



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, July 19, 2023

10:00 AM

Virtual

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, July 19, 2023. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Phil Roh, Lt. Jen Hannah, Jen Blair, John Fahrney,

Members Excused: Mark Kiesow, Eric Veum, Katelynn Updike

Additional City Staff Present: Mary Lloyd, Taylor Dietzman, Ashley Moseberry

APPROVAL OF MINUTES

Motion made by Nash, seconded by Blair to Approve the Minutes. Motion passed by voice vote/other.

1. [78801](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

STREET USE PERMITS FOR CONSIDERATION, DISCUSSION AND VOTE

2. [78805](#) INDIA DAY 2023
Sat., August 12, 2023 / 7am-2pm
Street Closure: 100 block of MLK Jr Blvd
Annual event to celebrate Indian culture
Discuss setup, schedule, vending, amplification
Association of Indians in America / Vijay Sharma

Registered speaker Muktak Sharma registered in support and wishes to speak.
Registered speaker Michelle Morrison, registered in support and does not wish to speak.

A motion was made by Blake-Horst, seconded by Roh to approve pending receipt of required documents & with the following 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.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

MPD Staffing: The City of Madison is not requiring MPD Staffing. If you would like to request staffing, please call 608-267-8676 to arrange. There are charges for these services.

Notification: Organizer must notify all businesses on the 100 block of MLK and alert them of the event and closure schedule. Please provide day-of contact information.

Notification: Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Notification: Notify and coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcmf.org or 608-455-1999. Alert them to the event date/times so they can coordinate with the farmers' for their load in and load out.

Barricades: 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. Event must use City of Madison barricades or barricades from an approved contractor.

Parking Meters: Call 608-267-8756 to arrange for meter signs. Parking will inform organizer where to pick up the signs and when to post them. They must be posted within the timeline outlined by Parking in order for the City to enforce them. Remove meter signs when event has ended. There are charges for this equipment.

Vending: Organizer will furnish the Parks Office with a complete list of vendors that are selling anything prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #. There are fees to have vending at any Street Use event.

Setup: There can be no setup that would disturb any trees or City amenities on the 100 block of MLK Jr Blvd. Nothing can be taped or glued to City amenities.

Setup: Avoid having power cords crossing streets or sidewalks. If they are in the right of way, the cords must be taped or ramped. No power cords are allowed across curb cuts or crosswalks.

DURING EVENT

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

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors and performers. City licensed vendors may be relocated within the event area if requested by the sponsor. (licensed sidewalk

cafes are exempt.)

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

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

3. [78806](#)

JU-JU'S BLOCK PARTY

Sat, August 12, 2023 / 11am-7pm

Street Closure: Fisher Street & Dane Street adjacent to Penn Park

Annual community block party for the south side community

Discuss schedule, setup, activities in the street

Fosters of Dane County / Julian Walters

Registered speaker Julian Walters registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Nash to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Isadore Knox, Jr - district14@cityofmadison.com

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

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

EVENT DAY(S)

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

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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. 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.
Motion passed by voice vote/other.

4. [78810](#)

ABERDEEN MOVE-IN

Fri. Aug 18 / 7:30am-5pm & Sat, Aug 19, 2023 / 8am-5pm

Lane Closure: directly in front of 437 W Gorham St

Annual apartment move-in

Discuss schedule, traffic management

Aberdeen Apartments / Kelly Witkins

Registered speaker Kelly Witkins registered in support and wishes to speak. A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Michael Verveer - district4@cityofmadison.com

EVENT DAY(S)

Traffic barrels and signage as required by TE. Organizer will provide their own equipment.

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

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

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

4' ADA/pedestrian pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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. 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.

Motion passed by voice vote/other.

5. [78811](#)

2023 IRONKIDS WISCONSIN FUN RUN

Sat, September 9, 2023 / 5pm-6pm

Street Closure: 100 block of MLK Jr Blvd / 2:30pm-7pm
Street Closure: Capitol Square / 4:45pm-6:30pm
Annual kids run in conjunction with Ironman
Discuss setup, schedule, closures, activities
Madison Sports Commission & World Triathlon Corporation / Tavia Kerns

Registered speaker Ka Her registered in support, not to speak, but available for questions.

Registered speaker Tavia Kerns registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Meter Brooks to approve pending receipt of required documents & with the following conditions:

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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

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

Parking removal/race equipment provided by approved contractor.

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

The alder(s) to notify for this event is: Michael Vermeer -
district4@cityofmadison.com

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

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Notify the Madison Central Business Improvement District's Executive Director at director@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org, 608-455-1999.

Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

Communicate with the businesses on the 100 block of MLK regarding closure times and access to the loading dock. Include communication to Darrin Smith, Darrin.smith@wisconsin.gov, Building & Grounds Supervisor of the Risser Justice Center.

DURING EVENT

The run/walk course will be closed off by approved private contractor.

Lane closure equipment placement as per plan on file with Traffic Engineering (TE).

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

4' pedestrian pathway must be maintained throughout event area.

Event cannot displace licensed city vendors.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

6. [78812](#)

IRONMAN WISCONSIN FESTIVAL

Ironman Expo - Thu, September 7 - Sun, September 10, 2023 / 9am-5pm daily

Ironman 70.3 - Sat, September 9, 2023 / 7am-4:30pm

Ironman - Sun, September 10, 2023 / 6:45am-12:45am (Sept. 11)

Street Closure: Expo 200 block of MLK Jr Blvd - Wed, Sept. 6 (after Wed DCFM) - Mon, Sept 11 / 12pm

Ironman 70.3 & Ironman - see attached routes for No Parking and Street Closures

Annual Ironman Wisconsin

World Triathlon Corporation / Ryan Richards

Registered speaker Ryan Richards registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Lloyd to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc.

This is a District event. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services.

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

Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999, info@dcfm.org.

Coordination should include the Wednesday DCFM on the 200 block of MLK and the Saturday DCFM on the square. Communicate closures on Saturday with the DCFM manager to coordinate farmer load in and load out on the Capitol Square

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

Parking Enforcement will post signage and hood meters. Coordinate posting with Taylor Dietzman, tdietzman@cityofmadison.com. Organizer is responsible

for removing parking signs after event. There are fees for this service. Notify area businesses and residents along the route. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

EVENT DAY(S)

Amplification: 9/10/23, 5:30am through 9/11/23, 12:30am. Amplification must be kept to a reasonable level at all times. Lower volume, limited to 75 decibels (dB) 125' from the source, before 8:00am and after 10:00pm.

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

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

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event.

Provide and maintain access to the parking ramp entrance on E. Wilson at all times.

Provide and maintain access to the Hilton Hotel and Madison Club during the event.

Provide and maintain access to the CCB parking garage on 10 W Wilson.

Provide and maintain access for BMO Harris drive thru customers during hours of operation.

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

Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

CONSENT AGENDA

Blake-Horst made a motion, Nash seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for each event.

Motion passed by voice vote/other.

7. [78802](#)

WOODLAND MONTESSORI SCHOOL - NO PARKING FOR ALL CITY SWIM

Thu, July 27 & Fri, July 28, 2023 / 7am-6pm both days

Colby Street & Van Duesen Street - see attached map

No Parking request for student drop-off/pick-up and staff parking during All City Swim

Woodland Montessori School / Sarah Harrison

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Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment. No street closure, request for parking/sidewalk space only.

DURING EVENT

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

Event organizer is responsible for removing No Parking signs at 6pm on Friday, 7/28/23

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.

8. [78803](#)

UW ATHLETICS - KOHL CENTER EVENTS

August 1, 2023 - July 31, 2024

Detailed event schedule to be issued as determined

Street closures, meter bagging, and traffic control during events at the Kohl Center

Kohl Center Transportation Management Plan

UW Madison / Shane Burgess

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Addendum and/or contract providing additional event details and conditions is attached.

Traffic management plan as approved by Transportation Management Committee.

Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering or an approved delegated authority.

EVENT DAY(S)

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

9. [78804](#)

UW ATHLETICS - CAMP RANDALL STADIUM EVENTS

September 1, 2023 - August 31, 2024

Detailed event schedule to be issued as determined

Street closures, meter bagging, and traffic control during events at Camp Randall Stadium
Camp Randall Stadium Event Transportation Management Plan
UW Madison / Shane Burgess

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BEFORE EVENT

Addendum and/or contract providing additional event details and conditions is on file with Street Use Staff Commission.

Traffic management plan as approved by Transportation Management Committee.

Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering. There may be charges for these services.

EVENT DAY(S)

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

10. [78807](#)

LZ MANAGEMENT MOVE-IN

Fri, August 11 - Wed, August 16, 2023 / 8am-8pm daily

Parking requested: 300 N Brooks (North side of the block) & 300 N Mills (both sides)

Annual move in for apartments

LZ Management / Taylor Harrell

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BEFORE EVENT

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

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

EVENT DAY(S)

Maintain access to Metro stops.

Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

11. [78808](#)

NATIONAL VENDOR PRESENTATION @ MONONA TERRACE

Thu, August 17 @ 8am - Sun, August 20, 2023 @ 5pm

Parking meter request for semi

Discuss schedule, location

LeMans Corporation / Dylan Jones

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BEFORE EVENT

Call Parking Utility at 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

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

DURING EVENT

Maintain access to Metro stops.

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

12. [78809](#)

LARK AT KOHL MOVE-IN

Fri, August 18, 2023 / 8am-7:30pm

No Parking request: along Lark at Kohl side of Mifflin & Bedford

Annual move in for apartments

Lark at Kohl / Tim Atherton

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BEFORE EVENT

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

Notification: 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. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

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

DURING EVENT

Maintain access to Metro stops.

Lark at Kohl staff is responsible for enforcing no parking areas adjacent to their building.

Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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

Event cannot displace licensed city vendors, including sidewalk cafes.

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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.

14. ADJOURNMENT

A motion was made by Blake-Horst, seconded by Lloyd to Adjourn. The motion passed by voice vote/other.