



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, May 14, 2014

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

Present: 8 - Kelli Lamberty
Katie Sellner
Jeremy McMullen
Tom Mohr
Bill Putnam
Roger Kleist
Eric Veum
Laura Bauer

Excused: 3 - Carl Strasburg
Susan Barica
John Fahrney

II. APPROVAL OF MINUTES

Motion for Approval

First: Katie Sellner

Second: Eric Veum

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. [34070](#) FRUIT FEST & FRUIT LOOP
900 Block Williamson St (please see attached map for route)
Sa, June 14, 7am-10pm

Music/concert, festival and run/walk. Discuss location, schedule, set-up, route and activities.

Corey Gresen, Plan B

ACTION: Refer to 5/28/2014 Meeting

2. [33422](#)

GOLD WING ROAD RIDERS ASSOCIATION WING DING 36 GRAND PARADE

Start: Warner Park, End: Alliant Energy Center (please see attached map for route)

Sa, July 5, 6:30am-9:30am

Motorcycle Parade. Discuss location, schedule, set-up, route and activities.

Janine Wachter, Greater Madison Convention & Visitors Bureau and Gold Wing Road Riders Association

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.

1 Metro route detoured by event. Fee/route detoured applies.

Maintain access to Metro stops.

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

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

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. [34068](#)

MEDITATE ON STATE

30 on the Square (100 State St)

Sa, July 26, 9am-1pm

Complimentary yoga class. Discuss location, schedule, set-up and activities.

Maddie Quigley, Lululemon Athletica

ACTION: Refer to 5/28/2014 Meeting

4. [34072](#)

10FEST

100 & 200 Blocks State St, 200 Block Mifflin

Set-Up: Th, Sept 25 & F, Sept 26

Event: Sa, Sept 27, 10am-10pm; Su, Sept 28, 10am-4pm

Anniversary celebration and festival with circus wagons in the street. Discuss location, schedule, set-up and activities.

Ray Garganu, Overture Center for the Arts

ACTION: Refer to 5/28/2014 Meeting

5. [32979](#) OUTREACH PRIDE PARADE
Staging: Ingersoll/Central Park
Parade: Ingersoll to Williamson to Wilson to King St. to Capitol
Rally: Capitol Square
Su, Aug 10, 11am-5pm
Annual parade/rally to benefit Outreach, Inc. Discuss location, schedule, set-up, route and activities.
Steve Starkey, Outreach, Inc.

ACTION: Refer to 5/28/2014 Meeting

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [34113](#) MADISON FIRE SPRINKLER DEMO
210 MLK (in front of CCB)
Tu, May 20, 12pm-W, May 21, 10am
Fire demonstration of fire sprinkler effectiveness. Discuss location, schedule, set-up and activities.
Ed Ruckriegel, City of Madison Fire Department

ACTION: Approved with Conditions

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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.

Maintain access to Metro stops.

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

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.

Remove dumpster by 7:00am, Wednesday, May 21, 2014.

2. [34074](#) CAPITOL VIEW FARMERS' MARKET
Sharpsburg Dr, between Northstar Dr and Gemini Dr
Wednesdays, May 28-Oct 8, 2pm-7:30pm
Farmers' market. Discuss location, schedule, set-up and activities.
Lauren Cnare, Capitol View Farmers' Market

ACTION: Approved with Conditions

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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).

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.

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

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

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. [34076](#)

COWS ON THE CONCOURSE

10 Blocks N & S Main, 100 & 200 Blocks MLK

Sa, June 7, 6am-2pm

Dairy farming festival with live cows and calves. Discuss location, schedule, set-up and activities.

Karen Lee, Dane County Dairy Promotion Committee

ACTION: Approved with Conditions

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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 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.

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

Licensed city vendors relocated outside of event area, except for outdoor cafes.

No permanent marking, including spray chalk or stickers, of streets, sidewalks, paths or city landscaping.

No inflatables.

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.

No animals on the East side of MLK.

4. [34114](#)

2014 IRON KIDS FUN RUN MADISON

Capitol Square and 100 MLK (please see attached map for route)

Sa, Sept 6, 7am-11am

Annual run around the Capitol Square. Discuss location, schedule, set-up, route and activities.

Brandon Holstein, Madison Area Sports Commission/World Triathlon Corporation

ACTION: Approved with Conditions

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

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

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

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

Event cannot displace licensed city vendors.

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

Event organizer/sponsor is responsible for clean up of event area, including removal of trash and recycling. Charges will be assessed for any City staff time or resources required for clean up.

5. [34115](#)

1300 JENIFER STREET

Neighborhood Block Party

M, May 26, 6am-9pm

Tom Putzer

ACTION: Approved with Conditions

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Resident petition - on file.

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.

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.

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

6. [34116](#)

3000 FAIRVIEW STREET
Neighborhood Block Party
M, May 26, 2pm-10pm
Rain Date: 8/3/2014
Jay Roberts

ACTION: Approved with Conditions

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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.

7. [34117](#)

2600 CHAMBERLAIN AVENUE
Neighborhood Block Party
Sa, June 7 & Sa, Sept 13, 3pm-9pm
Rain Date: 7/14/2014 & 9/20/2014
Michelle Herring

ACTION: Approved with Conditions

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Resident petition - on file.

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event has ended.

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

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

8. [34118](#)

3800 MAMMOTH TRAIL

Neighborhood Block Party

Sa, June 14, 11am-11pm

Rain Date: 6/21/2014

Justin Schutte

ACTION: Approved with Conditions

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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.

9. [34121](#)

2800 UNION STREET

Neighborhood Block Party

Sa, June 21, 10am-8pm

Mia Brodersen

ACTION: Approved with Conditions

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Resident petition - on file.

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.

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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.

10. [34123](#)

100 OHIO AVENUE

Neighborhood Block Party

Sa, June 21, 3pm-Midnight

Karen Faster/Lora Schmid-Dolan

ACTION: Approved with Conditions

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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 - Madtown Breakers (PA Permit), Pie an Alpha Chi, Revelry Music and Arts Festival, Lake Monona 20K, SCMG Film Festival, Color Run, WI Law Enforcement Memorial Ceremony, It's Glow Time, World Fair Trade Day Celebration
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2014 events calendar
4. Next Street Use Meeting - Wednesday, May 28, 2014

VIII. ADJOURNMENT

UPCOMING EVENTS