



City of Madison

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

Meeting Minutes STREET USE STAFF COMMISSION

Wednesday, April 1, 2015

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 Team was held at 10:00 AM on Wednesday, April 1, 2015 at the City-County Building, 210 Martin Luther King, Jr. Blvd, Room 108. The meeting was called to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Trevor Knight, Susan Barica, Tom Mohr, Kay Bentley, Roger Kleist,

Members Excused: Katie Sellner Eric Veum, Ron Schwenn, John Fahrney, Bill Putnam, Lisa Laschinger.

Additional Staff: Kay Bentley, Tony Rosen, John Villareal

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. NEW BUSINESS

1. Creating Section 10.056(6)(q) and amending Sections 10.056(6)(m) and 10.056(6)(n)1. of the Madison General Ordinances to clarify that a Street Use Permit for an event that includes an illegal activity may be denied, clarifying the list of unpaid fees that could result in permit denial, and correcting a typographical error.

This Ordinance was **RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER**

VI. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. **BADGERS' NIGHT OUT**
State St. Mall (800 State St.)
Set-Up: Th, April 30, 10:30am-12:00pm
Event: T, April 30, 12pm-8pm

Take-Down: F, May 1, 8pm-9pm
 WI Alumni Student Board event including food, vendors, art displays and music stage. Discuss location, schedule, set-up and activities.
 Ali Khaleel, Wisconsin Alumni Association

REFER TO APRIL 15, 2015 STREET USE STAFF COMMISSION MEETING

2.

LAKE STREET BASH

Lake from Langdon to Mendota Ct. / Medota Ct.
 Set-Up: F, May 1, 12pm-5pm
 Event: F, May 1, 5pm-8pm
 Take-Down: F, May 1, 8pm-9pm
 WI Alumni Student Board block party including food vendors and music stage.
 Discuss location, schedule, set-up and activities.
 Ben Agatston Okas, Wisconsin Alumni Association

REFER TO APRIL 15, 2015 STREET USE STAFF COMMISSION MEETING

3.

SYTTENDE MAI RUN/WALK

Capitol Square (please see attached map for route)
 Sa, May 16, 5am-8am
 Annual run/walk from Madison to Stoughton. Discuss location, schedule, set-up, route and activities.
 Jim McNulty, Stoughton Chamber of Commerce

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

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

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

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

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

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

X Event cannot displace licensed city vendors.

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

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.

X Portable toilets may not be placed in front of open business' or in any City vending sites.

4.

MAXWELL STREET DAYS

100-700 State St, 200 N Henry St
Set-up: F & Sa, July 17 & 18, 7:00am-8:00am; Su, July 19, 8:30am-10:00am
Event: F & Sa, July 17 & 18, 8:00am-6:00pm; Su, July 19, 10:00am-5:00pm
Tear-down: F & Sa, 17 & 18, 6:00pm-7:30pm, Su, July 19, 5:00pm-6:30pm
Annual sidewalk/street sale. Discuss location, schedule, set-up and activities.
John Hutchinson, Greater State Street Business Association

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

X \$2,000 deposit for equipment. – on file.

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

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

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

X 6 Metro routes detoured by event. Fee/route detoured applies.

X City vendor licenses are invalidated within the event perimeter during event.

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

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

X No Inflatables.

X Event organizer/sponsor is responsible for clean up of event area including removal of trash/recycling. Charges will be assessed for any City staff time or resources required for clean up.

VII. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

ENGINEERING EXPO 2015
100-300 Breese Terrace (from Hoyt to University)
Th, F, Apr 16-17, 7am-4pm
Biennial science and engineering exhibition/fair. Discuss location, schedule, set-up and activities.
Randall Pulfer, Engineering Expo/UW-Madison College of Engineering

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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 "No Parking" signs. Remove signs when

event has ended.

- X Maintain access to Metro stops.
- X Charter busses must not block Metro stops - organizer is responsible for notification.
- X Organizer will have event staff monitoring bus check-in, drop-off and pick-up to insure that Metro busses are not detoured and school busses do not disrupt traffic lanes .
- X 20' emergency access lane must be maintained throughout event area.
- X No street closure, request for parking space only.
- 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.

1.

PIE A PI PHI

State St. Mall (800 State St.)

F, Apr 10, 12:00pm-5:00pm

Fundraiser to benefit First Book and Pi Beta Phi Foundation. Members will be getting "pied" in the face with whipped cream pies. Discuss location, schedule, set-up and activities.

Meghan Kelly, Pi Beta Phi Wisconsin Alpha

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- X Petition of State St. Mall agencies – on file
- X No amplification before 12:30pm.
- X Event cannot displace licensed city vendors.
- X No selling of food or merchandise.
- X No street closure, request for parking/sidewalk space only.
- X 8' pedestrian pathway must be maintained on sidewalks 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 clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.

2.

5TH ANNUAL SCMG FILM FESTIVAL

2000 Block Atwood Ave

Sa, May 2, 3:00pm-10:30pm

Annual film festival - request is for parking only. Discuss location, schedule, set-up and activities.

Eric R. Lewis, Slimey Crud Motorcycle Gang

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- X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
- X No street closure, request for parking/sidewalk space only.
- X Maintain access to Metro stops.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- 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.

3.

WI LAW ENFORCEMENT MEMORIAL CEREMONY

Capitol Square (please see attached map for route)

Parking on Carroll, Main, Pinckney and Mifflin

F, May 8, 9:30am-1:00pm

Annual memorial ceremony. Discuss event date, location, schedule, set-up, route and activities.

Craig Kolbeck, WI Law Enforcement Memorial

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X Approved parking/traffic plan for event:

- Inside parking lane (Capitol) – parking for legislators
- Inside travel lane – open for access
- Outside travel lane – parking for squads
- Outside parking lane – parking for squads
- Keep intersections clear of squads

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

X Metro rerouted to outer loop. Standard rerouting fee applies.

X Event cannot displace licensed city vendors.

X Provide and maintain access for BMO Harris drive thru customers during hours of operation.

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

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.

4.

1800 HELENA ST.

Sa, June 20, 10a-3p / Raindate: Sa, June 27

Neighborhood block party

Susan Frikken

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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.

IX. ADJOURNMENT