



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, July 24, 2019

10:00 AM

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

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### CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, July 24, 2019 at the City-County Building, CCB Rm. 108. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Lt. Dave McCaw, Katie Sellner, Tom Mohr, Meghan Blake-Horst, Matthew Scamardo, John Fahrney, Eric Veum, Chad Hughes

Members Excused: Bill Putnam, Paul Ripp, Mark Kiesow, Susan Barica

Additional City Staff Present: Kristin Brodowsky, Kelly Post

### APPROVAL OF MINUTES

There were no minutes for approval.

### PUBLIC COMMENT

No 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 SPECIAL EVENTS

1. [56738](#) ABERDEEN MOVE-IN  
Sun. Aug. 18, 7:30am-5:00pm & Mon. Aug. 19, 2019, 9:00am-3:00pm  
437 W. Gorham St.  
Lane Closure - for move-in parking  
Aberdeen Apartments / Kelly Witkins  
  
Approved pending receipt of required documents & with 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.**

**BEFORE EVENT**

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

X 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:

Michael Verveer - district4@cityofmadison.com

**DURING EVENT**

X Traffic Barrels and signage as required by TE. There are charges for these services.

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

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

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

X No inflatables on City right-of-way.

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

**AFTER EVENT**

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 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.

2. [56746](#)

LARK AT KOHL MOVE-IN 2019

Wed. Aug. 21, 2019 / 6am-8pm

Parking Request: 100 block of N. Bedford & 600 W. Mifflin (along the Lark at Kohl building)

Discuss location and schedule

Lark at Kohl / Stephanie Gomez

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**BEFORE EVENT**

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

X 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:

Michael Verveer - district4@cityofmadison.com

X Notify residents moving in of No Parking in area lots.

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

**DURING EVENT**

X Maintain access to Metro stops.

X Lark at Kohl staff is responsible for enforcing no parking areas adjacent to their building.

X 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.

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

X Event cannot displace licensed city vendors, including sidewalk cafes.

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

X No inflatables on City right-of-way.

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

**AFTER EVENT**

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 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.

3. [56742](#)

ASSOCIATED BANK FOOTBALL GAME CUSTOMER EVENT  
 2019 UW Football home games / See attached schedule  
 No street closure  
 sidewalk space in front of Associated Bank on 800 block of Oakland Ave.  
 Discuss activities, location, schedule  
 Associated Bank / Jay Soday

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**BEFORE EVENT**

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

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

X 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:  
 Zach Wood - district8@cityofmadison.com

**DURING EVENT**

X Event cannot displace licensed city vendors.

X No alcohol may be served, sold or consumed on City streets or right-of-way (sidewalk, terrace and street).

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

X Associated Bank staff will monitor participants to ensure they don't go into the street or block the sidewalk or curb.

X No inflatables on City right-of-way.

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

**AFTER EVENT**

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 City staff will review the event after each event date for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events dates.

4. [56744](#)

WISCONSIN SCIENCE FESTIVAL SCIENCE ON THE SQUARE

Fri., Oct. 18, 2019 / 3pm-10pm

Closure: 100 W. Mifflin

No Closure: 105 State St, The Grove, 30 on the Square (TOSVOD) & Rotary Plaza

Science info/demonstration tables

Discuss setup and schedule

WI Alumni Research Foundation / Samantha Mulrooney

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**BEFORE EVENT**

X 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:

Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

X Food Distribution: Organizer will notify and follow all Health Department requirements and recommendations concerning food at your event.

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto:tkenney@visitdowntownmadison.com) or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

X Traffic Engineering will deliver/pick-up barricades. There are charges for this service.

X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended. There are charges for this equipment.

**DURING EVENT**

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

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

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

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

X No inflatables on City right-of-way.

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

**AFTER EVENT**

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 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.

## STREET USE APPLICATIONS FOR ROUTINE REQUESTS

5. [56745](#) CROSSFIT GAMES  
Sat. Aug. 3, 12am - Sun. Aug. 4, 2019, 5pm  
Street Closure: Olin Turville Court from E. Lakeside to the barriers, 9am-1pm  
Athletic competition to name the Fittest on Earth  
Discuss schedule, setup, route  
CrossFit / Danny Rodgers
- Approved pending receipt of required documents & with the following conditions:
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- BEFORE EVENT**
- X Compliance with the Olin Park Boat Launch Agreement made between the City and CrossFit Anything in this Street Use Permit that contradicts the Olin Park Agreement is not valid and shall be superseded by the Olin Park Agreement.
- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X 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:  
Tag Evers - district13@cityofmadison.com & Sheri Carter - district14@cityofmadison.com
- X This is a District event. There are charges for these services. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.
- X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.
- X Notice of event must be posted along Wingra Creek bike path and Olin-Turville Ct. one week prior to the event.
- X Notice of the right-of-way closures/detours will be posted on the CrossFit web site and other public information outlets for the Games.
- DURING EVENT**
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Maintain access to Metro stops.
- X When Olin-Turville Ct. is closed, a 10' wide bike/pedestrian pathway must be maintained at all times.
- X The Wingra Creek bike path will only be closed during the time of the competition and a temporary, nearby detour will be clearly marked.
- X 20' emergency access lane must be maintained throughout event area.
- X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.  
 X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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 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.

6. [56741](#)

## CITY OF MADISON COMMON COUNCIL DEMO

Tue. Aug. 6, 2019 / 4:30pm-7pm

Parking request / 200 block of MLK (CCB side of the street only)

Discuss location and schedule

City of Madison Fire Department / Ed Ruckriegel

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**BEFORE EVENT**

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

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

**DURING EVENT**

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

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

X No inflatables on City right-of-way.

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

**AFTER EVENT**

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 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.

7. [56740](#)

## AFRICA FEST

Sat., Aug. 17, 2019 / 10am-10pm

McPike Park

Closure, 200 block S. Ingersoll -Fri., Aug. 16, 12pm - Sun., Aug. 19, 12pm

Discuss location, schedule, set up

African Association of Madison / Ray Kumapayi

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**BEFORE EVENT**

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

X 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:

Marsha A. Rummel - district6@cityofmadison.com

X 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.

**DURING EVENT**

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

X There is no event parking in the Madison Metro parking lot.

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

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

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

X No inflatables on City right-of-way.

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

**AFTER EVENT**

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.

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8. [56743](#)

LARK AT RANDALL MOVE - IN DAY (VARSITY QUARTERS)

Mon., Aug. 19, 2019 / 7am-6pm

Parking only - 1400 block of Monroe Street

Discuss location and schedule

Lark at Randall / Tim Atherton

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**BEFORE EVENT**

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

X 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:

Michael Verveer - district4@cityofmadison.com

X Notify residents moving in of No Parking in area lots.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when

event has ended. There are charges for this equipment.

**DURING EVENT**

X Maintain access to Metro stops.

X Lark at Kohl staff is responsible for enforcing no parking areas adjacent to their building.

X 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.

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**ADJOURNMENT**

A motion was made by Blake-Horst, seconded by Sellner, to Adjourn. The motion passed by voice vote/other.