location, schedule, set-up, route and activities.

Steve Donovan, Shamrock Shuffle, Inc.

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 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 meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.
3 Metro routes detoured by event. Fee/route detoured applies.
Event cannot displace licensed city vendors.
20' emergency access lane must be maintained throughout event area.
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. [29136](#)

ST PATRICK'S DAY PARADE

East Washington to North Pinckney to Carroll to Main to South Pinckney to East Washington

Su, Mar 17, 11am-3pm, Contest at 1pm, Parade at 1:30pm

Annual parade to benefit the UW Carbone Cancer Center. Discuss location, schedule, set-up, route and activities.

Jackie Cosgrove, St. Patrick's Day Parade Committee, Inc.

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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.

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

8' pedestrian pathway must be maintained on sidewalks throughout event area.

Metro rerouted to outer loop. Standard rerouting fee applies.

The Capitol Square will be closed by Traffic Engineering. The estimated fee is \$1,500.

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

Provide and maintain access to Inn on the Park during the event.

Provide and maintain access to the parking ramp on East Main and Webster.

Provide and maintain access to the parking lot on East Washington and Webster.

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.

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. [29137](#)

BUSKING FOR BOOKS

State St, 30 on the Square, Lisa Link Peace Park, Podium

Sa, Apr 20, 10:30am-1:30pm

Annual musical event to benefit the Literacy Network. Discuss location, schedule, set-up and activities.

Jeff Burkhart, Literacy Network

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8' pedestrian pathway must be maintained on sidewalks 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.

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

4. [29030](#)

WEDNESDAY FARMERS' MARKET

200 MLK W, Apr 24-Nov 6, 8am-2pm

Annual weekly farmers' market. Discuss location, schedule, set-up and activities.

Larry Johnson, Dane County Farmers' Market

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

No street closure before 8:00am.

Provide list of early vendors.

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

8' pedestrian pathway must be maintained on sidewalks throughout event area.

Metro route(s) detoured by event.

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

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.

5. [29032](#)

ART FAIR FARMERS' MARKET

10 Blocks E & W Wilson Sa, Jul 13, 5am-2pm

Annual relocation of the weekly Saturday Farmers' Market from the Capitol Square to Wilson for the Art Fair on the Square. Discuss location, schedule, set-up and activities.

Larry Johnson, Dane County Farmers' Market

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 Certificate of insurance listing the City of Madison as additional insured is required - on file.
 20' emergency access lane must be maintained throughout event area.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 Metro route(s) detoured by event.
 Barricade placement as per plan on file with Traffic Engineering (TE).
 City vendor licenses are invalidated for this event.
 Coordinate with Art Fair Off the Square.
 Provide and maintain access to the Hilton / parking ramp.
 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 / NEIGHBORHOOD BLOCK PARTIES

- 1. [29138](#) TAKE OUR DAUGHTERS AND SONS TO WORK DAY
 200 MLK R, Apr 25, 9am-12pm
 Annual display of City/County vehicles. Discuss location, schedule, set-up and activities.
 Lisa Olmsted, City of Madison Women's Issues Committee

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 20' emergency access lane must be maintained throughout event area.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 3 Metro routes detoured by event.
 Traffic Engineering (TE) will deliver and pick up barricades for event.
 Barricade placement as per plan on file with TE.
 Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
 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.

- 2. [29332](#) RIDE THE DRIVE - WESTSIDE
 Segoe Rd to Regent St to Rosa Rd to South Hill to Segoe Rd
 Su, Aug 18, 8:00am-3:00pm
 Annual community event that turns a five-mile loop of Madison's signature

streets (Regent Street and Segoe Road, among others) into a public promenade that is closed to cars and opened to bikers, walkers, rollerbladers, and those out to share in the experience and fun atmosphere. This free event draws thousands of people to ride, walk and skate on the route, enjoy live music, food, and participate in various public art projects. Discuss location, schedule, set-up, route and activities.
Anne Whisner, City of Madison Parks Division

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

Notify businesses and residents along the route.

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

8' pedestrian pathway must be maintained on sidewalks throughout event area.

6 Metro routes detoured by event.

Barricade placement as per plan on file with Traffic Engineering (TE). TE will provide traffic management plan.

The Capitol Square will be closed by Traffic Engineering.

Parking Utility/Enforcement will bag meters and sign No Parking.

City vendor licenses are invalidated for this event.

Provide and maintain access to Inn on the Park during the event.

Provide and maintain access to the parking ramp on East Main and Webster.

Provide and maintain access to the parking lot on East Washington and Webster.

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.

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.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Madison Winter Festival
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2013 events calendar
4. Next Street Use Meeting - Wednesday, March 6, 2013

VIII. ADJOURNMENT

UPCOMING EVENTS

