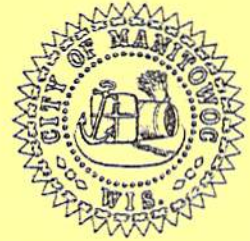




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



July 22, 2019

Heather Olson
816 Manistee Ct.
Manitowoc, WI 54220

Re: Block Party – 816 Manistee Ct. – August 3, 2019

Dear Ms. Olson:

Your request for a block party on Saturday, August 3, 2019, being held at 816 Manistee Ct., between the hours of 4:00 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. Please make sure that any fire hydrants in the area are left accessible.

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 and complete the appropriate paperwork. Please pick up barricades before 2:30 p.m. on Friday, August 2nd and return them Monday, August 5th 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: 7/17/2019

EVENT NAME: Residential Block Party - 816 Manistee Ct.

ORGANIZER: Heather Olsen

EVENT DATE: 8/3/2019

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Residential block party requesting to block off one west lane in front of 816 Manistee Ct.; use of traffic control items

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	0
STREETS	123
TOTAL DEPT. COSTS	123

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	123
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

Curt Hall suggests organizer use delineators instead of cones for placing the caution tape due to the height

COMMITTEE DECISION:

APPROVE

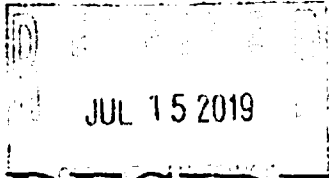
DENY



COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Please make sure that any fire hydrants in the area are left accessible.



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: 07/15/19

Responsible Individual(s) for Party Name: Heather Olson
Address: 816 Manistee Ct
City/State/Zip: Manitowoc, WI 54220
Phone Number: 503-593-7342
E-mail Address: hnelson15@aol.com
Date of Birth: 02/09/82

Date of Party: 08/03/19 Time of Party: 4:00 pm

Location of Party (Hundred Block and Street Name): 816 Manistee Ct.

Cross Streets You are Requesting to Block Off: Area directly in front of 816 Manistee Ct.
Please provide a map/sketch of the area requested for the block party.

Estimated Attendance: 75

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: parkadmin@manitowoc.org

Google Maps

816 Manistee Ct

Block Party 08/03/19



Imagery ©2019 Google, Map data ©2019 20 ft



816 Manistee Ct

Manitowoc, WI 54220



Directions



Save



Nearby



Send to your
phone



Share

4833+74 Manitowoc, Wisconsin

Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Monday, July 15, 2019 12:16 PM
To: Curtis Hall
Cc: Billy Hutterer; Signs DPW; SpecialEvents
Subject: RE: Dept. Recommendation Form - Residential Block Party 816 Manistee Ct 08-03-19

Residential block parties are asked to pick up the items at S 35th St. in order to use the items at no cost. Please send me a sheet showing the items & charges.

Thank you,

Sandy Ronski
Operations Clerk II
Transit, Cemetery, & Parks
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

From: Curtis Hall
Sent: Monday, July 15, 2019 12:07 PM
To: Sandy Ronski; SpecialEvents
Cc: Billy Hutterer; Signs DPW
Subject: RE: Dept. Recommendation Form - Residential Block Party 816 Manistee Ct 08-03-19

Yes this has been given the general approval from the Streets Dept. Since it is not a full lane closure we don't need to process any lane closures which is helpful. The number of cones would be based on the distance. We typically place a cone every 10'-15' depending on the speed of traffic. So...I am estimating this is about 100' section so they would need about 10 cones. A delineator might be a better option since it would allow caution tape to be wrapped at a higher height.

Let me know if they would like us to drop off cones or delineators and I can create a delivery slip to include barricades and cones/delineators.

Thanks,

Curt

From: Sandy Ronski
Sent: Monday, July 15, 2019 10:38 AM
To: SpecialEvents
Subject: Dept. Recommendation Form - Residential Block Party 816 Manistee Ct 08-03-19

Curt - Mrs. Olson said that they would like to block off one lane in front of 816 Manistee Ct. Her thought is that they would need 2 barricades (one on the north side & one of the south side). She said that her husband has some large cones from work that they could use on the east side of the closure along with caution tape. Please let us know if that is acceptable for traffic control and if so, what the minimum number of cones needed would be.

Thank you,

Sandy Ronski
Operations Clerk II
Transit, Cemetery, & Parks
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
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