



# City of Madison

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

## Meeting Minutes STREET USE STAFF COMMISSION

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Wednesday, July 22, 2015

10:00 am

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

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### I. CALL TO ORDER / ROLL CALL

Additional city staff present: Kay Bentley, Michael Brennis, Jennifer Krueger  
Favour

### II. APPROVAL OF MINUTES

Approve the 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. INDIA DAY  
100 MLK Jr Blvd  
Saturday Aug 15th 2015  
India Day. Discuss location, schedule, set-up, and activities.  
Badri Lankella

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 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. Remove meter bags when event has ended.

X Coordinate activities and schedule with the Dane County Farmers' Market

manager, 608-455-1999.

- X 20' emergency access lane must be maintained throughout event area.
- X Licensed city vendors relocated outside of event area, except for outdoor cafes.
- X Special Event Resolution allows merchandise sales.
- X Provide and maintain access for BMO Harris drive thru customers during hours of operation.
- 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.
- 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.

2.

#### RIDE THE DRIVE - EASTSIDE 2015

See attached map for route - street closure and post no parking

Su, Aug 30, 8:30am-3pm

Street closure for route open to bicycles, pedestrians and other non-motorized transportation. Discuss location, schedule, set-up, route and activities.

Tracey Hartley, City of Madison Parks Division

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- X Madison Parks will contact Madison Police Department's East Precinct regarding the event and agrees to pay all costs of Officers assigned to the event, as determined by the Madison Police Department.
- X 20' emergency access lane must be maintained throughout event area.
- X 1 Metro route(s) detoured by event. Fee/route detoured applies.
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- 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 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 Noise must be kept to a reasonable level at all times.

3.

#### AVETT BROTHERS AT BREESE STEVENS

900 Paterson St., 1000 Brearly St., and 900 Mifflin St. (please see attached map)

Th, Oct. 1st-2nd, 8:00am-10:00pm

Avett Brothers at Breese Stevens. Discuss location, schedule, set-up, route and activities.

Jason Mayer, Frank Productions.

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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 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 "No Parking" signs. Remove signs when event has ended.
- 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.
- 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 Maintain resident access throughout the event.
- X Notify the area Alder within at least 30 days of the event.

4.

#### FREAKFEST

Capitol Square, Wisconsin Ave., West Washington Ave., and 100-600 State Street. (please see attached map)

Fr, Oct. 30th - Nov. 1st, 6:00pm-4:00am

Freakfest. Discuss location, schedule, set-up, route and activities.

Jason Mayer, Frank Productions.

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- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X Addendum and/or contract providing additional event details and conditions.
- X Frank Productions will pay all costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police Department, at the overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.
- X 20' emergency access lane must be maintained throughout event area.
- X 9 Metro route(s) detoured by event. Fee/route detoured applies.
- X Transportation Management/Parking plan determined by and the responsibility of the City of Madison
- X Madison PD to provide crowd control, safety and security plan for non event areas. Event organizer/sponsor responsible for areas within the event perimeter.
- X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999
- X All event vehicles are required to display event parking permit. Permit will be filed with Madison Police.
- X No inflatables.
- X No permanent markings, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

**VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS**

1. 113 KING STREET (Parking Request)  
113 King Street.  
Sa, Aug. 8th 12pm-4pm  
113 King Street. Discuss location, schedule, set-up, route and activities.  
Josh Barraza, El Grito Taqueria LLC  
  
**Approved with the following conditions:**
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  - 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 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.**
  - X Food cart must serve towards sidewalk**
  
2. GREAT TASTE OF THE MIDWEST.  
Closure: Lakeshore CT. Parking Removed: Sayle St., Olin-Turville Ct., Edgewater Ct., 10 Van Deusen, 300 E. Lakeside St.  
Sa, Aug. 8th 1pm-6pm.  
Tom Jones  
  
**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 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.**
  
3. ABERDEEN MOVE-IN  
400 Block Gorham (odd side)

Tu, Aug 18, 7am-5:30pm

W, Aug 19, 8am-3pm

Lane blockage for annual move-in. Discuss location, set-up, schedule and activities.

Kelly Witkins, Aberdeen Apartments

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 No street closure, request for parking/lane closure only.

X Additional traffic management equipment is the responsibility of the Aberdeen Apartments and must be set as indicated on attached traffic control plan.

X Loading and unloading areas must be monitored at all times by staff wearing orange/fluorescent traffic vests.

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

X Maintain scheduled move-in times.

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.

MORRISON STREET

Sa, Aug 1st. 2015

Neighborhood block party

10am-Sunset

Katie Banfield

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. 1800 MADISON ST.  
Sa, August 1st 2015  
Neighborhood block party  
8:00am-Sunset  
Mark Bradley

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.

6. SEVEN PINES AVE.  
Sa, Aug 8th, 2015  
Neighborhood block party  
1pm-Sunset  
Teresa Riley

Approved with the following conditions:

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X Resident petition - on file.

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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. 1200 RUTLEDGE ST. & ORTON CT.  
Su, Aug 9th, 2015  
Neighborhood block party  
11:00am-Sunset  
Rudy Moore

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.

8. SAINT CLAIR ST.  
Sa, Aug 15th  
Neighborhood block party  
3pm-Sunset  
Laurie Nagus

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.
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- 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. 2000 CHADBOURNE AVE.  
Su, Aug 30th. 2015  
Neighborhood block party  
2:30pm-Sunset  
Michelle Mouton

Approved with the following conditions:

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- X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
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- 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. 900 LAURENCE ST.  
Sa, Sept. 5th  
Neighborhood block party  
1pm-Sunset



Wayne Plant

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