



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, March 7, 2018

10:00 am

Parks Conference Room  
210 Martin Luther King, Jr. Blvd.  
Room 108 (City-County Building)

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### I. CALL TO ORDER / ROLL CALL

Additional City Staff Present: Stefanie Niesen, Brian Chaney Austin, Kelly Post

### II. APPROVAL OF MINUTES

Minutes for 2/21/18. Motion made by Paul Ripp, 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. [50787](#) MARCH FOR OUR LIVES - MADISON  
Sa, March 24, 2018, 8a-8p (Event 10a-4p)  
Route: State St. Mall - State St. - Capitol  
March  
Discuss location, schedule, and route  
March for Our Lives Madison, Jack Henry Larsen

Approved pending receipt of required documents and 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.

#### BEFORE EVENT

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

X This is a District event. There are charges for these services. 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 Traffic Engineering will deliver and pick up the barricades needed to close the Capitol Square. There will be charges for this equipment and service.  
X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.  
X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

**DURING EVENT**

X Barricade placement as per plan on file with Traffic Engineering (TE) and monitored by Madison Police Department (MPD.)  
X March for Our Lives volunteers and staff will set the barricades around the square. They will start at the corner of MLK Jr. Blvd and Main St and work their way around the square counter-clockwise, so as to leave access to the Park Hotel via W. Washington Ave. and S. Carroll St. open as long as possible.  
X March for Our Lives volunteers and staff will monitor the barricades during the event.  
X March for Our Lives volunteers and staff will help with crowd control during the event.  
X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)  
X Event cannot displace licensed city vendors.  
X Noise must be kept to a reasonable level at all times.  
X Provide and maintain access to the Park Hotel during the event.  
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) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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. [50789](#)****MLK 50 COMMEMORATION**

Wed, April 4, 2018, 11a-3p (Event: 12-1:30p)

Closure: 100 & 200 block MLK Jr. Blvd.

Commemorative event / street rededication

Discuss location, schedule, set up, and parade route

City of Madison,

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**BEFORE EVENT**

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.  
X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.  
X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

X Traffic Engineering (TE) will deliver and pick up the barricades.

**DURING EVENT**

X 4 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Event cannot displace licensed city vendors.

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 inflatables on City right-of-way.

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

**AFTER EVENT**

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. [50547](#)

**SCIENCE PARADE**

Sa April, 14, 2018 / 2:30p-7:30p (Parade 4p-5:30p)

Preassembly and Dedicated Disbanding Area: 10 S. Butler & 300 E. Main

Staging: 10 N. & S. Pinckney, 100 E. Wash, 100 E. Mifflin, 100 N. Hamilton, 100 E. Main, 100 N. Pinckney

Parade: Capitol Square

Parade for Science

Discuss updated location, schedule, route, and activities

Valerie Grover - Wisconsin Science

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**BEFORE EVENT**

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 pick up and return barricades required for event. There are charges for this equipment.

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

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.

**DURING EVENT**

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

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

X Event cannot displace licensed city vendors.

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 inflatables on City right-of-way.

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

#### AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

4. [50786](#)

#### ISTHMUS PADDLE & PORTAGE

Saturday, June 16, 2018- 5a - 11a

James Madison - Capitol Square - Law Park

Annual Canoe Race. Discuss location, schedule and route

Courtney Lovas, Red Card Media dba Isthmus Publishing Co.

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#### BEFORE EVENT

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

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 Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Approved contractor will barricade and cone the race route.

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

X Race participants must be notified prior to the race that they must adhere to the traffic signals. They are not allowed to stop traffic during the race.

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.

#### DURING EVENT

X Barricade placement 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 Vehicles must be allowed through the event at various points through the route.

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 inflatables on City right-of-way.

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

**AFTER EVENT**

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

**VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS**

1. [50790](#)

KOLLEGE KLUB PARTY BUS

Fri, March 16, 2018, 8a-7p

Parking only: meters at 500 N. Lake Street

Discuss location, schedule

Allied Advertising Limited Partnership dba Allied Integrated Marketing, Tobias Shapiro

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**BEFORE EVENT**

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 meter bags and signs when event has ended. There are charges for this equipment.

**DURING EVENT**

X Maintain access to Metro stops.

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

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

X No inflatables on City right-of-way.

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

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2. [50803](#)

UW HOUSING CONSTRUCTION PROJECT

6a, Su, May 13 - 6p, Fri, May 18, 2018

Parking Only: 200 block Lake Street

Discuss location, schedule, activities

UW Housing, Adam Rittel

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**BEFORE EVENT**

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 meter bags and signs when event has ended. There are charges for this equipment.

**DURING EVENT**

X Maintain access to Metro stops.

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

X No inflatables on City right-of-way.

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**AFTER EVENT**

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. [50791](#)

**OPERA IN THE PARK**

Sa, July 21, 2018, 8p-11p

Parking: Th, 7/19 - Su, 7/22

5400-5900 S. Hill Dr.

5700-5900 Driftwood Ave.

200-300 Rosa Rd.

Closure: Sa, 7/21 8p-11p

200-300 Rosa Rd.

Opera in the Park, Annual concert

Discuss location, schedule, set up

Madison Opera, Jill Krynicki

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X Call 608-267-8756 to arrange for "No Parking" signs. Remove and signs when event has ended. There are charges for this equipment.

X Traffic Engineering will deliver the barricades.

**DURING EVENT**

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 inflatables on City right-of-way.

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**IX. ADJOURNMENT**

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