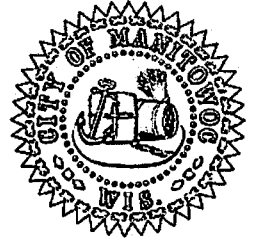




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



June 19, 2020

Kevin Boutelle
719 Oak Street
Manitowoc, WI 54220

Re: Block Party – 700 Block Oak Street

Dear Mr. Boutelle:

Your request for a block party on Saturday, July 25, 2020, being held at the 700 Block of Oak Street, between the hours of 5:00 p.m. and 10:00 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, July 24th and return them Monday, July 27th 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,

Deborah Neuser
City Clerk

DN:mrk

cc: Special Events Approval Group

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: 6/17/2020

EVENT NAME: Residential Block Party - 700 block Oak St.

ORGANIZER: Kevin Boutelle

E-MAIL ADDRESS: tallbeancoffee@gmail.com

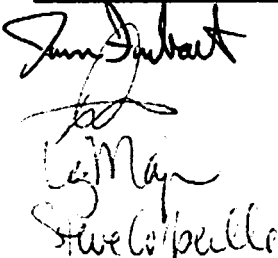
EVENT DATE: 7/25/2020

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Residential block party

COMMITTEE CONCERNS:

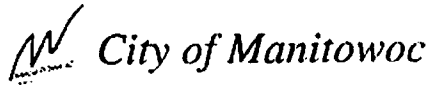
COMMITTEE DECISION:

APPROVE	DENY
	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.



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: June 12 2020

Responsible Individual(s) for Party Name: Kevin Boutelle
Address: 719 Oak Street
City/State/Zip: Manitowoc WI 54220
Phone Number: 715.572.2130
E-mail Address: TallBeanCoffee@gmail.com
Date of Birth: 11/19/1982

Date of Party: Saturday July 25th Time of Party: 5:00pm-10:00pm

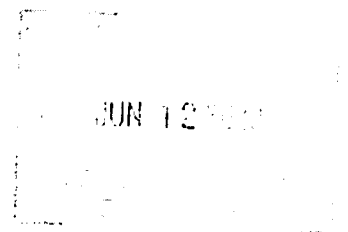
Location of Party (Hundred Block and Street Name): 700 Block Oak Street

Cross Streets You are Requesting to Block Off: 8th and Oak and Lincoln Blvd and Oak street
Please provide a map/sketch of the area requested for the block party.

Estimated Attendance: 25

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



Sandy Ronski

From: Kevin Boutelle <tallbeancoffee@gmail.com>
Sent: Friday, June 12, 2020 2:32 PM
To: ParksAdmin
Subject: Oak Street Block Party
Attachments: road_to_close.GIF; Residential Block Party Application_201808140951393616.pdf

City of Manitowoc- Department of Public Infrastructure,

I have talked with the 700 block Oak street community and we feel that we can safely social distance on July 25th during a block party. I've attached the application and a map to the e-mail. Please let us know if you have any questions.

Thanks, Kevin and Candice Boutelle

ak St

