



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, February 7, 2018

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, March 29, 2017 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.

Additional City Staff Present: Lt. Brian Chaney Austin, Meghan Blake-Horst, Stefanie Niesen

II. APPROVAL OF MINUTES

Motion made by Sellner, seconded by Barica to Approve the Minutes. Motion passed by voice vote/other.

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 PERMITS FOR SPECIAL EVENTS

1. [50331](#)

MADISON NIGHT MARKET

May 10, June 14, August 9, September 13, 2018; 2-12am
200-400 blocks W. Gilman St., 400 block of N. Broom St.

No street closure: 30 on the Square & State St. Mall

Madison's Central Business Improvement District to host Night Markets with vending, performers and activities.

Discuss location(s), schedule, set up and activities.

Tiffany Kenney, Jenny Slight - Madison's Central Business Improvement District

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 Notify residents/businesses of street closure and provide day of contact information. Provide copy of notice for application file.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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.

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

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

DURING EVENT

XI Maintain access to Metro stops on State Street.

X Proper signage for Buckeye Lot.

X Staff/signage/barricades at private parking lot perimeter – "no alcohol beyond this point."

X No alcohol may be consumed, served, or sold on city streets or right of way.

X State Street remains open during the event. Event attendees must abide by traffic regulations and keep the intersection clear for Metro and other authorized traffic.

X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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 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 cleanup.

2. [50254](#)

MADISON MINI MARATHON

Saturday, August 18, 2:00am - 12:00pm

See attached for street closures

Run/Walk

Jeff Graves, Vision Event Management

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THE PERMIT IS GRANTED.

BEFORE EVENT

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

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 The Dane County EOD will be utilized for the Madison Mini Marathon. The organizer is responsible for all charges associated with this service.

X Call Parking Enforcement at 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.

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

DURING EVENT

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

X 8 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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 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.

3. [50332](#)

WOOF'S (KING STREET) PRIDE

Sa, Aug 18, 12pm - Su, Aug 19, 1am

100 King St

Annual block party to benefit Outreach, Inc.

Discuss location, schedule, set-up and activities.

Dino Maniaci, WOOF'S/Outreach, Inc.

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BEFORE EVENT

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

X Notify area Alder, businesses, and residents on 100 King Street. Provide copy of notice.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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.

X Call 608-267-8756 (Madison Parking Utility) to arrange and receive instructions for meter bags. Remove meter bags. There are charges for this equipment.

DURING EVENT

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

X 3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Staffing and signage at perimeter – NO ALCOHOL BEYOND THIS POINT

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 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.

4. [50333](#)

OCTO-BEAR-FEST

Sa 9/29/18, 10am - Su 9/30/18, 1am

100 block of King Street

New Community Event celebrating LBGTQ Diversity/Octoberfest

Discuss location, schedule, site map.

Dino Maniaci, Woof's

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BEFORE EVENT

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

X Notify area Alder, businesses, and residents on 100 King Street. Provide copy of notice.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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.

X Call 608-267-8756 (Madison Parking Utility) to arrange for and receive instructions for meter bags. Remove meter bags and signs 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 3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Staffing and signage at perimeter – NO ALCOHOL BEYOND THIS POINT

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 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.

VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [50255](#) PURPLESTRIDE MADISON 2018
 Saturday, May 5, 8:00am - 12:00pm
 Warner Park Neighborhood - see attached map
 Annual Run/Walk. Discuss route, schedule and activities.
 Jennifer Rebollo - Pancreatic Cancer Action Network

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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 Post “No Parking” signs on Freemont. Signs must be approved by Parking Enforcement.
 X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.
DURING EVENT
 X Maintain access to Metro stops.
 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 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.

2. [50256](#) SAFETY SATURDAY
 Saturday, June 9 7:15am - 1:30pm
 100 block of E. Washington Ave, N. and S. Pinkney, and 100 block of E. Main St.
 Safety demonstration day (various displays)
 Discuss location, site map, and schedule
 City of Madison Fire Department

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BEFORE EVENT

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

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.

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.

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

DURING EVENT

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

X City vendor licenses are invalidated for this event.

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

X Provide and maintain access for parking lot on East Washington and Webster during event.

X 20' emergency access lane must be maintained 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.

3. [50258](#)

DANE COUNTY FIRE CHIEF'S PARADE

Sun, Oct 7, 11:00am-3:30pm

Street Closures: Capitol Square - N. Hamilton to W. Washington Ave, State Street

Parking request: N Lake to Langdon

Annual parade of fire trucks. Discuss location, schedule, set-up, route and activities.

Bernadette Galvez, City of Madison Fire Department

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BEFORE EVENT

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

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.

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

X Contact the Rector at Grace Episcopal Church, 608-255-5147, to advise them of Carroll St. closure

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

DURING EVENT

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

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

X 5 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Allow traffic to cross parade route / obey traffic signals on State St.

X Event cannot displace licensed city vendors.

X 20' emergency access lane must be maintained 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.

IX. ADJOURNMENT

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