



# 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, June 26, 2024

10:00 AM

Virtual

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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, June 26, 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, Meghan Blake-Horst, Mathew Scamardo, Mark Kiesow, Amy O'Rourke, Scott Strassburg, Lt. Jen Hannah, Tim Sobota

Members Excused: Eric Veum, John Fahrney

Additional City Staff Present: Julia Austin, Ashley Moseberry

### APPROVAL OF MINUTES

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

1. [84009](#) PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

### DISCLOSURES AND RECUSALS

Strassburg disclosed Madison Fire is the permit applicant for the Campus Fire Safety events and recused himself from voting on those.  
Strassburg disclosed Madison Fire is participating in the National Night Out event.

### STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [76003](#) MADISON NIGHT MARKET  
AMENDMENT REQUEST: Full Lane Closure 100 Wisconsin Ave (E Dayton to Mifflin) - closed to vehicles & parking - access maintained for residents, access NB on Wisconsin from E Mifflin to E Dayton maintained for Metro and all traffic  
Thursdays: 5/11, 6/8, 8/10, 9/14, 10/19/2023 / 4pm-9pm  
Street Closure: 100-700 blocks of State St., 200-400 blocks W. Gilman St., 400 block of N. Broom St. / 12pm-12am

Annual Night Markets with vending, performers and activities hosted by Madison's Central Business Improvement District  
Discuss location(s), schedule, set up and activities.  
Madison's Central Business Improvement District / Michelle Morrison

Registered speaker Kris Gabert registered in support, not to speak, but available for questions.

Registered speaker Jason Salus registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Updike 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."

XNotification: 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:

Julianna Bennett – district2@cityofmadison.com

Michael Verveer – district4@cityofmadison.com

MGR Govindarajan – district8@cityofmadison.com

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

Notification: Organizer will notify all business / residents on the closed streets. Provide event information, including: day of contact information, location, date, schedule, activities, etc.

• On 100 Wisconsin (southbound lane closure) – notify apartment manager that access to the parking garage will be maintained.

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

Setup on Wisconsin / E Mifflin must allow for traffic and busses to turn right onto Wisconsin from W Mifflin.

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

**DURING EVENT**

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

5/9/24-

6/13/24-

8/8/24-

9/12/24-

10/17/24-

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

Special Event Resolution suspends vending restrictions and authorizes sponsor to select event vendors and performers. City licensed vendors may be relocated within the event perimeter if requested by the sponsor. Special Event Resolution allows for sidewalk cafes and merchant vending for this event if they are registered with event organizer.

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.

Access to the residential parking garage on 100 Wisconsin must be maintained.

Staff or volunteers required at the Wisconsin / Dayton barricades to help facilitate access for residents.

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

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.

### **3. [84011](#)**

#### **REGENT NEIGHBORHOOD FOURTH OF JULY PICNIC AND PARADE**

Thursday, July 4, 2024 / 12pm-2:30pm

Full Street Closure: 10 block of Grand Avenue (Regent to just past Mason St)  
11:30am-2:30pm

Parade - Traffic lane closures (no parking removed): sidewalk on 2500

Regent right onto Grand left onto 2600 Park Place right on Farley Ave right onto 2600 Mason back to Grand - 11:30am-1pm

Annual July 4th neighborhood parade / picnic

Discuss route, schedule, barricade plan

Regent Neighborhood Association / Ronnie Hess

Registered speaker Ronnie Hess has registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by O'Rourke 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 two weeks prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc.

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

Call 608-267-8756 to arrange for "No Parking" signs for Grant Ave. Remove signs when event has ended. There are charges for this equipment.

**DURING EVENT**

20' emergency access lane must be maintained throughout all streets in the event area.

8' pedestrian pathway must be maintained throughout event area for ADA Accessibility.

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. [84013](#)

**NATIONAL NIGHT OUT**

Tuesday, August 6, 2024 / 5pm-8:30pm

Full Street Closure: Jackson Quarry Lane (Milky Way to cul-del-sac)  
3:30pm-9:30pm

Community-building event

discuss schedule, location, activities

North Star Neighborhood Association / Kathryn Premo Mingione

Registered speaker Kathryn Premo Mingione has registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Scamardo 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**

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 Derek Field - [district3@cityofmadison.com](mailto:district3@cityofmadison.com).

Notify area businesses and residents. Provide them with event information, including: day of contact information, 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 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.

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

Must maintain ADA accessible pathway on sidewalks throughout the 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.

5. [84020](#)

**EMPLOYEE AND NEIGHBORHOOD APPRECIATION**

Saturday, August 10, 2024 / 2:00 pm - 6:00 pm

Full Street Closure: 2000 Helena St

Discuss setup, schedule, activities

Schoeps Ice Cream / Anais Salazar

Registered speaker Anais Salazar has 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:

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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.

Notify area businesses and residents. Provide them with event information, including: day of contact information, 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 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.

Vending: Organizer will furnish the Parks Office with a complete list of vendors prior to the event if there will be any sales of food, drinks or merchandise. You must provide each vendors name as well as their WI State Seller's Permit #.

**EVENT DAY(S)**

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.

Motion passed by voice vote/other.

6. [84019](#)

**SCHENK'S CORNERS BLOCK PARTY**

Friday, August 16 | 5:00 pm - 10:00 pm & Saturday, August 17, 2024 | 2:00 pm - 10:00 pm

Full Street Closure: 1900 Atwood Ave | Aug. 16 @ 8:00 am - Sunday, Aug. 18 @ 3:00 pm

Public amplification & Beer sales

Annual multi-day block party & concert

Schenk's Corners Art Society / Michael Randall

Registered speaker Michael Randall has registered in support, not to speak, but available for questions.

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

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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](mailto: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 "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).

Signage and staffing at event 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.

Must maintain ADA Accessible pathway on sidewalks throughout the 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.

7. [84023](#)

## CHAPTER MADISON - MOVE IN

Wednesday, August 21 & Thursday, August 22, 2024

Full Street Closure: East Campus Mall

New apartment move in days

Chapter Madison / Laura Christianson

Registered speaker Laura Christianson has 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. MGR Govindarajan - district8@cityofmadison..com

Notify and coordinate access for any businesses on East Campus Drive, especially UW Transportation Services.

Organizer should have a plan for maintaining access to these businesses as needed. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

If requesting Special duty officer(s) 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 "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

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

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

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

Must maintain ADA accessible pedestrian pathway throughout the event area and provide public access and exit to open businesses.

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.

8. [84033](#) BALLOON LAKE RUN  
Saturday, October 19, 2024 / 7:00 am - 12:00 pm  
Full Street Closure: Olin Turville Ct  
Lane Closures & Parking Closures: see attached route map and information  
Discuss schedule, route, setup, etc  
Children's Voice Inc. / Jill Nyland
- Registered speaker Jill Nyland has registered in support and wishes to speak.  
A motion was made by O'Rourke, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:  
Discussed location, set up and schedule.  
Motion was made by Sobota, seconded by O'Rourke to refer to a future SUSC meeting once planning is complete.  
Motion passed by voice vote/other.

#### STREET USE PERMITS - CONSENT AGENDA

- Blake-Horst made a motion, Updike 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.
9. [84012](#) FREE AND JUST NATIONAL BUS TOUR  
Wednesday, July 17, 2024 / 9am-1pm  
No Street Closure  
Request for on-street parking adjacent to James Madison Park for a 45' bus  
Weymouth Watson / Leila Sebastian
- 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**  
Notification: Organizer must notify area alder(s) 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:  
Julianne Bennett: [district2@cityofmadison.com](mailto:district2@cityofmadison.com)  
Marsha Rummell: [distric6@cityofmadison.com](mailto:distric6@cityofmadison.com)  
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 street closure, request for parking/sidewalk space only.
- DURING EVENT**  
Maintain access to Metro stops.  
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. [84014](#) RESIDENTIAL MOVE IN 2024



Thursday, August 15, 2024 / 11am-4pm  
Traffic Lane closure: eastern most travel lane on 400 W Gorham (in front of 409 W Gorham)  
Parking meter request: Meters in front of 420 W Gorham  
Annual downtown residential move in  
Discuss schedule, location, setup  
Great Dane Development, LLC / Lindsey Kramer

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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. Michael Verveer - [district4@cityofmadison.com](mailto:district4@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 meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

**EVENT DAY(S)**

Lane Closure on W Gorham must open up to traffic no later than 4pm.

Facility staff to monitor meters for move in.

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

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.

11. [84021](#)

**AFRICA FEST**

Saturday, August 17, 2024 / 10:00 am - 10:00 pm

Full Street Closure: 200 S Ingersoll (adjacent to McPike Park) | Friday, Aug 16 @ 12:00 pm - Sunday, Aug. 18 @ 1:00 am

Street closure for stage placement | Event activities in McPike Park

African Association of Madison, Inc. / Ray Kumapayi

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**BEFORE EVENT**

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

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:

Marsha Rummell – [district6@cityofmadison.com](mailto:district6@cityofmadison.com)

Tent Notification of Operation: Organizer must apply for a Tent Notification of Operation permit through the Madison Fire Department.

Use the barricades that are already on 200 S Ingersoll left from Sessions at McPike Park.

**DURING EVENT**

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

There is no event parking in the Madison Metro parking lot. Organizer is responsible for alerting attendants to this restriction.

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**

Return barricades to the Sayle Street Garage, 608-266-4767, 1120 Sayle S.

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.

12. [84032](#)

**UW CAMPUS FIRE SAFETY**

Thursdays, September 12 & 26, 2024 / 9:30 am - 2:30 pm

No Street Closure

Request for 700-800 State Street

Fire Safety demos

City of Madison Fire Department and UW / Bernadette Galvez

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**BEFORE EVENT**

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

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:

MGR Govindarajan – district8@cityofmadison.com .

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

**DURING EVENT**

Event cannot displace licensed city vendors.

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.

**14. ADJOURNMENT**

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