



# City of Madison

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

## Meeting Minutes STREET USE STAFF COMMISSION

---

Wednesday, May 20, 2015

9:00 AM

210 Martin Luther King, Jr. Blvd.  
City-County Building, Room 103A  
Clerk's Office Conference Room

---

### I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Team was held at 9:00 AM on Wednesday, May 20, 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, Susan Barica, Ron Schwenn, Tom Mohr, Bill Putnam, Roger Kleist, Eric Veum, Lisa Laschinger.

Members Excused: Katie Sellner, John Fahrney.

### II. APPROVAL OF MINUTES

### III. PUBLIC COMMENT

### IV. DISCLOSURES AND RECUSALS

### V. STREET USE APPLICATIONS FOR SPECIAL EVENTS

1. FRUIT FEST & FRUIT LOOP  
900 Block Williamson St (please see attached map for route)  
Sa, June 13, 7am-10pm  
Music/concert, festival and run/walk. Discuss location, schedule, set-up, route and activities.  
Corey Gresen, Plan B

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 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 Maintain access to Metro stops.

- X 20' emergency access lane must be maintained throughout event area.
- X Notify area businesses.
- X Staff/signage at parking lot entry – 'No Alcohol Beyond This Point.'
- X No alcohol may be served, sold or consumed on City streets or property.
- X No permanent marking, including spray chalk or stickers, of streets, sidewalks, paths or city landscaping.
- X No inflatables.
- X Noise must be kept to a reasonable level at all times.
- 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.

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

committee denied W. Washington parade route due to timing and day of event. Committee made suggestions for alternate parade route.

Refer to next street use meeting 5/27/15.

3.

## ART FAIR ON THE SQUARE

Capitol Square, 30 on the Square and 100 blocks: E &amp; W Washington, MLK, N &amp; S Hamilton, E&amp; W Mifflin, State St, King St, N &amp; S Pinckney, E &amp; W Main, N &amp; S Carroll, Wisconsin Ave (please see attached maps)

Set-Up: F, July 10, 3pm

Event: Sa, July 11, 9am-6pm &amp; Su, July 12, 10am-5pm

Take-Down: Su, July 12, 5pm-9:30pm

Art fair with entertainment and food vendors. Discuss location, schedule, set-up and activities.

Annik Dupaty, Madison Museum of Contemporary Art

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

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

X The Capitol Square will be closed by Traffic Engineering (TE).

X Metro rerouted to outer loop. Standard rerouting fee applies.

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

X City vendor licenses are invalidated for this event, except sidewalk cafés.

X Provide and maintain access for BMO Harris drive thru customers during hours of operation.

- 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 Signage and staffing at barricades: 'No Alcohol Beyond This Point'.
- X Noise must be kept at a reasonable level at all times.
- X No permanent marking, including spray chalk or stickers, of 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. EQUINOX/420 WEST MOVE INS  
400 Block W Gorham, 300 Block Broom St  
Sa, Aug 15, 10:30am-3:30pm  
Lane blockage for campus move-in. Discuss location, schedule, set-up, route and activities.  
Lindsey Scheidegger, Madison Property Management

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/lane closure only.
- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
- X 20' emergency access lane must be maintained throughout event area.
- X Maintain access to Metro stops.
- X Provide staff to monitor meters on Gorham and Broom.
- 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.

## VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. CAPITOL VIEW FARMERS' MARKET  
Sharpsburg Dr, between Northstar Dr and Gemini Dr  
Wednesdays, May 27-Oct 7, 2pm-7:30pm  
Farmers' market. Discuss location, schedule, set-up and activities.  
Lauren Cnare, Capitol View Farmers' Market

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 "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, of 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.

WISCONSIN GRAND LODGE F&AM ANNUAL COMMUNICATION

300 Block Wisconsin Ave (Parking-East Side Only)

W, June 3-Sa, June 7, 8am-8pm

Request for parking. Discuss location, schedule, set-up and activities.

Robert Canfield, Madison Masonic Center Foundation

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

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

3.

1300 JENIFER ST

Neighborhood Block Party

M, May 27, 8am-7pm

Bert Zipperer

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 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.

**CARS CURING KIDS**

300 N. Paterson

Sa, June 13, 2015, 3-9p

Fundraising event for UW Foundation, Discuss location, schedule, set-up and activities.

Russ Austin, UW Foundation

**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 Notify residents and business' of the street closure.
- 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 No permanent markings, 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.

5.

**3900 PRISCILLA LANE**

Neighborhood block party

Su, June 14, 1-6p

Gary Green

**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 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. 2800 UNION ST.  
Neighborhood block party  
Sa, July 11, 10a-8p  
Mia Brodersen

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 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

UPCOMING EVENTS