



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, July 6, 2011

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Other Staff Present: Laura Bauer, Stephanie Niesen and Katie Peterson

Present: 6 -

Kelli Lamberty; Susan Barica; Jeremy McMullen; Bill Putnam; Melvin W. Lamb and Eric Veum

Excused: 3 -

Cindy Mierow; Tom Mohr and John Fahrney

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 APPLICATIONS FOR SPECIAL EVENTS

[23001](#)

JAZZ AT FIVE

30 on the Square

W, Aug 10, Aug 17, Aug 24, Aug 31, Sept 7, 2-9pm

Annual music/concert series. Discuss set-up, schedule and activities.

David McCoy, Jazz at Five

Attachments: [8.10-9.7JazzFive.pdf](#)

ACTION: Approved w/ Conditions

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

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

Mall crew delivers barricades.

Post 'No Alcohol Beyond This Point' at event perimeter and staff barricades.
Metro route(s) detoured by event. Fee/route detoured applies.
20' emergency access lane must be maintained throughout event area.
Licensed city vendors of 100 State Street are allowed.
Food carts must relocate outside 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.

23091**WISCONSIN CAPITOL PRIDE PARADE AND RALLY**

Su, Aug. 21, 11a-6p

Staging: 11a-12p

Lake St. - State to Langdon

Langdon - Park to Lake

Parade: 12p start

State & Lake to Capitol Square

Rally: 2-5p

"Y" closure - WI Ave. to W. Washington

Wisconsin Capitol Pride parade and rally celebrating diversity and equality. Discuss schedule, set-up and activities.

Julie Busche, Wisconsin Capitol Pride

Attachments: [8.21PrideParade.pdf](#)

ACTION: Approved w/ Conditions

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.

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

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

Event cannot displace licensed city vendors.

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

Metro route(s) detoured by event. Fee/route detoured applies.

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.

23093**KIDS TO KIDS GARAGE SALE**

100 MLK Jr. Blvd. Sa, August 6, 7:30a-2p

Kids and families rent booth space and sell items. Discuss location, schedule, set-up and activities.

Anne Whisner, Madison Parks

Attachments: [8.6KidstoKids.pdf](#)

ACTION: Referred to 7/20/2011 Meeting

B. STREET USE APPLICATIONS FOR BLOCK PARTIES AND ROUTINE REQUESTS

23076

ALADDIN MOBILE TOUR

310 State St Sa, Jul 9, 10am-3pm

Small event set working in conjunction with Pop Deluxe. Discuss set-up, schedule and activities.

Lindsay Arbour, Aladdin/PMI - Pierce Promotions and Event Management, LLC

Attachments: [7.9AladdinMobileTour.pdf](#)

ACTION: Approved w/ Conditions

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

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.

Set up on State St. – Maintain 8' pedestrian pathway.

Event cannot displace licensed city vendors.

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.

23077

CARS ON THE CONCOURSE

S Carroll St from W Washington Ave to Inn on the Park

R, Jul 21, 11am-2pm

Request for parking - no closure. Discuss set-up, schedule and activities.

Jeffrey Sanders, Office of State Rep Brett Hulseley, 77th Assembly District

Attachments: [7.21CarsOnConcourse.pdf](#)

ACTION: Approved w/ Conditions

No street closure, request for parking.

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

Event cannot displace licensed city vendors.

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.

22999

MOVE-IN 2011

300 Block Lake, Murray from Regent to Railroad Tracks

M, Aug 8, Su, Aug 28, T, Aug 30, W, Aug 31, 6:00am-6:30pm

Parking for annual move in. Discuss set-up, schedule and activities.

Mike Kinderman, UW-Madison - Division of Housing

Attachments: [8.8-31MoveIn.pdf](#)

ACTION: Approved w/ Conditions

Barricade placement as per plan on file with Traffic Engineering (TE).
Call the Sayle St. Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.
Make arrangements with contractor regarding Lake Street construction.
20' emergency access lane must be maintained throughout event area.
Maintain access to Metro stops.
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.

23094**MONROE ST. FESTIVAL**

Sa, Sept. 16, 10a-6p

Closure: Harrison St. (south side only)

Parking: Monroe St. (south side) 1700-1900 blocks

(north side) first 2 meters 1900 block & 2600 block

Annual Monroe St. merchants sale and festival. Discuss schedule, set-up and activities.

Carol "Orange" Schroeder, Monroe St. Merchant Assoc.

Attachments: [9.17MonroeSt.pdf](#)

ACTION: Approved w/ Conditions

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

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

Call the Sayle St. 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.

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

Maintain access to Metro stops.

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.

23000**105 PINE VIEW**

Neighborhood Block Party

Sa, July 16, 5pm-1am

Donna White

Attachments: [7.16PineView.pdf](#)

ACTION: Approved w/ Conditions

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. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

23078

3010 FAIRVIEW
Neighborhood Block Party Sa, Jul 23, 12-9pm
Deidre Buckingham

Attachments: [7.23Fairview.pdf](#)

ACTION: Approved w/ Conditions

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. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

23079

100 ELY PLACE
Neighborhood Block Party Sa, Jul 30, 10am-10pm
Robert 'Skip' Heffernan

Attachments: [7.30Ely.pdf](#)

ACTION: Approved w/ Conditions

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. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

VI. ONGOING BUSINESS / ANNOUNCEMENTS

A. Recap recent street use events

B. Preview upcoming events - see below and 2011 events calendar

C. Next Street Use Meeting - W, July 20, 2011

VII. ADJOURNMENT

UPCOMING EVENTS