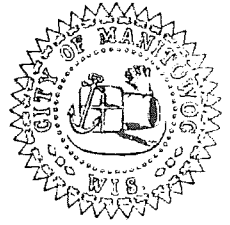




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



August 15, 2019

Shannon Peitersen  
1019 N. 16<sup>th</sup> St.  
Manitowoc, WI 54220

Re: Block Party – 1000 Block of N. 16<sup>th</sup> Street – September 1, 2019

Dear Shannon:

Your request for a block party on Sunday, September 1, 2019, being held at the 1000 Block of N. 16<sup>th</sup> Street, 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 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 for use of traffic control items. Please pick up barricades before 2:30 p.m. on Friday, August 30<sup>th</sup> and return them Tuesday, September 3<sup>rd</sup> between 7:00 a.m. and noon.

Sincerely,



Deborah Neuser  
City Clerk

DN

cc: Department of Public Works (2)  
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](mailto:dneuser@manitowoc.org)**



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/14/2019

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

ORGANIZER: Shannon Peitersen

EVENT DATE: 9/1/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Residential Block Party

### ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	0
RECREATION	
STREETS	128
<b>TOTAL DEPT. COSTS</b>	<b>128</b>

### ESTIMATED EVENT HOLDER CHARGES:

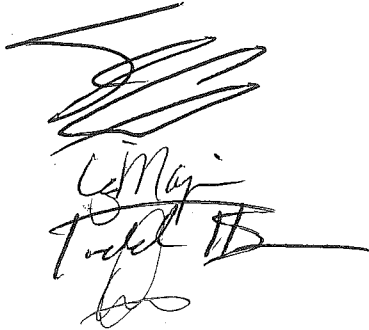
LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
<b>WAIVED -ROOM TAX</b>	<b>128</b>
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY



COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Organizer should pick up traffic control items at 2655 S 35th St. between 7 AM and 2:30 PM

# 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: 8/13/19

Responsible Individual(s) for Party Name: Shannon Peitersen  
Address: 1019 N 16th Street Manitowoc WI  
City/State/Zip: Manitowoc WI / 54220  
Phone Number: (920) 860-2043  
E-mail Address: bs.peitersen@hotmail.com  
Date of Birth: 12/3/70

Date of Party: 9/1/19 Time of Party: 4:30pm to 11:00pm

Location of Party (Hundred Block and Street Name): 1000 block 16th street

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

Estimated Attendance: 50-75

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  
900 Quay St.  
Manitowoc, WI 54220  
Phone: 920-686-6550  
Fax: 920-686-6525  
E-mail: parksadmin@manitowoc.org