



Meeting Minutes - Approved
STREET USE STAFF COMMISSION

Wednesday, September 3, 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: Lisa Laschinger, Lt. Dave McCaw, Ron Schwenn

Present: 6 - Kelli Lamberty; Susan Barica; Katie Sellner; Tom Mohr; Bill Putnam and Eric Veum

Excused: 5 - Carl Strasburg; Jeremy McMullen; John Fahrney; Roger Kleist 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

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

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [32640](#) LIVE ON KING STREET
100 Block of King Street
F, Jul 11 & 25, Aug 8 & 22, Sept 19, 8am-12am
Discussion of proposed amendments to approved permit for Sept 19 concert.
Annual concert series. Discuss event dates, location, schedule, set-up and activities.
Matt Gerding & Scott Leslie, Majestic Live
ACTION: Approved with Conditions
The Addendum (including revised maps) amends the original approved street use permit for the August 22 and September 19 concerts and anything in the Addendum & revised maps that is inconsistent with the original permit is superseded.
Capacity for the remaining concerts is 3,645 persons with additional safety conditions as per Addendum.
Capacity for the September 19 concert is 10,654 persons with safety conditions detailed in addendum and attached map.
Portable toilets are to be placed on the opposite side of King Street (not as

shown on the attached maps), in front of businesses that are closed during the concert.

Portable toilets placed as indicated on the attached site map and coordinate removal/relocation for Food For Thought event, Saturday, September 20.

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.

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.

Notify area Alder, businesses and residents on 100 MLK Jr. Blvd & 10 E. & W. Main St. Provide copy of notice.

Coordinate activities with previously permitted street use events - Park(ing) Day organizer, Aaron Williams, (920) 257-3628, and Food For Thought organizer, Miriam Grunes, (608) 669-0667

Event cannot displace licensed city vendors.

Traffic Engineering will deliver and pick up barricades/signage for closure.

Sponsor will place barricades and signs as per plan provided by TE.

Barricades/signage for closure of 100 MLK Jr. Blvd. on Saturday, Sep. 20, 2014 will remain for use by Food For Thought Festival organizers.

Call 608-267-8756 to arrange for meter bags. Meter bags for 100 MLK Jr. Blvd. will be for September 19 and 20th to accommodate previously permitted events on the block. Remove meter bags on 10 E. & W. Main St. when event has ended.

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.

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

8 Metro routes detoured by event and buses detoured to outer loop after 6:30pm. Fee/route detoured applies (for each concert).

Staffing/signage at event perimeter: **NO ALCOHOL BEYOND THIS POINT.**

Provide access to public through event to open businesses and residences per Addendum and revised maps.

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

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

City vendor licenses are invalidated for this event.

Noise must be kept to a reasonable level at all times

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. Charges will be assessed for any City staff time or resources required for clean up.

2. [35389](#)

BREAST CANCER AWARENESS KICK-OFF EVENT

Capitol Square, 100-200 MLK

F, Oct 3, 11am-2pm

Kick-off event, speakers on Capitol steps and parade of squad cars around the Capitol. Discuss location, schedule, set-up, route and activities.

Joan Kamholz, Justive For a Cure and Susan G Komen

ACTION: Approved with Conditions

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

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

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

Maintain access to Metro stops.

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. Charges will be assessed for any City staff time or resources required for clean up.

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

3. [35390](#) 44TH ANNUAL GREAT MIDWEST MARIJUANA HARVEST FESTIVAL
Location TBD
Podium (700-800 State St)
Alternate: Langdon St, from Lake St to Memorial Union driveways
Parade: State St to Capitol Square
Sa, Oct 4-Su, Oct 5, 7am-3pm, Parade: Su
Festival including First Amendment sales, music and demonstration of hemp products. Discuss location, schedule, set-up, route and activities.
Greg Kinsley, Madison/WI NORML Groups
ACTION: Refer to Future Street Use Meeting

4. [35397](#) FIREFIGHTERS LOCAL 311 AND MDA FILL THE BOOT FUNDRAISER
1300-1600 Blocks Regent St
1300-1600 Blocks Monroe St
0-200 Blocks Breese Ter
0-300 Blocks N Randall
Engineering Dr
Little St
Sa, Oct 11, Time TBA
Charitable fundraiser - off-duty personnel voluntarily collecting donations for the Muscular Dystrophy Association. Discuss location, schedule, set-up and activities.
Elizabeth Wagler, MDA
ACTION: Application Withdrawn

5. [35392](#) LITERACY NETWORK RUN/WALK
Broom St between State St and Gorham; State St between Gorham and Broom; down State St to Library Mall
Su, Oct 19, 7:30am-2:30pm
Annual run/walk to benefit the Literact Network, Inc. Discuss location, schedule, set-up, route and activities.

Jen Davie, Literacy Network, Inc.

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.

2 Metro routes detoured by event. Fee/route detoured applies.

Event cannot displace licensed city vendors.

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

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

No inflatables.

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

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [35388](#)

WILLY STREET FAIR

800-1000 Blocks Williamson St

Sa, Sept 13-Su, Sept 14, 11am-10pm

Street closure for annual street fair and parade. Discuss location, schedule, set-up, route and activities.

Gary Kallas, Wil-Mar Neighborhood Center

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 and bike racks required for event.

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

Staff/signage at event perimeter – NO ALCOHOL BEYOND THIS POINT.

2 Metro routes detoured by event. Fee/route detoured applies.

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

Noise must be kept to a reasonable level at all times.

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

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.

2. [35391](#)

TALKING SPIRITS XVI: FOREST HILL CEMETERY TOUR

1 Speedway Rd (parking only)

T, Oct 7-Su, Oct 12, 7am-6pm

Parking restriction for history tour. Discuss location, schedule, set-up and activities.

Jennifer Kollath, Wisconsin Veterans Museum Foundation

ACTION: Approved with Conditions

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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. Charges will be assessed for any City staff time or resources required for clean up.

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

Clear inbound lane by 4pm on weekdays for tow route.

3. [35393](#)

DOWNTOWN MADISON FAMILY HALLOWEEN

Peace Park, 452 State St

W, Oct 29, 2:45pm-6:15pm

Family activities, trick or treating, character appearances (Bucky Badger).

Discuss location, schedule, set-up and activities.

Mary Carbine, Madison's Central Business Improvement District

ACTION: Approved with Conditions

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

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. Charges will be assessed for any City staff time or resources required for clean up.

4. [35394](#)

DOWNTOWN MADISON HOLIDAY OPEN HOUSE - ICE SCULPTING DEMO

Peace Park, 452 State St

F, Nov 28, 10am-4pm

Annual ice sculpting demonstration. Discuss location, schedule, set-up and activities.

Mary Carbine, Madison's Central Business Improvement District

ACTION: Approved with Conditions

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

Event cannot displace licensed city vendors.

Sculpture on paved areas only – plan for melting approved by Mall Crew Supervisor.

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. Charges will be assessed for any City staff time or resources required for clean up.

5. [35395](#)

AG DAY ON CAMPUS AT UW-MADISON

Podium, 700-800 State St

W, Apr 22, 2015, 7am-3pm

Annual educational agriculture festival. Discuss location, schedule, set-up and activities.

Taylor Holterman, Collegiate Farm Bureau at UW-Madison

ACTION: Refer to Future Street Use Meeting

6. [35396](#)

1800 KEYES AVENUE

Neighborhood Block Party

Sa, Sept 13, 1pm-9pm

Scott McAndrew

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.

No inflatables on streets or sidewalks.

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

Event organizer/sponsor is responsible for clean up of event area.

7. [35399](#) 2500 CHAMBERLAIN AVENUE
Neighborhood Block Party
Su, Sept 14, 2:30pm-8:30pm
Rain Date: Su, Sept 21
Joan Laurion

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.

No inflatables on streets or sidewalks.

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

Event organizer/sponsor is responsible for clean up of event area.

8. [35400](#) 1500 SPAIGHT STREET
Neighborhood Block Party
Sa, Sept 27, 10am-10pm
Rain Date: Su, Sept 28
Katie McGlenn

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.
 No inflatables on streets or sidewalks.
 No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.
 Event organizer/sponsor is responsible for clean up of event area.

- 9. [35401](#) 2300 WILLARD AVENUE
 Neighborhood Block Party
 Sa, Oct 4, 3pm-9pm
 Rain Date: Su, Oct 5
 James Good

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.
 No inflatables on streets or sidewalks.
 No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.
 Event organizer/sponsor is responsible for clean up of event area.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

- 1. Recap recent street use events - Jazz at 5, Live on King Street Concert Series, Scope It Out, Pavement Painting, ICON Street Party, Lakeview Moravian Church "Dessert Theater", Wonder Ball, UW Housing Move-In, Ride the Drive, Taste of Madison
- 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, September 17, 2014

VIII. ADJOURNMENT

UPCOMING EVENTS

