



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, March 19, 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: Kay Bentley and Lt. Dave McCaw

Present: 7 - Kelli Lamberty
Susan Barica
Katie Sellner
Tom Mohr
Bill Putnam
Mike O'Brien
Laura Bauer

Excused: 4 - Carl Strasburg
Jeremy McMullen
John Fahrney
Eric Veum

II. APPROVAL OF MINUTES

III. PUBLIC COMMENT

T.R. Loon registered to speak regarding the Orton Park Festival (Permit #SUP2013112).

IV. DISCLOSURES AND RECUSALS

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

- [33279](#) LANGDON STREET BLOCK PARTY
200 Langdon (from Frances to Henry)
Sa, Apr 5, 12:00pm-5:15pm
Annual block party to benefit the Dane County Rape Crisis Center. Discuss event date, location, schedule, set-up and activities.
Lucas Fass, UW-Madison Interfraternity Council and Panhellenic Association

ACTION: Application Withdrawn

- [33289](#) REVELRY MUSIC AND ARTS FESTIVAL

Langdon Street between Park and Lake
 Set-up: F, May 2, 8:00pm
 Event: Sa, May 3, 12:00pm-10:00pm
 Take-down: Su, May 4, 2:00am
 Annual music and arts festival. Discuss event date, location, schedule, set-up and activities.
 Josh Levin, UW-Madison Wisconsin Union

ACTION: Approved with Conditions

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

Must have Emergency Access Plan as approved by Madison Fire Department on file, see attached map.

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

Barricades provided by UW.

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.

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

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

No alcohol permitted in street use permitted area – staff and signage required at perimeter.

No inflatables.

No permanent marking, including spray chalk and 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. [33424](#)

WORLD FAIR TRADE DAY CELEBRATION

30 on the Square

Sa, May 10, 8:30am-1:00pm

Annual celebration of fair trade around the world with performances, music and samples. Discuss location, schedule, set-up and activities.

Sarah Wilcox, SERRV

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Event cannot displace licensed city vendors.

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

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

No permanent marking, including spray chalk and 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.

4. [33422](#) GOLD WING ROAD RIDERS ASSOCIATION WING DING 36 GRAND PARADE
Start: Warner Park, End: Alliant Energy Center (please see attached map for route)
Sa, July 5, 6:30am-9:30am
Motorcycle Parade. Discuss location, schedule, set-up, route and activities.
Janine Wachter, Greater Madison Convention & Visitors Bureau and Gold Wing Road Riders Association

ACTION: Refer to Future Street Use Meeting

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [33421](#) MADISON CRITERIUMS
Research Park (please see attached map for route)
Su, Apr 6 & 13, 7am-6pm
Tu, May 6, 13, 20, 27 & June 3, 10 & 17, 6pm-8:30pm
Annual bicycle races. Discuss location, schedule, set-up, route and activities.
Eric Knuth, Trek Midwest Team and Great Dane Velo Club

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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).

University Research Park approval - on file.

Notification access as described in application - on file.

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

Maintain access to Metro stops.

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.

2. [33288](#) JAMNESTY FOR EARTH DAY 2014
Podium (700-800 State St)
M, Apr 21, 11:30am-3:00pm
Kick-off music/concert for Earth Day. Discuss event date, location, schedule, set-up and activities.
Sarah Hulbert, UW-Madison Amnesty International

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Notification of Library Mall agencies required – on file.

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

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

Event cannot displace licensed city vendors.

No vending.

No amplification before 12:30pm.

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

No inflatables.

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

Event organizer/sponsor is responsible for clean up of event area, including removal of trash/recycling. Charges will be assessed for any City staff time or resources required for clean up.

3. [33426](#)

TAKE OUR DAUGHTERS AND SONS TO WORK DAY

200 MLK

Th, Apr 24, 8:30am-1:00pm

Annual display/exhibits. Discuss location, schedule, set-up and activities.

Lisa Olmstad, Womens Issues Committee and Dane County Executives Office

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

Barricade placement as per plan on file with Traffic Engineering (TE). TE will deliver and pick-up.

3 Metro route(s) detoured by event.

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

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

Event cannot displace licensed city vendors.

No permanent marking, including spray chalk and stickers, of 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.

4. [33455](#)

RIDE THE DRIVE - DOWNTOWN John Nolen Dr, E Washington and

Capitol Square Su, June 1, 8:30am-3:00pm Annual community event that turns a five-mile loop of Madison's signature streets into a public promenade that is closed to cars and opened to bikers, walkers, rollerbladers, and those out to share in the experience and fun atmosphere. This free event draws thousands of people to ride, walk and skate on the route, enjoy live music, food, and participate in various public art projects. Discuss location, schedule, set-up, route and activities. Anne Whisner, City of Madison Parks Division

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

Notify area Alders, businesses and residents along the route.

Barricade placement as per plan on file with Traffic Engineering (TE). TE will provide traffic management plan.

Parking Utility/Enforcement will bag meters and sign No Parking.

The Capitol Square will be closed by Traffic Engineering (TE).

Suspend vending restrictions and invalidate vending licenses for City licensed vendors on 10 N. and S. Pinckney, 100 E. Washington and 10 E. and W. Main St. (licensed sidewalk cafes exempted).

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

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

6 Metro routes detoured by event.

Provide and maintain access to Inn on the Park during the event.

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.

No permanent marking, including spray chalk and 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.

5. [32976](#)

MADISON GARDEN MARATHON

Start/Finish: Olbrich Park (please see attached map for route)

Set-up: F, Sept 12, 12pm-4pm & Sa, Sept 13, 12am-8am

Event: Sa, Sept 13, 8am-2pm

Tear-down: Sa, Sept 13, 3pm-8pm

Annual run/walk to benefit Children's Voice Inc. Discuss location, schedule, set-up, route and activities.

Jill Nyland, Children's Voice Inc.

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

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

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.

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

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

Maintain access to Metro stops.

No permanent marking, including spray chalk and 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.

6. [33428](#)

CO-OP CONNECTION

100 MLK

Sa, Oct 4, 5:00am-2:00pm

Annual outdoor exhibitor fair featuring Madison cooperatives, live music, kids activities and prize drawings. Discuss location, schedule, set-up and activities.

Jody Stolltdorf, Summit Credit Union

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

Staff barricade at Doty Street during hours of drive-thru operation.

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.

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

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.

Licensed city vendors relocated outside of event area (MLK and Main).

Summit Credit Union and selected vendors are authorized to sell merchandise per special event resolution.

No inflatables.

No permanent marking, including spray chalk and 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.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Shamrock Shuffle, St Patrick's Day Parade, Overture School Show
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 - April 2, 2014

VIII. ADJOURNMENT

UPCOMING EVENTS