



City of Madison

Meeting Agenda – FINAL

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

Madison Central Business Improvement District (BID) Board of Directors

June 5, 2014

Noon-1:30 pm

122 W. Washington Ave.
1st Floor Conference Rm.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

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Madison Central Business Improvement District (BID): (608) 512-1340

Approx. Time

1. **Call to Order** — Greg Frank, Chair (12 noon)
2. **Approval of Minutes** from May 1, 2014 meeting (12:01 pm)
3. **Disclosures and Recusals** – (12:02 pm)
Members of the body should make any required disclosures or recusals under the City's Ethics Code
4. **Public Comment** (3 min. per speaker) (12:03 pm)
5. **Chair's Report** – Greg Frank (12:05 pm)
New BID Board Member Rick Brahmer
6. **BID Reauthorization Sbcmte Report** – Emily Mehl (12:10 pm)
 - Updates
 - BID Annual Meeting June 10 ([draft presentation](#))
7. **BID Staff Reports** (12:15 pm)
 - a) Tim Jenquin, BID Programming Coordinator
 - Ambassadors/Visitor Center
 - Planting Program
 - Welcome Programs
 - Business Turnover

- 7. BID Staff Reports continued** *Approx. Time*
- b) Mary Carbine, BID Executive Director (12:20 pm)
- Construction update
 - Marketing & Events update
 - Update from VOC
- 8. Update from Downtown Coordinating Committee** – Greg Frank (12:25 pm)
[34133](#) Potential "Parklets/Cafelets" within the public right-of-way in existing parking stalls
[Proposed BID Board Statement](#) (ACTION ITEM)
- 9. [33930](#) - Downtown Public Restroom Staff Report** – Greg Frank (12:35 pm)
[Proposed BID Board report](#) (ACTION ITEM)
- 10. DMI Update** – Susan Schmitz, DMI President (12:45 pm)
- 11. GSSBA Update** – John Hutchinson (12:55 pm)
- 12. City of Madison Update** (1:00 pm)
-Matt Mikolajewski, Office of Business Resources
-Ald. Mike Verveer
- 13. New Business, Announcements** (1:27 pm)
- 14. Adjournment** (1:30 pm)

NEXT MEETING: **Thurs., July 3, 2014, noon-1:30pm**

NOTE: [BID Annual Meeting](#)
Tuesday, June 10, 5:00-6:30 pm
Madison Central Library, Community Room 302 (3rd Fl.)
201 W. Mifflin St.

BID Reauthorization Subcommittee Meeting
Wed. June 18, 10:30 am – 12:00 pm
Hovde Bldg 2nd fl. Conference Rm. 122 W. Washington Ave., Ste. 250

If you need an interpreter, materials in alternate formats or other accommodations, please contact the Madison Central BID office at 608-512-1340 or mcarbine@visitdowntownmadison.com. Please do so at least three business days prior to the meeting so that proper arrangements can be made.

Madison's Central Business Improvement District Board
DRAFT report on [Leg ID 33930 - Downtown Public Restroom Staff Report](#)
May 29, 2014

SUMMARY

Madison's Central Business Improvement District (BID) includes the greater State Street and Capitol Square area, and approximately 220 properties and 350 street-level retail, restaurant, hospitality and service businesses. Among other programs, BID Ambassadors serve more than 45,000 downtown users per year, and provide staffing that allows for daily access to public restrooms (see below).

Downtown business, customer and visitor feedback confirms the need for more public restrooms in the central downtown area to serve all downtown users.

Key issues will be:

- Location
- Safety and durability
- Annual operating funding for maintenance, staffing (varies by type of facility selected).

The BID Board concurs with one of the recommendations (p. 91) in the [2006 City of Portland report](#) "Strategies for Meeting Public Restroom Need in Portland's Central City."

The City should engage in discussion with the business community . . . Business interests should be valued and given high priority. Addressing the concerns of businesses will help guarantee public restroom success.

The BID Board is glad to see the stakeholder representation on the Ad Hoc Public Restroom Committee, and the Committee charge to coordinate with BID and other relevant business and stakeholder groups.

The City and Committee would benefit from collecting and review public restroom reports and strategies from other cities (e.g., Portland, Seattle), and to follow up in Seattle and Portland and see what was implemented and lessons learned. (There is more to Portland's strategy and recommendations than the Portland Loo. For example, their report also recommended including restrooms in upcoming public works projects.) Also, the city of Austin is slated to present a [downtown restroom proposal](#) in July of this year.

[City of Portland report](#) (2006)
[Seattle Report on Automated Public Toilets \(2008\)](#)

SPECIFIC INPUT

RE: Peace Park-Possible Pilot Project (pp. 12-13)

Some relevant information was not included in this section. Through public/private partnership, Madison's Central Business Improvement District (BID) funds and provides the "supervision" mentioned in the staff report, i.e., staffing for the city Parks Visitor Center, which currently allows access to the public bathrooms. Currently, Madison Central BID provides 2,086 privately-funded staff hours per year (avg. 34 hrs/wk) for visitor services and public bathroom access. The 2014 BID-provided staffing level is a 20% increase in hours since fall 2010 when the Visitor Center opened and BID staffing began.

Through a mutually-approved use agreement with City Parks, it is stipulated that Visitor Center bathrooms will be open to the public only when the Visitor Center is staffed by either BID or other City-designated staff. The proposed unstaffed pilot is counter to the existing use agreement and to this staffing requirement, which was developed with input of Parks staff and Central District MPD to ensure the safety of users and to protect the facility from damage.

RE: Automated toilets (pp. 7-8)

As part of the Visitor Center planning process, automated public toilets were explored. Findings: The toilets are extremely expensive to install and maintain; still require daily cleaning and maintenance by a human crew which negates potential cost savings on labor; self-locking design enables inappropriate uses; high water usage equals negative environmental impact

- Seattle spent \$5 million on installation and maintenance of five automated public toilets installed in 2004, including \$37,000 on special repair costs. The city removed them in 2008 due to problems with cleanliness, safety, and the need for constant repairs. Trash left in the toilets required that the automated scrubbers be disabled, and the self-locking toilets became sites for criminal activity and negative behaviors. Seattle has now moved to contracts with private sector for public use of toilets, cleaning and maintenance.

Seattle to Remove Automated Toilets (July 2008)

<http://www.nytimes.com/2008/07/17/us/17toilets.html>

The Seattle problem seems to have led to the Portland Loo, and Seattle bought one (for \$90,000). <http://www.geekwire.com/2013/public-poos-seattle-public-toilet/>

- “You need a dedicated crew taking care of them every day,” J. Francois Nion, Executive VP of JCDecaux North America, manufacturer of automated public toilets.
- Automated toilets use between 8-11 gallons of water per use (flush + cleaning cycle), compared to typical 1.7 gallons per use in public restrooms with manual flush toilets.
- San Francisco – problems with misuse (people sleeping inside by jamming door shut); specific toilets locked at night. “The 25 automated toilets in San Francisco require constant fiddling.”
- Portland – Advisory report recommends less expensive alternatives that would be cleaned by human attendants.
- American Restroom Association (<http://www.americanrestroom.org/>) recommends against locks on outside door to full restroom (e.g., self-locking toilet compartments), which impact availability of facility and safety. “The worst situation is an external restroom door with internal slide locks.” To improve security, ARA also recommends that entrances to toilet facilities should be located along major person traffic corridors.

Madison's Central Business Improvement District (BID)

Executive Cmte Statement on "Parklets/Cafelets" within the public right-of-way in existing parking stalls

May 29, 2014

BACKGROUND

A parklet is a small space serving as an extension of the sidewalk – typically several parking spaces - to provide amenities or green space. Some cities allow restaurants to put outdoor cafes in the parklets.

At the Downtown Coordinating Committee (DCC) [May 15 meeting](#), there was discussion of a [draft policy](#) for "Parklets/Cafelets" within the public right-of-way in existing parking stalls. [Written comments](#) were submitted to the committee. The city draft policy is in response to a request by a BID business, AJ Bombers, to create a parklet café in metered parking spaces in the 300 block of North Henry (between State and Gorham Sts.) The DCC voted to support a city staff decision to proceed with a pilot parklet/cafelet for this business before a city policy was finalized.

STATEMENT

The [BID Retail Strategy](#) encourages quality "3rd places" (business and other) that differentiate downtown as a social and experience destination. At the same time, the priority is to expand the overall downtown customer base for all businesses. Parking for customers, visitors, and employers/employees is critical, especially because Madison Metro bus services stops operating at midnight, and we do not have a regional public transit system. The BID Retail Strategy highlights the special importance of convenient and ample short-term parking (i.e., metered on-street parking).

The BID Board recognizes that the parklet/cafelet concept is exciting and could work well for an individual private parklet operator and its customers, especially for a restaurant that might not otherwise be able to have a sidewalk café.

However, the concept needs to be reviewed from a holistic perspective. How would allowing parklets and removing on-street metered parking affect the Central Business District overall? Once one private parklet/cafelet is allowed, there would likely be high demand from other businesses (as there are for sidewalk cafes), and from vendors and businesses who do not have downtown bricks-and-mortar locations. Multiple private parklets in a dense business district with limited on-street parking would be detrimental to the overall health of the business district and to businesses that rely on that parking.

- The parklet concept needs a wider public process for property/business owner/stakeholder input.
- The proposed parklet policy should first address whether or not the city should allow parklets at all, and if so, where, how and to whom, before working on details of physical implementation.
- There should not be a pilot project for one business before the public process, or before the policy is finalized. In particular, there should not be a pilot parklet when there have been expressions of concern from neighboring business and property owners, and the draft policy itself states: "All parklets must have approval letters from adjacent property and business owners acknowledging the loss of parking and approving the proposal."



Madison Central Business Improvement District (BID)
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May 6, 2014

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[Appointment Pending]
Tax Exempt Entity

**non-voting member*

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May 13, 2014 Draft

Potential Policy/Procedures for Approving a “Parklet” or “Cafelet”

These draft guidelines are meant for beginning discussion purposes only and will continue to be developed with City Staff and Committee input before being finalized for necessary approvals.

Site Requirements

- Speed Limit of 25 MPH or Less
- Site shall be located at least one parking space from the corner unless one of the following two conditions are met
 - Location is protected by a physical curb bumpout
 - Location is on a one-way street such that traffic is prohibited from entering the street from the closest cross street
- Street slope shall be 5% or less
- Utilities
 - Parklets shall not be allowed in front of fire department stand pipe connections or Fire Hydrants
 - Site shall provide a 6’ clear zone, free of all obstructions, to any fire hydrant
 - Parklet shall not cover any utility access structures, valves, manholes, or catch basins
 - Street has to maintain a 20-foot traffic path clearance for emergency vehicles
- Parklet shall not block any driveway
- Parklet shall not be located on arterial streets

Removal Policy

- Applicant shall remove parklet within 48 hours of notification from the City of Madison. If Applicant fails to remove parklet within 48 hours, The City may remove the parklet and bill the cost of removal to the applicant. The City of Madison shall not be liable for any damage to the parklet as a result of removal
- Parklet may be removed by the City or Private utility on an emergency basis. City of Madison or private utility shall not be held responsible for damage to parklet that needs to be removed on an emergency basis
- Failure to properly maintain parklet or installation of parklet that does not meet requirements of this policy may result in removal by the City of Madison and will be billed to the applicant.
- The City of Madison reserves the right to remove any parklet at any time if it is deemed as a danger to public safety

Application Requirements

- Application process and associated forms need to be developed
- City's Standard indemnification and insurance language will need to be added
- Public vs. Commercial Parklets
 - Commercial Parklets are created for the sole use of a business, restaurant or other commercial entity as an extension of their business.
 - Publically Controlled Parklets are created by community, neighborhood or other groups that wish to construct a publically used parklet.
- Maintenance
 - Business sponsor will bear any maintenance responsibility of all commercial parklets
 - Public parklets must be sponsored by an individual property owner, City Registered Neighborhood Association, Business Association or Planning Council that can enter into a maintenance agreement with the city
- Dates and Hours of operation:
 - Parklets may only be installed from May 15 – October 15
 - Private parklets must operated under the City's Sidewalk Café regulations
 - Public parklets hours shall be limited to 6am – 10pm(?)
 - Occupancy Limits to be set by City Building/Fire Inspection
- Loss of Parking revenue: Arrangements for repayment of the loss of parking revenue must be made and approved by the City of Madison Parking Utility
- Adjacent property owner support: All parklets must have approval letters from adjacent property and business owners acknowledging the loss of parking and approving the proposal.

Parklet Design requirements

- Parklet shall be free standing and shall not be bolted to the roadway, curb, terrace, or sidewalk
- The deck should be designed and built to support a live load of 100 pounds per square foot.
- If parklet is to be placed directly adjacent to a legal parking spot, applicant shall provide rubber wheel stop(s) anchored to the pavement directly adjacent to the end of the legal parking spot. Curb stop shall be approved by the City Traffic Engineering Division. In addition the applicant shall provide the following setback from the wheel stop
 - Parallel parking
 - 4 foot setback from the wheel stop
 - Angled parking
 - 3 foot setback from the wheel stop
- Applicant shall provide a rubber curb stop(s) anchored to the pavement at the edge of the effective travel way of the roadway as determined by the City Traffic Engineer. Curb stop shall be approved by the City Traffic Engineer. Applicant shall provide a 2 foot setback from the outside of the curb stop to the nearest edge of the parklet.
- The top of the parklet platform shall be flush with the top of the sidewalk and have a minimum ½ inch gap, or have a transitional threshold. (If this is impossible, the parklet

must maintain ADA accessibility. A minimum 36" ADA accessible entryway to the Parklet must be maintained for all parklets.)

- Stairs if any, shall have a consistent rise and run. Maximum rise of 7 inches, minimum tread of 11 inches.
- Parklet shall not contain loose particles such as sand or loose stone
- The parklet cannot impede the flow of curbside drainage. A gap of 6" should be maintained between the underbody of the deck and the curb, to facilitate the movement of water.
- The cross slope of the parklet deck shall not exceed 2% slope
- Parklet shall not block the visibility of traffic signage except those related directly to the parking space being occupied by the parklet
- Advertising shall be prohibited on any portion of the parklet (In the case of a parklet built specifically for a café, a small sign, no larger than 1.5 square feet(?) noting the name of the café, can be placed on the sidewalk side to direct customers inside for seating arrangements.)
- If parklet is to be used for the purposes of a sidewalk café or extension of a sidewalk café, applicant shall meet all requirements of a sidewalk café.
- Applicant shall not attach signs or other equipment to public amenities such as light poles, trees, planters, benches, or street signs
- Railings, walls, or other type of attractive barrier must be affixed to the parklet along all sides not facing a sidewalk.
 - Guardrails must be 42 inches tall and shall be constructed to prevent a 4 inch sphere from passing beneath the top rail
 - All rails must be capable of withstanding a 200 pound horizontal force.
- Parklet shall be designed as an aesthetically pleasing addition to the urban environment:
 - Parklet shall be constructed of high quality materials, (unfinished or pretreated wood is not acceptable -see Sidewalk Café requirements.)
 - Parklets should be placed/designed as to not damage existing grass terraces.
 - Artistic solutions are encouraged
 - **The design of any individual parklet may vary according to the wishes of the primary partner or applicant. Designs may include seating, greenery, or other features, but should always strive to become a focal point for the community**
- Design of parklet shall be approved by Traffic Engineer and City Planning.

Parklet Site Design Examples:

Parallel parking: Two stall design option:



Angled parking: Two options



Cnare, Rebecca

From: Mary Carbine [MCarbine@visitdowntownmadison.com]
Sent: Thursday, May 15, 2014 4:05 PM
To: Cnare, Rebecca
Subject: Carbine input on Parklets for DCC

Hi Rebecca,

Because I will need to leave DCC tonight at 6:15pm, I have put together my input on the Parklets draft policy "for the record." I will bring copies if you could please distribute to committee members.

Mary Carbine

Input on DCC Agenda Item #5, potential 'Parklets/Cafelets' within public right of way in existing stalls.

-The concept is exciting and could work well for an individual private parklet operator and its customers. However, the concept needs to be reviewed from a holistic perspective. How would allowing parklets affect the Central Business District and other dense business districts overall?

-The policy process should first address whether or not the city should allow it at all, and if so, where, how and to whom, before working on details of physical implementation.

-In general – who at the city is deciding upon/approving this use? What department would provide approvals? Would this go, for example, through VOC? This seems similar to a sidewalk café, for which VOC provides oversight. VOC decides not just on specific food cart or café locations, but provides a public venue for policy discussions.

-I am concerned that there seems to be a pilot parklet project considered before a policy/key issues are worked out. We should not allow a business to invest in a parklet only to be told they have to remove it later.

-The concept needs a process for wider property/business owner input.

Key issues/concerns:

1. Loss of street parking (which affects all businesses including office users as well as retail and restaurant). The BID Retail Strategy outlines convenient parking as a top priority for the business district as a whole. Lack of parking supply that meets the needs of retail/restaurant customers and employers/tenants is a top issue for business and property owners.
2. Existing volume of street vending and cafes. The Vending Oversight Cmte and staff are already challenged maintaining a balance among the many existing such users and uses.
3. If allowed, how would the city manage demand/selection criteria in a dense business district without removing so much parking it has a detrimental impact?

By Googling "parklets city policy" I got results for a number of cities. Parklets are not universally accepted or without conflict, especially regarding parking. We should learn from their experiences.

Specific input:

If allowed - Site Requirements:

- Need some kind of limit on how many parklets can be in one block or area. In the BID this would impact parking that serves all businesses.
- What if every business or majority of businesses in a block want a parklet? How will that be handled? Lottery? First Come?
- Need requirement that private parklet must be immediately adjacent to the business or property (can't just be anywhere, or in front of competing business or sidewalk cafe across the street), and need to define adjacent. For

example, in San Francisco, the policy specifies ground floor business owners, non-profit and community organizations, and fronting property owners .

- Need a requirement that private parklet can be only for adjacent inline business and not, for example, a street vendor or food cart to set up a café in a parking space next to another restaurant or business.
- For sidewalk café private uses, should there be something that allows only when there is no expanded terrace area? For example, there are already wide sidewalks on the Capitol Square, do we want to allow a business to also take a parking space for a café in addition?

Application Requirements (p. 2):

- Does there need to be a new application each year?
- RE: Adjacent Property Owner support. Recommend this be defined – what is adjacent? How far does that extend? Parking availability on one street can affect businesses on the next street over. Also, what happens when a business or property objects? Does approval need to be unanimous within the defined adjacency area (should we recommend yes?) Can a parklet be removed after installation based on objection of neighboring property or business?

Thank you,

Mary Carbine
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Cnare, Rebecca

From: Sue Springman [sue@mullinsgroup.com]
Sent: Thursday, May 15, 2014 2:01 PM
To: Cnare, Rebecca; Verveer, Mike
Cc: Frank, Greg; Mary Carbine (MCarbine@visitdowntownmadison.com)
Subject: FW: Parklets - proposed policy at DCC 5/15

Hi Rebecca and Mike:

We understand the issue of allowing Parklet's is on the DCC agenda. We just recently became aware of this and would like to ask the city not to make any decisions on the request yet or create a policy.

We feel this is something that needs more study and discussion as it can have many impacts that should involve discussion by property owner and city discussion.

We have not, nor have many we expect, business owners had time to become knowledgeable about this and provide comments. We should not rush into this just because there is a request.

We are unfortunately unable to attend tonight's meeting but would look forward to participating in future discussions.

PUBLIC TOILET STAFF REPORT

April 30, 2014

Report Staff Team

Jeanne Hoffman, Engineering Division
Thomas Woznick, Parking Utility
Carl Gloede, Madison Police Department
Bill Fruhling, Planning Division
John Hausbeck, Madison-Dane County Public Health
Eric Knepp, Parks Division
Kevin Briski, Parks Division
Katie Crawley, Mayor's Office

BACKGROUND

Budget Amount and Language

As part of the 2014 Adopted Capital Budget – Facilities Management Project No. 17 includes \$300,000 for the planning and construction of at least one permanent full time publicly accessible toilet. The exact language in the budget reads:

“This project provides funding for planning and construction of at least one permanent full time publicly accessible toilet to be located in the core downtown area. A public toilet would be an amenity to all downtown visitors, residents and businesses and will reduce ongoing maintenance and public safety resource needs. Planning and public discussions will determine the best location, maintenance costs, management plan, and configuration.”

Resolution

In addition, the Common Council also adopted a resolution on November 19, 2013 – Legistar file #32078. This resolution calls for staff from various agencies to assemble a report on potential locations including new and existing facilities for public restrooms that would be available 24/7. The exact language reads:

WHEREAS, during consideration of the 2014 Capital Budget, the Common Council added \$300,000 to fund one or more public restrooms in the downtown area; and,

WHEREAS, in order to reach this goal, additional information from City agencies is needed,

THEREFORE, BE IT RESOLVED, the Common Council requests that staff members from the Parks Division, Parking Utility, Madison Police Department, Madison-Dane County Public Health Department and Engineering Division assemble a report on the potential locations, including new and existing facilities, for public restrooms in the downtown area that can be operated 24 hours a day, 7 days a week, and that the **report be provided to the Common Council by its February 25, 2014 meeting.**

As a result of these actions staff from Parks Division, Parking Utility, Madison Police Department, Madison-Dane County Public Health, Engineering, Planning, and the Mayor's office met several times to put together information for Members of the Common Council to consider and they decide on next steps to with regard to this issue.

Because of the extreme winter weather, placing public toilets in the downtown area have additional maintenance issues that will need to be address through the construction and operations of the facility. Providing adequate heat in winter months may also impact management issues. Finally, this report does not suggest locations for public restrooms as the staff team left that more public input needs to be gathered to determine the locations for these facilities.

PUBLIC HEALTH

Ensuring that domestic waste is handled in a sanitary manner is critical to protect public health. In Madison's downtown area, government buildings, food stores, restaurants, and other types of businesses do make public restrooms available. However, these facilities are only available when the business is open and, in some cases, businesses will attempt to restrict the use of their restrooms to paying customers. This creates a situation outside of normal business hours where a person with an immediate need to urinate or defecate may be left with no option but to use the ground, trash cans, entrances/stoops, parking ramps, or other unsuitable locations. Anyone can find themselves in such a predicament but certain groups such as late-night revelers and homeless individuals are most likely to find themselves in this situation.

Providing a public restroom 24 hours a day, 7 days a week is one way to give individuals an option to relieve themselves in an appropriate place. There are many options for providing these facilities but it is important that resources are included to maintain the facilities in a safe and sanitary manner. Failing to do so will create facilities that are a health hazard to the community. It is also important that any permanent restroom facility plan include adequate hand washing facilities to prevent the spread of bacteria and viruses.

MANAGEMENT ISSUES

In the past, many cities did provide public restrooms however, because of limited funds to maintain the facilities many public restrooms were closed to save cleaning costs. These closings came at an unanticipated price. Cities have seen an increase in civil law violations and many businesses in the downtown area are impacted when their business entrance/stoop is used because people feel like they have no other option when they needed 'to go'. There are locations in the downtown that do have public toilet facilities available but people may not know where they are located and may not be available 24 hours per day 7 days per week. (See attached map showing locations of public restrooms not available 24/7)

Placement of a permanent structure should be done with maximum public exposure because it will allow for maximum visibility and use by the community. In addition to placement considerations, the

addition of closed-circuit television (CCTV) in the interior lobby and exterior of the permanent structure will assist in the 24/7 monitoring of the site for illegal activity. Parking facilities may be a good solution as facilities can be constructed in areas that are visible and there is staff and security already at the site. However, there are also times such as overnight when there are periods of inactivity. Information should be posted at all public restroom locations on how to contact the facilities maintenance for service. Additional signage to notice the public of CCTV usage should also be provided.

MAINTENANCE

A significant number of daily routine site visits will be required to ensure an appropriately clean and sanitary public restroom facility that is available in the downtown urban core to all members of the public 24/7. A detailed operational plan can be developed by Parks when a design is determined.

Staffing Needs

Parks estimates that the incremental staffing needs for this facility would entail additional hours of work by classification, as follows:

Parks Maintenance Worker – 4.0 hours per day – 1,460 hours (.70 FTE)

These hours would be divided through 4-5 check points during the day and would include a significant deep cleaning period each day to provide a clean facility to the public. Total Cost (includes benefits): \$42,134.

Park Ranger – Daily checks at end of regular day shift. – 500 hours per year. Total Cost (includes benefits): \$14,401. This would provide some oversight of the facility during the night time hours.

Plumber – 60-80 hours per year of work.

Budgeted as 60 hours of overtime as no additional plumbing work capacity is available in the Parks Facilities group (1 plumber on staff).

Total Cost (includes benefits): \$3,068

Electrician / Maintenance Mechanics – 25-50 hours per year.

Budgeted as 25 hours of overtime.

Total Cost (includes benefits): \$1,375

Total Cost staffing cost for Parks is estimated to be \$60,978.20

Services and Supplies

Utilities required for a standalone facility would include natural gas, electricity, water, sewer, storm water and other ancillary municipal services bill items. This bill could have a great deal of range depending on size, use and design. Parks would estimate that the costs would be between \$4,500 and \$12,000 per year. The higher side of this recognizes the potential for significant energy costs from a 24/7 operation. Supply costs would likely range between \$3,800 and \$6,000.

Supplies required to operate the facility would include:

- Toilet paper (lots)
- Paper towel
- Cleaning supplies
- Safety supplies
- Basic equipment/hardware supplies
- Items for set-up, such as, trash can, soap dispenser, etc.

Budgetary impact on Parks for operations of a 24/7 restroom facility would likely be between \$70,000 and \$80,000 per year.

CURRENT STRATEGY

Port-a-Potties at Parking Ramps and Garages

Description of County Facility

Dane County has installed a portable toilet over a year ago at the request of the county board to address concerns about providing an overnight bathroom facility for the homeless. It is located in a corner (intersection of Main St. and Fairchild St.) on floor 3 within the Capitol Square South garage (113 S. Henry St.).



Dane County staff has reported that so far it has worked well and has helped reduce human waste being deposited within the garage. The Country Plumber, Inc., which is the current portable toilet rental and servicing provider for both the city and county has informed city staff that this location is difficult for them to service.

Description of Parking Utility Facilities

The City installed two portable toilets in late February to address a budget request for funding to support access to portable restrooms by homeless persons and others. This funding is in the Community Development Block Grant Adopted Operating Budget.



One is located on Hawthorne Court under a bridge connecting the Lake and Frances portions of the State Street Campus garage.



The other is located off N. Butler St. within the Capitol Square North garage.

NEW CONSTRUCTION

There are basically four options for developing 24/7 public toilet rooms for the public.

- Build a stand-alone building
- Purchase Automated Public Toilet and build site
- Purchase a Public Toilet such as the Portland Loo and build site
- Purchase and place port-a-potties in various areas around the downtown

Each option has positives and negatives such as how they work in extreme cold temperatures, how they are maintained and managed.

Location is also an issue that needs to be addressed. Some groups such as the Madison Police Department will suggest they should be located in places where there is a lot of public so that there are more eyes on the facilities and also so more of the public know about them and can use them. Others will suggest that having them not on a public sidewalk or in a location with a lot of foot traffic is better because they will be difficult to site on busy sidewalks (lack of space/competition for other elements on the sidewalk like outdoor seating, bike racks, etc., and business not wanting a public toilet close to their place of business)

Build a stand-alone building

Stand alone structures would be fully customizable for the location and anticipated usage. A State Street facility could be made larger than a facility in a different location based on estimated usage. Like the Automated Facilities a constructed facility could be made of materials and finishes that are vandal resistant and many of the added options could also be incorporated into the re-usable design. Automated doors and cleaning devices would likely not be an option on a constructed facility.

An estimated cost of constructing a standalone structure consisting of a one stall Women's Room and a one stall Men's Room would be approximately \$75,000 - \$100,000. This is for construction of the building only and does not include needed site work.

Site costs would be required a stand-alone building, for Automated Public Toilet, or for the Portland Loo including but not limited to:

- \$7600 for 75 feet of 1" water lateral installed
- \$4000 for 75 feet of 4" sanitary lateral installed
- \$6300 for 75 feet of 12" Storm lateral installed
- \$1000 for 75 feet of trench backfill, asphalt patching, etc
- \$4000 for electrical and gas service

A stand-alone building would need to be designed to reduce the risk of pipes freezing in the winter. If the building is heated there would most likely need to be back-up systems in place to keep water pipes from freezing if the building were to lose heat. Management issues include making sure the facility is not used for illegal activities or activities not intended to happen at this type of facility. Significant staffing would be needed to make sure the facility is safe and clean for the public 24/7.

Purchase Automated Public Toilet and build site

The information gathered below is from a manufacturer called "exeloo" at <http://www.exeloo.com/>. Exeloo are one of several different manufacturers worldwide, most of which are Europe-based. All have a variety of exterior and interior finishes and amenities for various models.

Automated Public Toilets are very similar to the Portland Loo. The primary difference however is they are a completely enclosed structure. Most are coin or card operated and can have automated cleaning systems or they can be manually cleaned. The structures come in one, two, and three unit models. Each unit is a single, handicap accessible, uni-sex toilet room.

Interior and exterior finishes come in a variety of possibilities and are customizable. A wide variety of optional features are possible depending on the various models. Some options include, no touch product dispensing, baby change stations, emergency lighting, motion detectors, automated doors, automated and level of cleaning options, solar panels, and web based monitoring of the facility. Information gathered suggests options for heating and ventilation.



Exterior options



Pictures of interior

The City of New York charges 25 cents, the door closes and locks behind you and the facility timer is set for a 15 minute time limit. After 12 minutes there is a 3 minute warning period before the door automatically reopens. Upon exiting the door again closes for a 90 second sanitizing cycle.

Self cleaning toilet room models (this type cleans and sanitizes the inside structure as well as the toilet range from \$100,000 to \$500,000 per unit. Self cleaning units have a lockout timer type function for the cleaning cycle to work between users.)

Similar issues will remain regarding management as a stand-alone building including the need to design the facility to reduce the risk of pipes freezing in the winter. If the building is heated there would most likely need to be back-up systems in place to keep water pipes from freezing if the building were to lose heat. Management issues include making sure the facility is not used for illegal activities or activities not intended to happen at this type of facility. Significant staffing would be needed to make sure the facility is safe and clean for the public 24/7.

Site costs would be required including but not limited to:

- \$7600 for 75 feet of 1" water lateral installed
- \$4000 for 75 feet of 4" sanitary lateral installed
- \$6300 for 75 feet of 12" Storm lateral installed
- \$1000 for 75 feet of trench backfill, asphalt patching, etc
- \$4000 for electrical and gas service

Purchase a Public Toilet such as the Portland Loo and build site

Information gathered below is from Portland Environmental Services which is Portland's Public Utilities <http://www.portlandoregon.gov/bes/59293>. Staff also spoke with Anne Peterson with the City of Portland that works on placing Portland Loo's in Portland.

The "Portland Loo" is a single toilet facility constructed primarily out of stainless steel. Each unit appears to be of sufficient size to be handicap accessible. The structure is very open and airy. Privacy is maintained by louvers that allow air flow and natural light into the structure.



Pictures of the Portland Loo – exterior and interior

The mechanicals and piping are located on the back side of the unit. The screen shot below shows minimal insulation around water piping. Heat tape would be installed on all piping to prevent freezing which would add to the operational cost of the facility. Heat tapes are prone to failure and would not be effective in the event of a power failure. The hand wash is an external push button actuator with a splash pad by an open grate. This feature would most likely need to be disabled during the winter to prevent exterior icing.



Picture of insulation around water pipe and of exterior hand wash area

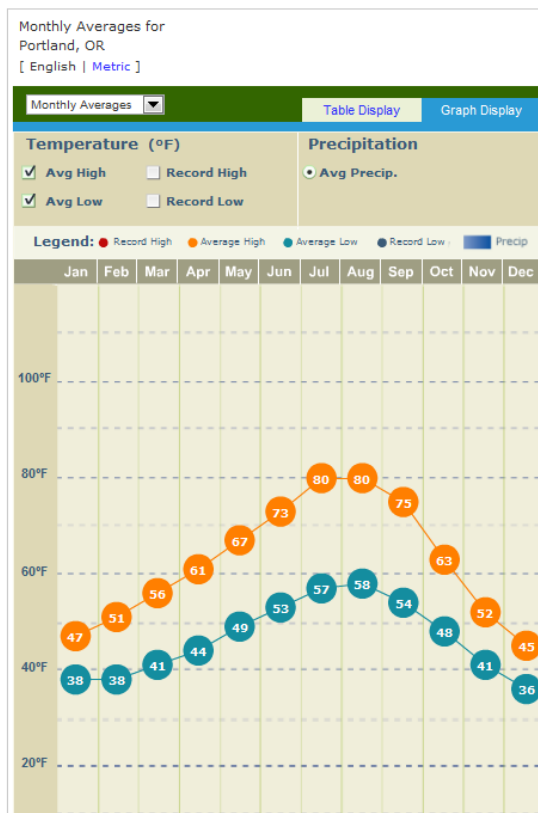
Cleaning stainless steel is fairly easy. However the openness of the structure would prohibit the use of any detergents or chemicals. Cleaning a structure of this nature would only allow for the cleaning solution to soak into the earth or drain to a storm sewer. You could not install the outside floor drain under Wisconsin code and this would need to be modified.

The Portland Loo is \$90,000 for the standard model is \$90,000 FOB (freight on board). Delivery, site work, sewer, water, and electricity, etc is not covered in that price. Options are available and listed on the form also. Anne Peterson from the City of Portland indicated that the Portland Loo would need to be modified to meet Wisconsin codes and extreme weather and suggested that we increase the \$90,000 standard model price by 20% or another \$18,000.

ADDITIONAL CHARGE OPTIONS:
Please contact us for pricing information.

- ☐ 110-volt AC electrical system in lieu of solar power system
- ☐ Exterior handwash grate
- ☐ Toilet paper shroud for added weather resistance
- ☐ Custom mounts for art or advertising
- ☐ Outside trelliswork
- ☐ Additional wind and weather protection for louvers
- ☐ Materials upgrade from 304L stainless steel to 316L stainless steel for increased resistance to weather and saline environments
- ☐ Post upgrade from A 500 GRB Tube steel to 304L stainless steel for increased resistance to weather and saline environments
- ☐ Additional custom features. *(please describe below)*

If this facility option will be seriously considered, more research needs to be done regarding how the Portland Loo will function in Wisconsin climate as the toilet structure is relatively open with louvers heating the structure it is not an option. The standard unit comes with pipe heating equipment to keep pipes from freezing but the average low for Portland in December is 36 degrees. Blowing snow, frozen ice (and other things) in Wisconsin would also create issues inside and problems for cleaning.



Site costs would be required including but not limited to:

- \$7600 for 75 feet of 1" water lateral installed
- \$4000 for 75 feet of 4" sanitary lateral installed
- \$6300 for 75 feet of 12" Storm lateral installed
- \$1000 for 75 feet of trench backfill, asphalt patching, etc
- \$4000 for electrical and gas service

Similar issues will remain regarding management including the need to design the facility to reduce the risk of pipes freezing in the winter. Management issues include making sure the facility is not used for illegal activities or activities not intended to happen at this type of facility. Significant staffing would be needed to make sure the facility is safe and clean for the public 24/7.

Purchase and place port-a-potties in various areas around the downtown

There are two possibilities in this category, the traditional portable blue-hut and the restroom trailer. Both models are rented from a supplier for short term events.

Restroom Trailer: A restroom trailer is a lot more luxurious as it is intended for short term events such as an outdoor wedding reception, company picnic, etc. The trailer provides a 500 gallon holding tank, hot water heater, porcelain fixtures and is separated into a 3 unit Men's Room and a 3 unit Women's Room. One drawback to this facility type is that most trailers would not be ADA compatible for wheel chair access.



Traditional Port-a-Potty: Is a portable fiberglass structure with a waste holding tank. Typically all models are uni-sex with a toilet and urinal. Handicap models do not have the urinal feature. Units are lockable, have no running water, lights and hand sanitizer are available options to some units.

Hand washing stations are additional units available for rent in the service agreement. These units hold about 45 gallons of water which is dispensed by the use of a foot pump and have a paper towel and hand sanitizer dispensers.

LARGE
HANDICAPPED UNIT
7' 2" H x 5' 1" W x 5' 1" L
(Inside height is 6' 8")



THE
UNITED UNIT
7' 6" H x 43" W x 48" L
(Inside height is 6' 8")



2-STATION
SINK
4' 9" H x 22 1/2" W



Port-a-Potties are not heated. The sanitizing solution in the holding tank has an anti-freeze additive in it to prevent freezing for cold weather servicing. Units are cleaned and serviced as part of the rental agreement on a regular basis. Heavy use of a single unit could potentially fill the holding tank and exhaust the paper product supplies before the next scheduled service.

POSSIBLE NEXT STEPS

Continue with Port-a-Potties

Continue to deploy Port-a-Potties at various locations through the capital square and state street area. Monitor usage to the extent possible and provide oversight/management where needed to maintain a clean, safe environment.

Peace Park – Possible Pilot Project

One possible option to pilot a more permanent public toilet room is to consider opening up the Peace Park Visitor Center for 24 hour 365 day usage. This pilot has many merits including:

- Centrally located on State Street
- Equipped with male and female bathrooms
- Equipped with exterior CCTV on State street side and Gillman street side.
- Has supervision during portion of the time frame currently

The additional resources to be considered for this site would be:

- Additional staff to supervise
- Additional cleaning cycles
- Additional CCTV in the lobby
- Increase in maintenance cost due to increased usage

The pilot project would create an opportunity for the City of Madison to evaluate the costs and needs of this type of permanent facility downtown prior to embarking on the construction of additional permanent sites.

Madison Police would respond to incidents at this location and has the ability to retrieve video for used in criminal related cases. MPD also has use of a small office in the building so a built in presence is periodically at this site already.

Information would need to be posted in the lobby on how to contact the facilities maintenance for service. Additional signage to notice the public of CCTV usage would need to be considered.

Staff would gather data on usage of both Peace Park and Port-a-Potties

- number of people that use Peace Park location
- change in cleanliness of ramps
- report out findings of pilot to policymakers

Gather input on location of future permanent facilities

- broad input needed from various stakeholders groups

Develop plan for designing and building public toilets that would be available 24/7 and also developing the procedure for determining location.

- Aldermanic Support
- Sign of from property owners within X feet of location
- Other city agency/regulatory sign-off

ATTACHED MAP

In considering the best location for one or more public restrooms, the staff team considered areas of the downtown that would be the most convenient to the greatest number of people. This lead the team to focus on an area that roughly parallels State Street (approx. one block to the south of State Street and a half block to the north) and a two-block radius around Capitol Square. This area is believed to have the highest number of visitors and includes many primary office, retail, cultural, eating/drinking, and entertainment destinations, as well as the major downtown parking structures.

After deciding on the focus area, the staff team considered where publically-available restroom facilities already existed which is shown on the map “Downtown Public Restrooms – Limited Available Hours”. Several public buildings have restrooms available during regular business hours. Staff mapped a three-block (approx. a 5-minute walk) around the existing facilities to help understand the “service area” of these facilities. As the map shows, the existing facilities provide good coverage of the focus area during the hours that they are open and available.

As shown on the map “Downtown Public Restrooms Available 24/7”, there are currently portable toilets in the Capitol North, State Street Campus, and Dane County parking garages. The Downtown Visitor’s Center is included in this analysis, but its “service area” is shown in grey not black to indicate its coverage if it were to become available 24 hours a day.