



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, April 27, 2016

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, April 27, 2016 at the Parks Conference Room, 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, Katie Sellner, Tom Mohr, John Fahrney, Bill Putnam, Roger Kleist, Kay Bentley, Mark Kiesow

Members Excused: Lt. Trevor Knight, Susan Barica

Additional City Staff Present: Lt. Jennifer Krueger Favour

II. APPROVAL OF MINUTES

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. NEW BUSINESS

1. [42244](#) Amending Sections 10.056(5)(b)4. and 10.056(7)(a) of the Madison General Ordinances to allow a Street Use Permit to be issued to a Business Improvement District for a long-term event occurring within the District.

A motion was made by Sellner, seconded by Knight, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

VI. STREET USE PERMITS FOR SPECIAL EVENTS

1. [42484](#) DREAMBANK MADISON MUSIC MILE & 5K
Saturday, May 14th - 8:00am - 9:00am
Hilldale property, Segoe Rd., Marathon Dr., Eau Claire Ave, Sheboygan Ave.,

Kelab Dr.
Run/Walk, Music/Concert
Capitol View Events/DreamBank & American Family Insurance

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.

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

X 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: Tim Gruber – district11@cityofmadison.com - COMPLETE

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.

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

X Maintain access to Metro stops.

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

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

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.

2. [42609](#)

FRUIT FEST & FRUIT LOOP
900 Block Williamson St (please see attached map for route)
Sa, June 4, 7am-10pm
Music/concert, festival and run/walk. Discuss location, schedule, set-up, route and activities.
Corey Gresen, Plan B

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

- X Special duty officer(s) required for event. Call 608-267-8676 to arrange.
- 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 "No Parking" signs. Remove signs when event has ended.
- X Metro route(s) detoured by event. Fee/route detoured applies.
- X 20' emergency access lane must be maintained throughout event area.
- X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping is allowed.
- X No inflatables.
- X NO ALCOHOL MAY BE CONSUMED, SERVED, OR SOLD ON CITY STREETS OR RIGHT OF WAY.
- X Staff/signage/barricades at parking lot perimeter – must indicate "no alcohol beyond this point."

3. [42608](#)

ART FAIR OFF THE SQUARE

200 MLK, 45 yards on E & W Doty & Wilson, grill in MMB lot

Set-up: F, July 8, 12pm, closure at 6pm

Event: Sa, July 9, 9am-6pm, Su, July 10, 10am-5pm

Take-down: Su, July 10, 5pm-8pm

Annual art fair. Discuss location, schedule, set-up and activities.

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

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

X WAAC will pay all costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police Department. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

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

X Coordinate 100 MLK activities and schedule with Art Fair ON the Square, artfair@mmoca.org

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

X Contact Bicycle Recovery Specialist, 608-267-8611, about relocating bike racks on the 200 block of MLK.

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

- X No set up on City County Building porch before 5pm.
- X Provide and maintain access to the Hilton Hotel and Madison Club during the event.
- X Event volunteers/staffing at MLK and Doty St. and MLK and Wilson to assist with pedestrian crossing/safety.
- X 3 Metro routes detoured by event. Fee/route detoured applies.
- X 20' emergency access lane must be maintained throughout event area.
- X 8' pedestrian pathway must be maintained during the event.
- X City vendors licenses are invalidated for this event.
- X Event organizer is responsible for clean-up of event area. Including City trash and recycling receptacles. Charges will be assessed for any City staff time or resources required for clean-up.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- X No inflatables on City right-of-way.
- X 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. [42464](#)

TRICK OR TROT 5K WALK/RUN
 Sunday, October 16th - 2:00pm - 3:00pm
 Capitol Square
 Run/Walk
 GSAFE

Approved pending receipt of required documents & with the following conditions:

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- X Certificate of insurance listing the City of Madison as additional insured is required.
- X Special duty officers required for event. Call 608-266-4022 to arrange.
- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
- 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 The Capitol Square will be closed by an approved private contractor.
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Metro rerouted to outer loop. Standard rerouting fee applies.
- 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 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- X No inflatables on City right-of-way.
- X 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.

VII. STREET USE PERMITS FOR ROUTINE REQUESTS

1. [42621](#) CAPITOL VIEW FARMERS' MARKET
Wednesdays from 6/1/16 - 10/12/16 3:00pm - 7:00pm
Sharpsburg Dr. - block between Northstar and Gemini
Farmers' Market
Capitol View Farmers' Market Board

Approved pending receipt of required documents & 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 Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

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

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

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

X No permanent markings (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.

2. [42610](#) 3900 FERN CT.
Neighborhood Block Party
Sa, July 16, 12 - 6p
Francesco & Jeanne Vitale

Approved with the following conditions:

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X Resident petition - on file.

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

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

X No inflatables on streets or sidewalks.

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

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

X. ADJOURNMENT

This was Adjourn