



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, May 1, 2019

10:00 AM

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

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### CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 1, 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, Tom Mohr, John Fahrney, Meghan Blake-Horst, Matthew Scamardo

Members Excused: Eric Veum, Bill Putnam, Chad Hughes

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

### APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Sellner 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. [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

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 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:**

**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](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.**

**DURING EVENT**

**X Maintain access to Metro stops.**

**X Street Use Staff Commission approves sales of non-homemade/hand crafted merchandise within event perimeter.**

**X Street Use Staff Commission approves sales of non-homemade/hand crafted 1st Amendment merchandise only within event perimeter.**

**X Event cannot displace licensed city vendors.**

**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.**

**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. [55581](#)**

**ART FAIR OFF THE SQUARE**

**200 MLK**

**Set-up: F, July 12, 12pm, closure at 6pm**

**Event: Sa, July 13, 9am-6pm, Su, July 14, 10am-5pm**

**Take-down: Su, July 14, 5pm-8pm**

**Annual art fair. Discuss location, schedule, set-up and activities.**

**CathyLybarger / Wisconsin Alliance of Artists and Craftspeople, Inc.**

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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:

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X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, [info@dcmf.org](mailto:info@dcmf.org) or 608-455-1999.

X Coordinate activities and schedule with Art Fair ON the Square, [artfair@mmoca.org](mailto:artfair@mmoca.org).

X Traffic Engineering will deliver/pick-up barricades.

X Organizer will meet with Lt. Dave McCaw (MPD) and Tom Mohr (Traffic Engineering) to determine the number of officers will be needed as well as the locations and times they will be required.

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 arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

X No set up on City County Building porch before 5pm on Friday, 7/12/19.

**DURING EVENT**

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

X 3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X City vendor licenses are invalidated for this event.

X Provide and maintain access to the Hilton Hotel and Madison Club during the event.

X Provide and maintain access to the parking ramp entrance on E. Wilson at all times.

X Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.

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. [55582](#)

**CO-OP CONNECTION**

Sa, Oct. 5, 2019, 5:00am - 2:00pm

100 Block of MLK Jr. Blvd.

Annual festival/celebration of cooperatives.

Discuss schedule, location and activities.

Jody Stollendorf / Summit Credit Union

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**Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)**

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**X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.**

**X Coordinate activities and schedule with the Dane County Farmers' Market manager, [info@dcmf.org](mailto:info@dcmf.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 and "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 City vendor licenses are invalidated for this event.**

**X Licensed city vendors on 100 MLK & Main relocated outside of event area.**

**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.**

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**STREET USE APPLICATIONS FOR ROUTINE REQUESTS**4. [55580](#)**LET'S EAT OUT! DINNERS**

200 block Jackson St.

Wednesdays, June 12 - July 31, 4-9pm

Discuss location, event schedule, setup and activities.

Project Kinect LLC / Gregg Potter

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