



City of Madison

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

Meeting Minutes - Draft STREET USE STAFF COMMISSION

Wednesday, June 21, 2017

10:00 am

City County Building, Rm. 108
210 Martin Luther King, Jr. Blvd.

I CALL TO ORDER / ROLL CALL

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: Mary Lloyd, Lt. Brian Chaney Austin, Chad Hughes

Present: 4 - Kelli Lamberty; Trevor Knight; Katie Sellner and Bill Putnam

Excused: 7 - Susan Barica; Paul Ripp; Tom Mohr; John Fahrney; Roger Kleist; Eric Veum and Mark Kiesow

II APPROVAL OF MINUTES

Motion made by Sellner, seconded by Knight 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. [47670](#) CURIOSITY CUBE @ SUMMER EXPEDITIONS
Wed. July 12, 12:30-3:45pm
Street Closure - N. Orchard Street between University Ave and Johnson St.
Mobile Science Lab
WARF
Becky Balistreri

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 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 Visitors must enter the Curiosity Cube from sidewalk.

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 permanent markings (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 cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

2. [47703](#)

THE CROSSFIT GAMES

Aug. 3 - Aug. 6, 2017

Street Closure: Olin Turville Court from E. Lakeside to the barriers

Street Closed: 8/3 9am-2pm, 8/4 9am-2pm, 8/5 9am-12pm, 8/6 9am-12pm

Athletic competition to name the Fittest on Earth

CrossFit

Timothy Chan & Danny Rodgers

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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 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 This is a District event. 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 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 and signs when event has ended.

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 permanent markings (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 cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

3. [47667](#)

SCHENK'S CORNERS BLOCK PARTY
 Fri, Aug 18 4pm-10pm, Sat, Aug 19 2pm-10pm
 Street Closure - 1900 Atwood Ave, Fri, Aug 18 7am- Sun, Aug 20 3pm
 Music/concert/block party. Discuss location, schedule, set-up and activities.
 Brenda Konkell, Schenks Corner Society / Tenant Resource Center

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

X Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc.

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

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

X Signage and staffing at barricades – NO ALCOHOL BEYOND THIS POINT.

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 cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

4. [47669](#)

Orpheum Presents State Street Sounds
 Saturday, September 23, 4pm-8pm
 Street Closure - 200 Block of State Street, Sept. 23, 9am-12am
 Craft beer and music festival.
 Orpheum Theater
 Jim Uhl

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

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

X This is a District event. 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 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 Alcohol control and security plan as approved and on file with Madison Police Department.

X Staffing/signage at event perimeter that indicates "NO ALCOHOL BEYOND THIS POINT".

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

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

X Event cannot displace licensed city vendors.

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 permanent markings (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 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. [47701](#) JACKSON STREET PLAZA FOOD CART COMMUNITY DINNERS
200 block Jackson St.
Th, June 3 - August 4, 5-8p
Discuss location, event schedule, setup and activities.
Christine Ameigh

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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 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 and signs when event has ended.

- 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 permanent markings (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 cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

2. [47715](#)

THE DOWNTOWN GET DOWN
 Sidewalk Event State Street Mall - 800 State Street
 Friday, July 7, 2017 - 4pm-6pm
 A Community BreakDancing Event
 Hunter Connors Herm - Video Producer

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

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

X Event cannot displace licensed city vendors.

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

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 permanent markings (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 cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

3. [47702](#)

INDIA DAY 2017
 Saturday, August 19th 7:00am - 3:00pm
 100 block of MLK Jr. Blvd
 Cultural Event
 Association of Indians in America (AIA)
 Vijay Sharma & Kamlesh Saini

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

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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 - on file.
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- 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 meter bags. Remove meter bags when event has ended.
- X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
- X 20' emergency access lane must be maintained throughout event area.
- X Licensed city vendors relocated outside of event area, except for outdoor cafes.
- X Special Event Resolution allows merchandise sales.
- X Provide and maintain access for BMO Harris drive thru customers during hours of operation.
- X Noise must be kept to a reasonable level at all times.
- X No permanent marking, 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.

4. [47665](#)

UW HOUSING MOVE IN - Lake St.
 Saturday, August 26 6:00am-6:00pm
 Tuesday, August 29 6:00am - Thursday, August 31 6:00pm
 Street Closure - Lake Street between Johnson and Dayton
 University of Wisconsin
 Mike Kinderman / Tonia Pittman

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

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- X No street closure, request for parking/sidewalk space only.
- X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.
- X Maintain access to Metro stops.
- 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 permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.
- 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.

5. [47666](#)

UW HOUSING MOVE IN - Dayton St. & N. Frances St.
 Saturday, August 26 6:00am-8:00pm

Tuesday, August 29 6:00am - Thursday, August 31 8:00pm
Street Closure - westbound Dayton from S. Park to N. Frances, 6:00am - 6:00pm
Street Closure - southbound N. Frances from Dayton to Lot 91, 6:00am - 8:00pm
University of Wisconsin
Mike Kinderman / Tonia Pittman

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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 meter bags and "No Parking" signs. Remove meter bags and 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.

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