



City of Madison

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

Meeting Minutes STREET USE STAFF COMMISSION

Wednesday, June 10, 2015

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Team was held at 10:00 AM on Wednesday, June 10, 2015 at the City-County Building, 210 Martin Luther King, Jr. Blvd, Room 108. The meeting was called to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Trevor Knight, Jennifer Krueger Favour, Susan Barica, Katie Sellner, Ron Schwenn, Tom Mohr, Bill Putnam, John Fahrney, Roger Kleist, Eric Veum, Lisa Laschinger.

II. APPROVAL OF MINUTES

III. PUBLIC COMMENT

IV. DISCLOSURES AND RECUSALS

V. STREET USE APPLICATIONS FOR SPECIAL EVENTS

1. JUNETEENTH DAY CELEBRATION - Parade - **AMENDED**
~~F, June 19, 4-6:30pm~~ **Sa, June 20,**
Staging: 10am-11am / Expo Way
Parade 11am start / Expo Way to Olin Turville Pavilion
Brittingham Park to Capitol Square
Review route proposal based on discussion from 5.20.15 street use meeting
African American cultural celebration of Emancipation Proclamation. Discuss set-up, schedule and activities.
Annie Weatherby Flowers, Kujichagulia MCSD

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 Certificate of insurance listing the City of Madison as additional insured is required - on file.
X 20' emergency access lane must be maintained throughout event area.
X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- X No inflatables.
- 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 Noise must be kept to a reasonable level at all times.
- X No street closure, request for parking/sidewalk space only.

2.

LA FETE DE MARQUETTE

Closure: S Ingersoll, between railroad tracks

No Parking: 300 block S Few, between E Wilson and Williamson

W, July 8, 12pm-M, July 13, 11am

Annual festival to benefit the Wil-Mar Neighborhood Center. Discuss location, schedule, set-up and activities.

Gary Kallas, Wil-Mar Neighborhood Center

Approved with the following conditions:

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

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

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

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

X No event parking in Metro employee parking lot on South Ingersoll.

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

X Maintain access to Metro stops.

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

X Provide rope 2 rope lines for both ends of park along railroad tracks to be used when trains pass.

X Create operational plan to address crowd management and capacity management.

X La Fete organizers will pay the costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police Department at the special duty rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing

X Special Duty Police Officers have been coordinated with Central District Staff and Madison Fire Staff. Thursday : 6 special duty police officers – 4pm – 11pm,

Friday: 6 special duty police officers – 4pm – 11pm

Saturday : 2 special duty police officers – 11am until 4pm

6 special duty police officers – 4pm until 11pm

Sunday: 2 special duty police officers – 11am until 4pm

6 special duty police officers – 4pm until 10pm

X Noise must be kept at reasonable level at all times.

X Signage/staffing at metro lots. No event parking.

X Signage/staffing at event perimeter; No Alcohol Beyond This Point.

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.

3.

ATWOOD FEST

2000 Block Atwood Ave

Set-Up: Sa, July 25, 8am-12pm

Event: Sa, July 25, 12pm-9pm & Su, July 26, 12pm-7pm

Take-Down: Su, July 26, 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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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 Barricade placement as per plan on file with Traffic Engineering (TE).

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

X Call 608-267-8756 to arrange for meter bags and "No Parking" signs.

Remove meter bags and signs when event has ended.

X Notify area residents and businesses.

X 1 Metro route detoured by event. Fee/route detoured applies.

X Signage and staffing at barricades. 'No alcohol behind this point'

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

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

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

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

X No inflatables.

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.

4.

WILLY STREET FAIR

800-1000 Blocks Williamson St

Sa, Sept 19-Su, Sept 20, 11am-10pm

Street closure for annual street fair and parade. Discuss location, schedule, set-up, route and activities.

Gary Kallas, Wil-Mar Neighborhood Center

Approved with the following conditions:

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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 Barricade placement as per plan on file with Traffic Engineering (TE).
- X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades and bike racks required for event.
- X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.
- X Staff/signage at event perimeter – NO ALCOHOL BEYOND THIS POINT.
- X 2 Metro routes detoured by event. Fee/route detoured applies.
- X 20' emergency access lane must be maintained throughout event area.
- X Noise must be kept to a reasonable level at all times.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- X No inflatables.
- 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.

5. SCHENK'S CORNERS BLOCK PARTY
1900 Atwood Ave
Sa, Aug 15, 7am-Su, Aug 16, 12am
Music/concert/block party. Discuss location, schedule, set-up and activities.
Dan Plourde, Tenant Resource Center

Pending

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. MAKE MUSIC MADISON
1500 Vilas Ave Sidewalk/performance area only - no closure - see attached
Sa, June 21, 8am-9pm
Make Music Madison. Discuss location, schedule, set-up, and activities.
Katherine Davey Make Music Madison.
- Approved with the following conditions:
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 - X Certificate of insurance listing the City of Madison as additional insured is required - on file.
 - X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 - X Maintain access to Metro stops.
 - X Event cannot displace licensed city vendors.
 - 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.
 - X Noise must be kept to a reasonable level at all times.
 - X No amplification before 8:00am or after 9:00pm.

X FOR STREET CLOSURE REQUESTS:

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.

2.**REGENT NEIGHBORHOOD 4TH OF JULY PARADE**

2600 Block Park Pl, 10 Block Farley, 2600 Block Mason St (please see attached map)

Sa, July 4, 11:45am-12:30pm

4th of July Parade. Discuss location, schedule, set-up, route and activities.
Dave Hughes, Regent Neighborhood Association

Approved with the following conditions:

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

3.**UW HOUSING MOVE-IN**

Lake St, from Johnson to Dayton & Frances St, from Dayton to railroad tracks
Th, Aug 27; Su, Aug 30; M, Aug 31; 6am-6pm

Annual move-in - UW Housing. Discuss location, schedule, set-up and activities.

Mike Kinderman, UW Housing

Approved with the following conditions:

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X Call 608-267-8756 to arrange for meter bags and "No Parking" signs.

Remove meter bags and signs when event has ended.

- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.
- X 1 Metro route detoured by event. Fee/route detoured applies.
- X 20' emergency access lane must be maintained throughout event area.
- 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.

4.

800 VAN BUREN
Neighborhood Block Party
Sa June 13th, 2pm-sunset
Tara and Nathan Montmayor

Approved with the following conditions:

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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.

5.

2600 CHAMBERLAIN AVE
Neighborhood Block Party
Sa, June 13th and Sept 12th 3pm-Sunset
Gordon Heingartner

Approved with the following conditions:

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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.

6. 500 OHIO AVE
Neighborhood Block Party
Su, June 14th 10am-5pm
Deb Bachmann

Approved with the following conditions:

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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.

7. 1500 VILAS AVE
Neighborhood Block Party
Su, June 21st 5pm-Sunset
Julie Stanley

Approved with the following conditions:

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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 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.

8. 600 S FEW STREET
Neighborhood Block Party
Su, June 21st 9am-8pm
Meghan Blake-Horst

Approved with the following conditions:

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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.

9. 800 E DAYTON ST
Neighborhood Block Party
Sa, June 27th 12pm-6pm
Cheryl Balazs

Approved with the following conditions:

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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.

10.

2200 KEYES AVE

Neighborhood Block Party

Su, June 28th 12pm-Sunset

Tamara Bryant

Approved with the following conditions:

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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.

11. 100 OHIO AVE
Neighborhood Block Party
Sa, June 27th 3pm-Sunset
Lora Schmid-Dolan

Approved with the following conditions:

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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.

12. 2200 ETON RIDGE
Neighborhood Block Party
Sa, July 4th 3:30pm-8pm
Melissa Allan

Approved with the following conditions:

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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.

13.

626 FREDERICK LANE
Neighborhood Block Party
Sa, August 15th 10am-8pm
Samantha Kellogg, Heather Hazelwood and Erin Welsh

Approved with the following conditions:

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X Resident petition - on file.

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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