



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, September 4, 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: Tony Barlow, Kay Bentley, Lt. Dave McCaw and Ron Schwenn

Present: 8 -

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

Excused: 3 -

Carl Strasburg; Jeremy McMullen and 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. [31466](#) PARK(ING) DAY 2013 - ZDA, INC
200 MLK
F, Sept 20, 8am-4:30pm
Request to transform two metered spots into a temporary public park.
Discuss location, schedule, set-up and activities.
Steven G. Ziegler, ZDA, 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.

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.
No street closure, request for parking/sidewalk space only.
8' pedestrian pathway must be maintained on sidewalks throughout event area.
Event cannot displace licensed city vendors.
No permanent marking, including spray chalk, 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.

2. [31467](#)

PARK(ING) DAY 2013 - SMITH GROUP JJR
0-100 E Mifflin (at Hamilton)
F, Sept 20, 10am-3:30pm
Request to transform two metered spots into a temporary public park.
Discuss location, schedule, set-up and activities.
Martha Eberle, Smith Group JJR

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.
No street closure, request for parking/sidewalk space only.
8' pedestrian pathway must be maintained on sidewalks throughout event area.
Event cannot displace licensed city vendors.
Maintain access to Metro stops.
No permanent marking, including spray chalk, 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.

3. [31468](#)

MADISON FIRE DEPARTMENT LOCAL 311 FILL THE BOOT 2013
Various Locations (please see attached maps)
F, Oct 4, 3-6pm, Rain Date: 10/11/2013
Fill the Boot campaign at interesections, on medians and sidewalks - no street closure. Discuss location, schedule, set-up and activities.
Amy Rohrer, Muscular Dystrophy Association (MDA/Madison L311)

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.
 All participants must wear reflective safety vests.
 No street closure, request for parking/sidewalk space only.
 Participants must not walk into street/roadway or between vehicles stopped in traffic.
 Solicitations made/collected only when traffic signals are red.
 Fire vehicles must be located off streets/roadways with lights off.
 Maintain access to Metro stops.
 No permanent marking, including spray chalk, 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. [31469](#)

FREAKFEST 2013 PRESENTED BY MOUNTAIN DEW
 State St and surrounding area (please see attached maps)
 Set-up: F, Oct 25, 6pm; Sa, Oct 26, 8am-7pm
 Event: Sa, Oct 26, 7pm-Su, Oct 27, 1:30am
 Take-down: Su, Oct 27, 1:30am-4am
 Annual Halloween festival and music/concert. Discuss location, schedule, set-up and activities.
 Perry Blanchard, Frank Productions

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.
 Addendum A and B with conditions on file with Event Coordinator in Parks Division.
 The Street Use Staff Commission finds that the standards of issuance will not be violated by the use of amplified sound after 11pm (1:30am).
 Transportation management/parking plan determined by and the responsibility of the City of Madison.
 Madison PD to provide crowd control, safety and security plan for non event areas. Event organizer/sponsor responsible for areas within the event perimeter.
 Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
 Metro route(s) detoured by event. Fee/route detoured applies.
 20' emergency access lane must be maintained throughout event area.
 8' pedestrian pathway must be maintained on sidewalks throughout event

area.

All event vehicles are required to display event parking permit. Permit will be filed with Madison Police.

No permanent marking, including spray chalk, 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.

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [31470](#)

NPHC-BAKE SALE
600 State St (between Potbelly and The Towers)
F, Sept 13, 3-10pm
Bake sale to benefit the National Pan Hellenic Council. Discuss location, schedule, set-up and activities.
Daniel Dallas, National Pan Hellenic Council

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.
Donations only. Vending is not permitted.
No street closure, request for parking/sidewalk space only.
Event cannot displace licensed city vendors.
No amplification.
No permanent marking, including spray chalk, of streets sidewalks, paths or city landscaping is allowed.
Event organizer/sponsor is responsible for clean up of event area including removal of trash/recycling after event. Charges will be assessed for any City staff time or resources required for clean up.

2. [31471](#)

TALKING SPIRITS XV: FOREST HILL CEMETERY TOUR
1 Speedway Rd (no closure, request to restrict parking)
T, Oct 1-Su, Oct 6, 8am-6pm, Rain Date: 10/13/2013
Annual living history tour. Discuss location, schedule, set-up and activities.
Jennifer Kollath, Wisconsin Veterans Museum Foundation

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.
Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
No Closure – clear outbound lane by 4:00pm on weekdays for tow route.
No permanent marking, including spray chalk, 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.

3. [29830](#)

MAD CITY UGLY SWEATER RUN

Cherokee Marsh Neighborhood (please see attached map for route)

Sa, Nov 30, 8am-11:30am

Annual run/walk. Discuss location, schedule, set-up, route and activities.

Jerry Kempfer, Starting Line Events, LLC

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.

Maintain access to Metro stops.

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

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

Notify alder and neighborhood association.

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. [31476](#)

800 TERRY PLACE

Neighborhood Block Party

Sa, Sept 14, 2:30-9:30pm, Rain Date: 9/21/2013

Frances Wesley

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.

- 5. [31472](#) LAUREL COURT
 Neighborhood Block Party
 Su, Sept 15, 12-6pm
 John Strange

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.

- 6. [31473](#) 2300 WILLARD AVENUE
 Neighborhood Block Party
 Sa, Sept 28, 3-9pm, Rain Date: 9/29/2013
 James Good

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.

- 7. [31474](#) 1800 KEYES AVENUE
 Neighborhood Block Party
 Sa, Oct 5, 2-10pm
 Scott McAndrew

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 - Jazz at Five, YWCA Annual Cookout, Orton Park Festival, Live on King St, Wonder Ball, UW-Madison Move-In, 50th Anniversary-March on Washington, Interfraternity Council Tabling Event, Taste of Madison, Color Me Rad
- 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 - September 18, 2013

VIII. ADJOURNMENT

UPCOMING EVENTS