



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, May 30, 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

#### ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 30, 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, John Fahrney, Meghan Blake-Horst, Mark Kiesow

Members Excused: Susan Barica, Bill Putnam, Eric Veum, Cheryl Erickson

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

### II. APPROVAL OF MINUTES

Motion made by Blake-Horst, 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

2. [51814](#) HER MADISON HALF MARATHON & 5K  
Sunday, June 24, 2018 / 7:00am - 1:00pm  
Setup, June 23, 2018 / 8pm  
Run/Walk  
See attached maps for requested routes/parking  
Discuss location, schedule, setup  
Justin Pernitz, Capitol View Events

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.**

**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.**

**X Organizer must notify area alder(s) and residents prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc.**

**X This is a West 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 Call Parking Utility at 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 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.**

**3. [51811](#)**

**ART FAIR ON THE SQUARE**

**Event: Saturday, July 14, 2018 / 9am - 6pm & Sunday, July 15, 2018 / 10am - 5pm**

**Setup: Friday, July 13, 2018 / 3:00pm.**

**Clean-up: Sunday, July 15, 2018 / 5:00pm-9:30pm (streets reopen at 9:30pm)**

**Streets Closed: Capitol Square, 100 Blocks of State Street, E & W Washington, MLK Jr. Blvd, N & S Hamilton, E & W Mifflin, King Street, N & S Pinckney, N & S Carroll, and Wisconsin Ave**

**Annual Art Fair - Discuss location, schedule, setup**

**Madison Museum of Contemporary Art, Annik Dupaty**

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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 Special duty officer(s) and a supervisor 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 Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

X Coordinate 100 MLK activities and schedule with Art Fair Off the Square, Cathy Lybarger, aardbarkartglass@gmail.

**DURING EVENT**

X The Capitol Square will be closed by Traffic Engineering (TE).

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

X City vendor licenses are invalidated for this event, except sidewalk cafés.

X Provide and maintain access for BMO Harris drive thru customers during hours of operation.

X Provide and maintain access to Park Hotel during the event.

X Provide and maintain access to the parking ramp on East Main and Webster.

X Provide and maintain access to the parking lot on East Washington and Webster.

X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147.

X Signage and staffing at event perimeter: 'No Alcohol Beyond This Point'.

X Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.

X Noise must be kept at 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. [51596](#)

HUB MADISON MOVE IN DAY - 2018

Fri, August 17 - Sat., August 18, 2018 / 12:01am-8:00pm

Street Closure and Parking Meters: 400 block N. Frances

Discuss set-up schedule, location, and activities.

Core Campus Madison, LLC, Brandon Blackmer

Approved pending receipt of required documents & with the following conditions

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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 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 Parking Utility will bag meters and print coupons for the parking garage. There are charges for this equipment.

X Contact surrounding businesses about street closure.

**DURING EVENT**

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

X Maintain exit to Frances Street Campus garage at all times..

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 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.

5. [51812](#)

**EKEN PARK FESTIVAL**

Saturday, August 18, 2018 / 7am-10pm

700 block Mayer Ave.

Eken Park Neighborhood Association event.

Discuss location, schedule and activities.

Catie Shannon, Eken Park NA

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**BEFORE EVENT**

X Resident petition on file.

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. 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 Parking Utility 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 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 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. [51822](#) JUNETEENTH DAY CELEBRATION  
Saturday, June 16, 2018 / 7am-7:30pm  
Event site - Penn Park  
Parade Route see attached  
Road Closure: 600-700 Buick St., 2000-2100 Fisher, 2100 Taft, 500 Dane, 500 Baird  
No Parking: 2000 Taft St.  
Annual celebration of the African American experience in Madison. Discuss location, schedule, parade route and activities.  
Annie Weatherby-Flowers, Kujichagulia Madison Center for Self-Determination  
  
Approved pending receipt of required documents & with the following conditions  
  
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**BEFORE EVENT**  
X Certificate of insurance listing the City of Madison as additional insured is required.

X Organizer must contact 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 This is a South District event. Please work with Officer Amanda Analla, 220-7876. 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 Call Parking Enforcement at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

X Traffic Engineering will deliver street closure barricades for the event. There are charges for these services. Event organizer will set up and take down the barricades.

#### **DURING EVENT**

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

X Event volunteers/staff at barricades at Fisher and Dane, and Buick and Taft to allow vendor and disabled parking access.

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 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.

## **2. [51845](#)**

### **SOLSTICE CELEBRATION**

Su, June 24, 5-10pm

Closure: Lakeland Ave. - in Olbrich Park

Celebration of the Summer Solstice

Discuss location, schedule, set up

FSC and SASY Neighborhood Assoc., Betty Chewning

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#### **BEFORE EVENT**

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

X Notification: Organizer must notify area alder(s) 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:

David Ahrens - [district15@cityofmadison.com](mailto:district15@cityofmadison.com) Marsha A. Rummel - [district6@cityofmadison.com](mailto: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 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.

**DURING EVENT**

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

X Traffic management plan as approved by TE and MPD-on file.

X Event volunteers/staffing required at Lakeland Ct. barricades to close street when no more parking is available and monitor entry/exit to Lakeland Ct. before, during and after the event.

X Event volunteers/staffing required at Atwood Ave. crossing from Olbrich Gardens to insure pedestrian safety and minimize traffic disruption.

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.

**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. [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.

4. [51813](#)

**INDIA DAY 2018**

Saturday, August 11, 2018 / 7:00am - 3:00pm

100 block of MLK Jr. Blvd

Cultural Event

Discuss location, schedule, setup

Association of Indians in America (AIA), Vijay Sharma & Kamlesh Saini

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

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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 Parking Enforcement at 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 Licensed city vendors relocated outside of event area, except for outdoor cafes.

X Special Event Resolution allows merchandise sales.

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.

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.

## **IX. ADJOURNMENT**

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