



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, June 28, 2023

10:00 AM

Virtual

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, June 28, 2023. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Katelynn Updike, John Fahrney, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Phil Roh, Mark Kiesow, Lt. Jen Hannah, Jen Blair

Members Excused: Eric Veum

Additional City Staff Present: Taylor Dietzman, Michael Ott, Ashley Moseberry, Bill Putnam

APPROVAL OF MINUTES

Motion made by Updike, seconded by Blair to Approve the Minutes. Motion passed by voice vote/other.

1. [78537](#) PUBLIC COMMENT

PUBLIC COMMENTNo members of the public registered to speak regarding items not on the agenda.

DISCLOSURES AND RECUSALS

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

STREET USE PERMITS FOR CONSIDERATION, DISCUSSION AND VOTE

2. [78538](#) RESIDENTIAL MOVE IN 2023
Tuesday, August 15, 2023 / 10:30am- 5:00pm
Lane Closure: left lane 400 block of W Gorham (10am-4:30pm)
Parking Request: 300 block of N. Broom & 400 block of W. Gorham & dumpster location
Annual Move In Day for 409 and 420 W Gorham
Discuss location, schedule, and setup
Great Dane Development LLC / Lindsey Kramer

Registered speaker Lindsay Kramer registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."- ON FILE.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc Michael Verveerdistrict4@cityofmadison.com.

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

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

EVENT DAY(S)

Lane Closure on W Gorham must open up to traffic no later than 4pm.

Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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

Motion passed by voice vote/other.

3. [78539](#)

SCHENK'S CORNERS BLOCK PARTY

Fri., Aug 18, 5pm-10pm / Sat., Aug 19, 2023, 12pm-10pm

Street Closure: 1900 Atwood Ave / Fri, Aug 19, 10am - Sun, Aug 21, 12pm

Music/concert/block party.

Discuss location, schedule, set-up and activities.

Schenk's Corners Arts Society Inc. / Michael Randall

Registered speaker Michael Randall registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Meter Brooks to approve

pending receipt of required documents & with the following conditions:
 THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Marsha Rummel - district6@cityofmadison.com

Special Duty Officers are required for your event, contact Emily Hardiman, ehardiman@cityofmadison.com, 608-267-8676, to start the MPD contract process.

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171 with regards to roadway cafes.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility, if parking signs are needed, at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

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

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

Signage and staffing at event perimeter: "No Alcohol Beyond This Point".

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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

Motion passed by voice vote/other.

4. [78540](#)

TUNES ON THE TRIANGLE

Thu, August 24, 2023 / 3pm-9pm

Street Closure: 3500 block of Tulane Ave / Aug. 24, 9am-10pm

Community back-to-school night; music, food, family activities

Discuss location, setup, schedule

Common Grace / Brienne Illene

Registered speaker Braenna Illene registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Updike to approve pending receipt of required documents & with the following conditions:
THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Dina Nina

Martinez-Rutherford - district15@cityofmadison.com

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

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

EVENT DAY(S)

Vending: There will be no vending in the street. Organizer must check in with Zoning about any required Temporary Use permits for food carts on school property.

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

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

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

5. [78541](#)

GREEK FEST + 2023

Sat, Sept 9, 12pm-7pm & Sun, Sept 10, 12pm-6pm

Street Closure: 10 block of North Seventh Street / 8am-9pm each day

Festival celebrating Greek culture, food, music

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

Assumption Greek Orthodox Church / Christy Chappell Belkin

Registered speaker Christy Chappel Belkin registered in support, not to speak, but available for questions.

Registered speaker Wendy Margetis registered in support, not to speak, but available for questions.

Registered speaker District 12 Alder Amani Latimer Burris registered neither support nor oppose and wishes to speak.

A motion was made by Blake-Horst, seconded by Nash to approve pending receipt of required documents & with the following 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.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)

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: Amani Latimer Burris – district12@cityofmadison.com

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

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.

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

DURING EVENT

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

Maintain access to Metro stops.

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

Point speakers away from residential areas.

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

6. [78542](#)

WILLY STREET FAIR

Sat. Sept. 16, 12pm-10pm & Sun., Sept. 17, 2023, 11am-6:30pm (Parade - 11am)

Street Closure: 800, 900, & 1000 blocks of Williamson St. and 300 block of E. Brearly

Sat., Sept. 16, 9am-11pm (No Parking remains in effect on these blocks through 10:30pm Sept. 17)

Sun., Sept. 17, 8am-10pm

Annual Street Festival

Discuss location, setup, schedule
Wil-Mar Neighborhood Center / Gary Kallas

Referred to a future SUSC meeting that organizer is able to attend.

7. [78543](#)

PUBLIC POWER ON PARADE

Wed. Oct. 18, 2023 / 11am-2pm

Parade route: see attached application and route maps

Discuss route, schedule

Municipal Electric Utilities Of Wisconsin / Sharon Wolf

Registered speaker Sharon Wolf registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents & with the following conditions:

Parade route, schedule, size were discussed.

Staff determined MPD and Traffic Engineering needed to have time to review and make recommendations for the parade route.

A motion was made by Blake-Horst, seconded by Updike to refer to a future SUSC meeting once planning and coordination is better worked out.

Motion passed by voice vote/other.

10. **ADJOURNMENT**

Blake-Horst made a motion, Updike seconded the motion to Adjourn.