



City of Madison

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

Meeting Minutes STREET USE STAFF COMMISSION

Wednesday, October 14, 2015

10:00 am

Parks Conference Room
210 Martin Luther King, Jr. Blvd.
Room 108 (City-County Building)

I. CALL TO ORDER / ROLL CALL

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

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

V. STREET USE APPLICATIONS FOR SPECIAL EVENTS

1. MADISON WEST HIGH SCHOOL HOMECOMING PARADE
Staging: Closure/No Parking: 1600-1700 Chadbourne (Spooner to Breese),
0-100 Lathrop (Hoyt to Regent)
F, Oct 16, 12pm-3:45pm
Annual homecoming parade. Discuss location, schedule, set-up, route and activities.
Mitch McGrath, Madison West High School

Approved with the following conditions:
X 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.
X District event with MMSD and MPD.
X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
X Call the Sayle St. Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.
X Provide access for Route 19 buses on Allen St that cross Chadbourne during the parade
X Barricade placement as per plan on file with Traffic Engineering (TE).
X No throwing items from vehicles in the parade. Items must be handed to viewers

- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- X No inflatables.
- X 20' emergency access lane must be maintained throughout event area.
- X 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 APPLICATIONS FOR ROUTINE REQUESTS

1. SCHOOL SHOWS AT OVERTURE

January 29th - April 28th, 2016

Various times - see application

See application for map locations

Overture Center for the Arts

Richard Bertrang

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

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

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

X Maintain access to Metro stops.

X Barricade placement as per plan on file with Traffic Engineering (TE). Overture to provide meter bags & barricades and is responsible for setup/takedown.

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

X 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.

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

2. WI BOOK FESTIVAL

Location TBD -10 block N. Fairchild or N. Henry or 200 block of W.

Washington or W. Mifflin

Sa, October 24, 7a-11p

Tana Elias, Madison Public Library

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X Maintain access to Metro stops.

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

X No permanent marking, including spray chalk or stickers, on streets,

sidewalks, paths or city landscaping is allowed.

X 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.

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

3.

2900 UNION ST.

Neighborhood block party

Sa, October 24, 8:30a-sunset / Raindate: Su, October 25

Joannah Szymczak

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X Resident petition - on file.

X 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.

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

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

X No inflatables on streets or sidewalks.

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

X Event organizer/sponsor is responsible for clean up of event area.

VIII. ADJOURNMENT