



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, June 7, 2017

10:00 am

City County Building, Rm. 103A
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, June 7, 2017 at the Parks 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.

Additional City Staff Present: Lt. Brian Chaney Austin, Meghan Blake-Horst

II APPROVAL OF MINUTES

This was Approve the 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

47554

GREEK FEST 2017

First block of North Seventh Street (please see attached map)

Sa, Jul 29 & Su, Jul 30, 9am-7pm

GreekFest. Discuss location, schedule, set-up, and activities.

Georgiana Wilton, Assumption Greek Orthodox Church.

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 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.

47558**ISTHMUS PADDLE & PORTAGE**

Saturday, July 29, 2017- 9:00am - 12:00pm

James Madison, Capitol Square - review route due to construction, Olbrich Park

Annual Canoe Race. Discuss location, schedule and activities
Courtney Lovas, Red Card Media dba Isthmus Publishing Co.

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

X Traffic management plan approved by TE and MPD to include the following: electric message board notification, staggered starts, MPD at critical intersections to stop participants and allow traffic to cross route.

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

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

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.

47555**JAZZ AT FIVE**

30 on the Square / 100 State St. / "Y" Closure - WI Ave. to W. Washington

W, 8/9, 8/16, 8/23, 8/30, 9/6

Set-up: 12pm, Event: 4pm-8pm

Annual Jazz concert series. Discuss location, schedule, set-up and activities.

Ken Johnson, Jazz at Five, Inc.

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

X Call 267-8756 to arrange for meter bags.

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

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

X Staffing/signage at event perimeter – NO ALCOHOL BEYOND THIS POINT.

X Outdoor cafes and merchandise vendors on 100 State Street authorized to operate during event with approval of Jazz at Five Inc.

X Licensed city vendors (food carts only) relocated outside of event area.

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

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 including City receptacles.. Charges will be assessed for any City staff time or resources required for clean up.

47556

EQUINOX & 420 W GORHAM MOVE IN

Tuesday, August 15th 10:00am - 5:00pm

400 Block of W Gorham/300 Block of Broom St.

Lane Blockage/Parking Request

Madison Property Management

Lindsey Scheidegger

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

X Facility staff to monitor meters for move in.

X Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests.

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.

[47557](#)

EKEN PARK FESTIVAL

Saturday, August 19, 2017 / 8am-9:30pm

700 block Mayer Ave.

Eken Park Neighborhood Association event. Discuss location, schedule and activities.

Catie Shannon, Eken Park NA

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

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

X There must be 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.

VI STREET USE APPLICATIONS FOR ROUTINE REQUESTS

[47586](#)

MAKE MUSIC MADISON (2017 application anticipated)

Sidewalk/performance areas only - no closure - see attached

W, June 21, 8am-9pm

Annual citywide, free, outdoor day of music. Discuss location, schedule, set-up, and activities.

Make Music Madison

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

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

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

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

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors

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

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

X No amplification before 8:00am or after 9:00pm.

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.

[47559](#)

TALKING SPIRITS XVIII: CEMETERY TOUR

Monday, October 2 - Thursday, October 5, 8:00am - 4:00pm

1 Speedway Rd; eastbound parking lane only

Parking Request

Erin Hoag, Wisconsin Veterans Museum and Foundation

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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 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 cleanup.

X Clear inbound lane on Speedway by 4pm on weekdays for tow route

IX ADJOURNMENT

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