



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, May 29, 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, May 29, 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, Phil Roh, Mark Kiesow, Scott Strassburg, Lt. Jen Hannah, Timothy Sobota

Members Excused: Amy O'Rourke, Eric Veum, Meghan Blake-Horst, John Fahrney

Additional City Staff Present: Julia Austin, Taylor Dietzman, Michael Ott

APPROVAL OF MINUTES

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

1. [83559](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

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

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [83605](#) MADISON JUNETEENTH DAY CELEBRATION
Saturday, June 15, 2024 / 10 am - 5:30 pm (Penn Park)
Street Closure Request: 600-700 Buick, 2000-2100 Fisher, 2100 Taft, 500 Dane, 500 Baird (7am-7:30pm)
Parade request: See attached route (10:45 am - 11:45 am)
No Parking request: east side of 2000 Taft
Annual Juneteenth Celebration
Discuss schedule, route, closures, no parking
Kujichagulia Madison Center / Annie Weatherby-Flowers

Discussed location, set up and schedule. Referred to a future SUSC meeting when organizer would be available for questions.

3. [83570](#)

GIANT JONES BREWING EVENT SERIES

Various dates, June 15 - August 28, 2024 / see attached for detailed schedule

No Street Closure

Request for parking lane on 100 S Breatly

Giant Jones Brewing LLC / Erika Jones

Registered speaker Erika Jones has registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Strassburg 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

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.

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

Work with the area Madison Fire Department inspector to finalize setup for public safety. Contact Scott Strassburg, sstrassburg@cityofmadison.com to get the area inspector's contact info.

EVENT DAY(S)

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

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.

4. [83577](#)

MONROE STREET SUMMER SIDEWALK SALE

Friday, July 19 & Saturday, July 20, 2024 / 10:00 am - 5:30 pm

No Street Closure

Request for sidewalk space only - 1700-2600 Monroe Street

No vending in the streets - displays of product - sales made inside businesses

Monroe Street Merchant Association / Carol Schroeder

There were no registered speakers for this item.

A motion was made by Updike, seconded by Roh to approve pending receipt of

required documents & with the following conditions:

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BEFORE EVENT

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

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

DURING EVENT

Maintain access to Metro stops.

ADA accessible requirements must be shared with any vendors setting up on the sidewalks.

•Any setup must maintain a minimum of 36 inches and a 60-inch by 60-inch clear space, at least every 200 feet, so two people using wheelchairs may pass.

•Any setup must maintain the ADA accessible requirements at bus stops to allow for disabled passengers to access the bus.

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. [83578](#)

ALL WHITE AFFAIR IN HONOR OF VEL PHILLIPS

Saturday, July 27, 2024 / 3:30 pm - 10:00 pm

Street Closure: 10 S Carroll St & 10 W Main St (3:45 pm - 11:00 pm)

Parking meters: 2 dumpsters

Event to honor Vel Phillips and dedicate her statue - event on Capitol Grounds and City property

Discuss location, schedule, site map, Park Hotel access, vending, beer/wine sales, etc.

Boys and Girls Club Dane County / Latonya Jackson

Registered speaker Latonya Jackson registered in support and wishes to speak.

Registered speaker Michael Johnson registered in support and wishes to speak.

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

Motion passed by voice vote/other.

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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." (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. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

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. Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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.

Serving or selling beer on City of Madison rights-of-way requires a Temporary B Picnic License through the Clerk's Office. – ON FILE.

Organizer will provide the vendor form at least two weeks prior to the event date to the Parks Division.

DURING EVENT

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

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

Access to Park Hotel parking entrance must be maintained at all times.

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 through the event area.

8' pedestrian pathway must be maintained through 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, Parking Enforcement, 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.

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.

6. [83590](#)**ROCKIN' BREWS MARATHON**

Saturday, August 31, 2024 / 8:00 am - 2:00 pm

Start/finish: Winnequah Park in Monona

No Street Closure: request to use parking lanes and bike paths on the Lake Loop

Discuss schedule, route, staffing

Madison Events Production, LLC / Jerry Kempfer

Registered speaker Jerry Kempfer registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Roh 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. Mike Verveer - district4@cityofmadison.com, Marsha Rummel - district6@cityofmadison.com, Tag Evers - district13@cityofmadison.com, Isadore Knox, Jr. district14@cityofmadison.com, Dina Nina Martinez-Rutherford - district15@cityofmadison.com

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

MPD Special event staffing is required: Contact Lt Hannah for staffing, mpdevents@cityofmadison.com.

Parking Enforcement will post signage Organizer agrees to pay all costs associated with these tasks. Contact Taylor Dietzman, tdietzman@cityofmadison.com to arrange for this service.

Organizer will adhere to Traffic Management plan as approved by Traffic Engineering (TE) and MPD.

EVENT DAY(S)

Maintain access to Metro stops.

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

Maintain public access to bike path throughout event route.

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.

7. [83582](#)

GREEK FEST + 2024

Saturday, September 7 / 12 pm - 7 pm & Sunday, September 8, 2024 / 11 am - 6 pm

Street Closure: 10 N Seventh St / Saturday, 8 am - 8 pm & Sunday, 8 am - 8 pm / streets reopened overnight

Public Amplification: Sept 7, 11 am - 7 pm & Sept 8, 10 am - 6 pm

Discuss schedule, setup, site map
assumption Greek Orthodox Church / Christy Chappell Belkin

Registered speaker Christy Bellin registered in support, not to speak, but available for questions.

Registered speaker Nick Pjevach registered in support and does not wish to speak.

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

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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

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: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Amani Latimer Burris – district12@cityofmadison.com

Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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 signs when event has ended. There are charges for this equipment.

DURING EVENT

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

Maintain access to Metro stops.

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

Point speakers away from residential areas.

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

8' pedestrian pathway must be maintained through 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.

STREET USE PERMITS - CONSENT AGENDA

Roh 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. [83569](#)

LISA AND BEN'S HAPPILY EVER AFTER PARTY

Saturday, June 8, 2024 / 5pm-8pm

No Street Closure

Request for 2 parking meters on 300 W Dayton

Catering vehicles for indoor event

Simply Weddings / Shannon Triggs

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BEFORE EVENT

Call Parking Utility at 608-267-8756 to arrange for meter signs. There are charges for this equipment.

Follow instructions given by Parking Utility on posting meter signs and calling them in for enforcement purposes. Remove meter signs when event has ended.

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

DURING EVENT

ADA 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.

10. **ADJOURNMENT**

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