



# 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?*

---

Wednesday, July 21, 2021

10:00 AM

Parks Conference Room  
210 Martin Luther King, Jr. Blvd.  
Room 108 (City-County Building)

---

### CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, July 21, 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, Matthew Scamardo, Kristin Brodowsky, Sgt. Andrew Hyatt, Tom Mohr, Meghan Blake-Horst, Poorna Shivakumar, John Fahrney, Liza Tatar

Members Excused: Mark Kiesow, Bill Pullman, Eric Veum, Mark Kiesow, Lt. Scott Kleinfeldt

Additional City Staff Present: Mary Lloyd, Lt. Tim Radke, Kelly Post

1. [63015](#) 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

There were no minutes to approve at this meeting.

### STREET USE PERMITS FOR SPECIAL EVENTS

2. [66456](#) JU-JU'S BLOCK PARTY  
Friday, 8/13, 4pm - Sunday, 8/15, 7pm  
Street Closure: Fisher & Dane (Penn Park)  
Community block party  
Discuss location, schedule, activities in street  
FOSTER of Dane County / Julian Walters
- Registered speaker Julian Walters registered in support and wishes to speak.  
A motion was made by Hyatt, seconded by Lloyd to approved pending receipt

of required documents & with the following conditions:

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

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 "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 Maintain access to Metro bus stops on Fisher

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. [66501](#)

#### YOUR DOWNTOWN MOVIE NIGHT

Fri., Aug. 14, 2021 / 3pm-11:59am

Street Closure: 100 block of State St.

A Family Movie Night

Discuss location, schedule, activities, setup

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 Hyatt, seconded by Brodowsky to approved pending receipt of required documents & with the following conditions:

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 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:

Michael Verveer - district4@cityofmadison.com

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

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 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. (\$300)

X Event cannot displace licensed city vendors.

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.

Motion passed by voice vote/other.

#### **4. [66479](#)**

##### **RUN WILD**

Sun. Sept. 26, 2021 / 6:00am - 1:00pm

See attached for route

Run/Walk

Discuss route, schedule, setup

Henry Vilas Zoo / Kristin Moala

Registered speaker Kristin Moala 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:

**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 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:

Yannette Figueroa Cole – district10@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

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

are charges for these services.

**DURING EVENT**

X Maintain access to Metro stops – except the stop along Monroe St. where the lane closure will be.

X Approved contractor will barricade and cone the race route.

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.

Motion passed by voice vote/other.

**CONSENT AGENDA STREET USE APPLICATIONS**

There were no registered speakers for items on the Consent Agenda.

A motion was made by Blake-Horst, seconded by Lloyd to approved pending receipt of required documents & with the following conditions (per permit):

Motion passed by voice vote/other.

**5. [66454](#)**

**THE SESSIONS AT MCPIKE PARK**

Fri. 8/6, 9am - Sun.. 8/8, midnight

Thu. 8/12, 9am - Fri. 8/13, midnight

200 Block of S. Ingersoll

Annual Concerts at McPike Park

Discuss schedule.

Sessions at McPike Park Board / Bob Queen

**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:

Brian Benford – [district6@cityofmadison.com](mailto: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 There is no event parking in the Madison Metro 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 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.

6. [66502](#)

**ABERDEEN MOVE IN**

Wed. Aug. 18, 7:45am - 4:30pm & Sat. Aug. 21, 2021, 9am - 4pm

Lane Closure - 437 W. Gorham St.

Apartment Move In days

Aberdeen Apartments / Kelly Witkins

**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) 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

**DURING EVENT**

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

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.

7. [66455](#)

**AFRICA FEST**

Saturday, 8/21, 6am - Sunday, 8/22, 2am

200 block S. Ingersoll (McPike Park)

Annual festival to celebrate African culture  
Discuss location, schedule, set up  
African Association of Madison / Philip Olstien

**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) 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:**

**Brian Benford – 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 There is no event parking in the Madison Metro 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 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.**

**8. [66478](#)**

**CAP TIMES IDEA FEST**

**Sat. Sept. 18, 2021 / 7:30am-7pm**

**No Street Closure: 800 block of State Street**

**See attached map for setup - vendors and display tables**

**Discuss location, setup, schedule**

**The Cap Times / Tracey Bockhop**

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

**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:

Avra Reddy - district8@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 Vending: Organizer will furnish the Parks Office with a complete list of vendors prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #.

#### **DURING EVENT**

X Event cannot displace licensed city vendors.

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

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.

#### **ADJOURNMENT**

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