



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

July 22, 2019



Marie Hammill
2505 Knuell St.
Manitowoc, WI 54220

Re: Block Party – 2500 block of Knuell St. – August 17, 2019

Dear Ms. Hammill:

Your request for a block party on Saturday, August 17, 2019, being held at the dead end of Knuell Street, between the hours of 12:00 p.m. and 12:00 a.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. Please pick up barricades before 2:30 p.m. on Friday, August 16th and return them Monday, August 19th between 7:00 a.m. and noon.

Sincerely,

A handwritten signature in black ink that reads "Deborah Neuser".

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 - 2500 block of Knuell St.

ORGANIZER: Marie Hammill

EVENT DATE: 8/17/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Residential block party in the 2500 block of Knuell St.; use of traffic control items

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	60
TOTAL DEPT. COSTS	60

ESTIMATED EVENT HOLDER CHARGES:

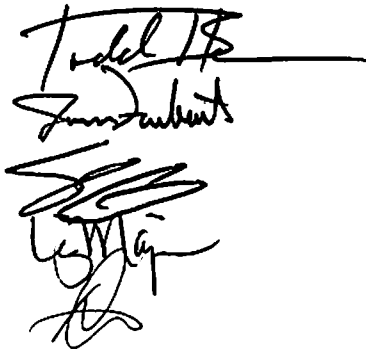
LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	60
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY



COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

JUL 16 2019

W 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.)

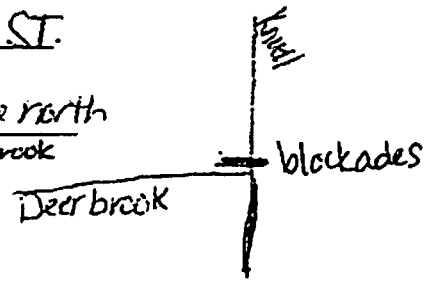
Today's Date: 7/15/19

Responsible Individual(s) for Party Name: Marie Hammill
Address: 2505 Knuell St
City/State/Zip: Manitowoc, WI 54220
Phone Number: 920 973 1912
E-mail Address: mariehammill@yahoo.com
Date of Birth: 11-8-70

Date of Party: 8/17/19 Time of Party: NOON - MIDNIGHT

Location of Party (Hundred Block and Street Name): 2500 KNUELL ST.

Cross Streets You are Requesting to Block Off: Just Knuell, blockades to the north
Please provide a map/sketch of the area requested for the block party. Of Deerbrook



Estimated Attendance: 50 people

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: _____