



City of Madison

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

Meeting Minutes - Draft STREET USE STAFF COMMISSION

Wednesday, March 15, 2017

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, March 15, 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.

Members Present: Kelli Lamberty, Lt. Trevor Knight, Susan Barica, Katie Sellner, Paul Ripp, Tom Mohr, Bill Putnam, John Fahrney, Eric Veum

Members Excused: Roger Kleist, Mark Kiesow

Additional City Staff Present: Kristin Brodowsky, Chad Hughes

II. APPROVAL OF MINUTES

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. [46484](#) MARCH FOR SCIENCE MADISON
April 22, 2017, 10am-5pm
March route: James Madison Park to State St. Mall
Rally/Celebration: State St. Mall
Event to champion science and promote evidence-based policies in the public interest. Discuss location, route, set-up and activities.
Jeff Carter, March for Science Madison

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 Certificate of insurance listing the City of Madison as additional insured is required
- 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 Metro route(s) detoured by event. Fee/route detoured applies.
- X Event cannot displace licensed city vendors.
- X Noise must be kept to a reasonable level at all times.
- 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 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. [46485](#)**MADISON PEOPLE'S CLIMATE MARCH**

Sa, April 22, 2017, 2:30-5:00pm

Route: Capitol to MG&E

March for environmental and social justice. Discuss schedule, route and activities.

Devin Martin, Sierra Club Beyond Coal Campaign

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

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 (Madison Parking Utility) to receive instructions for placing meter bags and to arrange for pick up and payment. Remove hoods when event has ended.

X No parking: Main-Blount to Livingston.

X Event cannot displace licensed city vendors.

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

X No amplification before 12:30pm.

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 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. [46488](#)

SYTTENDE MAI RUN/WALK

Saturday, May 20, 2017 5:00am - 8:00am

Annual run from the Capitol to Stoughton. Review start location due to Capital Square construction.

Jim McNulty, Stoughton Chamber of Commerce

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

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

X Notify participants of construction on the Square. Single lane available on 10 blocks of S. and N. Pinckney, 10 E. and W. Mifflin and 10 N. Carroll St.

X Call 608-267-8756 (Madison Parking Utility) to receive instructions for placing meter bags and to arrange for pick up and payment. Remove hoods when event has ended.

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

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

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

X Portable toilets may not be placed in front of open business' or in any City vending sites.

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

X Event cannot displace licensed city vendors.

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

X 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. [46499](#)

MADISON'S FAVORITES CONCERT

Thursday, August 24, 12p - 11p

100 block of State St. / 30 on the Square

Live music concert. Discuss schedule, location and activities.

Courtney Lovas, Isthmus Publishing Co.

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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 Barricade placement as per plan on file with Traffic Engineering (TE).
- X Call 608-267-8756 (Madison Parking Utility) to receive instructions for placing meter bags and to arrange for pick up and payment. Remove hoods 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 Staffing/signage at event perimeter – NO ALCOHOL BEYOND THIS POINT.
- X Metro route(s) detoured by event. Fee/route detoured applies.
- 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 clean-up of event area including City receptacles.. Charges will be assessed for any City staff time or resources required for clean up.

VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [46502](#) DOORS OPEN MADISON
Sunday, April 23 10:00am - 4:00pm
Peace Park
Music/performance activity in conjunction with Doors Open Madison.
Tiffany Kenney, Madison's Central BID in partnership with DMI

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X No street closure, request for parking/sidewalk space only.
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.
2. [46500](#) CSI NC REGION CONFERENCE
Friday, May 5, 10a-5p
100 block W. Main - 6 metered spaces / no closure
Parking spaces request.
Ross Mori, Madison WI Chapter of the Construction Specifications Institute

Approved pending receipt of required documents & with the following conditions:
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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 - on file.

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

X Call 608-267-8756 (Madison Parking Utility) to receive instructions for placing meter bags and to arrange for pick up and payment. Remove hoods when event has ended.

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.

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

3. [46497](#)

20TH ANNUAL WORT BLOCK PARTY

Sunday, May 21, 2017, 7:00am - 8:00pm

200 block of Martin Luther King, Jr. Blvd

Annual fund raising event for WORT. Discuss location, schedule and activities

Doug Holtz, Back Porch Radio Broadcasting, Inc.

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

X A \$1,000.00 damage deposit 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 Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

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

X Event cannot displace licensed city vendors.

X There must be 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 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 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. [46498](#)

MAXWELL STREET DAYS

Friday, July 14 - Sunday, July 16, 2017 6:30am - 7:30pm (daily)

100-600 State Street, 711 State - University Book Store, 200 Block N. Henry

Sidewalk/Street Sale
Greater State Street Business Association

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

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

X Organizer will provide a \$2,000 damage/billing deposit.

X Metro rerouted to outer loop. Standard rerouting fee applies.

X City vendor licenses are invalidated for this event.

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

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 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.

5. [46501](#)

EAGLE AND FRIENDS

Saturday, September 16, 2017, 2 - 4:30pm

30 on the Square

Eagle display. Discuss schedule, location and activities.

Erin Hoag, WI Veterans Museum and Schlitz Audubon Society

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

X Event cannot displace licensed city vendors.

X 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.

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

6. [46496](#)

CO-OP CONNECTION

Saturday, October 7, 2017, 5:00am - 3:00pm

100 Block of MLK Jr. Blvd.

Annual festival/celebration of cooperatives. Discuss schedule, location and activities.

Jody Stolldorf, Summit Credit Union

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conditions:

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

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, Madison Parking Utility, to arrange for meter bags. Remove meter bags when event has ended.

X Licensed city vendors on 100 MLK & Main relocated outside of event area.

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

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

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

X Provide and maintain access for BMO Harris drive thru customers during hours of operation. Staff barricades @ Doty St. during hours of drive-thru operation.

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 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.

7. [46536](#)

MADISON PRACTICE CRITERIUMS & GDVC CRITERIUMS

See attached schedule for dates/times

S. Rosa Rd, Research Park Blvd., Charmany Dr.

Annual GDVC bike races and practices at Research Park.

Eric Staats, Brazen Dropouts and Great Dane Velo Club

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

X Maintain access to Metro stops.

X Provide and maintain access to Research Park Agencies

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.
X University Research Park Approval – on file

VIII. ADJOURNMENT

This was Adjourn