



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, August 22, 2012

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

#### Additional Staff Present: Wally Meyer

#### Present: 9 -

Kelli Lamberty; Anthony Bitterman; Susan Barica; Katie Sellner; Jeremy McMullen; Tom Mohr; Bill Putnam; Eric Veum and Laura Bauer

#### Excused: 2 -

John Fahrney and Mike O'Brien

### APPROVAL OF MINUTES

### PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

### DISCLOSURES AND RECUSALS

### NEW BUSINESS

### STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

#### 27295

#### GENOCIDE AWARENESS PROJECT

Podium/700-800 State St W, Oct 3-Th, Oct, 4, 7am-6pm

Rain Dates: M, Oct 2-Tu, Oct 3 or M, Oct 8-Tu, Oct 9

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

Fletcher Armstrong, Center for Bio-Ethical Reform

**ACTION: Refer to 9/5/2012 Meeting**

#### 27419

SAA PARK(ING) DAY 2012 2 parking spaces on SW side of MLK  
F, Sept 21, 10am-4pm

Converting a parking space into a public art space for a period of time.

Discuss location, schedule, set-up and activities.

Aaron Williams, SAA Design Group

**ACTION: Approved with Conditions**

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

Call the Sayle St. 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.

Event cannot displace licensed city vendors.

Maintain access to Metro stops.

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

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

No closure – parking 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.

**27435**

ZDA PARK(ING) DAY 2012                      Martin Luther King, Jr Blvd

F, Sept 21, 8:00am-4:30pm

Parkin(ing) Day is designed to call attention to the need for more urban space and improve the quality of urban experience. Discuss location, schedule, set-up and activities.

Steven G. Ziegler, ZDA Inc.

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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 St. 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.

Event cannot displace licensed city vendors.

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

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

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.

**27420**

UW HOMECOMING PARADE

F, Oct 26, 3:00-9:30pm

Langdon St (Park-Wisconsin) to Wisconsin Ave to West Gilman to State

St to Lake St

Annual parade. Discuss location, route, schedule, set-up and activities.  
Jamie Heuler, UW Homecoming Committee

**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.

Neighborhood notification required.

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

Call the Sayle St. 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 and "No Parking" signs. Remove meter bags and signs when event has ended.

Metro route(s) detoured by event. Fee/route detoured applies.

Event cannot displace licensed city vendors.

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

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.

[27422](#)

FREAKFEST

Set-Up: F, Oct 26

Event: Sa, Oct 27, 7pm-Su, Oct 28, 1:30am

Tear-Down: Su, Oct 28

State Street and Capitol Square area (please see attached maps)

Annual Halloween celebration with live music. Discuss location, schedule, set-up and activities.

Perry Blanchard, Frank Productions

**ACTION: Refer to 9/5/2012 Meeting**

**EVENT PROPOSALS / INFORMATIONAL PRESENTATIONS**

[27434](#)

Proposal for new half-marathon race in 2013. Discuss possible dates, route, activities and schedule.

Kristin Radtke, Korinji Foundation

**STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS**

[27418](#)

ORTON PARK FESTIVAL Th, Aug 23, 2pm-Su, Aug 26, 7:15pm  
1100 Block Spaight St

Street closure for annual Orton Park Festival. Discuss location, schedule, set-up and activities.

Scott B. Thornton, Marquette Neighborhood Association

**ACTION: Approved with Conditions**

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Resident petition - on file.

Provide and maintain access for residents on the block.

20' emergency access lane must be maintained on the street that is closed.

Event organizer/sponsor is responsible for clean up.

Street closure is for event staging only. No event activities may occur in the street.

27430

900 WABAN HILL

Neighborhood Block Party

Su, Sept 2, 8am-9pm

Liz King

**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.

27463

500 CLEMONS AVENUE

Neighborhood Block Party

Su, Sept 2, 10am-11, Rain Date: 9/3/2012

Nancy Zucker

**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.

[27168](#)

## WE CONSERVE KICK-OFF EVENT

Podium/700-800 State St F, Sept 14, 7:45am-4:15pm  
Awareness event for UW-Madison's We Conserve Department. Discuss location, set-up, schedule and activities.  
Ellery Graves, UW-Madison We Conserve Department

**ACTION: Approved with Conditions**

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Event cannot displace licensed city vendors.

No amplification.

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.

[27423](#)

## 100-300 ACADIA DRIVE

Neighborhood Block Party Sa, Sept 8, 1pm-10pm  
Ann Wilson

**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.

[27464](#)

3800 PAUNACK AVENUE  
Neighborhood Block Party Sa, Sept 8, 3-10:30pm, Rain Date:  
9/9/2012  
Lisa Tennant

**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.

[27465](#)

2600 KENDALL AVENUE  
Neighborhood Block Party Sa, Sept 8, 2-9pm  
Chloe Lauer

**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.

[27467](#)

2000 CAREY COURT  
Neighborhood Block Party Sa, Sept 8, 5-8:30pm, Rain Date:  
9/5/2012

David LeClair

**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.

[27466](#)

100 DIXON STREET

Neighborhood Block Party

Su, Sept 9, 12-3pm

Steve Meiers

**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.

[27424](#)

1800 JENIFER STREET

Neighborhood Block Party

Su, Sept 9, 2pm-7pm

Cheryl Robinson

**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.

#### **ONGOING BUSINESS / ANNOUNCEMENTS**

- A. Recap recent street use events.
- B. Preview upcoming events - see below and 2012 events calendar
- C. Next Street Use Meeting - Wednesday, September 5, 2012

#### **ADJOURNMENT**

#### **UPCOMING EVENTS**