



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, May 11, 2016

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

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 11, 2016 at the Parks Conference Room, CCB Rm. 108. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Katie Sellner, Tom Mohr, John Fahrney, Bill Putnam,  
Roger Kleist, Kay Bentley, Mark Kiesow

Members Excused:

Additional City Staff Present: Lt. Jennifer Krueger Favour

### 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 PERMITS FOR SPECIAL EVENTS

#### 1. [42812](#)

HER MADISON HALF MARATHON & 5K  
Sunday, June 26 7:00am - 1:00pm  
See attached maps for requested routes/parking  
Run/Walk  
Capitol View Events / DreamBank & American Family Insurance

Approved pending receipt of required documents & 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.

X Organizer must notify area alder(s) and residents prior to the event. Provide the alder with event information including: location, date, schedule, activities,

X This is a District event. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

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

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

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

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 No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

X No inflatables.

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.

2. [42823](#)

**RIDE THE DRIVE**

Sunday, July 31 10:00am - 2:00pm

See attached map for route

Bike Event

Tracey Hartley/Madison Parks

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X This is a District event. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

X Notify area Alders, businesses and residents along the route.

X Traffic Engineering (TE) will provide traffic management plan and equipment.

X Parking Utility/Enforcement will bag meters and post "No Parking" signs.

- X The Capitol Square will be closed by Traffic Engineering (TE).
- X Suspend vending restrictions and invalidate vending licenses for City licensed vendors on 10 S. Pinckney, 10 E. and W. Main St. and 100 MLK Jr. Blvd. (licensed sidewalk cafes exempted).
- X 20' emergency access lane must be maintained throughout event area.
- X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
- X 6 Metro routes detoured by event.
- X Provide and maintain access to Inn on the Park during the event.
- 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 No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping.
- X No Inflatables on City streets or sidewalks.
- 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. [42804](#)

LA FETE DE MARQUETTE

Closure: S Ingersoll, between railroad tracks - July 14-17

S. Brearly St., between E. Main and Williamson - July 15-17

No Parking: 300 block S Few, between E Wilson and Williamson - July 14-17

Th, July 14, 8am -Su, July 17, 11:59pm

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

Gary Kallas, Wil-Mar Neighborhood Center

Approved pending receipt of required documents & with the following conditions:

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

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 Signage/staffing at Metro lots. NO EVENT PARKING.

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

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.

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

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

4 special duty police officers – 4pm until 11pm

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

4 special duty police officers – 4pm until 10pm

X Noise must be kept at reasonable level at all times. See Park Event permit application for details

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.

4. [42805](#)

ATWOODFEST - 2016

2000 Block Atwood Ave

Set-Up: Sa, July 30, 8am-12pm

Event: Sa, July 30, 12pm-9pm & Su, July 31, 12pm-7pm

Take-Down: Su, July 31, 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.

X Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc.

X Special duty officers required for event. Call 608-267-8676 to arrange.

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

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 Metro route(s) detoured by event. Fee/route detoured applies.

X Sound must be kept to a reasonable level at all times.

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 No inflatables on city right of way.

X Signage & staffing at event perimeter required; must indicate "no alcohol beyond this point"

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

X Notify area businesses and residents.

5. [42806](#)

SCHENK'S CORNERS BLOCK PARTY

1900 Atwood Ave

F-Sa, 10am, Aug 19- 11:59pm, Aug 20, 2016

Music/concert/block party. Discuss location, schedule, set-up and activities.

Dan Plourde, Schenks Corners / Tenant Resource Center

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

X Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc.

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 Sound must be kept to a reasonable level at all times.

X Signage and staffing at barricades – NO ALCOHOL BEYOND THIS POINT.

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 on City right-of-way.

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.

## VI. STREET USE PERMITS FOR ROUTINE REQUESTS

1. [42803](#)

COWS ON THE CONCOURSE

10 Blocks E & W Main, 100 & 200 Blocks MLK

Sa, June 4, 6am-2pm

Dairy farming festival with live cows and calves. Discuss location, schedule, set-up and activities.

Karen Lee, Dane County Dairy Promotion Committee

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

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

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

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

X Maintain Madison Metro through lane on 200 Martin Luther King, Jr. Blvd.

X Licensed city vendors relocated outside of event area.

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.

X Sound must be kept at a reasonable level at all times. Speakers must be aimed away from Dane County Farmers' Market.

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

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables on city right-of-way.

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 animal exhibits in front of outdoor cafes.

2. [42818](#)

DANE COUNTY FARMERS' MARKET METER BAGGING

~~6/11-7/2~~ ~~6/25/16~~ 4:30am - 2:30pm

See attached maps

Meter Bagging to accommodate construction on "no vehicle access" days  
Dane County Farmers' Market

Approved with the following conditions:

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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.

X No permanent markings (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.

3. [42814](#)

OLYMPIC DAY  
Saturday, June 25th 9:00am - 1:00pm  
100 block of East Washington Ave  
Festival  
Central Cross Country Ski Association

Approved pending receipt of required documents & with the following conditions:

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X Certificate of insurance listing the City of Madison as additional insured is required

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 Barricade placement as per plan on file with Traffic Engineering (TE). Barricades at E. Washington and Webster must be staffed at all times.

X Provide staffing at barricades to allow Dane County Farmers Market vendors and Food Carts entry/exit to their vending sites.

X Provide and maintain access to the parking lot on East Washington and Webster.

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

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables on city right of way.

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.

4. [42820](#)

GREEK FEST 2016  
First block of North Seventh Street (please see attached map)  
Sa, Jul 30 & Su, Jul 31, 9am-7pm  
GreekFest. Discuss location, schedule, set-up, and activities.  
Georgiana Wilton, Assumption Greek Orthodox Church.

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

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.

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

X Point speakers away from residential areas.

X Maintain access to Metro stops.

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

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables on city right of way.

X Resident petition required.

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.

5. [42817](#)

300/400 MAPLE AVE, 400 LUDINGTON AVE., 3000 CENTER AVE.

Saturday, 5/21/16 9:00am - 3:00pm

See attached map

Neighborhood Block Party

Greg Miller

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. [42819](#)

1300 JENIFER ST  
Monday, May 30 9:00am - 6:00pm  
1300 Jenifer St.  
Neighborhood Block Party  
Tom Putzer

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. [42807](#)

1200 ELIZABETH ST.  
Neighborhood Block Party  
Sa June 11th, 12p-4p  
Molly Tomony

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.

8. [42808](#)

CONNOR CT.  
Neighborhood Block Party  
Sa June 4, 3:30-sunset  
Steven Sievert

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. [42876](#)

BIKE WEEK CELEBRATION  
Friday, 6/10/16 2:00pm - 8:00pm  
100 block of E Main St from King St to parking ramp  
Celebration/Social Gathering  
Wisconsin Bike Fed

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

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

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

X Call 608-267-8756 to arrange for meter bags. Organizer is responsible for bagging meters as directed by Parking Utility for the event.

X Event cannot displace licensed city vendors.

X Food and beverage will not be sold in event perimeter without a special event vending permit.

X No beer/alcohol may be served, sold, or consumed on streets or sidewalks in event perimeter unless it is at city licensed sidewalk cafes.

X Sound must be kept to a reasonable level at all times.

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

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables on city right-of-way.

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.

## IX. ADJOURNMENT

This was Adjourn