



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, May 1, 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 and Ron Schwenn

Present: 10 -

Kelli Lamberty; Carl Strasburg; 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

Ronald F. Marczak registered to speak in opposition to the WORT Block Party.

IV. DISCLOSURES AND RECUSALS

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [29824](#)

SYTTENDE MAI RUN/WALK

Start at Hamilton/Capitol Square; W Main, Carroll and MLK for staging
Sa, May 18, 5am-8am

Annual 20 mile and 10 mile race from Madison to Stoughton. Discuss
location, schedule, set-up, route and activities.

Jim McNulty, Stoughton Chamber of Commerce

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.
20' emergency access lane must be maintained throughout event area.
One Metro route detoured by event. Fee/route detoured applies.
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.
Event cannot displace licensed city vendors.
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. [29944](#)

ART FAIR OFF THE SQUARE

200 MLK

Set-up: F, Jul 12, 12pm

Event: Sa, Jul, 13, 9am-6pm & Su, Jul 14, 10am-5pm

Take-down: Su, Jul 14, 5pm-8pm

34th annual art fair celebrating 140 Wisconsin artists. Discuss location, schedule, set-up and activities.

Curtis Wittwer, Wisconsin Alliance of Artist and Craftspeople, Inc.

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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.

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.

Barricade placement as per plan on file with Traffic Engineering (TE). TE deliver/pick-up barricades.

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

Licensed city vendors relocated outside of event area.

City vendor licenses are invalidated for this event.

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

Provide and maintain access to the Hilton Hotel.

Cover disabled parking signs.

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.

Responsible for City trash and recycling containers within event perimeter.

3. [29945](#)

MADISON MINI-MARATHON & 5K

Start/Finish at Memorial Union (please see attached maps for route)

Sa, Aug 17, 7am-11am

Annual mini-marathon and 5K to benefit the UW OBGYN Department.

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

Chad Antcliff, Vision Event Management

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.

Traffic management plan approved by Traffic Engineering and Madison Police Department.

Notify residents and businesses along route, include contact info.

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

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

Seven (7) Metro routes detoured by event. Fee/route detoured applies.

Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs 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.

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.

4. [29829](#)

COOP CONNECTION

100 MLK Sa, Oct 5, 6:30am-3pm

Inaugural cooperatives festival. Review application with changes from May 1 street use meeting. Discuss location, schedule, set-up and activities

Peri Beal, Summit Credit Union

ACTION: Pending decision from event organizer by June 1, 2013.

5. [29946](#)

WOOF PRIDE

100 King St

Sa, Aug 17, 12pm-12am

Annual festival to benefit Mad City Sisters. Discuss location, schedule, set-up and activities.

Dino Maniaci, WOOF'S

ACTION: Refer to 5/15/2013 Meeting

6. [29948](#)

FRUIT FEST

900 Block Williamson Street

Sa, Jun 22, 7am-10pm

Annual festival with music stage and run/walk. Discuss location, schedule,

set-up, route and activities.
Corey Gresen, Friends of Wil-Mar / Fruit Fest Inc.

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.

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

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

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.

Emergency Action Plan - on file.

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.

7. [29949](#) EQUINOX MOVE IN
400 W Gorham, 300 Broom St
F, Aug 16, 10:30am-3:30pm
Lane closure for move-in. Discuss location, schedule, set-up and activities.
Rich Marvin, Madison Property Management

ACTION: Refer to 5/15/2013 Meeting

VI. INFORMATIONAL PRESENTATIONS / EVENT PROPORSALS

1. Discuss proposal for Research Park's "Carts in the Park" event. Request to have food carts in Research Park, on Science Drive (between 505 & 605), every Wednesday from 11:00 am to 1:30 pm, beginning May 1st and going through September 4th.
Shari Henning, UW-Extension

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

1. [29950](#) WHEELS ON WILLY
1400 & 1500 Blocks Williamson St & Spaight St, 400 & 500 Blocks S Thornton & S Dickinson St
Sa, May 19, 7am-6:30pm
Annual bicycle race sanctioned by USA Cycling and Wisconsin Cycling Association. Discuss location, schedule, set-up, route and activities.

Adam Gile, Brazen Dropouts Cycling Team

ACTION: Approved with Conditions

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

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

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

Two Metro routes detoured by event. Fee/route detoured applies.

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

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.

Notify alder and residents, provide contact info/flyers on file.

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. [29951](#)

COWS ON THE CONCOURSE

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

Sa, Jun 1, 8am-2pm

Annual festival including cows, calves, local farms, dairy treats, live entertainment and children's activities. Discuss location, schedule, set-up, route and activities.

Karen Lee, Dane County Dairy Promotion Committee

ACTION: Approved with Conditions

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

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

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.
Licensed city vendors (except for outdoor cafes) relocated outside of event area.
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 for BMO Harris drive thru customers during hours of operation.
Noise must be kept to a reasonable level at all times. Aim speaker amplification away from DCFM.
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.
Responsible for City trash and recycling containers within event perimeter.

3. [29952](#)

WISCONSIN GRAND LODGE F. & A.M. ANNUAL COMMUNICATION
300 Wisconsin Ave (parking restriction)
F, Jun 7 & Sa, Jun 8, 7am-9pm
Request to restrict parking. Discuss location, schedule, set-up and activities.
Robert Canfield, Madison Masonic Center Foundation

ACTION: Approved with Conditions

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

No street closure, request for parking space only.

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.

4. [29953](#)

SAFETY SATURDAY
100 & 200 MLK, 10 E & W Main St, 10 S Pinckney
Sa, Jun 8, 7:15am-1:30pm
Annual safety awareness display and demonstrations. Discuss location, schedule, set-up and activities.
Bernadette Galvez, City of Madison Fire Department

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8' pedestrian pathway must be maintained on sidewalks throughout event area.
One Metro route detoured by event. Fee/route detoured applies.
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.
Licensed city vendors relocated outside of event area.
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 for BMO Harris drive thru customers during hours of operation.
Noise must be kept to a reasonable level at all times, direct speaker amplification away from DCFM.
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.
Responsible for City trash and recycling containers within event perimeter.

5. [29954](#)

MOVE YOUR CABOOSE

Start/Finish at Marquette Elementary School (please see attached map for route)

Sa, Jul 13, 6:30am-10:30am

Annual run/walk to benefit the Red Caboose Day Care Inc. Discuss location, schedule, set-up, route and activities.

Meaghan Gast, Red caboose Day Care Inc.

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

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

Maintain access to Metro stops.

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

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

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.

6. [29955](#)

GREEK FEST 2013

10 Block N 7th St

Set-up: F, Jul 26, 4pm

Event: Sa, Jul 27, 3pm-9pm & Su, Jul 28, 11am-7pm

Take-down: Su, Jul 28, 7pm-8pm

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

Nico Fatsis, Assumption Greek Orthodox Church / Hellenic Orthodox Community of Madison

ACTION: Approved with Conditions

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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.

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

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.

Resident petition on file.

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.

7. [29956](#)

CAPITAL CITY 5K FOR ORGAN, TISSUE & EYE DONATION

Start/Finish at Goodman (please see attached map for route)

Sa, Jul 27, 4pm-8:30pm

Annual run/walk to benefit NFK of WI. Discuss location, schedule, set-up, route and activities.

Krista Flanagan, National Kidney Foundation of Wisconsin

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.

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.

Barricade placement as per plan on file with Traffic Engineering (TE).
Event cannot displace licensed city vendors.
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.

8. [29957](#) 2500 KENDALL AVENUE
Neighborhood Block Party
Sa, May 4, 3:30pm-9:00pm (Rain Date: 5/11/2013)
Eva Ferjentsik

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.

VIII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Engineering Expo, Farmers' Market, Busking for Books, GDVC Spring Races, Kids to Work Day, Crazylegs
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, May 15, 2013

IX. ADJOURNMENT

UPCOMING EVENTS