



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, June 27, 2012

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: Kay Bentley and Mike O'Brien

Present: 7 -

Kelli Lamberty; Anthony Bitterman; Susan Barica; Katie Sellner; Jeremy McMullen; John Fahrney and Laura Bauer

Absent: 1 -

Tom Mohr

Excused: 3 -

Bill Putnam; Walter Meyer and Eric Veum

II. APPROVAL OF MINUTES

IV. PUBLIC COMMENT

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

V. DISCLOSURES AND RECUSALS

VI. NEW BUSINESS

A. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

- [26493](#) THE EAST MAIN SUMMER SOCIAL
100 block E. Main St. F, Aug 10, 10am-1am
Beer Fest Eve - benefit event for WI Academy for Graduate Service Dogs.
Discuss event set-up, schedule and activities.
Brian Haltinner, Maduro Cigar Bar

ACTION: Application Withdrawn

- [26364](#) OPERA IN THE PARK
Parking restrictions: Th, July 19 - Su, July 22
S. Rosa Rd. - Mineral Pt. to Driftwood Ave.
S. Hill Dr. - Eddy St. to Carillon
Driftwood - Eddy St. to S. Rosa Rd.
Closure: during performance, Sa, July 21 only
S. Rosa Rd.

Annual outdoor opera concert at Garner Park. Discuss schedule, set-up, activities and whether attendance at street use meeting is required.
Karra Beach, Madison Opera

ACTION: Approved with Conditions

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

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

Call the Sayle St. 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.

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. [26701](#)

YWCA-MADISON ANNUAL COOKOUT

100 Block E Mifflin Th, Aug 16, 2:00-8:00pm

Annual cookout/picnic for YWCA residents and neighbors. Discuss location, set-up, schedule and activities.

Nancy Wrenn Bauch

ACTION: Approved with Conditions

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Notify residents.

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Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

Event cannot displace licensed city vendors.

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.

4. [26800](#)

TASTE OF MADISON

Capitol Square and Surrounding 100 Blocks, 200 Block Wisconsin Ave, 200 Block MLK

Set-up: F, Aug 31, 6-11pm

Event: Sa, Sept 1, 2-8:30pm

Su, Sept 2, 11am-7pm

Take-down: Su, Sept 2, 7-11pm

Annual food and music festival showcasing local restaurants to benefit United Cerebral Palsy of Dane County. Discuss event set-up, schedule and activities.

Keith Peterson, Madison Festivals

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.

Fire inspector required.

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

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

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

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

Neighborhood Association and Alder notification required.

Contact Grace Episcopal Church regarding parking on Sunday.

Maintain access to Inn on the Park and M& I Bank Drive-Thru.

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

Licensed city vendors relocated outside of event area.

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

Sponsor responsible for Sunday morning clean up.

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.

5. [26805](#)

JAZZ AT FIVE CONCERT SERIES

30 on the Square, 100 Block State St W, Aug 8 - Sept 5, 2-9pm

Annual concert series. Discuss event set-up, schedule and activities.

Erin Richardson, Jazz at Five, Inc.

ACTION: Approved with Conditions

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

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

Licensed city vendors of 100 State Street are allowed.

Food carts must relocate outside event area.

20' emergency access lane must be maintained 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.

6. [26827](#)

COMPOST & RECYCLING AT THE DANE COUNTY FARMERS' MARKET

North Carroll, between West Washington and West Mifflin

Sa, Jun 30, Jul 7, Jul 14, Jul 21, Jul 28, Aug 4, 8am-12pm

Educate DCFM patrons and encourage composting and recycling. Educational information on composting while collecting food scraps will be provided. Also will serve as a collection site for difficult to recycle items, such as batteries, media, eye glasses, cell phones and printer cartridges. Discuss event set-up, schedule and activities.

Isaac Sinnott, University of Wisconsin Office of Sustainability

ACTION: Approved with Conditions

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Event cannot displace licensed city vendors.

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.

B. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [26801](#) ANNUAL REGENT NEIGHBORHOOD ASSOCIATION 4TH OF JULY PARADE AND FESTIVAL
10 Block Grand, 2500 Block Park Place, 10 Block Farley and 2600 Block Mason (please see map)
W, July 4, 11:30am-3:30pm
Robin Worth, Regent Neighborhood Association

ACTION: Approved with Conditions
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Resident petition - on file.
Barricade placement as per plan on file with Traffic Engineering (TE).
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.

2. [26828](#) ESTHER BEACH CAPITOL CITY BAND CONCERT
2700-2800 Waunona Way and all of Esther Beach Road
Su, Aug 5, 2:30pm-6:30pm
Music/concert. Discuss event set-up, schedule and activities.
JoAnn Tiedemann, Waunona Association and Capitol City Band Association

ACTION: Approved with Conditions
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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.

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Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

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. [26829](#)

MONROE STREET FESTIVAL

Harrison and Monroe St (see attached)

Set-Up: F, Sept 7, 6pm

Event: Sa, Sept 8, 10am-5pm

Take-Down: Sa, Sept 8, 5-7pm

Annual festival showcasing Monroe Street businesses. Discuss event set-up, schedule and activities.

Carol "Orange" Schroeder, Monroe Street Merchants Association

ACTION: Approved with Conditions

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4. [26830](#)

BRITTANY RUN

800 block Langdon St and N Park to the lake (please see attached map for route)

Sa, Sept 29, 7:00-11:30am

Annual run/walk to benefit Madison Area Crime Stoppers. Discuss event set-up, schedule, route and activities.

Rodney Wilson, Madison Area Crime Stoppers Inc.

ACTION: Refer to 7/11/2012 Meeting

5. [26839](#)

4100 HIAWATHA DRIVE

Neighborhood Block Party

W, July 4, 3-9PM

Bridget McCullaugh

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.

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

6. [26802](#)

200 BLOCK NORTH PATERSON

Neighborhood Block Party

Sa, July 7, 8:00am-6:00pm

Susan Baumann Duren

ACTION: Approved with Conditions

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Resident petition - on file.

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

7. [26840](#)

5200 FORGE DRIVE

Neighborhood Block Party

Sa, July 7, 12pm-2am

Daniel W. Hansen

ACTION: Approved with Conditions

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Resident petition - on file.

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

8. [26831](#)

3600-3800 TURNING LEAF DRIVE
Neighborhood Block Party
Sa, July 21, 10:00am-6:00pm, Rain Date: 7/22/2012
Kimberly Luke

ACTION: Approved with Conditions

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Resident petition - on file.

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

9. [26804](#)

100 ELY PLACE
Neighborhood Block Party
Sa, July 21, 10:00am-10:00pm
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.
Event organizer/sponsor is responsible for clean up of event area.

10. [26832](#) 2300 BLOCK KEYES AVENUE
Neighborhood Block Party
Su, Aug 5, 2-10pm
Sherry Gotzler
ACTION: Refer to 7/11/2012 Meeting

11. [26803](#) SHEARWATER STREET
Neighborhood Block Party
Sa, Aug 18, 11:00am-8:30pm (Rain Date: 8/19/2012)
Jordyce Natzke
ACTION: Approved with Conditions
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Resident petition - on file.
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VII. ONGOING BUSINESS / ANNOUNCEMENTS

- A. Recap recent street use events.
- B. Preview upcoming events - see below and 2012 events calendar
- C. Next Street Use Meeting - Wednesday, July 11, 2012

VIII. ADJOURNMENT

UPCOMING EVENTS