



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, May 25, 2011

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Other Staff Present: Laura Bauer, Drew Beck and Steve Schultz

Present: 7 -

Kelli Lamberty; Cindy Mierow; Susan Barica; Jeremy McMullen; Tom
Mohr; Bill Putnam and John Fahrney

Excused: 2 -

Melvin W. Lamb and Eric Veum

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. NEW BUSINESS

A. STREET USE APPLICATIONS FOR SPECIAL EVENTS

[22042](#)

MADISON MINI-MARATHON

UW Memorial Union/See attached map Sa, Aug 20, 2am-12pm
Annual mini-marathon, 5k and kid's run. Discuss set-up, schedule, route
and activities.

Chad Antcliff, Vision Event Management

Attachments: [8.20MadisonMiniMarathon.pdf](#)

ACTION: Approved w/ Conditions

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.

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

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.

Traffic management plan approved by MPD and TE.

Approved private contractor will set barricades and route signage.

City vendor and neighborhood notification.

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

Event cannot displace licensed city vendors.

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

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.

22364

BUSKING FOR BOOKS

30 on the Square to Podium Sa, Jun 18, 10am-1:30pm

1-2 musicians busking on corners of every block of State Street. Discuss set-up, schedule and activities.

Shawn Steen, Literacy Network

Attachments: [6.18BuskingForBooks.pdf](#)

ACTION: Approved w/ Conditions

Maintain access to Metro stops.

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.

21776

MOVE YOUR CABOOSE

See attached map Sa, July 9, 6:30a-11:30a

1st Annual 5K Run/Walk and Kid's Challenge to benefit the Red Caboose Scholarship Fund. Discuss set-up, schedule, route and activities.

Molly Schroder, Red Caboose Day Care Center Inc

Attachments: [7.9MoveYourCaboose.pdf](#)

ACTION: Approved w/ Conditions

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

Neighborhood notice - on file.

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

Private contractor for equipment.

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.

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.

22542

ART FAIR ON THE SQUARE

Capitol Square/See attached map

Set up: F, Jul 8, 3-10pm
Event: Sa, Jul 9, 9am-6pm; Su, Jul 10, 10am-5pm
Take down: Su, Jul 10, 5-9:30pm
Annual art fair with entertainment and food vendors on the Capitol Square. Discuss set-up, schedule and activities.
Annik Dupaty, Madison Museum of Contemporary Art

Attachments: [7.9-10ArtFairON.pdf](#)

ACTION: Approved w/ Conditions

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.

Hire fire inspector.

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

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

Special Event Resolution grants exclusive use.

Metro rerouted to outer loop. Standard rerouting fee applies.

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

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

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.

22564

ART FAIR OFF THE SQUARE

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

Sa, July 9, 9am-6pm & Su, Jul 10, 10am-5pm

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

Curtis Wittwer, Wisconsin Alliance of Artists and Craftspeople, Inc.

ACTION: Approved w/ Conditions

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.

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 the Street Vending Coordinator, 608-261-9171.

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

Fire inspection required.

Provide and maintain access to the Hilton.

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

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

Special Event Resolution grants exclusive use.

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.

22563

PADDLE & PORTAGE

Start: James Madison Park, Finish: Olin Park (see attached map)

Sa, July 16, 9am-12pm

Annual paddle and portage competition. Discuss set-up, schedule, route and activities.

Jackie Jensen, Wis Sports Development Corp

Attachments: [7.16Paddle&Portage.pdf](#)

ACTION: Approved w/ Conditions

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.

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

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

Event cannot displace licensed city vendors.

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

Staggered start required.

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.

22541

WONDER BALL

100 N Pinckney Sa, Aug 6, 12pm - Su, Aug 7, 1am

Annual gala. Discuss set-up, schedule and activities.

Adam Erdmann, Madison Children's Museum

Attachments: [8.6-7WonderBall.pdf](#)

ACTION: Approved w/ Conditions

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

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. Remove meter bags when event has ended.

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.

22363

LITERACY NETWORK HOMECOMING RUN/WALK

Broom from Lake to Gorham, State from Gorham to Broom, from State down to Library Mall (see attached map)

Su, Oct 9, 7:30am-3:00pm

Annual run/walk to benefit the Literacy Network. Discuss set-up, schedule, route and activities.

Jeff Burkhart, Literacy Network and WI Alumni Association

Attachments: [10.9LiteracyNetwork.pdf](#)

ACTION: Approved w/ Conditions

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.

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

Coordinate activities with Fire Chief's Parade.

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

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

Event cannot displace licensed city vendors.

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

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.

22583

The People's Brat Fest

100 MLK Sa, May 28, 8a-3p

Brat Fest highlighting farmers' market products. Discuss coordination with Market, City vendors and Madison Marathon. Discuss schedule, set-up and activities.

Bill Fetty, Autonomous Solidarity Organization, INC.

Attachments:

[5.28PplsBratfest.pdf](#)

[5.28PplsBrat.amend.pdf](#)

ACTION: Approved w/ Conditions

Madison Festivals agrees to allow ASO use of 100 MLK, Jr. Blvd. provided that the event does not interfere with the set-up for Madison Marathon at this location. (agreement on file)

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

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

Call 608-267-8756 to arrange for meter bags.

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

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

Event cannot displace licensed city vendors or outdoor cafes.

Provide and maintain access for M&I drive thru customers during hours of operation.

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

Maintain 8' unobstructed pedestrian pathway on sidewalks throughout the event. Do not block curb cuts or crosswalks.

All event equipment must be removed from 100 MLK by 5pm

B. STREET USE APPLICATIONS FOR BLOCK PARTIES AND ROUTINE REQUESTS**22584**

Student Veterans of America National Leadership Summit

700 Langdon St. - Parking request only (2 meters) F & Sa, June 3-4

See attached for requested meter #s.

William Mann, Student Veterans of America

Attachments: [6.3-4StudentVets.pdf](#)

ACTION: Approved w/ Conditions

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

Maintain access to Metro stops.

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.

22591

BIKE TO WORK WEEK

100 S. Pinckney Tu, June 7, 9a-12p

Press event for Bike to Work Week. Discuss schedule, set-up, activities.

Chris Majchrzak, Isthmus

ACTION: Approved w/ Conditions

Pickup and return barricades required for event.

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

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.

Allow any parked vehicles to exit via Doty St.

22540

ATTIC ANGEL HOUSE TOUR

1833 Van Hise, 2114 Van Hise, 130 N Prospect, 168 N Prospect, 234 Lathrop

Parking at 2119 Monroe Street

M, Jun 20, 8am-9pm

Tour of five houses. Discuss set-up, schedule, route and activities.

Beverly Kneebone, Attic Angel Associates

Attachments: [6.20AtticAngelHouseTour.pdf](#)

ACTION: Approved w/ Conditions

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

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.

22323

GREEK FEST

Hellenic Orthodox Community of Madison AKA Assumption Greek Orthodox Church

Set-up: F, Jul 29, 12pm

Sa, Jul 30, 4-9pm

Su, Jul 31, 11am-7pm

First Block of North Seventh Street

Annual ethnic festival promoting Greek culture, food, dance and to benefit

Mission of the Assum. Discuss set-up, schedule and activities.
Nico Fatsis, Assumption Greek Orthodox Church

Attachments: [7.29-7.31GreekFest.pdf](#)

ACTION: Approved w/ Conditions

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

Neighborhood notification - on file.

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.

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

Signage/staffing at event perimeter - No Alcohol Beyond This Point.

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.

22536

YWCA ANNUAL COOKOUT

100 Block East Mifflin Su, Aug 21, 9am-4pm

Annual cookout/picnic for YWCA residents and neighbors. Discuss set-up, schedule and activities.

Nancy Wrenn Bauch, YWCA

Attachments: [8.21YWCA.pdf](#)

ACTION: Approved w/ Conditions

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.

Neighborhood notification - on file.

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

Event cannot displace licensed city vendors.

Maintain 8' pedestrian path on sidewalk.

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

Maintain access to condo garage via Butler St.

Disabled space must remain available.

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.

22538

NEIGHBORHOOD BLOCK PARTY

1300 Jenifer St M, May 30, 8am-6pm

Tom Putzer

Attachments: [5.30Jenifer.pdf](#)

ACTION: Approved w/ Conditions

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. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

[22589](#)

3900 PRISCILLA LANE
Neighborhood Block Party Sa, June 11, 9a-8p
Glenn Christians

Attachments: [6.11Priscilla.pdf](#)

ACTION: Approved w/ Conditions

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. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

[22590](#)

100 OHIO AVE.
Neighborhood Block party Sa, June 18, 3p-sunset
Lora Schmid-Dolan

Attachments: [6.18Ohio.pdf](#)

ACTION: Approved w/ Conditions

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. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

[22539](#)

NEIGHBORHOOD BLOCK PARTY
800 Van Buren Sa, Jun 18, 10am-10pm

Renee Thomas

Attachments: [6.18VanBuren.pdf](#)

ACTION: Approved w/ Conditions

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. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

22568

NEIGHBORHOOD BLOCK PARTY

3600 Turning Leaf Dr

Sa, June 25, 10am-9pm

Kim Luke

Attachments: [6.25TurningLeaf.pdf](#)

ACTION: Approved w/ Conditions

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. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

22559

NEIGHBORHOOD BLOCK PARTY

400-500 Virginia Ter

M, Jul 4, 12-8pm

Dennis L. Dresang

Attachments: [7.4Virginia.pdf](#)

ACTION: Approved w/ Conditions

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. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight).

20' emergency access lane must be maintained throughout event area.
Event organizer/sponsor is responsible for clean up of event area.
Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

VI. ONGOING BUSINESS / ANNOUNCEMENTS

- A. Recap recent street use events
- B. Preview upcoming events - see below and 2011 events calendar
- C. Next Street Use Meeting - W, June 8, 2011

VII. ADJOURNMENT

UPCOMING EVENTS