



City of Madison

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

Meeting Minutes - Draft STREET USE STAFF COMMISSION

Wednesday, July 25, 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, 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, Tom Mohr, Cheryl Erickson, Meghan Blake-Horst

Members Excused: Paul Ripp, Bill Putnam, John Fahrney, Eric Veum, Mark Kiesow

Additional City Staff Present: Kristin Brodowsky, Chad Hughes, Mary Lloyd, Lt. Brian Chaney Austin, Stefanie Neisen

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. [52360](#) EV LAND FILM SHOOT
Sat & Sun, Aug. 4 & 5, 2018 / 8am-8pm
Street Closure: 200 N. Henry turning to 300 W. Dayton
Street Closure: 1000 block of Woodward Dr.
Filming a Movie
Discuss locations, schedule, set up
Backflip / Madalina Zimmerman

Approved pending receipt of required documents & with the following

conditions:

Any schedule changes will be made by noon on Thursday, August 2, 2018
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 Organizer must notify area alder(s)/ open businesses prior to the film shoots. Provide event information, including: location, date, schedule, activities, and, for Woodward location, alternative route to boat launch

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 may be 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 / signage placement as per plan on file with Traffic Engineering (TE).

X Henry St. locale: Do not block drive and maintain access to Fire Station One on W. Dayton St.

X Henry St. locale: maintain access to W. Dayton St. entrance to Overture Center Garage.

X Woodward Dr. locale: Provide information flyers to officers/staff monitoring event perimeter for Woodward Dr. Flyers need to include alternate route to boat launch and organizer contact information for the day of the event.

X Woodward Dr. locale: Warner Park boat launch and parking lot must remain open and accessible. No production crew parking in boat launch parking lot.

X Woodward Dr. locale: Maintain access to Warner Beach parking lot.

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. [52478](#)

VARSITY QUARTERS MOVE - IN DAY

Fri., Aug. 17, 2018 / 8am-11:59pm

Parking only - 1400 block of Monroe Street

Discuss location and schedule

Varsity Quarters. Tim Atherton

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

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

X Notify residents moving in that designated zones may only be used for unloading vehicles. There is no parking in posted areas near the Varsity Quarters.

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

X Varsity Quarters staff is responsible for enforcing no parking areas adjacent to their building.

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

X No inflatables on City right-of-way.

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. [52480](#)

ABERDEEN MOVE-IN

Sat. Aug. 18, 7:00am - Sun. Aug. 19, 2018, 4:30pm

437 W. Gorham St.

Lane Closure - for move in parking

Aberdeen Apartments / Kelly Witkins

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

X Traffic Barrels and signage as required by TE. There are charges for these services.

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

X 8' pedestrian pathway must be maintained on sidewalks 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 No permanent markings (including spray chalk or stickers) on streets,

sidewalks, paths or city landscaping.

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.

4. [52539](#)

IRONMAN WISCONSIN - Expo / Triathlon

Expo: Wednesday, September 5 - Monday, September 10 / 200 MLK Jr. Blvd.

Triathlon: Sunday, September 9 - see attached run and bike routes

Discuss locations, routes, setup, closures

Triathlon

World Triathlon Corporation

Ryan Richards

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 notify area alder(s) at least 30 days prior to the event.

Provide the alder with event information, including: location, date, schedule, activities, etc.

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 Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.

X Parking Enforcement to bag meters and post "No Parking" signs as per plan on file. Call 608-267-8756 to arrange for "No Parking" signs and meter bags that are the organizers responsibility. Remove bags and signs when event has ended. There are charges for this service

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 County EOD Resources are required for Ironman. There are fees for this service.

DURING EVENT

X Ironman staff to monitor pedestrian crossings.

X Event cannot displace licensed city vendors.

X Amplification: 9/9/2018, 5:30am through 9/10/2018 12:30am. Amplification must be kept to a reasonable level at all times. Lower volume, limited to 75 decibels (dB) 125' from the source, before 8:00am and after 10:00pm

X 18 Metro route(s) detoured by event. Fee/route detoured applies.

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

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.

5. [50331](#)**MADISON NIGHT MARKET - AMMEND**

~~May 10, June 14, August 9,~~ **September 13, 2018; 2-12am**

~~200-400 blocks W. Gilman St., 400 block of N. Broom St.~~ **200-400 State St.**

~~No street closure: 30 on the Square & State St. Mall~~

Madison's Central Business Improvement District to host Night Markets with vending, performers and activities.

Discuss location(s), schedule, set up and activities.

Tiffany Kenney, Jenny Slight - Madison's Central Business Improvement District

Permit was denied as per MGO 10.056(6) A Street Use Permit shall be issued to an applicant unless:

(a) The time and size of the event would substantially interrupt the safe and orderly movement of pedestrian and vehicular traffic in the vicinity of the event's location AND

(i) The time, size or nature of the event is incompatible with the normal activity at that location so as to impermissibly intrude on the comfort and convenience of the residents

VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS**1. [52477](#)****2018 IRONKIDS WISCONSIN FUN RUN**

Saturday, September 8th 6:30am - 11:00am

100 block of MLK Jr. Blvd. & the Capitol Square

Run/Walk

Discuss location, schedule, route, and setup

Madison Area Sports Commission in conjunction w/ World Triathlon Corporation

Brandon Holstein & Jamie Patrick

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

X The Capitol Square will be closed off by approved private contractor.

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

X Call 608-267-8756 to arrange for meter bags. Remove bags when event has ended.

X 20' emergency access lane must be maintained throughout event area.
X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
X Provide and maintain access for BMO Harris drive through customers during hours of operation. Contact the Service Manager, 608-252-5919.
X Event cannot displace licensed city vendors.
X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.
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. [52482](#)

HENRY VILAS ZOO RUN RUN & KIDS' ROO RUN RUN 2017
Sun. Sept. 30, 2018 / 6:00am - 1:00pm
See attached for route
Run/Walk
Discuss route, schedule, setup
Henry Vilas Park Zoological Society / Crystal Lynn Padley

Discussed location, set up and schedule. Referred to a future SUSC meeting to ask the organizer to attend.

IX. ADJOURNMENT

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