



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, April 3, 2013

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Additional Staff Present: Ron Schwenn

Present: 11 -

Kelli Lamberty; Carl Strasburg; 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. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [29503](#) REVELRY MUSIC AND ARTS FESTIVAL
Randall Ave between Campus Dr and Dayton St
Set-up: F, May 3, 10pm
Event: Sa, May 4, 11am-4pm
Tear-down: Sa, May 4, 4pm-10pm
Revelry Music and Arts Festival is Madison's premier music festival. The event will be hosting national, regional and local acts. The event also seeks to expose the community to several other types of interactive art in the art areas. Discuss location, schedule, set-up and activities.
Josh Levin, UW-Madison/Wisconsin Union

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.

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

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

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

*Set-up inside of Union South starting 7:00p on May 3. No amplification or loud street set-up between the hours of 7:00p and 7:00a

Traffic management – barricade placement, signage will be done by an approved private contractor.

No alcoholic beverages are allowed in the street use permitted 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.

2. [29614](#)

LANGDON STREET BLOCK PARTY

200 Langdon St Sa, Apr 13, 2-7pm

Annual block party to benefit the American Foundation for Suicide Prevention and One Heartland. Discuss location, schedule, set-up and activities.

Geoff Cohn, Interfraternity Council

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.

Resident petition - on file.

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

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. Maintain access to Metro stops.

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.

3. [29616](#)

ALPHA PHI'S ALPHATRAZ

Podium/700-800 State St R, Apr 25, 4-7:30pm

Annual "jail n bail" event with activities around the "jail cell" to benefit the Alpha Phi Foundation and the UW Hospital. Discuss location, schedule, set-up and activities.

Becky Goldberg, Alpha Phi-Iota

ACTION: Application Withdrawn
(Street Use Permit is not required).

4. [29620](#) UNDIE RUN
Please see attachment for proposed routes.
Proposed Date: R, Apr 25
Run/walk/. Discuss proposed location, schedule, set-up, route and activities.
Joe Snodgrass & Cody Jorgenson
5. [29610](#) PADDLE & PORTAGE 2013
Capitol Square, 10 N and S Pinckney, 100 E Washington, 100 King, 10 E Main
Sa, Jul 20, 7am-12pm
Annual canoe/run race to benefit Clean Lakes Alliance. Discuss location, schedule, set-up, route and activities.
Chris Majchrzak, Isthmus Publishing

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.

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

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

Maintain access to Metro stops.

Barricade placement as per plan on file with traffic engineering (TE).

Call the Sayle Street 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 "No Parking" signs. Remove signs when event has ended.

Event cannot displace licensed city vendors.

Coordinate activities and schedule with the Dane County Farmers' Market Manager, 608-455-1999.

Notify new alder.

Staggered starts required.

Event staff will work with MPD to stop participants and allow traffic to cross route.

Electronic message boards as per traffic management plan.

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.

6. [29615](#) 16TH ANNUAL WORT BLOCK PARTY
600 W Doty St Su, May 19, 7am-8pm

Annual music concert to benefit WORT-FM. Discuss location, schedule, set-up and activities.

Raechel Pundsack, WORT-FM

ACTION: Refer to 4/17/2013 Meeting

7. [29623](#)

SKIRT CHASER 5K

Dayton from Randall to Orchard with Union South

(please see attached map for route)

Sa, Sept 28, 12-4pm

Run/walk to benefit the Carbone Cancer Center. Discuss location, schedule, set-up, route and activities.

Ryan Griessmeyer, Race Day Events, LLC

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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.

Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

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

Maintain access to Metro stops.

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

Over street trusses at least 14' above ground.

Update security, safety, and severe weather plan.

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.

8. [29629](#)

RUN SANTA RUN 5K

Closure: 200 MLK (please see attached map for route)

Sa, Dec 14, 11am-4pm

Holiday-themed running event to benefit Toys for Tots. Discuss location, schedule, set-up, route and activities.

Russ Larson, Race Day Events, LLC

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Special duty officers required for event. Call 608-266-4022 to arrange.
20' emergency access lane must be maintained throughout event area.
8' pedestrian pathway must be maintained on sidewalks throughout event area.
Metro route(s) detoured by event. Fee/route detoured applies.
Barricade placement as per plan on file with Traffic Engineering (TE).
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.
Maintain access to City facilities along the route.
Update safety, security, and severe weather plans.
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.

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS / NEIGHBORHOOD BLOCK PARTIES

1. [29618](#) 4TH ANNUAL SCMG FILM FESTIVAL
2000 Block Atwood Ave Sa, May 4, 5-10:30pm
Annual film festival - request is for parking only. Discuss location, schedule, set-up and activities.
Eric R Lewis, Slimey Crud Motorcycle Gang, LLC

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Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
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. [29612](#) ISTHMUS ALA CARTS
Olin Park
Sa, Apr 27, 6am-12:30pm
Annual food cart festival. Discuss location, schedule, set-up and activities.
Chris Majchrzak, Isthmus Publishing

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Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

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. [29617](#)

CAPITOL MILE

Capitol Square

Su, Jul 28, 10:30am-7pm

Annual run/walk to benefit local schools. Discuss location, schedule, set-up, route and activities.

Paul Turpin, Wisconsin Track Club

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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.

Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147.

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. [29619](#)

400 CLEMONS AVE

Neighborhood Block Party

Su, Apr 21, 2-5pm

Jay Garvey Shah

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Resident petition - on file.

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

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

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2013 events calendar
4. Next Street Use Meeting - Wednesday, April 17, 2013

VIII. ADJOURNMENT