



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

August 25, 2016



Ann Stockman
1013 N. 16th St.
Manitowoc, WI 54220

Re: Block Party – 1000 Block – N. 16th St.
242-1107

Dear Ms. Stockman:

Your request for a block party on Sunday, September 4, 2016, being held at the 1000 Block of N. 16th St., between the hours of 4:30 p.m. and 11:00 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 stop at the front office of the Department of Public Works, located at South 35th and Viebahn Streets, in order to check out and check in the barricades by completing the appropriate paperwork and paying the \$25 fee for use of traffic control items. Please pick up barricades before 2:30 p.m. on Friday, September 2nd and return them Tuesday, September 6th between 7:00 a.m. and noon.

Contact the Department of Public Works at 686-6550 to inform them of a pick up time.

Sincerely,

Jennifer Hudon
City Clerk

JH:dan

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

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/22/2016

EVENT NAME: Residential Block Party - 1000 blk N 16th St.

ORGANIZER: Anna Stockman

EVENT DATE: 9/4/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Residential block party on N 16th St. between WI and Waldo; approx. 20 houses/50 people

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	96
TOTAL	96

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
 GRAND TOTAL	 96

COMMITTEE CONCERNS:

COMMITTEE DECISION:

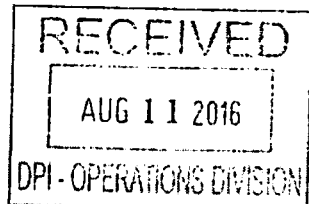
APPROVE

DENY

SCOTT WINTERMAN
Todd Hase
[Signature]
[Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



RESIDENTIAL BLOCK PARTY PERMIT APPLICATION

Residential block party permits have a **\$25 fee** that includes use of traffic control items for the purpose of closing off the street(s). Payment can be made at the time of barricade pickup. 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.

Today's Date: 08/11/16

Responsible Individual(s) for Party Name: Arax Stollman
Address: 1013 W. 16th St.
City/State/Zip: Manitowoc, WI
Phone Number: 920-242-1107
Date of Birth: 6/27/55

Date of Party: Sun. Sept 4, 2016 Time of Party: 4:30 PM - Midnight

Location of Party (Hundred Block and Street Name): 1000 block of W. 16th St

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

Estimated Attendance: 50 at most (30 houses approx.)

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

Date paid: _____