



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

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Wednesday, July 7, 2021

10:00 AM

Virtual Meeting

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### CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, July 7, 2021. 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, Kristin Brodowsky, Tom Mohr, Meghan Blake-Horst, Poorna Shivakumar, Eric Veum, Andrew Hyatt, John Fahrney

**Members Excused:** Mark Kiesow, Sgt. Andrew Hyatt, Matthew Scamardo, Bill Pullman, Mark Kiesow, Lt. Scott Kleinfeldt, Liza Tatar

**Additional City Staff Present:** Katie Crawley, Kelly Post, Tony Fiore

1. [66069](#) 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.

### APPROVAL OF MINUTES

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

### STREET USE PERMITS FOR SPECIAL EVENTS

2. [66249](#) JAZZ ON STATE  
Wednesday, 8/5, 8/12, 8/19/2021 / 4pm-8:30pm  
Street Closure: 100 State St.  
Parking Request: meters, 100 N. Carroll  
Jazz concert series.  
Discuss location, schedule, set-up and activities.  
Jazz on State, LLC / Cathy Sullivan

**Registered speaker Cathy Sullivan registered in support and wishes to speak.**  
**Registered speaker Tiffany Kenney registered in support, not to speak, but available for questions.**

A motion was made by Hyatt, seconded by Blake-Horst to approved pending receipt of required documents & with the following conditions:

Approved 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.

X Notification: Organizer must notify area alder(s) 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](mailto:district4@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto: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](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

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

X Event cannot displace licensed city vendors.

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.

Motion passed by voice vote/other.

3. [66250](#)

**MADISON NIGHT MARKET - ON STATE**

Thursdays: 8/19, 9/16, 11/18, 12/16/2021 / 2pm-12am

Friday: 10/22/21 (in conjunction with Science on the Square) / 2pm-12am

Street Closure: 100-600 blocks of 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

Registered speaker Michelle Morrison registered in support, not to speak, but available for questions.

Registered speaker Tiffany Kenney registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Hyatt to approved pending receipt of required documents & with the following conditions:

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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 - 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:

Patrick Heck – district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Julianna Bennet – district8@cityofmadison.com

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

X Traffic Engineering will deliver/pick up barricades. There are charges for this service.

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, mblake-horst@cityofmadison.com or 608-261-9171.

**DURING EVENT**

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

X Proper signage for Buckeye Lot. Work with TE to determine needs.

X Event cannot displace licensed city vendors.

X No alcohol may be consumed, served, or sold on city streets or right of way (unless in properly licensed sidewalk café.)

X Participating businesses on the sidewalks of the 100-600 blocks of State Street:

- 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.
- Participating businesses may not use city amenities or trees for posting marketing information.

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.  
Motion passed by voice vote/other.

## CONSENT AGENDA

There were no registered speakers for items on the consent agenda.  
A motion was made by Hyatt, seconded by Brodowsky to approved items on the consent agenda, pending receipt of required documents & with the following conditions (per permit):  
Motion passed by voice vote/other

4. [66251](#)

**MONROE STREET SIDEWALK SALE**

Sat., July 24, 2021 / 10am-6pm

Sidewalk Use Only: 1700- 2500 Monroe St.

Annual Sidwalk Sale

Monroe St. Merchants Association / Carol Schroeder

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**BEFORE EVENT**

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

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:

Tag Evers - district13@cityofmadison.com

**DURING EVENT**

X Maintain access to Metro stops.

X Maintain accessible pedestrian pathway 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. [66252](#)

**ALL CITY DIVE MEET**

Tuesday, 7/27/21 / 5am-10pm

Sidewalk Use Only: 1 N Yellowstone

Setting up bleachers on the sidewalk

Annual Dive Meet / Elizabeth Brown

**X 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

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

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:

Keith Furman - district19@cityofmadison.com

DURING EVENT

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

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

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. [66253](#)

LARK AT KOHL MOVE-IN

Friday, Aug. 20, 2021 / 7am-7pm

Parking Request: 100 block of N. Bedford & 600 W. Mifflin (along the Lark at Kohl building)

Discuss location and schedule

Lark at Kohl / Tim Atherton

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BEFORE EVENT

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

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 residents moving in of No Parking in area lots.

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 Lark at Kohl 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 Noise must be kept to a reasonable level at all times.  
X Event cannot displace licensed city vendors, including sidewalk cafes.  
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.

7. [66254](#)

HUB MADISON MOVE IN 2021  
Wednesday, Aug. 25, 2021 / 8am-8pm  
Street Closure and Parking Meters: 400 block N. Frances & 400 W. Gilman  
Discuss set-up schedule, location, notifications, and activities.  
Core Campus Madison, LLC / Brandon Blackmer

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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](mailto:district4@cityofmadison.com)  
X Notification: Organizer must contact surrounding businesses about street closure. Provide them with event information, including: location, date, schedule, activities, and a day-of-contact phone number. Submit the notification to the Parks Division to keep on file.  
X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto:tkenney@visitdowntownmadison.com) or 608-512-1340. Provide event information, including: day-of-contact, 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 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 Parking Utility will bag meters and print coupons for the parking garage. There are charges for this equipment.

**DURING EVENT**  
X Barricade placement as per plan on file with Traffic Engineering (TE).  
X Maintain exit to Frances Street Campus garage at all times.  
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 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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**ADJOURNMENT**

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