



# City of Madison

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

## Meeting Minutes STREET USE STAFF COMMISSION

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Wednesday, August 5, 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: 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. HUB ON CAMPUS  
Friday August 14th & Saturday 15th  
400 W. Gilman, 400 N. Frances, and 100 N. Frances - See attached map  
Hub on Campus. Discuss set-up schedule, location, and activities.  
Dale Callison, Core Campus Madison LLC & DRW Madison LLC.

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

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

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

X All foot traffic must approach from the sidewalk and pedestrians will not line up in the street.

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.

2.

#### KOHL CENTER EVENTS

August 20th 2015 - August 19th 2016

See map for street closure or parking removal

UW Athletics Annual Request for Street Use at Kohl Center Events. Discuss set-up schedule, location, and activities.

Todd Nelson, UW Athletic Department

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X District Event – UW Athletic Department will pay all costs of City of Madison Police Officers and parking enforcement 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 Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering.

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.

X Addendum and/or contract providing additional event details and conditions.

3.

#### CAMP RANDALL STADIUM EVENTS

August 19th 2015 - August 18th 2016

See map for street closure or parking removal

UW Athletics Annual Request for Street Use at Camp Randall Stadium Events. Discuss set-up schedule, location, and activities.

Todd Nelson, UW Athletic Department

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X District Event – UW Athletic Department will pay all costs of City of Madison Police Officers and parking enforcement 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 Traffic management plan as approved by Transportation Management Committee.
- X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering.
- 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.
- X Addendum and/or contract providing additional event details and conditions.

4.

#### CAMPUS FIRE SAFETY

Thursday September 3rd, 9am-3:30pm

300 N. Orchard Street (between Johnson St. & University Ave)

Campus Fire Safety. Discuss set-up schedule, location, and activities.

Ed Ruckriesel, City of Madison Fire Department

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- X 20' emergency access lane must be maintained throughout event area.
- 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 Barricade placement as per plan on file with Traffic Engineering (TE).
- 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.

#### IRONMAN WISCONSIN

Various Locations (please see attached map)

Set-Up/Expo: W, Sept 9-Sa, Sept 12, 9am-5pm

Event: Su, Sept 13, 5:30am-12am

Take-Down: M, Sept 14, 12pm

Annual triathlon. Discuss location, schedule, set-up, route and activities.

Ryan Richards, World Triathlon Corp.

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

- X USA Triathlon of Colorado will pay all costs of City of Madison Police Officers and parking enforcement 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 Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.
  - X Parking Enforcement to bag meters and post "No Parking" signs as per plan on file. Call 608-267-8756 to arrange for meter bags and parking enforcement signs that are the organizers responsibility.
  - X Provide alder/neighborhoods notice and "day of" contact information for the event.
- Notify Business Improvement District, 608-512-1340, regarding downtown street closures/parking removal
- X Amplification: 9/13/2015 6:30am through 9/14/2015 12:00am. Amplification must be kept to a reasonable level at all times. Lower volume, limited to 75dBA, before 8:00am and after 10:00pm
  - X 18 Metro route(s) detoured by event. Fee/route detoured applies.
  - X Provide and maintain access to the parking ramp on East Main and Webster.
  - 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 No inflatables.
  - X Event organizer/sponsor is responsible for clean up of event area including City receptacles, trash/recycling removed from event area. Flush area around aid stations. Charges will be assessed for any City staff time or resources required for clean up.

## VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. 3600 KIPLING DR.  
Thursday August 13th, 10am-1pm  
Neighborhood Block Party  
Sarah Boespflug

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.

2.

**YUM YUM FEST**

Ingersoll Street between East Main & East Wilson Streets.

Sunday August 23rd, 3pm-12am

Yum Yum Fest. Discuss the location, schedule, set-up and activities.

Robert Hemauer, Madison Area Chefs Network

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

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

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 event parking in Metro lot - provide signage and staffing at both driveway entrances on Ingersoll St.

X Staff and signage at event perimeter: NO ALCOHOL BEYOND THIS POINT.

X No inflatables.

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.

3.

**1900 WEST LAWN AVE.**

Saturday September 5th, 2pm-7pm

Neighborhood Block Party

Sara Benish

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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.

4. 2300 WEST LAWN AVE.  
Monday September 7th, 10am-Sunset  
Neighborhood Block Party  
Ann Sydnor

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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. 800 PULLEY DR  
Saturday, September 12th 9:30am - 6:00pm  
Neighborhood Block Party  
Kerry McAllen

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**THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.**

- X Resident petition - on file.
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6. 1400 VONDRON RD.  
Saturday September 12th, 10:30am-Sunset  
Neighborhood Block Party  
Becky Schroder

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

7. 600-700 CHAPMAN ST & 3000 CROSS ST  
Sunday, September 13th, 2015 3:00pm - Sunset (8:00pm)  
Neighborhood Block Party  
Billy Larimore

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X Resident petition - on file.

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#### VIII. ADJOURNMENT