



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, March 6, 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: Lt. Dave McCaw, Stefanie Niesen, Ron Schwenn and Carl Strasburg

Present: 9 -

Kelli Lamberty; Susan Barica; Katie Sellner; Tom Mohr; Bill Putnam; John Fahrney; Mike O'Brien; Eric Veum and Laura Bauer

Excused: 1 -

Jeremy McMullen

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. [29332](#)

RIDE THE DRIVE - WESTSIDE

Segoe Rd to Regent St to Rosa Rd to South Hill to Segoe Rd
Su, Aug 18, 8:00am-3:00pm

Annual community event that turns a five-mile loop of Madison's signature streets (Regent Street and Segoe Road, among others) into a public promenade that is closed to cars and opened to bikers, walkers, rollerbladers, and those out to share in the experience and fun atmosphere. This free event draws thousands of people to ride, walk and skate on the route, enjoy live music, food, and participate in various public art projects. Discuss location, schedule, set-up, route and activities.

Anne Whisner, City of Madison Parks Division

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.

Special duty officers required for event. Call 608-266-4022 to arrange.

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

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

Notify Alders and Neighborhood.

2 Metro routes detoured by event.

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.

2. [29310](#)

MADISON MARATHON

Capitol Square, 200 MLK, Wisconsin Ave (please see attached map for route)

Set-up: Sa, May 25, 2-10pm

Event: Su, May 26, 5am-11:30am

Tear-down: Su, May 26, 11:30am-4pm

Annual marathon to benefit YMCA, Badger Honor Flight, My Team Triumph and other local charities. Discuss location, schedule, set-up, route and activities.

Keith Peterson, Madison Festivals

ACTION: Approved with Conditions

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

Traffic management 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.

The Capitol Square will be closed by an approved private contractor.

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.

Licensed city vendors relocated outside of event area beginning at 3:00pm on 5/25/2013.

City vendor licenses (except sidewalk cafes) are invalidated for this event.

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

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

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

Provide and maintain access to the parking ramp on East Main and Webster.
 Provide and maintain access to the parking lot on East Washington and Webster.
 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.
 Sign and staff event perimeter – No Alcohol Beyond This Point.
 Responsible for trash/recycling containers within event perimeter.
 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.
 Banners crossing the street must be 14' from street if within 20' fire lane.

3. [29312](#)

MADISON MARATHON

Capitol Square, 200 MLK, Wisconsin Ave (please see attached map for route)

Set-up: Sa, Nov 9, 2-10pm

Event: Su, Nov 10, 5am-2pm

Tear-down: Su, Nov 10, 2-6pm

Annual marathon to benefit YMCA, Badger Honor Flight, My Team Triumph and other local charities. Discuss location, schedule, set-up, route and activities.

Keith Peterson, Madison Festivals

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

Traffic management 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.

The Capitol Square will be closed by an approved private contractor.

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.

Licensed city vendors relocated outside of event area beginning at 3:00pm on 5/25/2013.

City vendor licenses (except sidewalk cafes) are invalidated for this event.

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

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

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

Provide and maintain access to the parking ramp on East Main and Webster.

Provide and maintain access to the parking lot on East Washington and Webster.

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.

Sign and staff event perimeter – No Alcohol Beyond This Point.

Responsible for trash/recycling containers within event perimeter.

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.

Banners crossing the street must be 14' from street if within 20' fire lane.

4. [29308](#)

MAXWELL STREET DAYS

100-700 State St, 200 N Henry F, Jul 19-Su, Jul 21, 7am-8pm

Annual sidewalk sale. Discuss location, schedule, set-up and activities.

John Hutchinson, Greater State Street Business Association

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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).

\$2,500 deposit required for TE and equipment delivery.

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

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

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

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

Licensed city vendors relocated outside of event area.

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

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

Organizer responsible for City trash/recycling receptacles within the event perimeter.

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. INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS

1. [29315](#)

RUN SANTA RUN 5K

Start: Capitol Square / Finish: Coliseum Bar (please see attached map for route)

Sa, Dec 7, 1:00pm

Run Santa Run 5K is a recreational run designed to celebrate the festive holiday season while promoting healthy living and fit lifestyles. Discuss proposed location, schedule, set-up, route and activities.

Russel Larson, Race Day Events, LLC

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

- 1. [29319](#) LAKE MONONA 20K
(please see attached map for route) Sa, May 4, 9am-12pm
Annual 20K. 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.
No street closure, request for parking/sidewalk space only.
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.
8' pedestrian pathway must be maintained on sidewalks 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.

VIII. 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, March 20, 2013

IX. ADJOURNMENT

UPCOMING EVENTS