



# City of Madison

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

## Meeting Minutes STREET USE STAFF COMMISSION

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Wednesday, September 30, 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 and Mark Kiesow.

### 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 MARATHON  
Saturday, November 7th (setup) & Sunday, November 8th (race)  
2:00pm - 10:00pm 11/7  
7:00am - 7:00pm 11/8  
See attached maps - various closures  
Madison Festivals, Inc.  
Ryan Richards

#### 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 Madison Festivals, Inc. will pay the costs of City of Madison Overtime Police Officers/Fire Department personnel assigned within the event perimeter.
- X Barricade placement and traffic management plan as approved by TE and MPD.
- X The Capitol Square will be closed by an approved private contractor.
- X Call 608-267-8756 to arrange for meter bags for Capitol Square. Parking

- Enforcement will post "No Parking" signs and bag meters on courses.
- X Metro re-routed to outer loop. 8 Metro routes detoured by event. Fee/route detoured applies.
- X 20' emergency access lane must be maintained throughout event area.
- X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
- X City Vendors licenses (except sidewalk cafes) are invalidated for this event.
- X Provide and maintain access to Inn on the Park during the event.
- X Provide and maintain access to the parking ramp on East Main and Webster.
- X Provide and maintain access to the parking lot on East Washington and Webster.
- X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147
- X Sign and staff event perimeter – NO ALCOHOL BEYOND THIS POINT.
- X Banners crossing the street must be 14' high within the 20' emergency access lane.
- X Notify area Alders, BID and residents on routes provide contact information and alternate travel information for the day of the event.
- X No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping.
- X Event organizer/sponsor is responsible for clean up of event area, including removal of trash and recycling. Event organizer is responsible for emptying City trash and recycling containers. Charges will be assessed for any City staff time or resources required for clean up.

## **VI. STREET USE APPLICATIONS FOR ROUTINE EVENTS**

1. 500-600 BLOCKS OF WALTON PLACE  
Saturday, October 10th  
10:00am - sunset  
Neighborhood Block Party  
Katie Rice

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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. 2500 KENDALL AVE  
Saturday, October 10  
3:00pm-sunset  
Neighborhood Block Party  
Margaret Cullen

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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.

3. ST. MARIA GORETTI PARKING REQUEST  
5300 Block of Flad Ave  
Friday, October 16 (7:00am) - Saturday, October 17th (7:00am)  
No street closures - parking request only  
St. Maria Goretti  
Tim Endres

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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 cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.
- X No street closure, request for parking/sidewalk space only.

4.

**DOWNTOWN MADISON FAMILY HALLOWEEN**

Wednesday, October 28th

2:45pm - 6:15pm

Peace Park, 452 State Street (see map)

Madison's Central Business Improvement District (BID)

Mary Carbine

**Approved with the following conditions:**

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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 cleanup.

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

5.

**DOWNTOWN MADISON HOLIDAY OPEN HOUSE - ICE SCULPTING DEMO**

Friday, November 27th

10:00am - 2:00pm

Peace Park, 452 State St. (see map)

Madison's Central Business Improvement District (BID)

Mary Carbine

**Approval pending insurance**

**VIII. ADJOURNMENT**