



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, July 10, 2024

10:00 AM

Virtual

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, July 10, 2024. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Katelynn Updike, Jeremy Nash, Meghan Blake-Horst, Mark Kiesow, Eric Veum, Amy O'Rourke, Scott Strassburg, Tim Sobota

Members Excused: John Fahrney, Lt. Jen Hannah

Additional City Staff Present: David Crossen, Taylor Dietzman, Michael Ott

APPROVAL OF MINUTES

Motion made by Updike, seconded by Blake-Horst to Approve the Minutes.
Motion passed by voice vote/other.

1. [84249](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

Strassburg disclosed that two of the events on the agenda are having fire trucks displayed at their event.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

11. [84327](#) WILLY STREET PARK 40TH ANNIVERSARY CELEBRATION
Saturday, July 20, 2024 / 2pm-4pm
Street Closure: portion of 300 Brearly St (from Willy St to first driveway into Hearthland CU)
Street Closed for performances & safety - no setup within the street
Willy Street Park Society / Gary Karch
- Registered speaker Gary Karch registered in support and wishes to speak.
A motion was made by Updike, seconded by Nash to approve pending receipt of required documents & with the following 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.

BEFORE EVENT

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Marsha Rummell – district6@cityofmadison.com

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for “No Parking” signs. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT

Maintain access to Metro stops.

Maintain access to Heartland Credit Union driveway on S Brearly, from the north.

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

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

ADA accessible pedestrian pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

2. [84251](#)

JAZZ AT FIVE

Wednesdays, August 7, 14, 21, 28 & September 4, 2024 / 4:00pm-8:00pm

new location

No Full Street Closure

Request to close one travel lane (eastern most lane) on 10 S Carroll (12:00pm-9:00pm)

Setup on City property to include vendors & beer/wine sales

Amplification and performance on Capitol Grounds

Jazz at Five / Spencer Stanbery

Registered speaker Spencer Stanbery registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Nash to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.**BEFORE EVENT**

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Michael Verveer - district4@cityofmadison.com

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

Vending: Organizer will furnish the Parks Office with a complete list of vendors prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #.

EVENT DAY(S)

Signage and staffing at event perimeter: "No Alcohol Beyond This Point".

Maintain access to Metro stops.

Setup of food vendors and beer/wine sales must have service windows facing the Capitol Grounds terrace and

sidewalks to ensure attendees are not lining up in any traffic lanes.

Provide and maintain access to Park Hotel during the event.

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

3. [84252](#)**GREAT TASTE OF THE MIDWEST**

Saturday, August 10, 2024 / 1:00pm-6:00pm

Street Closure: 300 E Lakeside

No Parking: E Lakeside, Olin-Turville Ct, Lakeshore Ct, Edgewater Ct, Sayle Street, Van Deusen St.

Madison Homebrewers and Tasters Guild / Sam Jackson

Registered speaker Ralph Kuehn registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc.

Notify area businesses and residents on 300 E Lakeside. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

This requires Special Event MPD staffing. Please contact Lt. Jen Hannah at jhannah@cityofmadison.com to arrange for MPD staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police 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.

EVENT DAY(S)

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

ADA accessible pedestrian pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

Traffic management plan as approved by TE and MPD.

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

4. [84254](#)**50TH ANNIVERSARY BLOCK PARTY**

Wednesday, August 14, 2024 / 5:00pm-8:00pm

(rain date: Thursday, August 15, 2024)

Street Closure: 2100 Taft St.

Discuss location, schedule, activities

Literacy Network / Robin Ryan

Registered speaker Robin Ryan registered in support, not to speak, but available for questions.

A motion was made by Sobota, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

Maintain access to Metro stops.

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

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

5. [84288](#)**UW HOUSING MOVE IN 2024**

August 25, 27, 28, 29, 2024 / see attached for daily schedule

Street Closures: N Park St, N Lake St, W Dayton St. / see attached for details

Additional Parking: Langdon, N Lake, W Dayton St

Annual UW resident hall move in

Discuss traffic management plan, parking locations, schedule

UW Madison Housing / Mike Kinderman

Registered speaker Tonia Pittman registered in support, not to speak, but available for questions.

A motion was made by Sobota, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:

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ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

BEFORE EVENT

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Michael Verveer district4@cityofmadison.com

Notify area businesses and residents on any impacted streets. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

Traffic Management plan and equipment to be implemented/provided by approved contractor as determined by Traffic Engineering (TE) and MPD.

EVENT DAY(S)

Intercity busses: Coordinate with TE to relocate Intercity Busses from 200 N Lake St. Ensure No Parking is posted for the determined location for the Intercity Busses.

Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).

Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

6. [84289](#)

MONROE STREET FESTIVAL

Saturday, September 21, 2024 / 9:30am-5:30pm

Street Closure: 800 Harrison Street

Parking Lane / Parking stalls: 1700-1900 Monroe St (south side), 2500-2600 Monroe St (north side), 1 stall at 1904 Monroe (north side)

Annual Monroe Street Festival

Discuss setup, activities, schedule, etc

Monroe Street Merchants Association / Carol Schroeder

A motion was made by Sobota, seconded by Stassburg to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc.

The alder(s) to notify for this event is: Tag Evers - district13@cityofmadison.com

Food Distribution: Organizer will follow all Health Department requirements

and recommendations concerning food at your event. No cooking of food is approved on sidewalks without a Transient Food Stand License from PHMDC. Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

Call 608-267-8756 to arrange for "No Parking" signs. Remove all signs when event has ended. There are charges for this equipment.

DURING EVENT

All sales should be made inside of the businesses during the Monroe Street Festival. If businesses wish to collect payment outside of their businesses in the permitted area, organizer will apply for a vending permit.

Maintain access to Metro stops. Ensure accessibility space requirements are maintained at all Metro bus stops.

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

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

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

7. [84290](#)

UW HOMECOMING PARADE

Friday, October 25, 2024 / 6:00pm - 7:30pm

Street Closures: N Lake, Langdon, State, Gilman, Wisconsin / see attached for details

Staging: 4:00pm-8:00pm / 0-600 Langdon, 500 blocks of Wisconsin, N Carroll, N Henry

Parade: 5:00 pm - 7:30pm / 0-200 W Gilman, 500-600 State

Parade disassemble areas: 6:00pm-7:30pm / 500-600 Lake & 700-800 Langdon

Annual UW Homecoming Parade

UW Madison / Heidi Lang

Registered speaker Susan Dibble registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:

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ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

BEFORE EVENT

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact

information, location, date, schedule, activities, etc.

Special Event MPD staffing is required for the event. Please contact Lt. Jen Hannah at jhannaht@cityofmadison.com to arrange for MPD staffing. There are charges for these services.

Parking Enforcement will post No Parking signage. Organizer agrees to pay all MPD costs associated with these tasks. **EVENT DAY(S)**

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Traffic Engineering will deliver/pick-up barricades. Event staff/volunteers will place the barricades in the streets and remove them at the indicated times for that intersection.

Traffic management plan as approved by TE and MPD.

Provide and maintain access for residents on Lake & Langdon until 5:45pm.

Provide and maintain access to the Edgewater Hotel during the event.

Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).

Event cannot displace licensed city vendors.

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

No objects may be thrown from floats or vehicles in the parade.

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

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

Organizer will pay all costs of the City of Madison Police and Parking, per MGO 10.056(7) (c), applicant agrees to pay such actual costs for services within 20 days of billing.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

STREET USE PERMITS - CONSENT AGENDA

Blake-Horst made a motion, Updike seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for each event. Motion passed by voice vote/other.

8. [84292](#)

LZ MANAGEMENT MOVE-IN PERIOD

Sunday, August 11 @ 8:00am - Friday, August 16, 2024 @ 8:00pm

No Street Closure

Request for parking stalls on 300 N Mills (west side only) & 300 N Brooks (both sides)

Annual apartment move in days

LZ Management / Taylor Harrell

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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.

BEFORE EVENT

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

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

Maintain access to Metro stops.

Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to ensure that double parking and other parking violations do not occur.

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

ADA accessible pathway must be maintained on sidewalks throughout event

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

9. [84256](#)

ENA COMMUNITY RESOURCE FAIR

Saturday, August 17, 2024 / 11:00am-2:00pm

Street Closure: 1318 - 1410 Acewood Blvd

Closure for food vendor, fire truck, etc parking

Main event in Acewood Park along Acewood Blvd

Elvehjem Neighborhood Association / CJ R Rouse

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ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with information, including: day of contact information, location, date, schedule, activities, etc. Jael Currie - district16@cityofmadison.com

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

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

Event will have volunteers near the barricades to help let in/out vehicles that need access to the handicap parking.

Maintain access to Metro stops.

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

ADA accessible pathway must be maintained on sidewalks throughout event area. No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

10. [84287](#)

LARK AT KOHL MOVE IN

Monday, August 19, 2024 / 8:00am - 7:00pm

No Street Closure

Request for parking stalls on Mifflin & Bedford on the sides adjacent to the Lark at Kohl

Annual move in parking request

Lark at Kohl / Tim Atherton

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ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

BEFORE EVENT

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

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

Maintain access to Metro stops.

Lark at Kohl staff is responsible for enforcing no parking areas adjacent to their building.

Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to ensure that double parking and other parking violations do not occur.

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

6' ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

13. ADJOURNMENT

A motion was made by Blake-Horst, seconded by Updike to Adjourn. The motion passed by voice vote/other.