



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, August 21, 2024

10:00 AM

Virtual

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, August 21, 2024. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Katelynn Updike, Jeremy Nash, Mathew Scamardo, Mark Kiesow, Eric Veum, Scott Strassburg, Tim Sobota, Lt. Jen Hannah

Members Excused: Meghan Blake-Horst, John Fahrney

Additional City Staff Present: Julia Austin, David Crossen, Taylor Dietzman, Ashley Moseberry

APPROVAL OF MINUTES

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

1. [84787](#) 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 CONSIDERATION AND VOTE

2. [84797](#) YWCA BLOCK PARTY
Thursday, September 5, 2024 / 5pm-7pm
Rain date: Sept. 12, 2024
Street Closure: 100 E Main Street
Annual YWCA event / food, amplified sound
YWCA / Andrea Gaines

Registered speaker Andrea Gaines registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Nash to approve pending receipt

of required documents & with the following conditions:

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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) at least two weeks 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

Notification: Provide written notice to businesses and residents where street(s) will be closed or where partial closure may impact access to their property. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

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 signs. Remove meter signs when event has ended. There are charges for this equipment.

DURING EVENT

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

Maintain access to the bike boulevard.

No barricades in front of alley entrance/exit.

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

ADA accessible pathway must be maintained on sidewalks throughout event area.

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.

Motion passed by voice vote/other.

3. [84796](#)

AMENDMENT

BREESE STEVENS FIELD EVENT SERIES 2024

April 2, 2024 - October 31, 2024

additional date - October 4rd & update to parking on E Washington

Parking Request: adjacent to Breese Stevens Field - see attached schedule for details

Street Closure: adjacent to Breese Stevens Field - see attached schedule for

details

See attached SUP schedules for specific dates, times and details of parking removal and street closure as determined on a per event basis

Discuss setup, schedule, activities

Big Top Events LLC / Tristan Straub

Registered speaker Tristan Straub registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Blake-Horst to approve 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 is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

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 Rummel - district6@cityofmadison.com

MPD Staffing: Based on event details, some events may require special duty officer(s) for event. Call 608-267-8676 to arrange. There are charges for these services.

MPD Staffing: Based on event details, some events may require District event staffing. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. 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.

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. Provide detailed parking plan prior to each concert at this web site: <http://breesestevensfield.com/parking>. Include warnings about blocking driveways (vehicles must leave 4' of clearance on either side of a driveway) as a citable/towable offense.

Traffic Engineering will deliver/pick-up barricades.

EVENT DAY(S)

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

Maintain access to Metro stops.

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

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.

Event cannot displace licensed city vendors.

Provide and maintain access for E Mifflin St residents.

Provide and maintain access to the Mifflin St Bike Boulevard at all times.

Provide and maintain access to the Lyric parking ramp entrance Wilson at all times.

Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests.

No alcohol may be served, sold or consumed on City streets or right-of-way.

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

Motion passed by voice vote/other.

4. [84788](#)

BLACK ON STATE

Sunday, September 22, 2024 / 12pm-6pm

Street Closure: 400-600 State Street, portion of 200-400 W Gilman

Vending, amplified sound

Business Improvement District / Ashley Moseberry

Registered speaker Ashley Moseberry registered in support, not to speak, but available for questions.

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

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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

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. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

Organizers must notify all businesses on the streets that will be closed so they can communicate with their delivery drivers and staff of the closures.

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

Event must ensure resident vehicle access to Hawthorne Court from Lake/State. Notify all volunteers, staff and vendors that this access must be maintained. Vendors cannot setup in front of the Hawthorne Court alleyway. 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.

Traffic Engineering will deliver/pick-up barricades. Organizer is responsible for placing barricades to close and open streets.

Call Parking Utility at 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

Organizer must submit the vending application form at least 2 weeks before the event to kpost@cityofmadison.com.

Organizer must ensure food vendors have all necessary Public Health of Madison Dane County licensing to serve food at a public event.

DURING EVENT

Maintain access to Metro stops. Ensure ADA accessible paths are maintained for bus passengers at all bus stops.

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors, performers. City licensed vendors may be relocated within the event area if requested by the sponsor. (Licensed merchant vendors and sidewalk cafes are exempt.)

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

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

ADA 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.

Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event, as applicable. Per MGO 10.056(7) (c), applicant agrees to pay such actual costs for services within 20 days of billing.

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.

5. [84789](#)

PROST OKTOBERFEST!

Saturday, September 28, 2024 / 11am-7pm

Street Closure: portion of 10 S Hancock St

Beer festival outside of Prost! Madison

Prost! Madison / David James Nau

Registered speaker David Nau registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Strassburg to approve 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 is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)

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 Rummell - district6@cityofmadison.com

Organizer must notify residents on 10 S Hancock of the event date, location and schedule. Provide any relevant access information for residents.

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.

No alcohol may be served or consumed on City streets or right-of-way without an extension of premises permit.

EVENT DAY(S)

Barricade placement as per plan on file with Traffic Engineering (TE) Barricades along E Washington Ave should be placed on the outside of the crosswalk for pedestrian safety..

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

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

ADA accessible 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.

Motion passed by voice vote/other.

6. [84792](#)

THE GREAT MIDWEST HEMP FEST

Sat & Sun / September 28 & 29, 2024

Event: Confluence at Library Mall / vending / amplification

Sept. 28 - 11am-6pm

Sept. 29 - 11am-4:20pm

Parade: Sept. 29 @ 4:20pm / 800 - 100 State Street

Rally at Capitol Square (State Corner)

R&R Productions Company / Christopher Ronan

Registered speaker Christopher Ronan registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Cechvala to approve for discussion and voting.

Discussed route, setup, schedule.

Discussed this is the backup option with the first location choice being James Madison Park.

Referred to UW Police to ensure no conflicts with Library Mall.

A motion was made by Updike, seconded by Cechvala to refer this to a future meeting.

Motion passed by voice vote/other.

7. [84793](#)

RUN WILD

Sunday, Sept. 29, 2024 / 8am-12pm

Start/Finish: Henry Vilas Zoo

Route: see attached

Henry Vilas Zoo / Kristin Moala

Registered speaker Kristin Moala registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Nash to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

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. Yannette Figueroa Cole - district10@cityofmadison.com, Tag Evers - district13@cityofmadison.com; Isadore Knox, Jr - district14@cityofmadison.com.

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

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)

Maintain access to Metro stops.

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

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

ADA accessible pathway must be maintained on sidewalks throughout event area. Organizer must ensure access to all businesses along the route.

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.

Motion passed by voice vote/other.

STREET USE PERMITS - CONSENT AGENDA

Updike made a motion, Strassburg seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for each event.

Motion passed by voice vote/other

8. [84806](#)

BACK TO SCHOOL BBQ AND RESOURCE FAIR

Friday, August 23, 2024 / 3pm-6pm

Street Closure: Jackson Quarry Lane (block adjacent to Galaxy Park)

Block Party back to school BBQ

Public Health of Madison Dane County / Randy Molina

The applicant for this item, withdrew their application before the SUSC meeting.

They determined they do not need to close the road for the event.

9. [84798](#)

FRATERNITY & SORORITY LIFE WELCOME BACK BASH

Friday, Aug 30, 2024 / 12pm-2pm

No Street Closure

Request for meter # 3640 on 800 Langdon St

Event in UW sanctioned in Library Mall - parking for ice cream truck

Fraternity & Sorority Life - UW Madison / Andie Kobrick

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BEFORE EVENT

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

Call Parking Utility at 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

DURING EVENT

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

ADA accessible 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.

10. [84794](#)

ROSH HASHANAH AND YOM KIPPUR WORSHIP

October 2-3 & 11-12, 2024

No Street Closure

Parking requested: 2700 & 2800 Arbor Dr (both sides)

Temple Beth El / Stefanie Kushner

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BEFORE EVENT

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

Call Parking Utility at 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

DURING EVENT

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

ADA accessible 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.

12. **ADJOURNMENT**

A motion was made by Updike, seconded by Nash to Adjourn. The motion passed by voice vote/other.