



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, July 6, 2016

10:00 am

Conference Room
215 Martin Luther King, Jr. Blvd.
Conf. Room LL130 (Madison Municipal Building)

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, July 6, 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, Lt. Trevor Knight, Katie Sellner, Tom Mohr, Bill Putnam, Roger Kleist, Kay Bentley, Lisa Laschinger

Members Excused: Susan Barica, Paul Ripp, John Fahrney

Additional City Staff Present: Lt. Jennifer Krueger Favour, Stefanie Niesen

II. APPROVAL OF MINUTES

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

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. [43514](#)

OPERATION BADGER BASE

Wednesday, August 10 - Sunday, August 14 10:00am - 10:00pm

See maps for closure

Vietnam Wall Viewing, Music, Vendors

VFW Post 1318

Bob Evans, Charles Breunig, Mary Lloyd

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 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 "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 Allow access to businesses and residents in area.
- 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.

2. [43517](#)

INDIA DAY 2016

Saturday, August 13th 7:00am - 3:00pm

100 block of MLK Jr. Blvd

Cultural Event

Association of Indians in America (AIA)

M.S. Rao & Vijay Sharma

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- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- 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 Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
- X 20' emergency access lane must be maintained throughout event area.
- X Licensed city vendors relocated outside of event area, except for outdoor cafes.
- X Special Event Resolution allows merchandise sales.
- X Provide and maintain access for BMO Harris drive thru customers during hours of operation.
- 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.
- 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. [43535](#) EQUINOX & 420 W GORHAM MOVE IN
Monday, August 15th 11:00am - 4:00pm
400 Block of W Gorham/300 Block of Broom St.
Lane Blockage/Parking Request
Madison Property Management
Lindsey Scheidegger
- 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.
 - X Special duty officer(s) required for event. Call 608-267-8676 to arrange.
 - X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
 - X Maintain access to Metro stops. Stop will be moved towards Broom St.
 - 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 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.

VI. STREET USE PERMITS FOR ROUTINE REQUESTS

1. [43552](#) 2016 CAPITAL CITY 5K FOR ORGAN, TISSUE, AND EYE DONATION
Saturday, July 30th, 2016 6:30am - 7:45pm
See attached maps for route
Run/Walk
National Kidney Foundation of Wisconsin
Krista Flanagan
- 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 .
 - 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 Event cannot displace licensed city vendors.
 - X 20' emergency access lane must be maintained throughout event area.
 - X Metro rerouted to outer loop.

- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping is allowed.
- X No inflatables on city right of way.
- X No motorized vehicles on bike paths.
- X Metro rerouted to outer loop. Standard rerouting fee applies.
- 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 Notify Alder, BID, Businesses, Residents
- 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.

2. [43594](#)

GREAT TASTE OF THE MIDWEST

Closure: 300 E Lakeside and Lakeshore Ct

No Parking: Olin-Turville Ct., Edgewater Ct., Sayle St., 100 block Van Deusen St

Sa, August 13, 7a-6p

Annual beer tasting event at Olin Park. Discuss location, set-up, schedule and activities.

Thomas P. Jones, Madison Homebrewers & Tasters Guild

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

X This is a District event. 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 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 "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.

3.* [43536](#)

ABERDEEN MOVE-IN

Thursday, August 18th - Saturday, August 20th 7:45am - 5:00pm

400 block of W Gorham St (odd side - see map)

Parking Request

Aberdeen Apartments

Kelly Witkins

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

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

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

X Additional traffic management equipment is the responsibility of the Aberdeen Apts., and must be set as indicated on traffic control plan.

X Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests. X Maintain scheduled move in 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 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.

4.* [43598](#)

YWCA ANNUAL COOKOUT

100 East Mifflin (In front of the YWCA).

Th, Aug 18, 3pm-8pm

YWCA Annual Cookout. Discuss location, schedule, set-up, closure, and activities.

Shannon Ash, YWCA Madison

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

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

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 Notify businesses and residents within event area.

X No barricades in front of alley entrance/exit.

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

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

X No inflatables on city right of way.

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

X 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. [43526](#)

YUM YUM FEST

Sunday, August 21st - 6:00am - 11:59pm

Ingersoll between E Main & E Wilson
Festival
Madison Area Chefs Network
Bob Hemauer

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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 "No Parking" signs. Remove signs when event has ended.

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

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

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

X No event parking in Metro lot - provide signage and staffing at both driveway entrances on Ingersoll St.

X Staff and signage at event perimeter: NO ALCOHOL BEYOND THIS POINT.

X No inflatables on City right-of-way.

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

X 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. [43600](#)

MENDOTA ELEMENTRY WELCOME BACK EVENT

4000 School Dr.

Sa, Aug 27, 9am-5pm

Back to School event. Discuss location, schedule, set-up, closure, and activities.

Stacy Brocch, Mendota Elementary

Referred to 7/22/2016 Street Use Meeting

7.* [43601](#)

3800-3900 EUCLID AVE.

Saturday, July 16 3:00pm - 9:00pm

Neighborhood Block Party

Jessica Small

Items VI. 7-9 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.

8.*

[43602](#)

2300 WEST LAWN AVE.
Saturday, July 23, 11:00am - 9:00pm
Neighborhood Block Party
Ann Sydnor

9.*

[43515](#)

6600 MONTCLAIR LN
Saturday, July 30th 2:00pm - 9:00pm
Neighborhood Block Party
Geraldyn Kobs

ADJOURNMENT

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