



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, September 19, 2012

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Additional Staff Present: Lt. Dave McCaw

Present: 11 -

Kelli Lamberty; Anthony Bitterman; Susan Barica; Katie Sellner; Jeremy McMullen; Tom Mohr; Bill Putnam; John Fahrney; Mike O'Brien; Eric Veum and Laura Bauer

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 PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [27422](#)

FREAKFEST

Set-Up: F, Oct 26

Event: Sa, Oct 27, 7pm-Su, Oct 28, 1:30am

Tear-Down: Su, Oct 28

State Street and Capitol Square area (please see attached maps)

Annual Halloween celebration with live music. Discuss location, schedule, set-up and activities.

Perry Blanchard, Frank Productions

ACTION: Approved with Conditions

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activities for which the permit is granted.
 Certificate of insurance listing the City of Madison as additional insured is required - on file.
 Addendum A and B with conditions on file with Event Coordinator in Parks Division.
 City vendor licenses within the event perimeter are invalidated by "exclusive use" resolution (Legislative File ID #25960 and 25961) adopted by the Common Council May 15, 2012.
 The Commission finds that the standards of issuance will not be violated by the use of amplified sound after 11pm.
 Transportation management and parking plan details determined by and the responsibility of the City of Madison.
 Madison PD to provide crowd control, safety and security plan for non event areas. Event organizer/sponsor responsible for areas within the event perimeter.
 Coordinate activities, schedule with the Dane County Farmers' Market manager, 608-455-1999.
 9 Metro routes detoured by event. Fee/route detoured applies.
 20' emergency access lane must be maintained throughout event area.
 Provide and maintain access to Inn on the Park during the event.
 All event vehicles are required to display event parking permit. Permit will be filed with Madison Police
 Event organizer/sponsor is responsible for clean-up of event areas. City staff is responsible for clean-up of areas outside the event perimeter.

2. [27698](#)

WEST HIGH SCHOOL HOMECOMING PARADE
 Chadbourne Street, Breese Terrace to Ash Street
 F, Oct 5, 12pm-3:45pm
 Annual Homecoming parade for West High School. Discuss location, schedule, set-up, route and activities.
 Mitch McGrath, West High School

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 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.

3. [27699](#)

COLOR ME RAD 5K
 Koster St to N Rusk Ave to W Beltline Frontage Rd, back onto Rusk Ave into Alliant Energy
 Sa, Oct 13, 8am-2pm

Color Me Rad is a 5k (3.1 mile) running event with the sole purpose of helping people smile. The event is not competitive and not timed. A "color station" will be set up at every kilometer (0.62 miles) where volunteers throw colored cornstarch on the participants. Discuss location, schedule, set-up, route and activities.
 Scott Ward, Color Me Rad

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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).

Barricades and cones provided by organizer – northbound lane of Koster Street must be coned off.

Notify Alder and Neighborhood Association.

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.

B. INFORMATIONAL ITEMS / PROPOSALS FOR NEW EVENTS

- 1. MADISON FESTIVALS, INC.

C. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

- 1. [27705](#) 6TH ANNUAL WALK/RUN/EAT FOR SAFE SCHOOLS
 Start/Finish at Goodman Community Center (please see attached map for route)
 Su, Oct 14, 7:30am-2:00pm
 Annual Walk/Run/Eat to benefit the Gay Straight Alliance for Safe Schools. Discuss location, schedule, set-up, route and activities.
 Timothy Michael, Gay Straight Alliance for Safe Schools (GSAFE)

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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.

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.

2. [27564](#) JINGLE BELL RUN
 Vilas Park Dr from Edgewood to Mills St Sa, Dec 8, 7am-1pm
 Annual run to benefit the Arthritis Foundation. Discuss location, schedule, set-up, route and activities.
 Judy Miyagawa, Arthritis Foundation

ACTION: Refer to 10/3/2012 Meeting

3. [27700](#) 400 WOODSIDE TERRACE
 Neighborhood Block Party Sa, Sept 22, 4:30-10:00pm, Rain Date:
 9/23/2012
 Katie Gustafson

ACTION: Approved with Conditions

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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.

4. [27701](#) 3500 STONEBRIDGE DRIVE
 Neighborhood Block Party Sa, Sept 29, 12pm-12am
 Tim Parks

ACTION: Approved with Conditions

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Resident petition - on file.

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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.
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5. [27702](#)

2300 WILLARD AVENUE

Neighborhood Block Party
James Good

Sa, Oct 6, 3-10pm, Rain Date: 10/7/2012

ACTION: Approved with Conditions

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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.

6. [27703](#)

900 LAWRENCE STREET

Neighborhood Block Party
Wayne Plant

Sa, Oct 27, 12pm-1am

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Resident petition - on file.

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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.

VI. ONGOING BUSINESS / ANNOUNCEMENTS

- A. Recap recent street use events.
- B. Preview upcoming events - see below and 2012 events calendar
- C. Next Street Use Meeting - Wednesday, October 3, 2012

VII. ADJOURNMENT