



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, June 11, 2014

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Additional Staff Present: Tony Barlow, Kay Bentley, Lt. Dave McCaw and Mark Winter

Present: 7 - Kelli Lamberty; Carl Strasburg; Susan Barica; Katie Sellner; Jeremy McMullen; Bill Putnam and Laura Bauer

Excused: 4 - Tom Mohr; John Fahrney; Roger Kleist and Eric Veum

II. APPROVAL OF MINUTES

Motion for Approval

First: Katie Sellner

Second: Sue Barica

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 PERMIT APPLICATIONS FOR SPECIAL EVENTS

- [34384](#) PADDLE & PORTAGE
Start: James Madison Park, Finish: Olin Park (please see attached map for route)
Set-Up: F, July 18, 10am-7pm
Event: Sa, July 19, 7am-2pm
Annual paddle and portage. Discuss location, schedule, set-up, route and activities.
Janell Palmer, Isthmus Publishing Co., Inc.

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.

Special duty officers required for event. Call 608-266-4022 to arrange.

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

Traffic management plan approved by TE and MPD to include the following: electric message board notification, staggered starts, event staff at critical intersections to stop participants and allow traffic to cross route.

Call the Sayle Street 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 and "No Parking" signs. Remove meter bags and signs when event has ended.

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

2 Metro routes detoured by event. Fee/route detoured applies.

Event cannot displace licensed city vendors.

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

No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

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.

2. [34078](#)**EQUINOX/420 WEST MOVE INS**

400 Block W Gorham, 300 Block Broom St

F, Aug 15, 10:30am-3:30pm

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

Lindsey Scheidegger, 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.

No street closure, request for parking/lane closure only.

Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

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

Maintain access to Metro stops.

Provide staff to monitor meters on Gorham and Broom.

No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

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.

3. [32979](#) OUTREACH PRIDE PARADE
 Staging: Ingersoll/Central Park
 Parade: Ingersoll to Williamson to Wilson to King St. to Capitol
 Rally: Capitol Square
 Su, Aug 10, 11am-5pm
 Annual parade/rally to benefit Outreach, Inc. Discuss location, schedule, set-up, route and activities.
 Steve Starkey, Outreach, Inc.

ACTION: Refer to 6/25/2014 Meeting

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [34385](#) SUMMER SOLSTICE
 Lakeland/Olbrich Park (please see attached map)
 Sa, June 21, 1pm-10pm
 Annual summer solstice festival. Discuss location, schedule, set-up and activities.
 Betty Chewning, Friends of Starkweather Creek

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.

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

Maintain access to Metro stops.

Call the Sayle Street 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.

No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

No Summer Solstice parking allowed in the Olbrich Gardens parking lot. This must be included in all promotional/informational materials for the event.

Event volunteers/staffing required at barricades and at Olbrich Gardens parking lot entry.

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.

2. [34386](#) JUNETEENTH DAY CELEBRATION
 Closure/No Parking: 600-700 Buick St, 2000-2100 Fisher, 2100 Taft, 500 Dane, 500 Baird

No Parking Only: 2000 Taft St
 Set-up: F, June 20, 3-6pm
 Event: Sa, June 21, 11am-6pm
 Take-down: Sa, June 21, 6-8pm
 Annual festival and run/walk. Discuss location, schedule, set-up, route and activities.
 Annie Weatherby-Flowers, Kujichagulia-Madison Center for Self Determination

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.

See notes regarding barricade delivery/distribution/pick-up on attached barricade plan.

Staff barricades at Fisher and Dane, and Buick and Taft to allow vendor and disabled parking access.

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

1 Metro route detoured by event. Fee/route detoured applies.

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.

3. [34406](#)

MAKE MUSIC MADISON Various Locations (please see attachment)

F, June 21, 8am-9pm

A city-wide celebration of music. Discuss location, schedule, set-up, and activities.

Beth Mastin, Make Music Madison

ACTION: Approved with Conditions

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

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

Maintain access to Metro stops.

Event cannot displace licensed city vendors.

No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

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.
No street closure, request for parking/sidewalk space only.
Noise must be kept to a reasonable level at all times.
No amplification before 8:00am or after 9:00pm.

4. [34388](#)

3600 TURNING LEAF DRIVE
Neighborhood Block Party
Sa, June 14, 12pm-8pm
Rain Date: 6/15/2014
Kimberly Luke

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.

No inflatables on streets or sidewalks.

No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area.

5. [34389](#)

1200 ELIZABETH STREET
Neighborhood Block Party
F, July 4, 8am-10pm
Michelle Weber

ACTION: Approved with Conditions

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Resident petition - on file.

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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.

No inflatables on streets or sidewalks.

No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area.

6. [34390](#)

2800 VAN HISE AVENUE

Neighborhood Block Party

F, July 4, 10:30am-2:30pm

Roger Lane

ACTION: Approved with Conditions

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Resident petition - on file.

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

No inflatables on streets or sidewalks.

No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area.

7. [34391](#)

2200 ETON RIDGE

Neighborhood Block Party

F, July 4, 3pm-9pm

Melissa Allan

ACTION: Approved with Conditions

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Resident petition - on file.

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

No inflatables on streets or sidewalks.

No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area.

8. [34392](#) 6500 S GETTYSBURG DRIVE
Neighborhood Block Party
F, July 4, 4pm-9pm
Kim Castelaz

ACTION: Approved with Conditions

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Resident petition - on file.

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

No inflatables on streets or sidewalks.

No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area.

9. [34393](#) 100 ELY PLACE
Neighborhood Block Party
Sa, July 19, 10am-10pm
Robert "Skip" Heffernan

ACTION: Approved with Conditions

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Resident petition - on file.

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

No inflatables on streets or sidewalks.

No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area.

10. [34394](#)

200 N PATERSON STREET

Neighborhood Block Party

Sa, July 26, 11am-5pm

Joe Lusson

ACTION: Approved with Conditions

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Resident petition - on file.

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

No inflatables on streets or sidewalks.

No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area.

11. [34395](#) 600 KNICKERBOCKER STREET
Neighborhood Block Party
Sa, July 26, 12pm-9pm
Rain Date: 7/27/2014
Amy Williamson Shaffer

ACTION: Approved with Conditions

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Resident petition - on file.

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

No inflatables on streets or sidewalks.

No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - New Glarus High School Jazz Band, Capitol View Farmers' Market, Harley Davidson photo shoot, Susan G. Komen South Central WI Race for the Cure, Ride the Drive, Downtown/Isthmus, WI Grand Lodge F&AM Annual Communication, Ragnar Relay Chicago, Cows on the Concourse
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2014 events calendar
4. Next Street Use Meeting - Wednesday, June 25, 2014

VIII. ADJOURNMENT

UPCOMING EVENTS