



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, May 2, 2018

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, April 18, 2018 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.

Members Present: Kelli Lamberty, Lt. Trevor Knight, Katie Sellner, Paul Ripp, Tom Mohr, Cheryl Erickson, Meghan Blake-Horst, Mark Kiesow

Members Excused: Susan Barica, Bill Putnam, Eric Veum, John Fahrney

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Kelly Post, Brian Chaney Austin,

II. APPROVAL OF MINUTES

Motion made by Sellner, seconded by Barica 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. [51440](#) SUMMER IN YOUR CITY
Mon, May 7 - Thu, Sept. 27 See attached for specific dates/times
No Street Closure
Requesting: Philosophers Grove, The Forum, Rotary Plaza, Lisa Link Peace Park, North Frances Plaza, State Street Confluence
BID summer programming
Discuss location and schedule
Tiffany Kenney, Madison's Central Business Improvement District

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

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BEFORE EVENT

X Addendum and/or contract providing additional event details and conditions-on file.

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

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

X Call 608-267-8756 to arrange for meter bags if needed for any performances/activities. Remove meter bags when event has ended. There are charges for this equipment.

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

X Notify Mall Crew, 266-6031, mkiesow@cityofmadison.com, of electrical needs for activities.

DURING EVENT

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

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.

2. [51433](#)

ART FAIR OFF THE SQUARE

200 MLK

Set-up: F, July 13, 12pm, closure at 6pm

Event: Sa, July 14, 9am-6pm, Su, July 15, 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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THE PERMIT IS GRANTED.**BEFORE EVENT**

- X Certificate of insurance listing the City of Madison as additional insured is required.
- X Traffic Engineering will deliver/pick-up barricades.
- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended. There are charges for this equipment.
- X Special duty officer(s) and supervisors required for event. Call 608-267-8676 to arrange. There are charges for these services.
- X An officer needs to be stationed at the King & E. Wilson intersection during setup on Friday night.
- 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 Coordinate activities and schedule with Art Fair ON the Square, artfair@mmoca.org.
- X Contact Bicycle Recovery Specialist, 608-267-8611, about relocating bike racks on the 200 block of MLK.
- X No set up on City County Building porch before 5pm.

DURING EVENT

- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X 3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)
- X City vendor licenses are invalidated for this event.
- X An officer needs to be stationed at the King & E. Wilson intersection during the setup, tear down, and event on Saturday and Sunday.
- X Provide and maintain access to the Hilton Hotel and Madison Club during the event.
- X Provide and maintain access to the parking ramp entrance on E. Wilson at all times.
- X Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.
- 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.

3. WIL-MAR NEIGHBORHOOD CENTER EVENTS**A. [51437](#)****LA FETE DE MARQUETTE**

W, July 11, 9am - M, July 16, 12am / see attached for daily schedule
Closure: S Ingersoll, between railroad tracks - July 11-16, 2017
S. Brearly St., between E. Main and Williamson - July 13-16
No Parking: 300 block S Few, between E Wilson and Williamson - July 13-16
Annual festival to benefit the Wil-Mar Neighborhood Center.

Discuss location, schedule, set-up and activities.
Beatrice Hadidian, Wil-Mar Neighborhood Center

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BEFORE EVENT

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

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 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 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

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

DURING EVENT

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

X Noise must be kept to a reasonable level at all times. See Park Event permit application for details.

X Signage/staffing at event perimeter; No Alcohol Beyond This Point.

X Signage/staffing at Metro lots. No event parking.

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.

B. [51434](#)

ATWOODFEST

Set-Up: Sa, July 28, 8am-12pm

Event: Sa, July 28, 12pm-10pm & Su, July 29, 12pm-8pm

Take-Down: Su, July 30, 8pm-10pm

Closure: 2000 Block Atwood Ave

No Parking: Amoth Court

Annual street fair to benefit the Wil-Mar Neighborhood Center and SASY.
Discuss location, schedule, set-up and activities.
Beatrice Hadidian Wil-Mar Neighborhood Center

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BEFORE EVENT

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

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.

DURING EVENT

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

X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

X Signage & staffing at event perimeter must state: "NO ALCOHOL BEYOND THIS POINT"

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.

C. [51439](#)

WILLY STREET FAIR - 2018

Sat. Sept. 15 - Sun. Sept. 16

Closure: Sa, Sept. 15 - 900, 1000 blocks of Williamson St. and 300 block of E. Brearly, 9:00am-10:30pm

Closure: Su, Sept. 16 - 800, 900, 1000 blocks of Williamson St. and 300 block of E. Brearly, 7:00am-10:30pm

Street Fair / Discuss location, setup, schedule

Beatrice Hadidian, Wil-Mar Neighborhood Center & Commonwealth

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BEFORE EVENT

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

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Marsha A. Rummel - district6@cityofmadison.com

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

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 Traffic Engineering will deliver barricades. There are charges for this service and the equipment.

DURING EVENT

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

X 2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route) (TBD)

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

X No amplification before xx:xx.

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

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. [51442](#) CAREY CT MURAL REPAINT
Sat, May 19, 9am-9pm
Closure: 2000 block of Carey Ct.
Repainting a mural in the street

Discuss location and schedule
Sara Krauskopf

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BEFORE EVENT

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

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.

DURING EVENT

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

X Maintain access to Metro stops.

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

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 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.

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2. [51441](#)

BRIDAL BRUNCH

Mon, July 2, 2018 / 8:30am-12:30pm

Closure: 100 E. Mifflin

Bridal brunch in front of and catered by Gotham Bagels

Helen Pesis

Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete

3. [51438](#)

ORTON PARK FESTIVAL

Setup/Event/Cleanup: Tue, Aug 21, 3pm - Mon, Aug 27, 6pm

See attachment for detailed event schedule

No Parking: Wed, Aug. 22 - 1100 blocks Rutledge St. & Spaight St. & 600 blocks of Ingersoll & Few (park side only) - all day

No Parking: F, Aug. 24-Su, Aug 26 - 1100 blocks Rutledge St. & Spaight St. & 600 blocks of Ingersoll & Few (park side only) - all day

Festival / Discuss location, setup, and schedule

Beatrice Hadidian, Friends of Wil-Mar Inc, Marquette Neighborhood Association

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BEFORE EVENT

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

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

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

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IX. ADJOURNMENT

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