



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, April 17, 2019

10:00 AM

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

CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, February 6, 2019 at the City-County Building, 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, Paul Ripp, Mark Kiesow, Lt. Dave McCaw, Susan Barica, Katie Sellner, Meghan Blake-Horst, John Fahrney, Matthew Scamardo

Members Excused: Tom Mohr, Eric Veum, Bill Putnam

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Jeremy Nash, Kelly Post

APPROVAL OF MINUTES

Motion made by Ripp, seconded by Lloyd to Approve the Minutes. Motion passed by voice vote/other.

PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

STREET USE PERMITS FOR SPECIAL EVENTS

1. [55360](#) FRUIT FEST 2019
Sat, June 1, 2019, 7am-10pm
900 Block Williamson St
Music/concert and festival.
Discuss location, schedule, set-up, route and activities.
PRISM Madison LLC / Rico Sabatini

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.

BEFORE EVENT

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

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, and day of contact info. for the event organizer. The alder(s) to notify for this event is:

Marsha A. Rummel - district6@cityofmadison.com

X Notification: Organizer must notify the neighborhood association where the street closure is requested at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, and day of contact info. for the event organizer.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Staff/signage/barricades at parking lot perimeter stating: "NO ALCOHOL BEYOND THIS POINT."

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT

X NO ALCOHOL MAY BE CONSUMED, SERVED, OR SOLD ON CITY STREETS OR RIGHT OF WAY.

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

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

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

AFTER EVENT

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.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

2. [55373](#)

CONCERTS ON THE SQUARE

Wednesdays (Thursday Rain Dates) from 6/26/19-7/31/19 / 3pm-12am
Capitol Square - 10 Blocks of N&S Pinckney, 10 Blocks of E&W Main, 100 Blocks of E. Wash, MLK, and King St.

Parking Request

Annual concert series presented by WI Chamber Orchestra.

Discuss schedule, location and activities

Wisconsin Chamber Orchestra / Matt Wilshire

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BEFORE EVENT

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

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Michael Verveer - district4@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Call 608-267-8756 to discuss the new meter bags/sign process. Organizer must follow the recommendations of Parking Utility regarding using their own bags. Remove meter bags/signs when event has ended. There are charges for this equipment.

X Contact Mall Crew, 266-6031 or mkiesow@cityofmadison.com to arrange pick up and return of electrical adapter. Organizer will keep the adapter and be responsible for it through the concert series and return it at the end of the series. Organizer is responsible for the adapter and will be charged if it is not returned.

DURING EVENT

X The Capitol Square will be closed by an approved private contractor.

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

X Signage & staffing at event perimeter that indicates "NO ALCOHOL BEYOND THIS POINT" required.

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

X Licensed city vendors relocated outside of event area.

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

X Provide and maintain access to the parking ramp on E. Washington and Webster.

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

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

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

AFTER EVENT

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.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

3. [55375](#) FRAME UP ON THE SQUARE
 Sat, July 27, 2019 / 6:45am-3:00pm
 100 block of Martin Luther King Jr. Blvd
 constructing walls of a Habitat home
 Discuss schedule, setup, location
 Habitat for Humanity / Adam Helt-Baldwin
- Approved pending receipt of required documents & with the following conditions:**
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- BEFORE EVENT**
- X Certificate of insurance listing the City of Madison as additional insured is required.**
- X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com**
- X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.**
- X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.**
- X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.**
- X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.**
- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended. There are charges for this equipment.**
- DURING EVENT**
- X Barricade placement as per plan on file with Traffic Engineering (TE).**
- X Event cannot displace licensed city vendors.**
- X Noise must be kept to a reasonable level at all times.**
- X 20' emergency access lane must be maintained throughout event area.**
- X 8' pedestrian pathway must be maintained on sidewalks throughout event area.**
- X No inflatables on City right-of-way.**
- X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.**
- AFTER EVENT**
- 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.**
- X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.**
4. [54352](#) HUB MADISON MOVE IN 2019
 Fri, August 23, 8am-8pm & Sat, August 24, 8am-8pm

Street Closure and Parking Meters: 400 block N. Frances & 400 W. Gilman
Discuss set-up schedule, location, notifications, and activities.
Core Campus Madison, LLC / Brandon Blackmer

Approved pending receipt of required documents & with the following conditions:

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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.

BEFORE EVENT

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

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Michael Verveer - district4@cityofmadison.com

X Notification: Organizer must contact surrounding businesses about street closure. Provide them with event information, including: location, date, schedule, activities, and a day-of-contact phone number. Submit the notification to the Parks Division to keep on file.

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

X Parking Utility will bag meters and print coupons for the parking garage. There are charges for this equipment.

DURING EVENT

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

X Maintain exit to Frances Street Campus garage at all times.

X Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

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

AFTER EVENT

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.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

5. [55374](#) WATER WAGON
 Wednesdays from 5/15/19-10/16/19
 11:00am-1:30pm
 Terrace in front of Monona Terrace (MLK & W Wilson)
 Water Wagon setup at Monona Terrace Farmers' Market
 Madison Water Utility / Amy Deming
- Approved pending receipt of required documents & with the following conditions:**
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- BEFORE EVENT**
X No street closure, request for parking/sidewalk space only.
X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.
- DURING EVENT**
X Event cannot displace licensed city vendors.
X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
X No inflatables on City right-of-way.
X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.
- AFTER EVENT**
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.
X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.
6. [55404](#) WOMEN RUN THE WORLD
 Sat, May 25, 2019 / 7:30am-1pm
 Start/End: West High School
 Route: Chadbourne Ave, N. Breese Terrace, bike path, Virginia Terrace
 Run/Walk Fundraiser
 Discuss route, schedule, setup
 Stephanie Ran / Madison West High School Student Council
- Approved pending receipt of required documents & with the following conditions:**
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- BEFORE EVENT**

X No street closure, request for parking/sidewalk space only.
 X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:
 Shiva Bidar-Sielaff - district5@cityofmadison.com
 X Cones to mark route along parking lanes, as determined by Traffic Engineering.
 X Call 608-267-8756 to receive instructions for and arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.
 X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

DURING EVENT

X Noise must be kept to a reasonable level at all times.
 X 20' emergency access lane must be maintained throughout event area.
 X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 X No inflatables on City right-of-way.
 X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

7. [55363](#)**RIDE THE DRIVE**

Sunday, June 2, 2019, 8:30am - 4:00pm
 John Nolen Dr. - see attached map for complete route
 Request for parking at Law Park for handicap parking only
 Annual family friendly Bike Event.
 Discuss route, schedule and activities
 Madison Parks / Tracey Hartley

Approved pending receipt of required documents & with the following conditions:

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:
 Michael Verveer - district4@cityofmadison.com & Tag Evers - district13@cityofmadison.com

X Notification: Organizer must notify businesses and residents along the route at least 30 days prior to the event. Provide event information, including: location, date, schedule, activities, and day of contact info. for the event organizer.

X This is a District event. There are charges for these services. 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 Traffic Engineering (TE) will provide traffic management plan and equipment.

X Parking Utility/Enforcement will bag meters and post "No Parking" signs.

DURING EVENT

X 20' emergency access lane must be maintained throughout event area.
 X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 X No inflatables on City right-of-way.

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

AFTER EVENT

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.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

8. [54351](#)

2019 SUFFRAGE WALK

Su, June 23, 2019 / 11:00am-2:00pm

Capitol Square

No street closure - sidewalks only

Setup at The Forum (30 on the Square)- information tables and free water

Walk to celebrate the 100th anniversary of womens' voting rights

Discuss location, route, setup, schedule

Jonathan Marino & Susan Sweet

Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.

ADJOURNMENT

A motion was made by Blake-Horst, seconded by Barica, to Adjourn. The motion passed by voice vote/other.