



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, April 2, 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: Lt. Dave McCaw and Ron Schwenn

Present: 10 - Kelli Lamberty
Carl Strasburg
Susan Barica
Katie Sellner
Tom Mohr
Bill Putnam
John Fahrney
Roger Kleist
Eric Veum
Laura Bauer

Excused: 1 - Jeremy McMullen

II. APPROVAL OF MINUTES

Motion for Approval
First: Carl Strasburg
Second: Katie Sellner

III. PUBLIC COMMENT

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

IV. DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the Commission for any item on the agenda.

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [33420](#) PERSONA MADISON
Lisa Link Peace Park

Su, May 18, 8am-8pm
Music/concert. Discuss location, schedule, set-up and activities.
Grace Deane, Arts Wisconsin

ACTION: Approved with Conditions

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

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

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

Limit stage height to 1.5 feet.

No permanent marking, including spray chalk or 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.

2. [33542](#)

MAXWELL STREET DAYS

100-700 State St, 200 N Henry St

Set-up: F & Sa, July 18 & 19, 7:00am-8:00am; Su, July 20, 8:30am-10:00am

Event: F & Sa, July 18 & 19, 8:00am-6:00pm; Su, July 20, 10:00am-5:00pm

Tear-down: F & Sa, 18 & 19, 6:00pm-7:30pm, Su, July 20, 5:00pm-6:30pm

Annual sidewalk/street sale. Discuss location, schedule, set-up and activities.

John Hutchinson, Greater State Street Business Association

ACTION: Approved with Conditions

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\$2,000 deposit for equipment.

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

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.

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

City vendor licenses are invalidated within the event perimeter during dates and times indicated.

20' emergency access lane must be maintained 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 including removal of trash/recycling. Charges will be assessed for any City staff time or resources required for clean up.

3. [33543](#)

ATWOOD FEST

2000 Block Atwood Ave

Set-Up: Sa, July 26, 8am-12pm

Event: Sa, July 26, 12pm-9pm & Su, July 27, 12pm-7pm

Take-Down: Su, July 27, 7pm-10pm

Annual street fair to benefit the Wil-Mar Neighborhood Center and SASY.

Discuss location, schedule, set-up and activities.

Gary Kallas, Wil-Mar Neighborhood Center

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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.

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. Remove signs when event has ended.

Notify area residents and businesses.

1 Metro route 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.

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

No inflatables.

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. [33544](#)

RUN SANTA RUN

Start/Finish: Capitol Square (please see attached map for route)

Sa, Dec 6, 8am-3pm

Annual run/walk to benefit Toys for Tots. Discuss location, schedule, set-up, route and activities.

Ryan Richards, Race Day Events, LLC

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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.

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

The Capitol Square will be closed by an approved private contractor.

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

Metro rerouted to outer loop. Standard rerouting fee applies.

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

Event cannot displace licensed city vendors.

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

No inflatables.

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. [33546](#)**LAKE STREET BASH**

Lake from Langdon to Mendota Ct

Set-Up: F, Apr 25, 2pm-6pm

Event: F, Apr 25, 6pm-9pm

Take-Down: F, Apr 25, 9pm-11pm

Block party including food vendors and music stage. Discuss location, schedule, set-up and activities.

Shannon Okas, Wisconsin Alumni Association

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

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.

Resident petition on file.

No permanent marking, including spray chalk or sticker, on streets, sidewalks,

paths or city landscaping is allowed.

No inflatables.

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. INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS

1. Discussion of UW Spring Commencement at Camp Randall, May 17, 2014.
Todd Nelson, UW-Madison

VII. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [33539](#) AG DAY ON CAMPUS
Podium (700-800 State St)
W, Apr 23, 8am-3pm
Educational displays. Discuss location, schedule, set-up and activities.
Taylor Fritsch, Collegiate Farm Bureau at UW-Madison

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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 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. [33540](#) 5TH ANNUAL SCMG FILM FESTIVAL
200 Block Atwood Ave
Sa, May 3, 3:00pm-10:30pm
Annual film festival - request is for parking only. Discuss location, schedule, set-up and activities.
Eric R. Lewis, Slimey Crud Motorcycle Gang

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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.

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.

32762

CRAZYLEGS CLASSIC

Requested Amendments:

1. Closure of Breese Terrace from 10 AM to 1:30 PM. Area Alder has been notified and approves with neighborhood communication plan.
2. Restrict parking on both sides of the 10 block of South Henry Street, rather than the 300 block of West Main St for bus drop-off due to construction staging on the 300 block of W Main.

Start: Capitol Square, Finish: Camp Randall (please see attached map for route)

Sa, Apr 26, 6am-12:30pm

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

Mike Cerniglia, National W Club

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Closure of Breese Terrace from 10:00am to 1:30pm with approved resident notification plan - on file.

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).

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.

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. City vendors in street will relocate 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.

Face speakers away from the market.

Provide and maintain access for BMO Harris drive thru customers during hours of operation.

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.

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

Event organizer/sponsor is responsible for clean up including removal of

trash/recycling from event area. Charges will be assessed for any City staff time or resources required for clean up

3. [33541](#) LAKE MONONA 20K
Start/Finish: Winnequah Park (please see attached map for route)
Sa, May 3, 7:00am-12:00pm
Annual run/walk to benefit Monona Grove HUSA. Discuss location, schedule, set-up, route and activities.
Ryan Griessmeyer, Race Day Events

ACTION: Refer to 4/17/2014 Meeting

VIII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - 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 17, 2014 (THURSDAY)

IX. ADJOURNMENT

UPCOMING EVENTS