



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, September 15, 2021

10:00 AM

Virtual Meeting

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, September 15, 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, Meghan Blake-Horst, Matthew Scamardo, Poorna Shivakumar, Mark Kiesow, Liza Tatar, Lt. Scott Kleinfeldt, Stefanie Neisen

Members Excused: Eric Veum, Kristin Brodowsky, Sgt. Andrew Hyatt, Tom Mohr, Bill Pullman, John Fahrney

Additional City Staff Present: Mary Lloyd, Jeremy Nash, Kelly Post

1. [66069](#) PUBLIC COMMENT

Tiffany Kenney registered in neither support nor oppose and wishes to speak.

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 Kleinfeldt, seconded by Tatar to Approve the Minutes. Motion passed by voice vote/other.

STREET USE PERMITS FOR SPECIAL EVENTS

2. [67348](#) LIVE WELL @ YOUR LIBRARY: CELEBRATION WELLNESS EVENT
Sunday, September 19, 2021 / 11AM-5:30PM
200 W. Mifflin
Wellness event featuring various health practitioners and vendors.
Discuss location, set-up, schedule and activities.
Kristina Gomez, Madison Public Library
- Registered speaker Kristina Gomez registered in support, not to speak, but available for questions.**
A motion was made by Blake-Horst, seconded by Lloyd to approved pending

receipt of required documents & with the following conditions:

BEFORE EVENT

X COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County’s current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, the orders in place at the time supersede and may invalidate any approved street use permit, if the order includes restrictions that prohibit the size or nature of an event.

X Notification: As a courtesy, please notify the area alder 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 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/or “No Parking” signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

DURING EVENT

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.

3. [67155](#)

THE GREAT MIDWEST MARIJUANA HARVEST FESTIVAL (GMMHF)

Sun., Oct. 3, 2021 / 9:00am - 10pm

State Street, Library Mall (see attached)

Festival & Parade (Sunday)

Discuss setup, schedule, parade

GMMHF Collective / Shelley Kennedy & Ruth S. Reifeis

Registered speaker Christopher J Nass registered in support and wishes to speak.

Registered speaker Shelley Kennedy registered in support and wishes to speak.

Registered speaker Ruth Reifeis registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Lloyd 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 COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, the orders in place at the time supersede and may invalidate any approved street use permit, if the order includes restrictions that prohibit the size or nature of an 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 E. Verveer – district4@cityofmadison.com

Julianna R. Bennett – 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 Organizer will have a plan, approved by Madison Police and posted on sponsor website/event promotion, to address illegal activity occurring at the event and notify the participants. The Street Use Permit does not exempt events/organizers from any federal, state or local laws. If illegal activity occurs at the event, it is grounds to deny a street use permit for the event in the future.

DURING EVENT

X 4 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Street Use Staff Commission approves sales of non-homemade/hand crafted merchandise within event perimeter.

X Parade route: Parade must obey traffic signals along the route when crossing W. Gorham, W. Johnson, W. Dayton, and W. Mifflin.

X No items may be thrown from vehicles in parade.

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. [67355](#)

MADISON WEST HIGH SCHOOL HOMECOMING PARADE

Fri, October 1, 2021 / 9am-4pm
 Staging/Closure: 0-100 Lathrop & 1700 Chadbourne
 Parade Route: 1800-2200 Chadbourne
 Annual homecoming parade.
 Discuss location, schedule, set-up, route and activities.
 Madison West High School, Melanie Thiel

Registered speaker Melanie Thiel registered in support, not to speak, but available for questions.

A motion was made by Lloyd, seconded by Tatar 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 COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, the orders in place at the time supersede and may invalidate any approved street use permit, if the order includes restrictions that prohibit the size or nature of an event.

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:

Regina M. Vidaver - district5@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 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 No throwing items from vehicles in the parade. Items must be handed to viewers.

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.

Motion passed by voice vote/other.

Set up: Sa, Nov. 13, 2021 2p -

Event: Su, Nov. 14, 2021 / 7am-2pm

Tear down: Su, Nov. 14, 2021, 2-7pm

Street Closure:

100 E. Washington Ave, 200 MLK Jr. Blvd, 100 Wisconsin Ave. / Sa, Nov. 13, 2021, 8am

Capitol Square from MLK to W. Wash (10 blocks of E. Main, N. & S.

Pinckney, E. & W. Mifflin, & S. Carroll / Sa, Nov. 14, 2021, 3pm

All roads open Su, Nov 14, 2021, 7pm

Discuss route, setup, schedule

Race Day Events, LLC / Abbey Vanvalkenburg

Registered speaker Abbey Vanvalkenburg registered in support and wishes to speak.

A motion was made by Lloyd, seconded by Tatar 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 COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, the orders in place at the time supersede and may invalidate any approved street use permit, if the order includes restrictions that prohibit the size or nature of an 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) prior to the event. Provide the alder with event information, including: location, date, schedule, activities, and alternate travel information for the day of the event.. The alder(s) to notify for this event is: List will be updated

Patrick W. Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Regina M. Vidaver – district5@cityofmadison.com

Brian Benford – district6@cityofmadison.com

Yannette Figueroa Cole – district10@cityofmadison.com

Syed Abbas - district12@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

Charles Myadze – district18@cityofmadison.com

X Traffic Management Plan approved by TE and MPD, and implemented by Race Day Events, LLC, an approved private contractor.

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 Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

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

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 The Dane County EOD will be utilized for the Madison Marathon. The organizer is responsible for all charges associated with this service.

X Parking Enforcement will post "No Parking" signs and bag meters on race routes. There are charges for these services.

DURING EVENT

X Signage and staffing at event perimeter – NO ALCOHOL BEYOND THIS POINT.

X Provide and maintain access to the parking lot on East Washington and Webster.

X Provide and maintain access to the AC Hotel during event.

X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147

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

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

X Metro rerouted to outer loop. 9 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X City vendor licenses (except sidewalk cafes) are invalidated for this event.

X Banners crossing the street must be 14' high within the 20' emergency access lane.

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.

ADJOURNMENT

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