



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, April 18, 2012

10:00 am

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

CALL TO ORDER / ROLL CALL

Other Staff Present: Kay Bentley

Present: 8 -

Anthony Bitterman; Susan Barica; Katie Sellner; Jeremy McMullen; Bill Putnam; John Fahrney; Laura Bauer and Kelli Lamberty

Excused: 2 -

Tom Mohr and Eric Veum

APPROVAL OF MINUTES

PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

NEW BUSINESS

STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

[25984](#)

REMEMBRANCE RESCUE PROJECT

400 Block N. Frances Sa, May 5, 5:45pm-12:00am

Request for parking (no closure) to display a retired FDNY Rescue 3 during a social gathering at State Street Brats and accept donations to benefit RRP and assist families of LODD firefighters with needs. Discuss event set-up, schedule and activities.

Jeff Annen, Firefighters Local 311 Charities

ACTION: Approved with Conditions

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No closure.

No parking on tree grates.

8' pedestrian pathway must be maintained on sidewalks 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.

25805

SYTTENDE MAI RUN/WALK

Capitol Square/~~See attached map~~ Sa, May 19, 5:30-8a

Discuss changes to start/route requested at 4/4/12 street use meeting. Annual run/walk, start on MLK, end in Stoughton.

Jim McNulty, Stoughton Chamber of Commerce

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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 St. 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.

Coordinate activities with the Street Vending Coordinator, 608-261-9171.

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

Metro route(s) 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.

25986

MOVE YOUR CABOOSE

Start/End at Marquette Elementary (please see attached map for route)

Sa, Jun 23, 6:00am-10:30am

Annual run/walk to benefit the Red Caboose Scholarship Fund. Discuss event set-up, schedule, route and activities.

Meaghan Gast, Red Caboose Day Care Inc.

ACTION: Refer to 5/2/2012 Meeting

26029

ART FAIR OFF THE SQUARE

200 MLK with 45 yard buffer on East and West Doty and Wilson. Wilson Street from Pinckney to Carroll

F, July 13, 6p - Su, July 15, 8p

Annual art fair. Discuss set-up, schedule and activities.

Curtis Wittwer, Wisconsin Alliance of Artists and Craftspeople, 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.

Special Event Resolutions provide exclusive use within the event perimeter.

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

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

Coordinate activities with Art Fair On the Square.

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

Provide and maintain access to the Hilton Hotel.

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

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.

25987**MAXWELL STREET DAYS**

100-700 State St F, Jul 20-Su, Jul 22, 7am-8pm

Annual sidewalk sale. Discuss event set-up, schedule and activities.

John Hutchinson, Greater State Street Business Association

ACTION: Refer to 5/2/2012 Meeting**26030**

BEN MASEL TRIBUTE F, April 20, 12p-5p, Podium/700State
Rally and march to commemorate activist Ben Masel. Discuss schedule, set-up and activities.

Miles Kristan

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No amplification before 12:30pm.

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

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.

OCCUPY MADISON CELEBRATION

800 E. Washington - parking lot / no closure Su, April 29, 12-6pm
Music, speeches to celebrate Occupy Madison. Discuss set-up, schedule and activities.
Allen Barkoff, Occupy Madison
(application anticipated)

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No closure.

No vending.

Event organizer/sponsor is responsible for clean up of event area.

26037**DEMOCRATIC UNITY RALLY**

Capitol Square Sa, May 12, 2p-7p (event Hours: 3-5p)
Rally to raise awareness of the general election June 5, 2012. Discuss schedule, set-up and activities.
David Boetcher, WI Democratic Party

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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 by Traffic Engineering (TE).

No street closures.

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

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

Event cannot displace licensed city vendors.

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

8' pedestrian pathway must be maintained on sidewalks 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.

B. INFORMATIONAL PRESENTATIONS AND EVENT PROPOSALS**UW HOMECOMING PARADE**

F, October 26, 2012

Discuss issues from 2011 parade and proposals for improving/changing 2012 event.

Jamie Heuler, UW-Madison Homecoming Committee

STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS[25985](#)**PENCILS OF PROMISE BAKE SALE**

Cement area between the Statesider and the Towers (505 and 502 N. Frances)

Th, Apr 19, 11pm-2am

Information table and bake sale to benefit Pencils of Promise. Discuss event set-up, schedule, and activities.

Tony Falk, Pencils of Promise

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Event cannot displace licensed city vendors.

No vending of baked goods/donations accepted only.

No amplification.

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.

[25988](#)**CAPITAL CITY 5K RUN/WALK FOR ORGAN, TISSUE AND EYE DONATION**

Start on Pinckney at Capitol Square, Finish at Goodman Pool (please see attached map for route)

Sa, July 28, 12:00pm-9:30pm

Annual run/walk to benefit the National Kidney Foundation of Wisconsin.

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

Cindy Huber, National Kidney Foundation of Wisconsin

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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 St. 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.

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

Event cannot displace licensed city vendors.

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

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.

25708

HENRY VILAS ZOO RUN RUN

Start/Finish at Vilas Park (see attached map/route)

Su, Sept 23, 6am-12pm

Annual run/walk to benefit the Henry Vilas Zoo. Discuss event set-up, schedule, route and activities.

Suzy Reynolds, Henry Vilas Zoo

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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 St. 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.

Maintain access to Metro stops.

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.

25989

THE 1000 MILE JOURNEY

Carroll, Main, Minckney, Mifflin

Intersections closed at: State, W Washington, S Hamilton, MLK, King, E

Washington, N Hamilton, Wisconsin

Su, Sept 30, 8am-4pm

Annual family-oriented one mile walk around the Capitol Square with 1,000 or more participants. The walk is for The Rainbird Foundation, a non-profit committed to the end of child abuse. Discuss event set-up, schedule and activities.

Elisabeth Norton, The Rainbird Foundation

ACTION: Refer to 5/2/2012 Meeting25990

300-400 CLEMONS AVENUE

Sa, Apr 21, 2:30pm-5:30pm

Neighborhood Block Party. Discuss event set-up, schedule and activities.

Jay Garvey Shah

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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.

ONGOING BUSINESS / ANNOUNCEMENTS

Recap recent street use events.

Preview upcoming events - see below and 2012 events calendar

Next Street Use Meeting - W, May 2, 2012

ADJOURNMENT

UPCOMING EVENTS