



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, September 17, 2014

10:00 am

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

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### I. CALL TO ORDER / ROLL CALL

**Additional Staff Present:** Kay Bentley, Michael Brenneis, Lisa Laschinger and Ron Schwenn

**Present:** 5 - Kelli Lamberty; Carl Strasburg; Susan Barica; Katie Sellner and Tom Mohr

**Excused:** 4 - Bill Putnam; John Fahrney; Roger Kleist and Eric Veum

### II. APPROVAL OF MINUTES

**Motion for Approval**  
**First:** Ron Schwenn  
**Second:** Carl Strasburg

### 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. [35500](#) BANDSWAP  
30 on the Square (100 State St)  
Closure: 100 State St  
Parking: 3 meters on 100 N Carroll St  
Sa, Sept 20, 11am-7pm  
Music/concert with sponsors/displays. Discuss location, schedule, set-up and activities.  
Karin Wolf, City of Madison-Arts Commission  
  
**ACTION: Approved with Conditions**  
Event cannot displace licensed city vendors.  
No street closure, request for parking/sidewalk space only.  
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.  
8' pedestrian pathway must be maintained on sidewalks 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.  
 No inflatables.  
 No street closure, request for parking/sidewalk space only  
 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. [35390](#) 44TH ANNUAL GREAT MIDWEST MARIJUANA HARVEST FESTIVAL  
 Location TBD  
 Alternate locations for review: 100 King St., 100 S. Pinckney  
 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**

- 3. [35550](#) IAN'S PIZZA NATIONAL PIZZA EATING CHAMPIONSHIP\*  
 30 On the Square  
 Sa, October 11, 2:30-6:30pm (dependent on start time of UW football game)  
 Annual pizza eating contest and national professional eating contest sanctioned by All Pro Eating. Discuss location, schedule, set-up, and activities.  
 Adam May, Ian's Pizza  
**ACTION: Approved with Conditions**  
**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.  
 No street closure, request for parking/sidewalk space only.  
 Maintain access to Metro stops.  
 Event cannot displace licensed city vendors.  
 Noise must be kept to a reasonable level at all times.  
 No inflatables.  
 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 City receptacles and removal of trash/recycling after event. Charges will be assessed for any City staff time or resources required for clean up.

**VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS**

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1. [35516](#) STARKWEATHER CREEK PLANTING  
2900 Union St / 2900 Hermina Ave  
Neighborhood Block Party  
Sa, Sept 27, 8am-1pm  
Rain Date: Su, Sept 28  
Jason Waller
- 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.
3. [35545](#) MU KAPPA TAU GENERAL MEMBER MEETING  
300 N. Brooks St. - 6 metered spaces / no closure  
W, October 15, 6-9pm  
Updated request for parking for member meeting at Grainger Hall.  
Kelsey Schmitz, Mu Kappa Tau with Ford Motor Company
- ACTION: Refer to Future Street Use Meeting**
4. [35517](#) 2700 GREGORY STREET  
Neighborhood Block Party  
Sa, Sept 27, 12pm-9pm  
Rain Date: Su, Sept 28  
David Kunstman
- 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.

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

5. [35518](#) 2100 HOLLISTER AVENUE  
Neighborhood Block Party  
Su, Oct 19, 12pm-4pm  
MaryAnn Slater / Sharon Brolin

**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.

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

## VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Jazz at 5, Iron Kids Fun Run, Ironman, YumYum Fest, Garden Marathon, Monroe Street Festival, Willy Street Fair
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, October 1, 2014

**VIII. ADJOURNMENT**

UPCOMING EVENTS