



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, May 25, 2016

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 25, 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, Lt. Trevor Knight, Katie Sellner, Paul Ripp, Tom Mohr, Bill Putnam, Kay Bentley, Mark Kiesow

Members Excused: Susan Barica, John Fahrney, Roger Kleist

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. [43080](#)

ART FAIR ON THE SQUARE

Friday, July 8 setup begins at 3:00pm. Saturday, July 9 - Sunday, July 10 - 7/9 (9am - 6pm) - 7/10 (10am - 5pm)

See application for closure

Annual Art Fair - Discuss location, schedule, setup

Madison Museum of Contemporary Art

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 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 Coordinate 100 MLK activities and schedule with Art Fair Off the Square, kellydeneen.waac@gmail.com

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

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

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

X Signage and staffing at event perimeter: 'NO ALCOHOL BEYOND THIS POINT'.

X Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.

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 on City right-of-way.

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. INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS

1. [43112](#) OPERATION BADGER BASE EVENT
Thursday, August 11 - Sunday, August 14
Proposal for street closure, parking removal and traffic management.
Discuss location, schedule and activities.
Mary Lloyd

VII. STREET USE PERMITS FOR ROUTINE REQUESTS

1. [43075](#) WISCONSIN GRAND LODGE FM&AM ANNUAL COMMUNICATION
Thursday, June 2 - Sunday, June 5 - 8:00am 6/2 - 8:00am 6/5
Parking on 300 Block of Wisconsin Ave. (East side only)
Parking request only
Madison Masonic Center Foundation

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 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. [43074](#)

DECISION AMERICA TOUR PRAYER RALLY

Wednesday, June 15th - 8:00am - 2:00pm

Parking Meters on E Washington and Main St (see application)

Parking Request/Rally

Billy Graham Evangelistic Association

Approved with the following conditions:

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

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

X No event activity or participants are allowed on Capitol Square streets.

X Maintain access to Metro stops.

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

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. [43078](#)

UW HOUSING MOVE IN

Sunday August 28th - Thursday September 1st

Various streets - see application

Parking Request

University of Wisconsin

Mike Kinderman / Tonia Pittman

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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 and "No Parking" signs. Remove meter bags and signs when event has ended.

X Metro route(s) detoured by event. Fee/route detoured applies. 1 route detoured.

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 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.* [42964](#)

600 S PROSPECT

Sunday, June 5th - 2:00pm - 10:00pm

Neighborhood Block Party

Connie McElrone

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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.* [43123](#)

2100 Adams St.

Friday, June 10, 2016, 5-10p

Neighborhood Block Party

Miles Morgan

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6.* [43077](#)

3600 TURNING LEAF DR
Saturday, June 25 - 2:00pm - 11:00pm
Neighborhood Block Party
Kim Luke

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or city landscaping is allowed.

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7.* [43068](#)

REGENT NEIGHBORHOOD ANNUAL 4TH OF JULY PARADE

Monday, July 4th, 2016 - 11:45am - 12:30pm

2600 Block of Park Place to 10 block of Farley to 2600 block of Mason St, 10 block of Grand

Annual Parade

Regent Neighborhood Association

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8.* [43123](#)

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ADJOURNMENT

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