



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, February 26, 2020

10:00 AM

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

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### CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, February 26, 2020 at the City-County Building, 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, Scott Bavery, Kristin Brodowsky, Lt. Scott Kleinfeldt, Sgt. Andrew Hyatt, Tom Mohr, Meghan Blake-Horst, Matthew Scamardo, John Fahrney, Chad Hughes

Members Excused: Eric Veum, Mark Kiesow, Bill Pullman

Additional City Staff Present: Drew Beck, Poorua Shivakumar, Natalie Erdman, Katie Crawley, Kelly Post

### APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Scamardo to Approve the Minutes.  
Motion passed by voice vote/other.

### 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 SPECIAL EVENTS

1. [59600](#) LAKE STREET BASH  
Fri. April 24, 2020 / 11:00am - 10:00pm  
Street Closure: 600 N Block of Lake St and Mendota Ct  
Annual Event with All Campus Party.  
Discuss location, activities, set-up, and schedule.  
Wisconsin Alumni Student Board (WASB) / Amelia Schaetzke  
  
Approved 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 listing the City of Madison as additional insured is required.

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: Sally Rohrer - [district8@cityofmadison.com](mailto:district8@cityofmadison.com)

Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

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.

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.

**DURING EVENT**

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.

2. [59601](#)

30th ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY

Fri. May 8, 2020 / 9:30am - 1:00pm

Street Closure: Capitol Square

Parking: Capitol Square, 100 N. Hamilton

Route: see attached

Discuss parade route, schedule, and activities

WI Law Enforcement Memorial, Inc. / Brian Willison

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**BEFORE EVENT**

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 Tag Evers – district13@cityofmadison.com  
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.

#### **DURING EVENT**

Traffic Engineering (TE) will deliver and pick up the barricades. There are charges for these services.

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

Event cannot displace licensed city vendors.

Provide and maintain access to the parking lot on E. Washington and Webster.

Provide and maintain access to Park Hotel during the event.

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.

### **3. [59288](#)**

#### **MADISON NIGHT MARKET**

Thu, 5/14, 6/11, 8/13, 9/10/20 / 2pm-12am

Street Closure: 100-700 State St., 200-400 blocks W. Gilman St., 400 block of N. Broom St.

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

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

Madison's Central Business Improvement District / Tiffany Kenney, Rosy Hawbaker

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#### **BEFORE EVENT**

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

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. Patrick W. Heck - district2@cityofmadison.com, Michael Verveer - district4@cityofmadison.com  
Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

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

Call Parking Utility 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.

**EVENT DAY(S)**

Traffic Engineering will deliver/pick-up barricades. There are charges for this service.

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

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

Proper signage for Buckeye Lot.

No alcohol may be served, sold or consumed on City streets or right-of-way, except within licensed sidewalk cafes.

Signage and staffing at private parking lot perimeter: "No Alcohol Beyond This Point".

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.

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**

SUSC will review the Madison Night Market after the May 14, 2020 event to discuss State Street closure.

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.

4. [59598](#)

**DOWNTOWN MADISON CELEBRATES EARTH DAY**

Wed. April 22, 2020 / 2pm - 10pm

Street Closure: 100 block of State Street

Sidewalk Space: The Forum, The Grove

Earth Day Celebration

Discuss location, setup, schedule

Madison's Central Business Improvement District / Tiffany Kenney

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**BEFORE EVENT**

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

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](mailto:district4@cityofmadison.com)

Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

Traffic Engineering will deliver, setup, and pick up the barricades. There are

charges for this service.

Maintain wheelchair accessible pathway throughout event area.

Notify Mall Crew, 266-6031, [mkiesow@cityofmadison.com](mailto:mkiesow@cityofmadison.com), of electrical needs for activities.

Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

Event cannot displace licensed city vendors.

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

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 inflatables on City right-of-way.

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

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.

## STREET USE APPLICATIONS FOR ROUTINE REQUESTS

5. [59604](#)

### AGRICULTURE DAY ON CAMPUS

Wed. April 22, 2020 / 6:30am - 1:00pm

No Street Closure: Confluence on Library Mall (800 State Street)

Event to celebrate Agriculture on UW-Madison campus.

Discuss schedule, location and activities.

Collegiate Farm Bureau at UW-Madison / Summer Henschel

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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: Sally Rohrer - [district8@cityofmadison.com](mailto:district8@cityofmadison.com)

Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto:tkenney@visitdowntownmadison.com) or 608-512-1340. 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](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

#### DURING EVENT

Event cannot displace licensed city vendors.

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

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.

6. [59602](#)

**PURPLESTRIDE MADISON 2020**

Sat. May 2, 2020 / 7am-12pm

No Closure / Parking Request only

Start/Finish: Warner Park

Route: see attached map/application

Annual Run/Walk

Discuss route, schedule and activities.

Pancreatic Cancer Action Network / Jennifer Rebollo

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**BEFORE EVENT**

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

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: day of contact information, location, date, schedule, activities, etc. Syed Abbas - [district12@cityofmadison.com](mailto:district12@cityofmadison.com)

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

Post "No Parking" signs on Freemont. Signs must be approved by Parking Enforcement.

**EVENT DAY(S)**

Maintain access to Metro stops.

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**

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7. [59607](#)

**SUMMERPALOOZA**

Sat. June 13, 2020 / 8:00am-3:00pm

Closure: 100 block of N. Pinckney 8am-3pm

Closure: 100 block N. Hamilton 8am-3pm

Parade: see attached for route

Parade, family-friendly performances, outdoor activities, games, and arts & crafts.

Discuss location, schedule, set-up and activities.

Madison Children's Museum / Kia Karlen

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Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto:tkenney@visitdowntownmadison.com) or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Special duty officer(s) required for the parade portion of the event. Call 608-267-8676 to arrange. There are charges for these services.

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 meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

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

**EVENT DAY(S)**

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

No objects may be thrown from floats or vehicles in the parade.

Event cannot displace licensed city vendors.

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

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.

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**AFTER EVENT**

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considerations for future events.

8. [59605](#)

CAMPUS FIRE SAFETY

Thu. September 10, 2020 / 8:30am - 3:30pm

Confluence at Library Mall (700 & 800 State Street)

Educational presentation on campus fire safety.

Discuss location, activities and schedule.

City of Madison Fire Department / Bernadette Galvez

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9. [59606](#)

CAMPUS FIRE SAFETY

Thu. September 24, 2020 / 8:30am - 3:30pm

Confluence at Library Mall (700 & 800 State Street)

Educational presentation on campus fire safety.

Discuss location, activities and schedule.

City of Madison Fire Department / Bernadette Galvez

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**ADJOURNMENT**

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