



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, August 2, 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, August 2, 2017 at the 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: Mary Lloyd, Lt. Brian Chaney Austin, Kelly Post

II APPROVAL OF MINUTES

A motion was made by Sellner, seconded by Knight, to Approve the Minutes. The motion passed by voice vote/other.

III PUBLIC COMMENT

Napoleon Smith registered to speak regarding the Literacy Network Run.

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. [48217](#) VARSITY QUARTERS MOVE - IN DAY
August 15, 2017. 7:00am-7:00pm
Parking only - 1400 block of Monroe Street
Discuss location and schedule
Varsity Quarters. Sean-Michael Tisdall

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

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

bags and signs when event has ended.

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

X Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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. [48185](#)

ABERDEEN MOVE-IN

Friday, August 18th - Saturday, August 19th 7:30am - 4:30pm

400 block of W Gorham St (odd side - see map)

Parking Request

Aberdeen Apartments

Kelly Witkins

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

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

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

X Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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. [48183](#)

UW HOME FOOTBALL GAMES AND MISCELLANEOUS EVENTS

See addendum for dates/times/locations

Camp Randall - Stadium Events

UW Athletic Department

Todd Nelson

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ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

X Addendum and/or contract providing additional event details and conditions is on file with Street Use Commission.

X Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering.

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 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.

X 4 Metro route(s) detoured by event on 9/1/17. Fee/route detoured applies.

4. [48184](#)

2017 KOHL CENTER EVENTS

See addendum for dates/times/locations

Arena Events

UW Athletic Department

Todd Nelson

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X Addendum and/or contract providing additional event details and conditions is attached.

X Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering or an approved delegated authority.

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 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.

5. [48178](#)

ROCKIN' CHOCOLATE MARATHON

Saturday, September 2, 2017 - 7:30am-2:30PM

Street closures - Lake Monona Loop - see attached schedule and route maps

Discuss locations, routes, and schedule

Starting Line Events, LLC / Jerry Kempfer

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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 Notify appropriate area alderperson(s) where the street closure/parking is requested for the event. Notification must include day of contact info. for the event organizer.

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

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

X Maintain public access to bike path throughout event route.

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

X No inflatables.

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.

6. [48177](#)

GSAFE TRICK OR TROT 5K WALK/RUN

Sunday, October 15th. 10:30am-11:30am

Street closures 7:00am-1:30pm

Capitol Square

Run/Walk

GSAFE, Brian Juchems

The requested route, schedule, set up and site map were discussed. The organizer will attend another meeting.

VI STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [48219](#)

MENDOTA ELEMENTRY WELCOME BACK EVENT

4000 School Dr.

Sa, Aug 26, 8:30am-4:30pm

Back to School event. Discuss location, schedule, set-up, closure, and activities.

Stacy Brocch, Mendota Elementary

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

X Notify residents on blocks to be closed of event and provide "day of" contact information.

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 Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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

X No inflatables on City right-of-way.

2. [48218](#)

MADISON WEST HIGH SCHOOL HOMECOMING PARADE
Staging: Closure/No Parking: 1600-1700 Chadbourne (Spooner to Breese),
0-100 Lathrop (Hoyt to Regent)
Friday, September 15, 2017, 11:45am-2:00pm
Annual homecoming parade. Discuss location, schedule, set-up, route and activities.
Mitch McGrath, Madison West High School

Approved pending receipt of required documents & with the following conditions:

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X This is a District event with MMSD and MPD.

X Call the Sayle St. 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 "No Parking" signs. Remove signs when event has ended.

X Provide access for Route 19 buses on Allen St that cross Chadbourne during the parade

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

X No throwing items from vehicles in the parade. Items must be handed to viewers

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

X No inflatables on city right-of-ways.

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. [48223](#)

BREESE STEVENS CONCERT SERIES PART 2

900 E Washington Ave., 900 E. Mifflin, 100 block Patterson, 100 block Brearly
Concert staging and parking areas. Discuss location and schedule.
Lucas Molloy, Big Top Events, LLC

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

X Organizer must notify area alder(s) at least two weeks prior to each concert. Provide the alder with event information, including: location, date, schedule, activities, etc. that can be distributed to local residents.

X Special duty officer(s) required for events. 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 Provide and maintain access for Mifflin St. residents.

X Provide and maintain access to the Mifflin St. Bike Boulevard at all times.

X Provide detailed parking plan prior to each concert at this web site:
<http://breesestevensfield.com/parking/>

X No alcohol may be served, sold or consumed 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 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.

X Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests.

IX ADJOURNMENT

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