



# City of Madison

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

## Meeting Minutes STREET USE STAFF COMMISSION

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Wednesday, February 1, 2017

10:00 am

City County Building, Rm. 103A  
210 Martin Luther King, Jr. Blvd.

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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, February 1, 2017 at the City Clerk's Conference Room, CCB Rm. 103A. 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, John Fahrney, Roger Kleist, Mark Kiesow

Members Excused: Susan Barica, Eric Veum

Additional City Staff Present: Kay Bentley, Lt. Brian Chaney Austin

### II. APPROVAL OF MINUTES

Motion made by Knight, seconded by Mohr to Approve the Minutes. Motion passed by voice vote/other.

### 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. DANE COUNTY FARMERS' MARKET - WEDNESDAY & ART FAIR MARKETS  
Wednesday Markets: 4/19- 11/8/17 8:00am - 2:00pm  
Art Fair Saturday: 7/8/17 6:30am - 2:00pm  
Wednesday Markets: 200 Block of MLK, Jr. Blvd.  
Art Fair Market: 10 block of East and West Wilson Streets at MLK, Jr. Blvd.  
Discuss location, schedule and activities.  
Sarah Elliot, Jill Carlson - Dane County Farmers' Market  
  
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 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 Post No Parking signs night before market. Process will be reviewed after one month or if issues arise.

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

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

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 clean up.

2.

**MADISON SHAMROCK SHUFFLE**

400-600 State St./Langdon/Observatory

See attached map for routes

Sunday, 3/13/2016 6:30am - 1:00pm

Annual Run/Walk. Discuss location, route, set-up, schedule and activities. Shamrock Shuffle, Inc.

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

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

X Notify area alders, BID, and residents along the route, provide "day of" contact information and alternate travel routes to avoid the race course.

X Notify event participants and viewers to stay out of the street, particularly the 100-300 blocks of State Street (which remains open during the event).

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

X Portable restrooms must not be placed in front of any open businesses.

- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Metro route(s) detoured by event. Fee/route detoured applies.
- X Event cannot displace licensed city vendors.
- 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 Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

3. LAKE MONONA 20K RUN/WALK  
Saturday, May 6, 2017 7:00am - 12:00pm  
See attached map/schedule  
Annual Run/Walk. Discuss routes, schedule and activities.  
Ryan Griessmeyer, Race Day Events, LLC

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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 Organizer must notify area Alder and Neighborhood association about event and provide copies of communications.

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

X "No Parking" signs will be posted by Parking Enforcement. 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 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.

4. MADISON HALF MARATHON (SPRING)  
May 27, 8:00am - May 28, 2017, 3:00pm  
Capitol Square - MLK JR Blvd - 100 and 200 blocks, E. Wash. - 100 block, Carroll, Pinckney  
Annual Twilight and Half Marathon runs. Discuss location, routes, schedule, set-up and activities.  
Madison Festivals, Inc.

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

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, BID and residents on routes. Provide contact information and alternate travel information for the day of the event.

X Barricade placement and traffic management plan as approved by TE and MPD.

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 The Capitol Square will be closed by an approved private contractor.

X Sign and staff at event perimeter – NO ALCOHOL BEYOND THIS POINT.

X Banners crossing the street must be 14' high within the 20' emergency access lane.

X 20' emergency access lane must be maintained 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 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. INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS

1. Street Use permit process updates

## VII. STREET USE PERMITS FOR ROUTINE REQUESTS

1. PURPLESTRIDE MADISON 2017  
Saturday, May 6, 8:00am - 11:00am  
Warner Park Neighborhood - see attached map  
Annual Run/Walk. Discuss route, schedule and activities.

Cassandra Clark, Kelly Papanek - Pancreatic Cancer Action Network

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

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

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

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 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. ADJOURNMENT

This was Adjourn