



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

5/28/2026

To: Parks and Recreation Committee

From: Brock Wetenkamp, Director of Parks and Recreation

Re: **Special Event Policy Update**

This memo is summarizing notable changes to the updated Special Event Policy and procedure as Special Events transitions from the Tourism Department to the Parks and Recreation Department.

Parks and Recreation intends to take over the Special Event process. Notable process changes include:

- The addition of a non-waivable \$250 fee for the development of a Street Closure Plan pursuant to MUTCD standards.
 - This will be a one-time fee for new events or events with alterations to previous Street Closure Plans.
 - In the past, there have been concerns with street closures and whether they follow proper standards. This fee will cover the time allotted for City Staff to develop a proper street closure plan for new events, while recurring events will utilize existing plans.
 - Parks and Rec will work with DPW to ensure all street closure plans are acceptable.
- Parks and Recreation Staff will be reviewing applications and requests for fee waivers and will submit the recommendation to the Park and Recreation Committee.
 - In the past this was reviewed by the Special Events Committee with a representative from Fire, PD, DPI, Tourism, and Legal at a weekly meeting.
 - PD and Fire will still be sent applications to review for public safety.
 - Legal will still be consulted as needed.
- All Invoices will originate from the Parks and Recreation Department
 - In the past, invoices would be sent from numerous divisions and departments.