



# CITY OF MANITOWOC

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



July 13, 2017

Tracy Schwantes  
839 Indian Bluff Drive  
Manitowoc, WI 54220

Re: Block Party – 800 Block Indian Bluff Drive  
920-242-6972

Dear Ms. Schwantes:

Your request for a block party on Saturday, August 12, 2017, being held in the 800 block of Indian Bluff Drive, between the hours of 3 p.m. and 11 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 35<sup>th</sup> 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. Contact the Department of Public Works at 686-6550 to inform them of a pick up time.

Sincerely,

DEBORAH NEUSER  
City Clerk

DN:crk

cc: Department of Public Works  
Jeri Lynn Christensen, Office Manager, Manitowoc Police Dept.

**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: 7/10/2017

EVENT NAME: Residential Block Party - 800 blk Indian Bluff Dr.

ORGANIZER: Tracy Schwantes

EVENT DATE: 8/12/2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Residential block party in the 800 block of Indian Bluff Drive between Seneca Ln. & Winetka Ct.

### 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

*Tracy Schwantes*  
*[Signature]*  
*[Signature]*  
*[Signature]*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED

JUN 22 2017

PAVILION OPERATIONS DIVISION

City of Manitowoc

# 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. (Organizations should complete a Special Event Application instead of a Residential Block Party Application.)

Today's Date: 6-16-17

Responsible Individual(s) for Party Name: Tracy Schwantes, Nick Kröcher  
Address: 839 Indian Bluff Dr  
City/State/Zip: Manitowoc, WI 54220  
Phone Number: (920) 242-6972  
E-mail Address: tschwantes@att.net  
Date of Birth: 02-04-1976

Date of Party: 8-12-17 Time of Party: 3-11pm

Location of Party (Hundred Block and Street Name): 800 Indian Bluff Dr

Cross Streets You are Requesting to Block Off: no cross streets only Indian Bluff Dr  
*Please provide a map/sketch of the area requested for the block party.*

Estimated Attendance: 75+  
between 839 & 831 →

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 35<sup>th</sup> St  
Manitowoc, WI 54220  
Phone: 920-686-6550  
Fax: 920-686-6525  
E-mail: parksadmin@manitowoc.org

Date paid: \_\_\_\_\_

