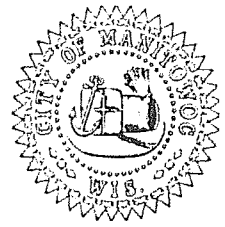




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



August 2, 2018

Katelyn Sandfort
1001 Sarah Miles Lane
Manitowoc, WI 54220

Re: Block Party – Cul-de-sac area of Sarah Miles Lane – August 19, 2018

Dear Ms. Sandfort:

Your request for a block party on Sunday, August 19, 2018, being held at the cul-de-sac area of Sarah Miles Lane, between the hours of 3:00 p.m. and 6:00 p.m. has been granted. Please make sure that you are off the street by 11:00 p.m. As per the City of Manitowoc Ordinance the street needs to be re-opened by 11:00 p.m.

The Manitowoc City Council has stipulated that when an event is held, the person in charge is responsible for getting and returning the barricades with lights. Due to the size and amount of barricades needed to close the street, please make sure you have a pickup truck or trailer when picking up traffic control materials.

Please call the Department of Public Works Streets Division at 920-686-6550 to make arrangements to pick up your items, complete the appropriate paperwork, and pay the \$25 fee for use of traffic control items. Please pick up barricades before 2:30 p.m. on Friday, August 18th and return them Monday, August 20th between 7:00 a.m. and noon.

Sincerely,

Deborah Neuser
City Clerk

DN:mrk

cc: Department of Public Works
Jeri Lynn Christensen, Office Manager

Deborah Neuser, CMC, City Clerk
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • dneuser@manitowoc.org

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/1/2018

EVENT NAME: RESIDENTIAL BLOCK PARTY - Sarah Miles Ln

ORGANIZER: Katelyn Sandfort

EVENT DATE: 8/19/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Residential block party in the cul-de-sac area of Sarah Miles Ln.

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	60
TOTAL DEPT. COSTS	60

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
(if delivery requested)	
WAIVED -ROOM TAX	60
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

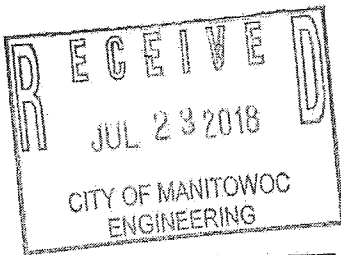
TMB
Katelyn Sandfort


COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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 City of Manitowoc

RESIDENTIAL BLOCK PARTY PERMIT APPLICATION

Residential block party permits include the use of traffic control items for the purpose of closing off the street(s). Block party hosts must contact all affected residents prior to applying. Block parties must be concluded and the road opened by 11 PM. Any debris must be removed immediately from the street and terrace areas. (Organizations / businesses should complete a Special Event Application instead of a Residential Block Party Application.)

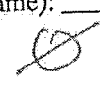
Today's Date: 7/23/18

Responsible Individual(s) for Party Name: Kathryn Sandfort
Address: 1001 Sarah Miles Ln
City/State/Zip: Manitowoc WI, 54220
Phone Number: 920-242-4528
E-mail Address: KSandfort@washlana.com
Date of Birth: 1/17/85

Danakontol +
Kate Radack

Date of Party: 8/19/18 Time of Party: 3-6pm

Location of Party (Hundred Block and Street Name): Sarah Miles Ln

Cross Streets You are Requesting to Block Off: 
Please provide a map/sketch of the area requested for the block party.

Estimated Attendance: 20-30?

Once your application is reviewed by the Special Event Committee, you will receive a letter indicating whether or not your block party has been approved. The letter will also give you instructions of where and when to pick up barricades for your event.

Please return form to:

City of Manitowoc - Department of Public Infrastructure
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6550
Fax: 920-686-6525
E-mail: parksadmin@manitowoc.org

Sandy Ronski

From: Katelyn Sandfort <KSandfort@nashlaw.com>
Sent: Monday, July 23, 2018 12:40 PM
To: ParksAdmin
Subject: FW: Block Party Application
Attachments: 20180723123544080.pdf

Hello

I am not sure if an application is necessary given that we don't want to actually shut down the road, rather just have the get together at the cul de sac at the end of Sarah Miles Ln but thought it better to be safe than sorry. Please let me know if you need additional information.

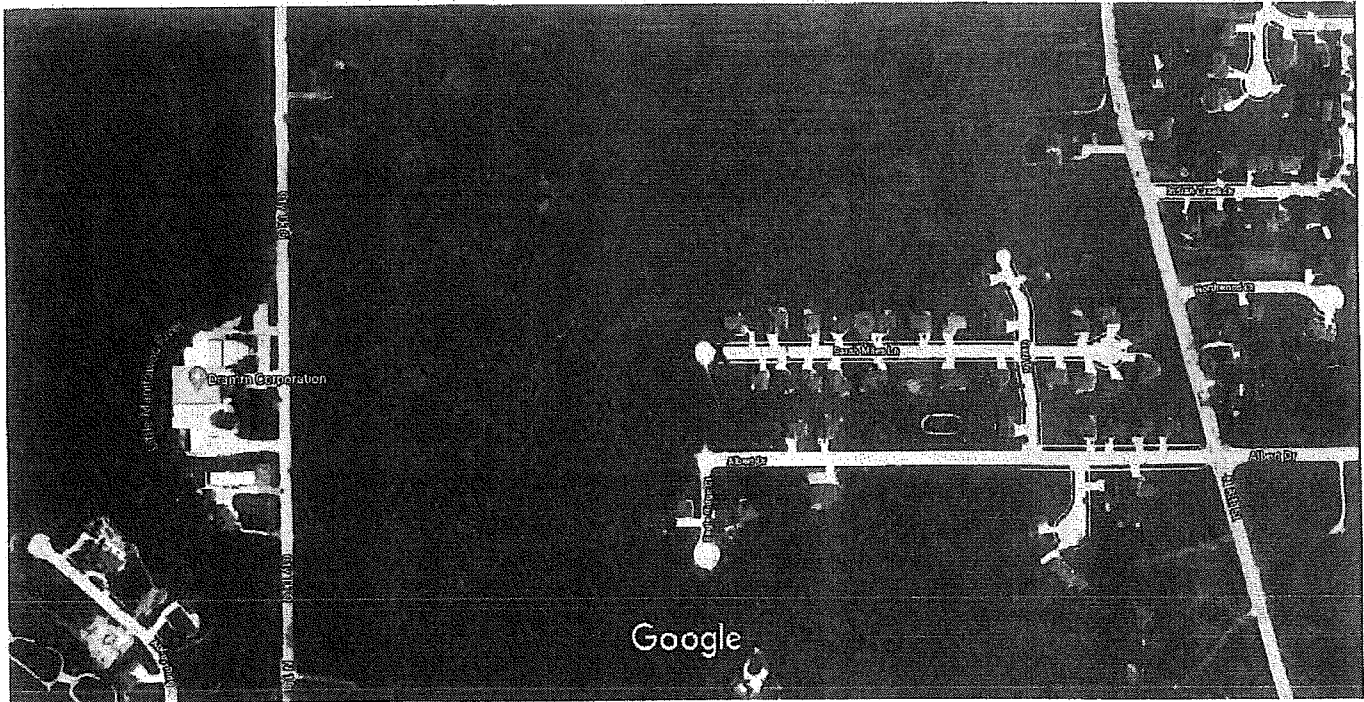
Katelyn Sandfort

From: Debby Klager
Sent: Monday, July 23, 2018 12:39 PM
To: Katelyn Sandfort <KSandfort@nashlaw.com>
Subject: Block Party Application

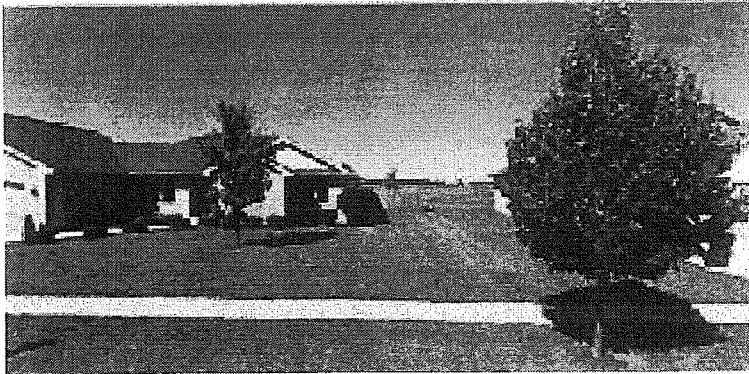
7/23/2018

Sarah Miles Ln - Google Maps

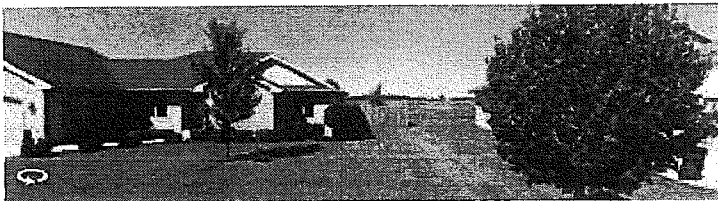
Google Maps Sarah Miles Ln



Imagery ©2018 Google, Map data ©2018 Google 200 ft



Sarah Miles Ln
Manitowoc, WI 54220



We would
not block access
to any driveways.
and would host
the Block party
at the culdesac
marked with
a small blue

X

Katelyn Sandert