



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Draft STREET USE STAFF COMMISSION

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Wednesday, July 11, 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

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, March 29, 2017 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, Susan Barica, Katie Sellner, John Fahrney, Cheryl Erickson

Members Excused: Paul Ripp, Tom Mohr, Mark Kiesow, Bill Putnam, Eric Veum, Meghan Blake-Horst

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Lt. Brian Chaney Austin, Jeremy Nash, Kelly Post, Lt. Paige Valenta

### II. APPROVAL OF MINUTES

There were no minutes to approve.

### 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. [52333](#)

#### CROSSFIT GAMES

Aug. 1 - Aug. 5, 2018

Street Closure: Olin Turville Court from E. Lakeside to the barriers, 9am-2pm

Parking Request: 200 block Carroll (meters 1433-1439), 7am-10pm

Athletic competition to name the Fittest on Earth

Discuss schedule, setup, route

CrossFit, Danny Rodgers & Billy Rodgers

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

Organizer changed their street use request dates to Saturday, August 4th only.  
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 Compliance with the Olin Park Boat Launch Agreement made between the City and CrossFit Anything in this Street Use Permit that contradicts the Olin Park Agreement is not valid and shall be superseded by the Olin Park Agreement.

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 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 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 Restrict participant's use of bike path to race times only.

X Maintain access to Metro stops.

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

X Maintain bike path access throughout event.

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. [52360](#)

**EV LAND FILM SHOOT**

Tue. Aug. 7, 6a-6p

Street Closure: part of 200 N. Henry turning to 300 W. Dayton - leading to parking garage

Wed. Aug. 8, 6a-6p

Option1: Lane Closure: part of 1400-1600 N. Sherman Ave - next to Tenney

Park  
Option 2: Road Closure: 100 State Street  
Filming a Movie  
Discuss locations, schedule, set up  
Backflip, Madalina Zimmerman

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

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

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

**X Notify area residents and businesses of street closure. Notification must include day of contact info. for the event organizer.**

**DURING EVENT**

**X Maintain access to Metro stops.**

**X No alcohol may not be served, sold or consumed on city right-of-way.**

**X No alcohol allowed beyond Funk Factory premises.**

**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.**

4. [52342](#)

**MADISON'S FAVORITE NIGHT**

Thu, Sept. 13, 2018, 12p - 12am

100 block of State St. / 30 on the Square

Live music concert. Discuss schedule, location and activities.

Courtney Lovas, Isthmus Publishing Co. (in collaboration with BID)

**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 – on file.**

**X Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including:**

**location, date, schedule, activities, etc**

**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 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 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.**

**5. [52147](#)**

**UW HOMECOMING PARADE**

**Fri, Oct. 19, 2018 / 3:30-8:30pm**

**Set Up/Staging: between Langdon & Lake and Langdon & Wisconsin**

**Parade Route: Wisconsin & Gilman, west to Gilman & State, west to State & Lake, north to Lake & Langdon**

**Discuss location, route, schedule, and set up**

**Wisconsin Alumni Association, Molly Winters**

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

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 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 Contact Edgewater Hotel about the parade. Provide them with event information, including: location, date, schedule, activities, etc. Provide them with day-of contact information.

X Contact the intercity bus company to relocate their pickup/drop off location during the time of the street closure. Provide them with the schedule of street closures.

**DURING EVENT**

X The barricades will be placed by Traffic Engineering (TE).

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 Provide/maintain resident access until 5:45pm.

X Maintain access to the Edgewater Hotel.

X 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 No objects may be thrown from floats of vehicles in the parade.

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. [52340](#) PARK PLACE MOVE-OUT & MOVE-IN  
8am, Mon., July 30 - 8am, Thu., Aug. 2, 2018  
Parking Meters: 500 block W. Dayton St.

Apartment Building Move Out/In  
Discuss set-up schedule, location, and activities.  
Jack Lunde, Boardwalk Investments

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

2. [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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**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.**

3. [52334](#)

RESIDENT HALL MOVE IN AT UW-MADISON  
6am-6pm, Tu, Aug. 21 & 6am, Su, Aug. 26 - 6pm, Th, Aug. 30, 2018  
Street Closure - Lake Street between Johnson and Dayton  
Su, Aug. 26, Tu, Aug. 28, & Th, Aug. 30, 2018 / 6am-6pm  
Street Closure - Dayton St between Park and Frances & Frances St.  
between Dayton and Kohl center  
UW Madison Housing

Lindsay Gustin / Tonia Pittman

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

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**BEFORE EVENT**

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

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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**IX. ADJOURNMENT**

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