



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, July 25, 2012

10:00 am

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

CALL TO ORDER / ROLL CALL

Additional Staff Present: Kay Bentley

Present: 8 -

Kelli Lamberty; Anthony Bitterman; Katie Sellner; Jeremy McMullen; Tom
Mohr; Bill Putnam; John Fahrney and Laura Bauer

Excused: 2 -

Susan Barica and Eric Veum

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

27165

ABERDEEN MOVE-IN

400 Block Gorham (odd side)

Sa, Aug 18, 7am-5pm

Lane blockage for annual move-in. Discuss location, set-up, schedule
and activities.

Kelly Witkins, Aberdeen Apartments

ACTION: Approved with Conditions

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.

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

Electronic arrow board required.

Staff loading and unloading area.

Maintain scheduled move-in times.

Staff/volunteers must wear orange fluorescent vests.

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.

27177**PRIDE PARADE**

Capitol Square Su, Aug 19, 7am-6:30pm
Annual Parade. Discuss location, route, schedule, set-up and activities.
Julie Busche, Wisconsin Capitol Pride

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.

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

Contact/notify Grace Episcopal Church 608-255-5147.

Provide and maintain access to Inn on the Park during the event.

Metro rerouted to outer loop. Standard rerouting fee 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.

27169**FOOD FOR THOUGHT FESTIVAL**

100 MLK Sa, Sept 15, 5:30am-3:00pm

The annual Food for Thought Festival is a fun, festive forum that explores and celebrates our many opportunities to eat more pleurably, healthfully and sustainably. Discuss location, set-up, schedule and activities.

Jessica Wetzel, REAP Food Group

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 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.

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

Licensed city vendors relocated outside of event area.

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.

27171**WALK & RUN FOR WISHES**

Koster St between Bram and Rusk Su, Sept 23, 7am-12pm
Run/walk to benefit Make-A-Wish Wisconsin. Discuss location, set-up, schedule, route and activities.
Andrea Hug, Make-A-Wish 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.

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. Charges will be assessed for any City staff time or resources required for clean up.

27013**ICON LIMITER LIVE**

W Main St, between S Fairchild and S Hamilton
Th, Aug 23, 5-11pm

Review event activities and discuss location.

Motorcycle display, skills and maneuvering exhibition. Discuss location, set-up, schedule and activities.

Sarah Timleck, Le Mans Corporation / Icon Motorsports / ST Creates

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 St. Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event (or make arrangements with an approved private contractor).

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

Notify businesses on the block.

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.

STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS**27192****GREAT TASTE OF THE MIDWEST**

300 E Lakeside and Lakeshore Ct
Closure: F, Aug 10-Su, Aug 12
Event: Sa, Aug 11, 1-6pm
Annual beer tasting event. Discuss location, set-up, schedule and activities.
Thomas P. Jones, Madison Homebrewers & Tasters Guild

ACTION: Approved with Conditions

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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 "No Parking" signs. Remove signs when event has ended.

Resident petition on file.

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.

[27159](#)

EQUINOX MOVE-IN

400 Block Gorham, 300 Block Broom Th, Aug 16, 10:30am-3:30pm
Lane blockage for annual move-in. Discuss location, set-up, schedule and activities.

Myles Tourtillott, Madison Property 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.

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

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

Maintain access to Metro stops.

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.

[27191](#)

OVER THE EDGE MADISON

Sidewalk restriction at 25 S Pinckney Th, Aug 16-F, Aug 17, 6am-6pm

Annual fundraiser for Special Olympics Wisconsin - participants rappel off the top of the Tenney Building. Discuss location, set-up, schedule and activities.

John Weichelt, Special Olympics Madison

ACTION: Approved with Conditions

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

No closure – sidewalk restriction only.

Event cannot displace licensed city vendors.

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.

27166**AARP "YOU'VE EARNED A SAY" BUS TOUR STOP**

Capitol Square Sa, Aug 25, 5:00am-3:30pm

Oversized bus stop for education/outreach. Requesting either the 10 block of East Main or the 10 block of North Pinckney. Discuss location, set-up, schedule and activities.

Arleen Casey, AARP

ACTION: Approved with Conditions

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

No closure – parking (3 meters) only.

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.

27167**REC SPORTS EXPO**

Podium/700-800 State St W, Sept 5, 9am-2:30pm

Campus promotional expo promoting the Division of Recreational Sports. Discuss location, set-up, schedule and activities.

John Horn, UW-Madison Division of Recreational Sports

ACTION: Approved with Conditions

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Event cannot displace licensed city vendors.

No amplification.

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.

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: Refer to 8/8/2012 Meeting

27170

GOOD GUYS HOT ROD TOUR
300 N Paterson St Tu, Sept 18, 5:00pm-10:00pm
Street closure for event parking. Event location: 852 E Johnson St.
Discuss location, set-up, schedule and activities.
Richard Munz
ACTION: Approved with Conditions
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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 "No Parking" signs. Remove signs when event has ended.
Maintain access to Metro stops.
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.

24950

MADISON SANTA SWIMSUIT RUN
Capitol Square Sa, Dec 1, 12:30-1:30pm
Request to amend start time to 12:00pm.
Run/walk to benefit Second Harvest Food Bank. Discuss location, route, schedule, set-up and activities.
Jerry Kempfer, Starting Line Events, LLC
ACTION: Request to Amend Approved with Conditions
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.
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.
Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
Maintain access to Metro stops.
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.

26832

2300 BLOCK KEYES AVENUE
Neighborhood Block Party
Su, Aug 5, 2-10pm
Sherry Gotzler

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.

27173

3800-3900 ST CLAIR ST
Neighborhood Block Party
Sa, Aug 11, 3:00pm-Dusk
Rain Date: Su, Aug 12
Laurie Nagus

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.

[27174](#)

3500 ICE AGE DRIVE
Neighborhood Block Party
Sa, Aug 18, 1pm-9pm
Karen Romadka

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.

[27175](#)

2100 WEST LAWN
Neighborhood Block Party
Sa, Sept 2, 11am-11pm
Rain Date: Su, Sept 3
Susan Gevelber

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.

[27176](#)

600-700 CHAPMAN STREET/3000-3100 CROSS STREET
Neighborhood Block Party

Su, Sept 9, 3:00pm-8:30pm
Billy Larimore

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.

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, August 8, 2012

ADJOURNMENT

UPCOMING EVENTS