City of Madison

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

Meeting Minutes - Approved
STREET USE STAFF COMMISSION

Wednesday, April 3, 2019 | **10:00 AM** | **Parks Conference Room, 210 Martin Luther King, Jr. Blvd., Room 108 (City-County Building)**

CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, April 3, 2019 at the City-County Building, 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, Paul Ripp, Lt. Dave McCaw, Susan Barica, Katie Sellner, Tom Mohr, Meghan Blake-Horst, John Fahrney, Eric Veum, Matthew Scamardo

Members Excused: Bill Putnam, Mark Kiesow

Additional City Staff Present: Kristin Brodowsky, Stephanie Niesen, Kelly Post

APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Barica to Approve the Minutes. Motion passed by voice vote/other.

PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

STREET USE PERMITS FOR SPECIAL EVENTS

1. **55045**

EASTSIDE FARMERS' MARKET
Tuesdays, June 4 - Sept. 10, 2019, 3pm-8pm
200 block of S. Ingersoll (McPike Park)
Farmers' Market to close the street for customer safety
Discuss schedule, location, set up
Eastside Farmers' Market, Inc./ Mary White

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 Certificate of insurance listing the City of Madison as additional insured is required - on file.
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 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 Noise must be kept to a reasonable level at all times.
X There will be no parking for East Side Farmers' Market vendors or attendees at the Madison Metro Employee Lot.
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. **55197**

BREESE STEVENS CONCERT SERIES
M, 6/3, 6am - W, 6/5/2019, 4am
Th, 6/6, 6am - Sa, 6/8/2019, 4am
Th, 6/20, 6am - Sa, 6/22/2019, 4am
900 E Washington Ave., 900 E. Mifflin, 100 block Patterson, 100 block Brearly
See attached for parking and street closure details
Concert staging and parking areas.
Discuss location and schedule.
Liz Kerns / Big Top Events LLC

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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:
Ledell Zellers - district2@cityofmadison.com
(The alder will change but the email will remain the same.)
X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.
X City of Madison Traffic Engineering will drop off the necessary barricades for the street closure. There are charges for this equipment.
X Contact Stephanie Niesen (Parking Enforcement) at sniesen@cityofmadison.com or 608-266-4623 to discuss "No Parking" signs and enforcement requirements. Organizer must abide by all recommendations/stipulations provided by Parking Enforcement. Organizer is responsible for all costs associated with enforcement.
X Provide detailed parking plan prior to each concert at this web site: http://breesestevensfield.com/parking. Include warnings about blocking driveways (vehicles must leave 2' of clearance on either side of a driveway) as a citable/towable offence.

DURING EVENT
X Barricade placement as per plan on file with Traffic Engineering (TE).
X Maintain access to Metro stops.
X Noise must be kept to a reasonable level at all times.
X Parking removed for events may only be used for event staging and performance vehicles or for patron pick up/drop off. No "VIP parking" areas are allowed on public streets.
X Provide and maintain access for Mifflin St residents.
X Provide and maintain access to the Mifflin St. Bike Boulevard at all times.
X Provide and maintain access to the Lyric parking garage on N. Brearly St.
X Maintain southbound traffic on Patterson from Mifflin St. to E. Washington Ave..
X Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests.
X No alcohol may be served, sold or consumed on City streets or right-of-way.
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. **55196** IRONMAN 70.3 WISCONSIN (SPRING)
Sun, June 9, 2019, 4am- 6pm
See attached for route details
Triathlon
Discuss locations, schedule, and any street setup

Ryan Richards / USA Triathlon and World Triathlon Corporation

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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:
Michael Verveer - district4@cityofmadison.com
Marsha A. Rummel - district6@cityofmadison.com
Tag Evers - district13@cityofmadison.com
Sheri Carter - district14@cityofmadison.com
Grant Foster - district15@cityofmadison.com
X This is a District event. Please contact Lt. Dave Mccaw at dmccaw@cityofmadison.com to arrange for MPD staffing. There are charges for these services. 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 Parking Enforcement will post "No Parking" signs and bag meters on routes. There are charges for these services.
X Olin gates will be opened Saturday and Sunday. Olin-Turvill Ct. will be posted "ONE WAY" by the organizer as directed and approved by Traffic Engineering.
X There is no event parking in the boat launch sites, except for the day of the event as detailed in park event permit.
X Coordinate activities and schedule with the Marquette Waterfront Festival Coordinator, 608-520-2291 or beatrice@wil-mar.org.
DURING EVENT
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. Specific time, decibel and direction details are detailed on the Park Events permit.
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. **55047** EKEN PARK FESTIVAL

Saturday, August 17, 2019 / 7am-10pm
700 block Mayer Ave.
Eken Park Neighborhood Association event
Discuss location, schedule and activities.
Eken Park NA / Kaitlin Sonsalla

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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 - on file.
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:
Syed Abbas - district12@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.
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 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.

5. **54520**

MADISON NIGHT MARKET
Thu,5/9, 6/13, 8/8, 9/12/19; 2-12am
200-400 blocks W. Gilman St., 400 block of N. Broom St.
Amend: 100-600 State St. - sidewalks only/no street closure
Th, 6/13, 8/8, 9/12/19; 2pm-12am
Madison's Central Businees Improvement District to host Night Markets with

vending, performers and activities.
Discuss location(s), schedule, set up and activities.
Tiffany Kenney - Madison's Central Business Improvement District

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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) 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:
Ledell Zellers - district2@cityofmadison.com
Michael Verveer - district4@cityofmadison.com
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.
DURING EVENT
X Maintain access to Metro stops on State Street.
X 1 Metro route(s) detoured by event. Fee/route detoured applies. ($100/route)
X Proper signage for Buckeye Lot.
X Event cannot displace licensed city vendors.
X Staff/signage/barricades at private parking lot perimeter – "no alcohol beyond this point."
X No alcohol may be consumed, served, or sold on city streets or right of way.
X State Street remains open during the event. Event attendees must abide by traffic regulations and keep the intersection clear for Metro and other authorized traffic.
X Amended conditions:
Participating businesses on the sidewalks of the 100-600 blocks of State Street:
• May not put up tents or canopies
• Must setup vending/displays on the sidewalk area closest to the street to allow for pedestrian flow between them and the storefronts.
• Must maintain access to any business or residence entrances in the event area.
• Must maintain access to Metro stops.
• Participating businesses may not use city amenities or trees for posting marketing information.
Promotion of Madison Night Market must include information that State Street remains open to regular traffic and that bus stops must be accessible.
X Noise must be kept to a reasonable level at all times.
X 20' emergency access lane must be maintained throughout event area.
X 6' 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.

6. **55195**

ISTHMUS PADDLE & PORTAGE
Saturday, June 15, 2019 / 5am - 11am
route: James Madison - Capitol Square - Law Park
see attached for route details
Annual canoe race
Discuss location, schedule and route
Brodie Birkel / Isthmus Publishing Co.

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BEFORE EVENT
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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:
Patrick W. Heck - district2@cityofmadison.com
Michael Verveer - district4@cityofmadison.com
X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.
X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.
X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.
X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.
X MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.
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 Organizer will notify the non-competitive participants that they must abide by traffic signals along the route.
DURING EVENT
X Barricade placement as per plan on file with Traffic Engineering (TE).

X Traffic management plan approved by TE and MPD to include the following: electric message board notification, staggered starts, MPD at critical intersections to stop participants and allow traffic to cross route.
• 9am-"elites competitors" start event (traffic is blocked for them.)
• 9:10am- remaining competitors start event (traffic is blocked for them)
• 9:20am- non-competitors start (they must follow traffic signals)
X Vehicles must be allowed through the event at various points through the route. Event staff will stop participants at each intersection in accordance with traffic signals.
X Maintain access to Metro stops.
X Event cannot displace licensed city vendors.
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.

7. **55048**

MADISON'S FAVORITE CONCERT
Fri, Sept. 6, 2019, 12p - 12am
100 block of State St. / 30 on the Square / 10 W. Mifflin & 10 N. Carroll
Live music concert.
Discuss schedule, location and activities.
Isthmus Publishing Co. / Brodie Birkel

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BEFORE EVENT
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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:
Michael Verveer - district4@cityofmadison.com
X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.
X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.
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.
DURING EVENT
X Metro rerouted to outer loop. Standard rerouting fee applies. ($600)
X Staffing/signage at event perimeter – 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.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

8. **54867**

UW MADISON HOUSING MOVE OUT
Lake Street between Johnson and Dayton
Lane Closure/One Way & Parking meters: Sun, 5/3-Sun, 5/12/19
Parking meters only: Sun, 5/12-Fri, 5/24/19
Annual University Housing Move Out
Discuss schedule, location, setup
Lindsay Gustin / UW Madison Housing

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BEFORE EVENT
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Michael Verveer - district4@cityofmadison.com
Zach Wood - district8@cityofmadison.com
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 northbound Metro stop(s) on Lake St.
X 1 Metro route(s) detoured by event. Fee/route detoured applies. ($100/route)
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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9. **55198**

LOOP THE LAKE STOP
Sa, 6/15/2019, 9am-2pm
5400 Raywood Road
Street Closure for Loop the Lake bike route stop
Discuss schedule, setup, activities
Adam Sodersten / Clean Lakes Alliance

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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:
Sheri Carter - district14@cityofmadison.com
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 Noise must be kept to a reasonable level at all times.
X No alcohol may be served, sold or consumed on City streets or right-of-way.
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.

ADJOURNMENT

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