



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, February 12, 2020

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, February 12, 2020 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, Scott Bavery, Lt. Scott Kleinfeldt, Sgt. Andrew Hyatt, Tom Mohr, Meghan Blake-Horst, Eric Veum, Mark Kiesow, John Fahrney, Matthew Scamardo, Bill Pullman

Additional City Staff Present: Drew Beck, Poorua Shivakumar, Kelly Post

APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Scamardo 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. [59288](#) MADISON NIGHT MARKET
Thu, 5/14, 6/11, 8/13, 9/10/20 / 2pm-12am
Street Closure: 100-700 State St., 200-400 blocks W. Gilman St., 400 block of N. Broom St.
Madison's Central Business Improvement District to host Night Markets with vending, performers and activities.
Discuss location(s), schedule, set up and activities.
Madison's Central Business Improvement District / Tiffany Kenney, Rosy Hawbaker

Refer Madison Night Market application to a future Street Use Staff Commission meeting, as requested by Madison Metro

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

2. [58838](#) LA FETE DE MARQUETTE
Thursday, July 9, 2020 - Sunday, July 13, 2020
Closure: S Ingersoll, between railroad tracks - Tuesday, July 7, 2:30pm - Monday, July 13, 12:00pm
Closure: S. Brearly St., between E. Main and Williamson - Friday, July 10, 8:00am - Monday, July 13, 12:00pm
No Parking: 300 block S Few, 100-300 S. Brearly, 100-300 S. Ingersoll, 1100 E. Wilson - Thursday, July 9, 9:00am - Sunday, July 12, 11:30pm
Annual music festival to benefit the Wil-Mar Neighborhood Center
Discuss location, schedule, set-up and activities.
Wil-Mar Neighborhood Center / Beatrice Hadidian
- Approved pending receipt of required documents & with the following conditions:**
THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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
Certificate of insurance listing the City of Madison as additional insured is required.
Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Marsha A. Rummel - district6@cityofmadison.com.
Special Duty Police Officers to be coordinated with Central District Staff.
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.
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.
EVENT DAY(S)
Barricade placement as per plan on file with Traffic Engineering (TE).
Noise must be kept to a reasonable level at all times. See Park Event Permit for details.
Signage and staffing at event perimeter: "No Alcohol Beyond This Point".
Signage and staffing at Metro Parking Lot. No event parking.
20' emergency access lane must be maintained throughout event area.
No inflatables on City right-of-way.
No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.
- AFTER EVENT**
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.
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. [58839](#) ATWOODFEST

Saturday, July 25, 2020 / 11am-10pm - Sunday, July 26, 2020 / 11am - 8pm
Closure: 2000 Block Atwood Ave / July 25, 7am - July 26, 11pm
No Parking: Amoth Court, 2000 Rusk Street, 2100 Atwood Ave, small parking lot on 2100 Atwood Ave
Annual street fair to benefit the Wil-Mar Neighborhood Center and SASY.
Discuss location, schedule, set-up and activities.
Wil-Mar Neighborhood Center / Beatrice Hadidian

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

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE NCURRED 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

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

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Marsha A. Rummel - district6@cityofmadison.com.

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc. Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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.

Call Parking Utility 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.

Maintain wheelchair accessible pathway throughout event area.

EVENT DAY(S)

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

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

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

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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. [59452](#)

WOOF'S PRIDE

Sat, Aug 15, 2020, 12pm - Sun, Aug 16, 2020, 1am

Street Closure: 100 King St
Annual block party to benefit Outreach, Inc.
Discuss location, schedule, set-up and activities.
WOOF'S / Dino Maniaci

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

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BEFORE EVENT

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

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

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. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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.

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.

Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

DURING EVENT

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

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

City vendor licenses are invalidated for this event.

Staffing and signage at perimeter – NO ALCOHOL BEYOND THIS POINT

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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. [59290](#)

DOXA FALL CONCERT
Fri, Sept. 4, 2020 / 12pm-11pm / event 8pm-9pm
Confluence at Library Mall
concert/student outreach
Discuss location, setup, schedule
DOXA / Ronnie Goble

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BEFORE EVENT

Organizer must submit a State Street Mall Signature Petition.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Sally Rohrer - district8@cityofmadison.com

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. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

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

EVENT DAY(S)

Event cannot displace licensed city vendors.

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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. [59453](#)

OCTOBEARFEST
Sat, Sept. 19, 2020 12pm - Sun, Sept. 20, 2020 1am
Street Closure: 100 block of King Street
Community Event celebrating LBGTQ Diversity/Octoberfest
Discuss location, schedule, site map.
WOOF'S / Dino Maniaci

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

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BEFORE EVENT

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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. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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.

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.

Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

DURING EVENT

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

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

City vendor licenses are invalidated for this event.

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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ADJOURNMENT

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