



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, April 30, 2014

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: Kay Bentley, Michael Brenneis and Doug Milks

Present: 6 - Kelli Lamberty
Susan Barica
Katie Sellner
John Fahrney
Roger Kleist
Laura Bauer

Excused: 5 - Carl Strasburg
Jeremy McMullen
Tom Mohr
Bill Putnam
Eric Veum

II. APPROVAL OF MINUTES

Motion for Approval
First: Katie Sellner
Second: Sue Barrica

III. PUBLIC COMMENT

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

IV. DISCLOSURES AND RECUSALS

Doug Milks recused himself from the 17th Annual WORT Block Party (Leg ID 33870)

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [33870](#) 17TH ANNUAL WORT BLOCK PARTY
100 Martin Luther King Jr. Blvd.
Su, May 18, 7am-8pm

Annual neighborhood block party to benefit WORT Community Radio.
Discuss location, schedule, set-up and activities.
Doug Holtz, Back Porch Radio Broadcasting Inc.

Mary Carbine registered to speak in favor of the event, but opposed to the location.

ACTION: Event approved for the 200 block of MLK Jr. Blvd. pending decision regarding Temporary B alcohol license for the location.

2. [33871](#)

SUMMER PALOOZA
Rotary Centennial Plaza
Sa, June 14, 8am-4pm
Annual festival. Discuss location, schedule, set-up and activities.
Kia Karlen, Madison Children's Museum

ACTION: Approved with Conditions

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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).

Call the Sayle Street 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.

Notify area businesses and residents.

Coordinate with Safety Saturday.

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

Event cannot displace licensed city vendors.

Provide and maintain access to condos on N. Hamilton.

No inflatables.

No permanent marking, including spray chalk, of streets sidewalks, paths or city landscaping is allowed.

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

3. [33872](#)

CONCERTS ON THE SQUARE
Capitol Square, 20 Blocks N & S Pinckney, 10 Blocks E & W Main, 100 Blocks E Washington and MLK
Wednesdays, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30; 3pm-12am
Rain Dates: Thursdays, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31
Annual outdoor concert series. Discuss location, schedule, set-up and activities.
Jeff Richard, Wisconsin Chamber Orchestra

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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).

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

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.

Metro rerouted to outer loop. Standard rerouting fee applies.

Licensed city vendors relocated outside of event area.

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

Provide and maintain access to the parking lot on East Washington and Webster.

Signage and staffing at barricades: 'No Alcohol Beyond This Point'.

No permanent marking, including spray chalk or stickers, of streets, sidewalks, paths or city landscaping.

No inflatables.

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. [33873](#)

USA CYCLING AMATEUR AND PARA CHAMPIONSHIPS

Capitol Square (please see attached map for route)

Su, July 6, 5am-10pm

Annual bicycle race. Discuss location, schedule, set-up, route and activities.

Tom Schuler, USA Cycling/Team Sports Events

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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).

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

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

Metro rerouted to outer loop. Standard rerouting fee applies.

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

Event cannot displace licensed city vendors.

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

Provide and maintain access to the parking ramp on East Main and Webster.

Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace,

608-255-5147.
 No inflatables.
 Clearance for start/finish.
 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
 Event organizer/sponsor is responsible for clean up, including trash removal, of event area. Charges will be assessed for any City staff time or resources required for clean up.

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

- 1. [33716](#) PIE AN ALPHA CHI
 Podium/700-800 State St
 F, May 2, 2:30-5:30pm
 Pie toss and free pizza distribution to benefit DAIS of Dane County. Discuss location, schedule, set-up and activities.
 Tessa Coan, Alpha Chi Omega

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 No street closure, request for parking/sidewalk space only.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 Event cannot displace licensed city vendors.
 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
 Event organizer/sponsor is responsible for clean up of event area – including removal of trash and recycling at the end of the event. Charges will be assessed for any City staff time or resources required for clean up.
 No amplification unless Library Mall agency signatures are received – on file.
 No food distribution w/out approval from Health Dept.

- 2. [33900](#) WHEELS ON WILLY
 1400 & 1500 Blocks Williamson St & Spaight St, 400 & 500 Blocks S Thornton & S Dickinson St
 Su, May 18, 7am-6:30pm Annual bicycle race sanctioned by USA Cycling and Wisconsin Cycling Association. Discuss location, schedule, set-up, route and activities. Adam Gile, Brazen Dropouts Cycling Team

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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 Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.
 Notify Alder/residents of event, provide contact information on flyers.
 Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
 2 Metro routes detoured by event. Fee/route detoured applies.
 20' emergency access lane must be maintained throughout event area.
 No permanent marking, including spray chalk or stickers, of streets, sidewalks, paths or city landscaping is allowed.
 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. [33874](#)

MIDWEST MORRIS ALE
 30 on the Square
 Sa, May 24, 10:30am-12:30pm
 Music/concert. Discuss location, schedule, set-up and activities.
 Casey Garhart, Oak Apple Morris Dancers

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No street closure, request for parking/sidewalk space only.

No amplification.

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

Event cannot displace licensed city vendors.

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

4. [32808](#)

SAFETY SATURDAY
 100 MLK, 10 E & W Main, **10 S Pinckney St**
 Sa, June 14, 7:15am-1:30pm
 Annual safety awareness event including displays and demonstrations.
 Discuss location, schedule, set-up and activities.
 Bernadette Galvez, City of Madison Fire Department

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

Call the Sayle Street 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.
 Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.
 Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
 20' emergency access lane must be maintained throughout event area.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 Licensed city vendors relocated outside of event area.
 Provide and maintain access for BMO Harris drive thru customers during hours of operation.
 Noise must be kept to a reasonable level at all times. Direct speaker amplification away from DCFM.
 No permanent marking, including spray chalk or stickers, of streets, sidewalks, paths or city landscaping.
 Event organizer/sponsor is responsible for clean up of event area, including removal and trash and recycling. Charges will be assessed for any City staff time or resources required for clean up.

5. [33720](#)

GREEK FEST

First block of N Seventh St
 Sa, July 26 & Su, July 27, 9am-7pm
 Annual festival to benefit the Assumption Greek Orthodox Church. Discuss location, schedule, set-up and activities.
 Georgiana Wilton, Assumption Greek Orthodox Church/Hellenic Orthodox Community

ACTION: Refer to 5/14/2014 Meeting

6. [33875](#)

CAPITOL MILE

Capitol Square (please see attached map for route)
 "Y" closure of State St corner of the Square, both Carroll and Pinckney from Main to Mifflin, both Main and Mifflin from Carroll to Pinckney.
 Su, Jul 27, 10:30am-7:00pm
 Annual run/walk to benefit local schools. Discuss location, schedule, set-up, route and activities.
 Paul Turpin, Wisconsin Track Club

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Barricade placement as per plan on file with Traffic Engineering (TE). TE will deliver/pick up barricades.

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.

Metro rerouted to outer loop. Standard rerouting fee applies.

Event cannot displace licensed city vendors.

Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147.

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

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.

7. [33729](#)

600 S FEW STREET

Neighborhood Block Party

Sa, June 21, 10am-9pm

Meghan Blake-Horst

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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.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Overture School Show, Dane County Farmers' Market, Jamnesty for Earth Day, Water Wagon, Ag Day On Campus, Take Our Daughters and Sons to Work Day, Lake Street Bash, Crazylegs, Busking for Books, Purple Stride
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2014 events calendar
4. Next Street Use Meeting - Wednesday, May 14, 2014

VIII. ADJOURNMENT

UPCOMING EVENTS