



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, February 6, 2013

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 Carl Strasburg

Present: 9 -

Kelli Lamberty; Susan Barica; Katie Sellner; Jeremy McMullen; Tom Mohr;
Bill Putnam; John Fahrney; Mike O'Brien and Laura Bauer

Excused: 1 -

Eric Veum

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

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [28803](#)

CRAZYLEGS CLASSIC

Start at Capitol Square, Finish at Camp Randall

Sa, Apr 27, 6am-12:30pm

Annual run/walk to benefit UW Athletics. Discuss location, schedule, set-up, route and activities.

Terry Murawski, National W Club/UW Athletic Dept.

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.
 20' emergency access lane must be maintained throughout event area.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 Metro rerouted to outer loop. Standard rerouting fee applies.
 Seven Metro routes detoured by event. Fee/route detoured applies.
 The Capitol Square will be closed by an approved private contractor.
 Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.
 Licensed city vendors relocated to sidewalk.
 Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.
 Coordinate activities and schedule with the Dane County Farmers' Market Manager, 608-455-1999.
 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.
 Event organizer/sponsor responsible for clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.
 Provide event notice to neighborhood, include route map, traffic plan and contact information.
 Collect garbage and recycling throughout the event area.
 EMS plan approved by MFD.

2. [28924](#)

THE PEOPLES' BRATFEST
 Podium
 Set-up: F, May 24, 6pm
 Event:
 Sa, May 25, 10am-7pm
 Su, May 26, 12pm-5pm
 Take-down: Su, May 26, 6pm
 Annual bratfest to support local charities. Discuss location, schedule, set-up and activities.
 Bill Fetty, Autonomous Solidarity Organization

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.
 20' emergency access lane must be maintained throughout event area.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 Call 608-267-8756 to arrange for meter bags. Remove meter bags 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.

No amplification during services at St. Paul's.
Street Use Staff Commission authorizes the sale of non-homemade handcrafted items within the event area during permitted event times.

3. [28937](#)

CARS ON STATE

100-600 State St Sa, Jun 1, 8am-4pm

Annual car show on State Street. Discuss location, schedule, set-up and activities.

Cas Salas, Greater State Street Business Association

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.

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

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

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

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.

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.

Organizer responsible for garbage and recycling within the event area – including City containers.

4. [28808](#)

SUMMER PALOOZA

Rotary Plaza Sa, Jun 8, 8am-4pm

Family festival and parade including performance stage, face painting, arts and crafts activities. Discuss location, schedule, set-up and activities.

Kia Karlen, Madison Children's Museum with Downtown Madison Rotary

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.

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 meter bags. Remove meter bags when event has ended.

Staff barricades/parking lot on North Pinckney.
 Contact businesses/residents about event.
 Provide emergency plan.
 Event cannot displace licensed city vendors.
 Maintain access to condos on North Hamilton.
 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.

5. [28925](#)

GARDEN MARATHON

Start/Finish at Olbrich (please see attached map for route)
 Set-up: F, Sept 27, 4pm
 Event: Sa, Sept 28, 7:00am-1:30pm
 Tear-down: Sa, Sept 28, 6pm
 Half marathon and four mile run/walk. Fundraising event to help prevent child abuse. Discuss location, schedule, set-up, route and activities.
 Jill Nyland, Children's Voice 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.

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

Emergency plan required - on file.

Private contractor required for cones and traffic equipment.

Notify residents along route, include map, traffic plan and contact information.

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

Maintain access to Metro stops.

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. [28809](#)

HENRY VILAS ZOO RUN RUN

Start and Finish at Henry Vilas Zoo (Please see attached map for route).
 Su, Sept 29, 6am-12pm
 Annual run/walk to benefit the Henry Vilas Zoo. **Discuss request to add East bound lane on Monroe St.** Discuss location, schedule, set-up, route and activities.
 Autumn Hayes, Henry Vilas Zoo

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).

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. Must call in once signs have been posted and remove signs when event has ended.

Emergency plan required - on file.

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

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

Maintain access to Metro stops.

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. [28926](#) 900 WHITTIER STREET
 Neighborhood Block Party Sa, Jun 8, 9am-9pm
 Jeff S. Porter

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.

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.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

- 1. Recap recent street use events
- 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, February 20, 2013

VIII. ADJOURNMENT

UPCOMING EVENTS