



# 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 5, 2012

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: John Marshall, Lt. David McCaw and Stefanie Niesen**

**Present:** 11 -

Kelli Lamberty; Anthony Bitterman; Susan Barica; Katie Sellner; Jeremy McMullen; Tom Mohr; Bill Putnam; John Fahrney; Mike O'Brien; Eric Veum 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

### V. NEW BUSINESS

#### A. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [27295](#) GENOCIDE AWARENESS PROJECT  
Podium/700-800 State St W, Oct 3-Th, Oct, 4, 7am-6pm  
Rain Dates: M, Oct 2-Tu, Oct 3 or M, Oct 8-Tu, Oct 9  
Educational Display. Discuss location, schedule, set-up and activities.  
Fletcher Armstrong, Center for Bio-Ethical Reform

**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

Detail of construction and stabilization of exhibit framing approved by Madison

Fire – on file

The equipment truck may enter and exit from Park St. It can only be on the State St. Mall to load and unload before 9:00am and after 4:00pm each day. The speed limit on the Mall is 5 mph.

Equipment truck(s) will have visuals covered during set-up and tear-down of the exhibit each day.

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

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

Licensed City Vendors will be relocated outside the event perimeter

Barricades for the event may be kept on site overnight. Store at the western end of the event site perimeter. Sponsor is responsible for securing the equipment.

2. [27562](#)

BARBECUE WITH BADGERS

Podium/700-800 State St Th, Sept 20, 6am-12am

Barbecue with music speakers/awards. Discuss location, schedule, set-up and activities.

Annie Lukach, Students for MACC Student Organization

**ACTION: Approved with Conditions**

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Certificate of insurance listing the City of Madison as additional insured is required - on file.

Coordinate activities with the Street Vending Coordinator, 608-261-9171.

Event cannot displace licensed city vendors.

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

Street Use Staff Commission authorizes event to sell with event perimeter per authority in MGO 10.056(5)(g)1.c.

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

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

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. [27563](#)

LITERACY NETWORK RUN/WALK

30 on the Square (Please see attached map for route)

Su, Oct 14, 7am-2pm

Annual run/walk to benefit the Literacy Network. Discuss location, schedule, set-up, route and activities.

Jeff Burkhart, Literacy Network

**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).  
 Barricades provided by an approved private contractor.  
 Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.  
 Event cannot displace licensed city vendors.  
 Metro route(s) detoured by event. Fee/route detoured applies.  
 Lowest point on banner across street must be above 13'6".  
 20' emergency access lane must be maintained throughout event area.  
 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. [27574](#)

## IAN'S PIZZA 6TH ANNUAL EATING CONTEST

Podium/700-800 State St Th, Sept 27, 3:30-7:45pm

Annual eating contest. Discuss location, schedule, set-up and activities.

Adam May, Ian's Pizza

**ACTION: Approved with Conditions**

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Certificate of insurance listing the City of Madison as additional insured is required - on file.

No vending.

No amplification before 5:00pm.

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

Event cannot displace licensed city vendors.

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

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

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.

**B. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS**1. [27422](#)

## FREAKFEST

Set-Up: F, Oct 26

Event: Sa, Oct 27, 7pm-Su, Oct 28, 1:30am

Tear-Down: Su, Oct 28

State Street and Capitol Square area (please see attached maps)

Annual Halloween celebration with live music. Discuss location, schedule, set-up and activities.

Perry Blanchard, Frank Productions

**ACTION: Refer to 9/19/2012 Meeting**

2. [27564](#)

## JINGLE BELL RUN

Vilas Park Dr from Edgewood to Mills St Sa, Dec 8, 7am-1pm  
 Annual run to benefit the Arthritis Foundation. Discuss location, schedule,  
 set-up, route and activities.  
 Judy Miyagawa, Arthritis Foundation

**ACTION: Refer to 9/19/2012 Meeting**

3. [27583](#)

ALUMNI PARK GROUNDBREAKING  
 600 Lake St Sa, Sept 15, 10am-5pm  
 Request for parking for parking restriction for groundbreaking. Discuss  
 location, schedule, set-up and activities.  
 Kate Siemieniewski, Wisconsin Alumni Association

**ACTION: Approved with Conditions**

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No closure.

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.

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. [27571](#)

1800 SPAIGHT STREET  
 Neighborhood Block Party Sa, Sept 8, 11am-9:30pm  
 Jessie Chmell

**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.

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

5.        [27565](#)                    2500 CHAMBERLAIN AVENUE  
Neighborhood Block Party                    Su, Sept 16, 2-9pm  
Tia Keenan

**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.

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

6.        [27573](#)                    500 WALTON PLACE  
Neighborhood Block Party                    Sa, Sept 22, 11am-9pm  
Paul Ranola

**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.

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

7.        [27572](#)                    1800 KEYES AVENUE  
Neighborhood Block Party                    Sa, Sept 29, 2-10pm

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.

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

**VI. ONGOING BUSINESS / ANNOUNCEMENTS**

- A. Recap recent street use events.
- B. Preview upcoming events - see below and 2012 events calendar
- C. Next Street Use Meeting - Wednesday, September 19, 2012

**VII. ADJOURNMENT**