



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, May 15, 2019

10:00 AM

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

CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 15, 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, Lt. Dave McCaw, Susan Barica, Katie Sellner, Tom Mohr, Meghan Blake-Horst, Matthew Scamardo, Eric Veum

Members Excused: John Fahrney, Paul Ripp, Mark Kiesow, Bill Putnam

Additional City Staff Present: Kristin Brodowsky, Kelly Post

APPROVAL OF MINUTES

Motion made by Sellner, seconded by Blake-Horst 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

Meghan Blake-Horst lives on one of the locations for Make Music Madison in item #2.

STREET USE PERMITS FOR SPECIAL EVENTS

1. [55764](#) COWS ON THE CONCOURSE
Sa, June 1, 2019, 5am-2pm
10 Blocks E & W Main, 100 & 200 Blocks MLK
Dairy farming festival with live cows and calves.
Discuss location, schedule, set-up and activities.
Cassi Miller / Dane County Dairy Promotion Committee

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

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

X Notify the Madison Central Business Improvement District's Executive Director at 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 or 608-261-9171.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, 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 Maintain Madison Metro through lane on 200 Martin Luther King, Jr. Blvd.

X Electrical cords must be ramped or signed for ADA accessibility if crossing the sidewalks.

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

X Licensed city vendors relocated outside of event area.

X No animal exhibits in front of outdoor cafes.

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

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

X 20' emergency access lane must be maintained 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. [55773](#)

MAKE MUSIC MADISON

Sidewalk/performance areas only - no closure - see attached

Friday, June 21, 2019 / 8am-9pm

Annual citywide, free, outdoor day of music.

Discuss locations, schedules, set-up, and activities.

Make Music Madison, Natasha Sattin

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BEFORE EVENT

X Resident petition on file-for street closure only.

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

X Notify the Madison Central Business Improvement District's Executive Director at 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 or 608-261-9171.

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 For locations that are closing a street, call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

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:

Barbara Harrington-McKinney - district1@cityofmadison.com

Patrick W. Heck - district2@cityofmadison.com

Lindsay Lemmer - district3@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Shiva Bidar-Sielaff - district5@cityofmadison.com

Marsha A. Rummel - district6@cityofmadison.com

Donna V. Hurd Moreland - district7@cityofmadison.com

Avra Reddy - district8@cityofmadison.com

Paul E. Skidmore - district9@cityofmadison.com

Zachary Henak - district10@cityofmadison.com

Arvina Martin - district11@cityofmadison.com

Syed Abbas - district12@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

Grant Foster - district15@cityofmadison.com

Michael J. Tierney - district16@cityofmadison.com

Samba Baldeh - district17@cityofmadison.com

Rebecca Kemble - district18@cityofmadison.com

Keith Furman - district19@cityofmadison.com

Christian Albouras - district20@cityofmadison.com

DURING EVENT

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

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

X No amplification before 8:00am or after 9:00pm.

X 5' pedestrian pathway must be maintained on sidewalks throughout event area.
 X 20' emergency access lane must be maintained throughout event location(s) that are closing a street.
 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. [55769](#) TUNES ON THE TRIANGLE AT LAKEVIEW MORAVIAN COMMUNITY CHURCH
 Thu, August 29, 2019 / 12pm-11pm
 Street Closure: 3500 block of Tulane Ave
 No Parking: 400 block of Ogden & 3500 block of Hargrove
 Community Concert
 Discuss location, setup, schedule
 Lakeview Moravian Community Church / Ann Lacy

Referred to a future SUSE meeting once planning is complete.

4. [55775](#) CAP TIMES IDEA FEST
 Sa, September 14, 2019
 No Street Closure: 800 block of State Street
 See attached map for setup - vendors and display tables
 Discuss location, setup, schedule
 Tracey Bockhop / The Cap Times
- Approved pending receipt of required documents & with the following conditions:
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- BEFORE EVENT**
 X No street closure, request for parking/sidewalk space only.
 X Certificate of insurance listing the City of Madison as additional insured is required - on file.
 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:
 Avra Reddy - district8@cityofmadison.com
 X Notify the Madison Central Business Improvement District's Executive Director at 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 or 608-261-9171.

DURING EVENT

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.

5. [55772](#)

RUN WILD 2019 - HENRY VILAS ZOO

Sun. Sept. 29, 2019 / 6:00am - 1:00pm

See attached for route

Run/Walk

Discuss route, schedule, setup

Jess Thompson / Henry Vilas Zoo

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BEFORE EVENT

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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:

Zachary Henak - district10@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X MPD Parking Enforcement will post "No Parking" signage. Organizer agrees to pay all MPD costs associated with these tasks.

DURING EVENT

X Maintain access to Metro stops.

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.

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.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

6. [55787](#)

WISCON CONVENTION

Thu, May 23, 2019 / 4:30pm-8pm

Wisconsin Ave (meter 826) & W. Gorham (meter 2159)

Parking only request - shuttle parking

Discuss locations & schedule

Sarah Rogers / SF3: Society for the Furtherance and Study of Science Fiction

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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

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Call 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

DURING EVENT

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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.

7. [55765](#) CAPITOL VIEW FARMERS' MARKET
 Wednesdays from 5/29/2019 - 10/16/2019, 2:00pm - 7:30pm
 Sharpsburg Dr. - block between Northstar and Gemini
 Farmers' Market
 Krista Massian / Capitol View Farmers' Market Board
- Approved pending receipt of required documents & with the following conditions:**
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- BEFORE EVENT**
X Certificate of insurance listing the City of Madison as additional insured is required - on file.
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:
 Lindsay Lemmer - district3@cityofmadison.com
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 "No Parking" signs. Remove 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 20' emergency access lane must be maintained 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.
8. [55771](#) JUNETEENTH DAY CELEBRATION
 Sa, June 15, 2019 / 7am-7:30pm
 Event site - Penn Park
 Parade Route see attached
 Road Closure: 600-700 Buick St., 2000-2100 Fisher, 2100 Taft, 500 Dane, 500 Baird
 No Parking: 2000 Taft St.
 Annual celebration of the African American experience in Madison.
 Discuss location, schedule, parade route and activities.
 Annie Weatherby-Flowers / Kujichagulia Madison Center for Self-Determination
- Approved pending receipt of required documents & with the following conditions:**
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BEFORE EVENT

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

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:

Sheri Carter - district14@cityofmadison.com

X This is a District event. There are charges for these services. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

X Traffic Engineering will deliver street closure barricades for the event. There are charges for these services. Event organizer will set up and take down the barricades.

DURING EVENT

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

X Event volunteers/staff at barricades at Fisher and Dane, and Buick and Taft to allow vendor and disabled parking access.

X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

X 20' emergency access lane must be maintained 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.

9. [55776](#)

FILINGAME ABRAHAM WEDDING

Fri, July 5, 2019 / 12pm-5:30pm

Parking Request Only - 116 W. Washington Ave

Parking request for wedding activities

Discuss location & schedule

Kathy Schlimgen

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BEFORE EVENT

X No street closure, request for parking/sidewalk space only.
 X Call 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

DURING EVENT

X Maintain access to Metro stops.
 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.

10. [55774](#)

GREEK FEST 2019

Sa, Jul 27, 2019, 8am-9pm

Su, Jul 28, 2019, 8am-9pm

Street Closure: 10 block of North Seventh Street

Festival celebrating Greek culture, food, music

Discuss location, schedule, set-up, and activities.

Georgiana Wilton / Assumption Greek Orthodox Church

Approved pending receipt of required documents & with the following conditions:

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BEFORE EVENT

X Resident petition required.
 X Certificate of insurance listing the City of Madison as additional insured is required - on file.
 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:
 Syed Abbas - district12@cityofmadison.com
 X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.
 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 "No Parking" signs. Remove 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 Maintain access to Metro stops.
 X Noise must be kept to a reasonable level at all times.

X Point speakers away from residential areas.
 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.

11. [55777](#)

FILINGAME FARROKHIA WEDDING AT MADISON CLUB
 Sa, September 21, 2019 / 12pm-12am
 Parking Request only - 10 E. Wilson (in front of Madison Club)
 Parking meters for wedding activities
 Discuss location & schedule
 Kathy Schlimgen

Approved pending receipt of required documents & with the following conditions:

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BEFORE EVENT

X No street closure, request for parking/sidewalk space only.
 X Call 608-267-8756 to arrange for meter bags signs. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT

X Maintain access to Metro stops.
 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.

ADJOURNMENT

A motion was made by Blake-Horst, seconded by Barica, to Adjourn. The motion passed by voice vote/other.