



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, May 10, 2017

10:00 am

City County Building, Rm. 108
210 Martin Luther King, Jr. Blvd.

I CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 10, 2017 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.

Additional City Staff Present: Mary Lloyd, Kristin Brodowsky, Lt. Brian Chaney Austin, Chad Hughes

Present: 5 - Kelli Lamberty; Trevor Knight; Susan Barica; Katie Sellner and Tom Mohr

Excused: 6 - Paul Ripp; Bill Putnam; John Fahrney; Roger Kleist; Eric Veum and Mark Kiesow

II APPROVAL OF MINUTES

Motion made by Chaney, seconded by Sellner 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. [47139](#) COWS ON THE CONCOURSE
10 Blocks E & W Main, 100 & 200 Blocks MLK
Sa, June 3, 5am-2pm
Dairy farming festival with live cows and calves. Discuss location, schedule, set-up and activities.
Karen Lee, Dane County Dairy Promotion Committee

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 require – 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 meter bags. Remove meter bags when event has ended.

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

X No animal exhibits in front of outdoor cafes.

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

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.

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.

2. [47159](#)

FRUIT FEST 2017

900 Block Williamson St (please see attached map for route)

Sa, June 3, 7am-10pm

Music/concert, festival and run/walk. Discuss location, schedule, set-up, route and activities.

Corey Gresen, Plan B

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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 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 Staff/signage/barricades at parking lot perimeter stating: "NO ALCOHOL BEYOND THIS POINT."

X NO ALCOHOL MAY BE CONSUMED, SERVED, OR SOLD ON CITY STREETS OR RIGHT OF WAY.

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.

3. [47219](#)

RIDE THE DRIVE

Sunday, July 16, 8:00am - 2:00pm

John Nolen Dr. - see attached map for complete route

Annual family friendly Bike Event. Discuss new route, schedule and activities

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 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 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.

4. WIL-MAR NEIGHBORHOOD CENTER EVENTS

i [46968](#)

LA FETE DE MARQUETTE

Closure: S Ingersoll, between railroad tracks - July 12-17, 2017

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

W, July 12, 8am - M, July 17 / see attached for daily schedule

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

Gary Kallas, Wil-Mar Neighborhood Center

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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 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), maintain access for MGE.

X Signage/staffing at event perimeter; NO ALCOHOL BEYOND THIS POINT.

X Signage/staffing at Metro lots. NO EVENT PARKING.

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

ii [46969](#)

ATWOODFEST

2000 Block Atwood Ave

Set-Up: Sa, July 29, 8am-12pm

Event: Sa, July 29, 12pm-9pm & Su, July 30, 12pm-7pm

Take-Down: Su, July 30, 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 Notify area businesses and residents.

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 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 1 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.
X No inflatables on City right-of-way.
X Signage & staffing at event perimeter must state: "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.

iii [47162](#)

WILLY STREET FAIR - 2017

Saturday, September 16th - Sunday, September 17th

Closure: Sa, Sept. 16 - 900, 1000 blocks of Williamson St. and 300 block of E. Brearly, 9:00am-10:30pm

Closure: Su, Sept. 17 - 800, 900, 1000 blocks of Williamson St. and 300 block of E. Brearly, 7:00am-10:30pm

Street Fair

Wil-Mar Neighborhood Center & Commonwealth

Gary Kallas

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

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

X Traffic Engineering will deliver barricades.

X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

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

X Staff/signage at event perimeter stating: "NO ALCOHOL BEYOND THIS POINT"

X Metro route(s) detoured by event. Fee/route detoured applies. 2 routes detoured.

X Noise 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.

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 APPLICATIONS FOR ROUTINE REQUESTS

1. [47160](#)

SUMMERPALOOZA

Closure: North end of 100 block of N. Pinckney 8am-4am

Closure: 100 block N. Hamilton 8am-3pm, reopens to Metro buses at 3pm

Rotary Plaza public amplification 10am-2pm
Sa, June 17, 8am-3pm
Family-friendly performances, outdoor activities, games, and arts & crafts.
Discuss location, schedule, set-up and activities.
Kia Karlen, Madison Children's Museum, Madison Rotary

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

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

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

X Sound must be kept at reasonable levels at all times.

X Event cannot displace licensed city vendors.

X Provide and maintain access to condos on N. Hamilton.

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

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

X No inflatables on City right-of-way.

X No permanent markings, including spray chalk or stickers, of 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.

2. [47161](#)

ORTON PARK FESTIVAL

Friday, August 22th - Sunday, August 28th

No Parking: Th, Aug. 25 - Rutledge St. - all day

No Parking: F, Aug. 26-Su, Aug 27 - Spaight and Rutledge - all day
Festival

Friends of Wil-Mar Inc, Marquette Neighborhood Association

Gary Kallas

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X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

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

X Maintain access to Metro stops.

X No permanent marking, including spray chalk or stickers, of 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.

3. [47200](#)

CAPITOL VIEW FARMERS' MARKET

Wednesdays from 5/31/2017 - 10/17/2017 2:00pm - 7:30pm

Sharpsburg Dr. - block between Northstar and Gemini

Farmers' Market

Capitol View Farmers' Market Board

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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. [47204](#)

CAPITAL CITY 5K FOR ORGAN, TISSUE, AND EYE DONATION

Saturday, July 29th, 2017, noon-9:00pm

See attached maps for route

Run/Walk, start/end at Goodman Park

National Kidney Foundation of Wisconsin

Krista Flanagan

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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 Event cannot displace licensed city vendors.

- X 20' emergency access lane must be maintained throughout event area.
- X Metro rerouted to outer loop.
- 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 is allowed.
- X No inflatables on city right of way.
- X No motorized vehicles on bike paths.
- X Metro rerouted to outer loop. Standard rerouting fee applies.
- 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 Notify Alder, BID, Businesses, Residents
- 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

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