



# City of Madison

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

## Meeting Minutes - Draft STREET USE STAFF COMMISSION

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Wednesday, April 4, 2018

10:00 am

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

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### I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, April 4, 2018 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, Lt. Trevor Knight, Susan Barica, Katie Sellner, Tom Mohr, John Fahrney, Mark Kiesow, Kristin Brodowsky, Eric Veum, Meghan Blake-Horst, Brian Chaney Austin, Stephanie Neisen

Members Excused: Paul Ripp, Bill Putnam, Cheryl Erickson

Additional City Staff Present: Kelly Post

### II. APPROVAL OF MINUTES

Motion made by Veum, seconded by Sellner 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. [51020](#) RUN MADTOWN  
Sat, May 26, 8:00am - Sun, May 27, 2018, 3:00pm  
Start/finish: Capitol Square  
Routes: See attached  
Annual Twilight and Half Marathon runs.  
Discuss location, routes, schedule, set-up and activities.  
Race Day Events, LLC / Ryan Griessmeyer

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 - on file.

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 County EOD resources are required for Run Madtown. There are charges for these services.

X Notify area Alders, BID and residents on routes. Provide contact information and alternate travel information for the day of the event.

X Parking Enforcement will post "No Parking" signs and bag meters on courses. There are charges for this equipment and service.

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 The Capitol Square will be closed by an approved private contractor.

X Traffic management plan as approved by TE and MPD-on file.

X Event organizers will light areas of the route for the Twilight 5K and 10K as determined by MPD.

X Twilight 5K & 10K participants are required to wear glow necklaces during the race.

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

X 7 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X City vendor licenses (except sidewalk cafes) are invalidated for this event.

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

X Provide and maintain access to Park Hotel during the event.

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 Banners crossing the street must be 14' high within the 20' emergency access lane.

X Sign and staff at event perimeter – NO ALCOHOL BEYOND THIS POINT.

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

X 8' pedestrian pathway must be maintained on sidewalks 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 clean up of event area, including removal of trash and recycling. Event organizer is responsible for emptying City trash and recycling containers. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

2. [51010](#)

FESTIVAL FOODS SHAKE THE LAKE

Saturday, June 23, 6:00am - 6:00am on Sunday, June 24, 2017

John Nolen between Broom and Blair St.

Music/Concert/Festival/Fireworks.

Discuss schedule, location, set up and activities

Madison Mallards, Liz Kern

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BEFORE EVENT

X Compliance with the Olin Park Boat Launch Agreement made between the City and Madison Mallards, LLC. Anything in this Street Use Permit that contradicts the Olin Park Agreement is not valid and shall be superseded by the Olin Park Agreement.

X Compliance with all fireworks permits issued in connection with event, and all applicable fireworks ordinances and laws.

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.

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.

DURING EVENT

X The event area will be closed to traffic by Traffic Engineering.

X Signage and staffing at event perimeter on John Nolen: 'No Alcohol Beyond This Point'.

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

X 8' pedestrian pathway must be maintained on sidewalks 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. [51007](#)

TAKE BACK THE NIGHT

Th, April 19, 2018, 6:30pm-9:30pm

Route: Library Mall up State Street to the Capitol

Discuss location, route, schedule, set up  
Lynn Lee

**Discussed location, setup and schedule. Event organizers are choosing a route that does not require a Street Use Permit.**

4. [51008](#)

**RUN THE WORLD**

Su, April 22, 2018, 9am-3pm

Start/End: West High School

Route: Chadbourne Ave, N. Breese Terrace, bike path, Virginia Terrace

Run/Walk Fundraiser

Discuss route, schedule, setup

Madison West High School Student Council, Stephanie Ran

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**BEFORE EVENT**

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

**X Notify alderperson of event. Notification must include day of event contact information for the event organizer..**

**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. There are charges for these services.**

**X Cone placement along route in parking spaces will be done by an approved private contractor.**

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

**DURING EVENT**

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

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

**X 8' pedestrian pathway must be maintained on sidewalks 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.**

**X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.**

5. [51009](#)

**EASTSIDE FARMERS' MARKET**

Tuesdays, June 19 - Sept. 25, 2018, 3pm-8pm

200 block of S. Ingersoll (McPike Park)

Farmers' Market to close the street for customer safety

Discuss schedule, location, set up  
Eastside Farmers' Market, Inc. Mary White & Sophie Patterson

Permit dates is conditional depending on construction on E. Main St and Ingersoll. If Patterson is closed for construction, Ingersoll must remain open and this permit is invalid. Approved pending receipt of required documents & with the following conditions:

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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.**

**DURING EVENT**

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

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

**X There will be no parking for East Side Farmers' Market vendors or attendees at the Madison Metro Employee Lot.**

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

**X 8' pedestrian pathway must be maintained on sidewalks 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.**

**X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.**

**VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS**

1. [51011](#) BREESE STEVENS CONCERT SERIES  
M, 5/21 - We, 5/23/2018  
Fr, 6/15 - Su, 6/17/2018  
Th, 6/21 - Sa, 6/23/2018  
Th, 7/5 - Sa, 7/7/2018  
900 E Washington Ave., 900 E. Mifflin, 100 block Patterson, 100 block Brearly  
Concert staging and parking areas.  
Discuss location and schedule.  
Madison Mallards, LLC, Liz Kerns  
  
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**BEFORE EVENT**

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

X Organizer must notify area alder(s) at least two weeks prior to each concert. Provide the alder with event information, including: location, date, schedule, activities, etc. that can be distributed to local residents.

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

X City of Madison Traffic Engineering will drop off the necessary barricades for the street closure. There are charges for this equipment.

X Contact Stephanie Niesen (Parking Enforcement) at [sniesen@cityofmadison.com](mailto:sniesen@cityofmadison.com) or 608-266-4623 to discuss "No Parking" signs. Remove signs when event has ended.

X Provide detailed parking plan prior to each concert at this web site:

<http://breesestevensfield.com/parking/>

**DURING EVENT**

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

X Maintain access to Metro stops.

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

X Provide and maintain access for Mifflin St residents.

X Provide and maintain access to the Mifflin St. Bike Boulevard at all times.

X Provide and maintain access to the Lyric parking garage on N. Brearly St.

X Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests.

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

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

X 8' pedestrian pathway must be maintained on sidewalks 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.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

2. [51045](#)

**THE CENTRAL PARK SESSIONS**

June 3, 2018, 7am-12am & August 1 & 2, 8 & 9, 15 & 16, 2018, 10am-12am

200 Block of S. Ingersoll

Music/Concert

Discuss: Dates, Times, Schedule, Setup

Central Park Sessions, Inc. / Bob Queen

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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.**

**DURING EVENT**

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

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

**X There is no event parking allowed in the Metro lot.**

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

**X 8' pedestrian pathway must be maintained on sidewalks 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.**

**X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.**

**3. [51013](#)**

**GREEKFEST PLUS 2018**

First block of North Seventh Street (please see attached map)

Sa, Jul 28, 2018, 8am-10pm

Su, Jul 29, 2018, 8am-9pm

GreekFest.

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

Georgiana Wilton, Assumption Greek Orthodox Church.

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**BEFORE EVENT**

**X Resident notifications is required.**

**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. 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 "No Parking" signs. Remove 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 Maintain access to Metro stops.

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

X Point speakers away from residential areas.

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

X 8' pedestrian pathway must be maintained on sidewalks 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.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

4. [51017](#)

**HUB MADISON MOVE-IN**

Fri, August 17 & Sat, August 18. 12:01am-8pm

Street Closure and Parking Meters: 400 N. Frances

Move-In for up to 1026 students

Discuss set-up schedule, location, and activities.

Brandon Blackmer, Core Campus Madison, LLC

Referred to a future SUSC meeting with the request that the organizer attend the meeting.

**IX. ADJOURNMENT**

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