



City of Madison

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

Meeting Minutes - Draft STREET USE STAFF COMMISSION

Wednesday, June 27, 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, June 26, 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

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

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd

II. APPROVAL OF MINUTES

Motion made by Sellner, seconded by Lloyd 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. [52148](#)

JAZZ AT FIVE

Wednesdays, 8/8, 8/15, 8/22, 8/29, 9/5/18

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

Street Closure: 100 State St. / "Y" Closure - W. Ave. to W. Washington

Parking Request: 12 meters, 100 W. Mifflin(7) & 100 N. Carroll(5)

Annual Jazz concert series.

Discuss location, schedule, set-up and activities.

Jazz at Five, Inc / Spencer Stanbery

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 Addendum and/or contract providing additional event details and conditions.

X Certificate of insurance listing the City of Madison as additional insured is required. (If beer will be sold, this certificate must include liquor liability.)

X Call 608-267-8756 to arrange for meter bags. 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.

DURING EVENT

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

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

X Outdoor cafes and 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 Staffing/signage at event perimeter – 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.

2. [52146](#)

YWCA ANNUAL COOKOUT

Th, Aug 9, 2018 / 3pm-8pm

Street Closure: 100 East Mifflin (In front of the YWCA).

YWCA Annual Cookout.

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

YWCA Madison / Christopher Ognibene

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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 Notify business and residents within event area. Notification must include day of contact info. for the event organizer.

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. Remove meter bags 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 Provide access to bike boulevard.

X No barricades in front of alley entrance/exit.

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.

3. [52152](#)**FUNK FACTORY GEUZERIA GREAT TASTE PRE-PARTY**

Fri, Aug. 10, 2018 / 8:30am-11:39am

Street Closure: 1602 Gilson St.

Great Taste Pre-Party

Discuss location, schedule, activities

Funk Factory / Amanda Funk

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

4. [52150](#)**THE JAMES - RESIDENT MOVE IN**

Sat, Aug. 18, 2018 / 7:00am - 8:00pm

parking requests - W. Gilman & W. Gorham

Discuss schedule, location, site map

The James / Molly Jimenez

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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 Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended. There are charges for this equipment.
DURING EVENT
X Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests.
X Maintain access to Metro stops.
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.

5. [52144](#)

GSAFE TRICK OR TROT 5K WALK/RUN
Su, October 14, 2018 / 12pm-3pm
Start/Finish: Potter Street (outside Franklin Elementary School parking lot)
Route: see attached
Run/Walk
Discuss location, route, schedule
GSAFE, Brian Juchems

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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 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 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. [52145](#) CURIOSITY CUBE @ SUMMER EXPEDITIONS

Wed, July 11, 2018 / 10am-6pm

No Parking only: 330 N. Orchard St.

Mobile Science Lab

Discuss schedule, site map, location

WARF / Jo Withers

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BEFORE EVENT

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

DURING EVENT

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

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

X Visitors must enter the Curiosity Cube from sidewalk.

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. [52151](#) SCHENK'S CORNERS BLOCK PARTY

Fri-Sat, Aug 17, 4pm-10pm, Aug 18, 2pm-10pm

Street Closure - 1900 Atwood Ave, Fri, Aug 18, 7am- Sun, Aug 20, 3pm

Music/concert/block party.

Discuss location, schedule, set-up and activities.

Schenks Corner Society & Tenant Resource Center / Brenda Konkel & Dan Plourde

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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.

Notification must include day of contact info. for the event organizer.

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 "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.

X Signage and staffing at barricades – 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.

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3. [52149](#)

TALKING SPIRITS XX: CEMETERY TOUR

Mon-Thu, Oct. 8 - Oct. 11, 2018 / 8am - 4pm

Fri, Oct 12 / 4pm-10pm

Sat, Oct. 13 / 10:30am-6pm

Sun, Oct. 14 / 8am-1pm

**Parking Request: 1 Speedway Rd; North bound parking lane only
Wisconsin Veterans Museum and Foundation / Erin Hoag**

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

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

DURING EVENT

X Maintain access to Metro stops.

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 Lloyd, to Adjourn. The motion
passed by voice vote/other.