



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

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Wednesday, June 23, 2021

10:00 AM

Virtual Meeting

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### CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, June 23, 2021. 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, Kristin Brodowsky, Tom Mohr, Poorna Shivakumar, Mark Kiesow, Liza Tatar, Matthew Scamardo, Lt. Scott Kleinfeldt, Stefanie Neisen

**Members Excused:** Meghan Blake-Horst, Eric Veum, Bill Pullman, John Fahrney

**Additional City Staff Present:** Mary Lloyd, Kelly Post

1. [66069](#) 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.

### APPROVAL OF MINUTES

Motion made by LLOYD, seconded by Scamardo, motion passed by voice vote/other.

### STREET USE PERMITS FOR SPECIAL EVENTS

2. [66052](#) DESIGN WISCONSIN  
Fri. Aug. 13, 12pm - Sat. Aug. 14, 5pm  
Street Closure: 10 block of N. Brearly  
Discuss setup, location, schedule  
UW Stout School of Art & Design / David Richter-O'Connell

Registered speaker David Richter-O'Connell registered in support, not to speak, but available for questions.

A motion was made by Tatar, seconded by Lloyd to approved pending receipt of required documents & with the following conditions:

**BEFORE EVENT**

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:

Patrick W. Heck - district2@cityofmadison.com

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 meter bags and signs 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 Noise must be kept to a reasonable level at all times.

X Provide and maintain access to the Lyric parking garage during the 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.

Motion passed by voice vote/other.

3. [66055](#)**WILLY STREET FAIR**

Sat. Sept. 18, 9am - 10:30pm & Sun. Sept. 19, 2021, 8am-10:30pm

Street Closure: 800-1000 Williamson St./ portions of 300 S. Paterson & S.

Brearly

Annual Street Fair

Discuss location, schedule, parade, site map

Wil-Mar Neighborhood Center / Gary Kallas

Registered speaker Gary Kallas registered in support and wishes to speak.

A motion was made by Tatar, seconded by Lloyd to approved pending receipt of required documents & with the following conditions:

X THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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 - on file.

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:

Brian Benford – district6@cityofmadison.com

X Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

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

are charges for these services.

X Traffic Engineering will deliver barricades. There are charges for this service and the equipment.

X Call 608-267-8756 to arrange for meter bags and/or "No Parking" signs.

Remove meter bags and signs 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 2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Amplification must be kept to a reasonable level at all times.

X Staff/signage at event perimeter stating: "NO ALCOHOL BEYOND THIS POINT"

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.

Motion passed by voice vote/other.

#### 4. [66068](#)

WISCONSIN SCIENCE FESTIVAL SCIENCE ON THE SQUARE

Fri. Oct. 22, 2021 / 2pm - 11pm

Street Closure: 100 State St & Y-Closure on the Square

The Grove, The Forum

Science festival activities

Discuss location, setup, activities, schedule

Wisconsin Alumni Research Foundation / Sam Mulrooney

Registered speaker Sam Mulrooney registered in support, not to speak, but available for questions.

Registered speaker Shauna Baranczyk registered in support, not to speak, but available for questions.

A motion was made by Tatar, seconded by Lloyd to approved pending receipt of required documents & with the following conditions:

**THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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: day of contact information, location, date, schedule, activities, etc. Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto: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 Call Parking Utility at 608-267-8756 to arrange for meter bags and “No Parking” signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

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

X Traffic Engineering will deliver/pick-up barricades.

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

X Portable restrooms must not be placed in front of any open businesses.

X Event cannot displace licensed city vendors.

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

X Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses.

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 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.

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.

Motion passed by voice vote/other.

## **CONSENT AGENDA**

A motion was made by Lloyd, seconded by Brodowsky to approve consent agenda items, pending receipt of required documents & with the following conditions:

Motion passed by voice vote/other.

5. [66053](#) GREAT TASTE OF THE MIDWEST - CAB PARKING  
 Sat. 8/14/21, 8am-6pm  
 Street closures: Lakeshore Ct, Edgewater Ct, Olin-Turville Ct., 200/300 Block E. Lakeside St., Sayle St., 10 Block Van Deusen St  
 Cab Parking and Pedestrian Safety  
 Discuss schedule, location  
 Madison Homebrewers / Thomas Jones
- 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 Resident petition on file.
- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- 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:

Tag Evers - district13@cityofmadison.com

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

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.

#### 6. [66067](#)

LARK AT RANDALL MOVE-IN 2021

Mon. Aug. 16, 2021 / 8am-7pm

No street closure - parking meters request

1400 Monroe Street

Annual move-in

Lark at Randall / Tim Atherton

**THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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 No street closure, request for parking/sidewalk space only.

X Notify residents moving in that designated zones may only be used for unloading vehicles There is no long-term parking in posted areas near Lark at Randall. Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Regina Vidaver -district5@cityofmadison.com, Julianna Bennett - district8@cityofmadison.com

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

#### EVENT DAY(S)

X Lark at Randall staff is responsible for enforcing no parking areas adjacent to their building.

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 Maintain access to Metro stops.
- X Noise must be kept to a reasonable level at all times.
- X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
- X No inflatables on City right-of-way.

7. [66054](#)

THE JAMES - RESIDENT MOVE IN DAYS  
 Fri. 8/27 - Sun. 8/29/21 / 8am-7pm daily  
 No Street Closure / parking lane/meters only  
 Resident Move In  
 Discuss schedule, location  
 The James / Olivia McElhatton

**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 Call 608-267-8756 to arrange for meter bags. Remove meter bags 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 Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests.
- X Maintain access to Metro stops.
- 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.

**ADJOURNMENT**

A motion was made by Scamardo, seconded by Lloyd to Adjourn. The motion passed by voice vote/other.