



City of Madison

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

Meeting Minutes STREET USE STAFF COMMISSION

Wednesday, February 3, 2016

10:00 am

Conference Room
215 Martin Luther King, Jr. Blvd.
Conf. Room LL130 (Madison Municipal Building)

I. CALL TO ORDER / ROLL CALL

Also present were Kay Bentley and Mark Kiesow

II. APPROVAL OF MINUTES

11/2015 meeting minutes were approved.

III. PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

IV. DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. ST PATRICK'S DAY PARADE
Capitol Square, 100 block of E Washington, 100 N Hamilton, Partial 100 Block N Pinckney
Sunday, March 13th 11:00am - 3:00pm
Parking Request/Parade
St. Patrick's Day Parade Committee Inc.

Approved pending receipt of required documents and 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.

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

X Special duty officers required for event. Call 608-267-8676 to arrange.

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

X Metro rerouted to outer loop. Standard rerouting fee applies.

- X The Capitol Square will be closed by Traffic Engineering (TE).
- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
- X Event cannot displace licensed city vendors.
- X Provide and maintain access to Inn on the Park during the event.
- X 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.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- X No inflatables.
- 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 Noise must be kept to a reasonable level at all times.
- X No objects may be thrown from floats or vehicles in the parade.

2.

OUTREACH PRIDE PARADE

Capitol Square, State Street Mall, 30 on the Square

Sunday, August 21st 11:00am - 5:00pm

Parade

OutReach, Inc.

Approved pending receipt of required documents and the following conditions:

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

X Special duty officers required for event. Call 608-267-8676 to arrange.

X Notify area Alder, BID

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

X Metro rerouted to outer loop. Standard rerouting fee applies.

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

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

X The Capitol Square will be closed by Traffic Engineering (TE).

- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
- X Noise must be kept to a reasonable level at all times.
- X Event cannot displace licensed city vendors.
- X Provide and maintain access to Inn on the Park during the event.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- X No inflatables.
- X No objects may be thrown from vehicles. Any items to be distributed must be handed to attendees.
- X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

3.

BADGERS CHALK THE BLOCK
State Street Mall (800 State Street)
Tuesday, April 26th 9:00am - 5:00pm
Festival

Wisconsin Alumni Student Board, WI Alumni Association, University of Wisconsin Foundation

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

X Event cannot displace licensed city vendors.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables.

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 Amplification will be allowed from 10:00am – 12:00pm and 12:30pm – 4:00pm, but noise must be kept to a reasonable level at all times.

X No street closure, request for parking/sidewalk space only.

X Art wall must be stabilized and monitored.

4.

CRAZYLEGS CLASSIC
Capitol Square/see map & application

Saturday, 4/30/16 6:00am - 12:30pm

Run/Walk

See map/application for closures

National W Club/UW Athletic Department

Approved pending receipt of required documents and the following conditions:

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

X National W Club/UW Athletic Department will pay all costs of the City of Madison Police Officers assigned to the event, as determined by the Madison Police Department, at the overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

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

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

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

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

X Barricade placement as per plan on file with Traffic Engineering (approved by MPD and TE).

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

X Call 608-267-8756 to arrange for meter bags for the Capitol Square. Parking Enforcement will sign and bag meters on the rest of the route.

X Licensed city vendors relocated outside of event area.

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 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables.

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

X Organizer must notify alder, BID, and residents along the race routes.

VII. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. WOOF'S (KING STREET) PRIDE - **AMENDED**
100 King St
Sa, Aug 20, 12pm - Su, Aug 21, 1am
Annual block party to benefit Outreach, Inc. Discuss location, schedule, set-up and activities.
Dino Maniaci, WOOF'S/Outreach, Inc.

Date revision approved. Event approved with the following conditions:
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X Certificate of insurance listing the City of Madison as additional insured is required - on file.

X Special duty officers required for event. Call 608-267-8676 to arrange.

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

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

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

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

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

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables.

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

X Staffing and signage at event perimeter – "No alcohol beyond this point"
2. BUSKING FOR BOOKS
100-800 blocks of State Street
Saturday, April 30th 12:30pm - 3:30pm
Music/Concert (not amplified)
Literacy Network

Approved with the following conditions:
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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.

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

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

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 No street closure, request for parking/sidewalk space only.

3.

SAFETY SATURDAY

100 block of E. Washington, S. Pinckney, and 100 Blocks of E. and W. Main

Saturday, June 11 7:15am - 1:30pm

Safety demonstration day (various displays)

City of Madison Fire Department

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

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

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

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

X Licensed city vendors on Martin Luther King Jr. Blvd. & Main St. will be relocated outside of the event area.

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

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables.

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.

VIII. ADJOURNMENT

This was Adjourn