



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, May 29, 2013

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

**Additional Staff Present:** Kay Bentley, Lt. Dave McCaw and Ron Schwenn

**Present:** 8 -

Kelli Lamberty; Carl Strasburg; Katie Sellner; Jeremy McMullen; Tom  
Mohr; Bill Putnam; John Fahrney and Laura Bauer

**Excused:** 3 -

Susan Barica; Mike O'Brien and Eric Veum

### II. APPROVAL OF MINUTES

### III. PUBLIC COMMENT

Mary Carbine registered to speak in with regard to Madison Marathon / set-up  
(neutral).

### IV. DISCLOSURES AND RECUSALS

### V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

#### 1. [30309](#)

ART FAIR ON THE SQUARE

Capitol Square (please see attached map)

Set-up: F, July 12, 3pm

Event: Sa, July 13, 9am-6pm, Su, July 14, 10am-5pm

Take-down: Su, July 14, 5pm-9:30pm

Annual art fair with entertainment and food vendors. Discuss location,  
schedule, set-up, and activities.

Annik Dupaty, Madison Museum of Contemporary Art

**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.  
Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.  
The Capitol Square will be closed by Traffic Engineering.  
Metro route(s) detoured by event. Fee/route detoured applies.  
20' emergency access lane must be maintained throughout event area.  
8' pedestrian pathway must be maintained on sidewalks throughout event area.  
City vendor licenses are invalidated for this event.  
Provide and maintain access to Inn on the Park during the event.  
Provide and maintain access to the parking ramp on East Main and Webster.  
Provide and maintain access to the parking lot on East Washington and Webster.  
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.  
Signage and staffing at barricades: 'No Alcohol Beyond This Point'.  
Event organizer/sponsor is responsible for clean up of event area including emptying the City trash and recycling barrels. Charges will be assessed for any City staff time or resources required for clean up.

2. [30113](#)

WEENIE RUN

Start/Finish at Warner Park (please see attached map for route)  
F, June 21, 7:30am-12:00pm  
Annual run/walk to benefit United Way. Discuss location, schedule, set-up, route, and activities.  
Jen Ferree, Oscar Mayer / Madison Mallards / United Way

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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.

20' emergency access lane must be maintained throughout event area.  
8' pedestrian pathway must be maintained on sidewalks throughout event area.

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

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. [30312](#)

MAC @ PEACE

Peace Park

Su, June 23 & 30, July 7, 14, 21 & 28, Aug 4, 4pm-7pm

Church service with a live band. Discuss location, schedule, set-up, and

activities.

Jesse Rhodes, Madison Alliance Church

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

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

**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.**

**4. [30327](#)**

**YOUTH SUMMER ACTIVITIES**

1400 Theresa Terrace

June 17, 24, August 12, 19, 26 / 2 - 4pm

Kids Activity Days for residents of Hammersley-Theresa Terrace neighborhood. Discuss location, schedule, set-up and activities.

Betty Lifear, Hammersley Leaders Group

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**Resident petition on file.**

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

**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.**

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

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

**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.**

**VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS / NEIGHBORHOOD BLOCK PARTIES**

**1. [30357](#)**

**FUNDRAISING AUCTION**

200 S. Dickinson

Th, June 20, 4-8p

Greeting area with activities for Tandem Press fundraising event. Discuss location, schedule set-up and activities.

Amy Newell, Tandem Press

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Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

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

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

Maintain access to Metro stops.

Maintain access to the bike path.

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. [30313](#)****SUMMER SOLSTICE**

Lakeland in Olbrich Park, 3200 Block Oakridge Ave

Sa, June 22, 1pm-10pm

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

Betty Chewning, Friends of Starkweather Creek

**ACTION: Refer to 6/12/2013 Meeting****3. [30315](#)****INTERFRATERNITY COUNCIL RECRUITMENT TABLING**

Podium/700-800 State St

W, Aug 28, 4pm-6pm & Th, Aug 29, 1pm-6pm

Tabling event (Student Organization Fair). Discuss location, schedule, set-up, and activities.

Connor Nett, Interfraternity Council

**ACTION: Refer to 6/12/2013 Meeting****4. [30316](#)****MADISON MAGAZINE'S FESTIVAL OF FOOD**

300 Block N Orchard St (parking only)

W, Sept 25, 4pm-9pm

Requesting two ten-minute parking stalls on the 300 block of North Orchard. Discuss location, schedule, set-up, and activities.

Rachel Tatge, Madison Magazine

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Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.  
No street closure, request for parking/sidewalk space only.  
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5. [30317](#)

3900 PRISCILLA LANE  
Neighborhood Block Party  
Sa, June 15, 3pm-9pm  
Rain Date: 6/16/2013  
Gary Green

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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.

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

6. [30356](#)

800 VAN BUREN  
Neighborhood Block Party  
Sa, June 15, 1:30p-sunset  
Renee Thomas

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Resident petition - on file.

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

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

## **VII. ONGOING BUSINESS / ANNOUNCEMENTS**

1. Recap recent street use events - Syttende Mai Run/Walk, 26th Annual Wheels on Willy Criterium, 16th Annual WORT Block Party, Brat Fest Run, The Peoples' Bratfest, Madison Marathon
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2013 events calendar
4. Next Street Use Meeting - Wednesday, June 12, 2013

## **VIII. ADJOURNMENT**

UPCOMING EVENTS