



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, August 31, 2016

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, August 31, 2016 at the Parks Conference Room, 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, Susan Barica, Katie Sellner, Tom Mohr, Bill Putnam, Roger Kleist

Members Excused: Lt. Trevor Knight, Paul Ripp, John Fahrney, Eric Veum, Mark Kiesow

Additional City Staff Present: Kay Bentley, Jennifer Krueger Favour

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

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

V. STREET USE PERMITS FOR SPECIAL EVENTS

1. [44157](#) STEVE BOLSER MEMORIAL JOGGIN FOR THE NOGGIN 5K FUN RUN/WALK
Saturday, September 17th 1:45pm - 4:30pm
See attached route for closure
Run/Walk
Joggin for the Noggin Committee
Sarah Bolser

Application withdrawn.
2. [44158](#) EAST HIGH SCHOOL HOMECOMING PARADE
Friday, September 23rd 4:30pm - 6:30pm

Staging 100 block N Dickenson, Parade 1300 - 900 blocks of E Mifflin
Parade
Madison East High School
Michael Hernandez

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.

X Notify Alder, residents of schedule using flyer on file.

X Special duty officers required for event. Call 608-267-8676 to arrange.

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

X Traffic Engineering (TE) will place traffic barricades and signage.

X Implement plan to get students from rally to staging area. – (On file)

X Dickinson and Paterson must remain open for traffic

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

X No items may be thrown from vehicles in parade.

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

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

X No inflatables on City right-of-way.

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.

3. [44193](#)

GREAT MIDWEST MARIJUANA HARVEST FESTIVAL (GMMHF)
Saturday, October 1st & Sunday, October 2nd 9:00am - 8:00pm
State Street, Library Mall (see attached)
Festival & Parade
GMMHF Collective
Ruth Reifeis

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

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

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

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

X Licensed city vendors relocated outside of event area.

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

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

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

- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- X No inflatables on City right-of-way.
- X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup. Including city trash/recycling receptacles.

- 4. [44160](#) THIRD ANNUAL FALL FOOD CART FEST
 Sunday, October 2nd 7:00am - 9:30pm
 200 Block of MLK, JR. Blvd.
 Festival
 Project Kinect
 Gregg Potter
Application withdrawn. Event canceled.

VI. STREET USE PERMITS FOR ROUTINE REQUESTS

- 1. [44198](#) CAKE CONCERT AT BREESE STEVENS FIELD
 Friday, September 9th 5:00pm - 10:00pm
 900 Block of E Washington Ave. (right alongside Breese Stevens Field)
 Music/Concert
 Big Top Events, LLC
 Lucas Molloy

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

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- 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 Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
- X 20' emergency access lane must be maintained throughout event area.
- X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping is allowed.
- 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 Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests.

- 2. [44153](#) PAVEMENT PAINTING - HORNED OWL CT
 Sunday, September 11th 7:00am - 10:00pm
 Pavement Painting/Block Party
 Laura Milbraith & James Coan

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

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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.

X Resident petition on file.

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

X Only the approved pavement painting is permitted, no other permanent markings on city right-of-way.

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

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

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

X Resident petition on file.

X No inflatables on city property.

3. [44156](#)

PARK(ING) DAY '16

Friday, September 16th 8:00am - 4:30pm

MLK, Jr. Blvd - 100 block on SW side nearest Capitol

Parking Request/Art Installation

ZDA, Inc. & Wisconsin Chapter of the American Society of Landscape Architects (WIASLA)

Jared Vincent

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

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

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

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

X Event cannot displace licensed city vendors.

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

X No inflatables.

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

4. [44191](#)

WILLY STREET FAIR - 2016

Saturday, September 17th - Sunday, September 18th

See attached for locations/times/etc.

Street Fair

Wil-Mar Neighborhood Center & Commonwealth

Gary Kallas

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

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

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.

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

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

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

X Metro route(s) detoured by event. Fee/route detoured applies. 2 routes detoured.

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 permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables.

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 Staff/signage at event perimeter – "no alcohol beyond this point."

5. [44159](#)

MONROE ST FESTIVAL

Saturday, September 24th 8:00am - 6:30pm

See attached for closure

Festival

Monroe St. Merchants Association

Carol "Orange" Schroeder

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

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

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

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

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

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

- 6.* [44150](#) 500 BOWMAN AVE
Saturday, Septebmer 10th 2:30pm - 10:00pm
Neighborhood Block Party
Barbara Lanser
- CONSENT AGENDA - NEIGHBORHOOD BLOCK PARTIES**
Items VI. 6.-12. were Approved with the following conditions:
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X Resident petition - on file. 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. X 20' emergency access lane must be maintained throughout event area. X No inflatables on streets or sidewalks.
X No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.
X Event organizer/sponsor is responsible for clean up of event area.
- 7.* [44151](#) 500 MAPLE AVE
Sunday, September 11th 2:00pm - 10:00pm
Neighborhood Block Party
Pamela Cotant
- 8.* [44149](#) 2000 CAREY CT
Saturday, September 10th 5:00pm - 9:00pm
Neighborhood Block Party
David LeClair
- 9.* [44152](#) 2500 CHAMBERLAIN AVE
Sunday, September 11th 2:30pm - Sunset
Neighborhood Block Party
Harry Browne
- 10.* [44154](#) 2405 MONTEREY DR. BLOCK OFF TRAILSWAY/BRENTWOOD TO 2305
Saturday, September 17th 12:00pm - 5:00pm
Neighborhood Block Party
Derrick Herndon
- 11.* [44155](#) 1200 RUTLEDGE
Sunday, September 18th 3:00pm - 7:00pm
Neighborhood Block Party
Mary Myers

- 12.* [44189](#) 1500-1600 SPAIGHT ST
Saturday, September 24th 8:00am - 9:00pm
Neighborhood Block Party
Deven McGlenn

X. **ADJOURNMENT**

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