



# City of Madison

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

## Meeting Minutes - Draft STREET USE STAFF COMMISSION

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Wednesday, April 26, 2017

10:00 am

Goodman Maintenance Facility  
1st Floor Conference Rm.  
1402 Wingra Creek Parkway

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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, April 26, 2017 at the Goodman Facility Conference Room. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

**Additional City Staff Present:** Mary Lloyd, Chad Hughes

**Present:** 6 - Kelli Lamberty; Trevor Knight; Katie Sellner; Paul Ripp; Tom Mohr and John Fahrney

**Excused:** 5 - Susan Barica; Bill Putnam; Roger Kleist; Eric Veum 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 PERMITS FOR SPECIAL EVENTS NEW BUSINESS

1. [46960](#) ZAPPOS - FRIENDS WITH BENEFITS TOUR  
100 W. Mifflin / "Philosopher's Grove"  
June 9 - 12, 2017  
Festival with music, food, beverages, merchandise and pet adoptions.  
Discuss dates, location, schedule and activities.  
Courtney Lovas, Red Card Media LLC

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 - on file.
- X Special duty officer(s) required for event. Call 608-267-8676 to arrange.
- 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 Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.
- X Event cannot displace licensed city vendors.
- X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.
- X Staffing/signage at event perimeter that indicates "NO ALCOHOL BEYOND THIS POINT".
- X Noise must be kept to a reasonable level at all times.
- X 20' emergency access lane must be maintained throughout event area.
- X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
- X No permanent markings (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.

**2. [46970](#)****JUNETEENTH DAY CELEBRATION**

Saturday, June 17, 8am-7pm

Event site - 800 W. Wingra Dr. (relocated due to construction at Penn Park)

Parade Route (proposed) - Park St. - Badger Rd. to Wingra Dr.

Annual celebration of the African American experience in Madison. Discuss location, schedule, parade route and activities.

Annie Weatherby-Flowers, Kujichagulia Madison Center for Self-Determination

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

X Within five days of submitting a street use permit application, send a copy to the appropriate alderperson(s) and the neighborhood association where the street closure is requested. Notification must include day of contact info. for the event organizer.

X This is a South District Police Event. Please work with Officer Mike Alvarez, 220-7876.

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 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.

X Maintain access to Metro stops.

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

X 8' pedestrian pathway must be maintained on sidewalks 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.

3. [46624](#)

HER MADISON HALF MARATHON & 5K

Sunday, June 25 7:00am - 1:00pm

See attached maps for requested routes/parking

Run/Walk

Justin Pernitz, Capitol View Events

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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) and residents prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc.

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

X Call Parking Utility, 608-267-8756, to arrange for "No Parking" signs. Remove signs at event end.

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

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 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. [46962](#)

CONCERTS ON THE SQUARE

Wednesdays (Thursday Rain Dates) from 6/28/17 - 8/2/17

Capitol Square - 10 Blocks of N&S Pinckney, 10 Blocks of E&W Main, 100 Blocks of E. Wash, MLK, and King St.

Parking Request

Annual concert series presented by WI Chamber Orchestra. Discuss schedule, location and activities

Sue Ellen Maguire, Wisconsin Chamber Orchestra

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

**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 Signage & staffing at event perimeter that indicates "NO ALCOHOL BEYOND THIS POINT" required.**

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

**X Licensed city vendors relocated outside of event area.**

**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 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 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.**

5. [46961](#)

**ART FAIR OFF THE SQUARE**

200 MLK, 45 yards on E & W Doty & Wilson, grill in MMB lot

Set-up: F, July 7, 12pm, closure at 6pm

Event: Sa, July 8, 9am-6pm, Su, July 9, 10am-5pm

Take-down: Su, July 9, 5pm-8pm

Annual art fair. Discuss location, schedule, set-up and activities.

CathyLybarger, Wisconsin Alliance of Artists and Craftspeople, Inc.

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**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 This is a District event. WAAC will pay all costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police Department. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

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

X Coordinate 100 MLK activities and schedule with Art Fair ON the Square, [artfair@mmoca.org](mailto:artfair@mmoca.org)

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

X Contact Bicycle Recovery Specialist, 608-267-8611, about relocating bike racks on the 200 block of MLK.

X Barricade placement as per plan on file with Traffic Engineering (TE). TE to deliver/pick-up barricades.

X No set up on City County Building porch before 5pm.

X Provide and maintain access to the Hilton Hotel and Madison Club during the event.

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

X 3 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 during the event.

X City vendors licenses are invalidated for this event.

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 clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.

## **VIII. ADJOURNMENT**

A motion was made by Sellner, seconded by Mohr, to Adjourn. The motion passed by voice vote/other.