

*New Business*  
9.25.2018

**NEIGHBORHOOD  
AND COMMUNITY  
SERVICES  
STANDING  
COMMITTEE**



CITY CLERK 2018 SEP 24 PM 10:14

### MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle):  **APPROVED**  **DENIED**  **N/A**  **CANCELED**

Petition #: 506 Event Name: Southwest Detroit Business Association Run of the Dead 2018

Event Date : November 3, 2018

Street Closure: None

Organization Name: Southwest Detroit Business Association

Street Address: 7752 W. Vernor Hwy. Detroit, MI

Receipt date of the <b>COMPLETED</b> Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- Walkathon       Carnival/Circus       Concert/Performance       Run/Marathon
- Bike Race       Religious Ceremony       Political Ceremony       Festival
- Filming       Parade       Sports/Recreation       Rally/Demonstration
- Fireworks       Convention/Conference       Other: \_\_\_\_\_
- 24-Hour Liquor License**

**Petition Communications** (include date/time)

Annual 5K/10K celebrating the Mexican Day of the Dead at Patton Recreation Center & Woodmere Cemeteries from 9:00am - 12:00pm.

**\*\* ALL permits and license requirements must be fulfilled for an approval status \*\***

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted with Hart Medical to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Closure; No Permit Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permit Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type III Barricades & Road Closure Signage Required
	Recreation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Received & Approved as Presented
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Purchase of Parking Meters Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Kucher

Date: September 19, 2018

**City of Detroit**  
OFFICE OF THE CITY CLERK

Janice M. Winfrey  
City Clerk

Caven West  
Deputy City Clerk/Chief of Staff

**DEPARTMENTAL REFERENCE COMMUNICATION**

*Monday, August 20, 2018*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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DPW - CITY ENGINEERING DIVISION    MAYOR'S OFFICE  
PLANNING AND DEVELOPMENT DEPARTMENT    POLICE DEPARTMENT  
FIRE DEPARTMENT    BUSINESS LICENSE CENTER  
MUNICIPAL PARKING DEPARTMENT    RECREATION DEPARTMENT

**506**    *Southwest Detroit Business Association, request to hold "Southwest Detroit Business Association Run of the Dead 2018" at the Patton Park Rec. Center, Holy Cross & Woodmere Cemeteries on November 3, 2018 from 9:00 AM to 12:00 PM. Set up and Tear down to be complete on 11-3-18.*

## City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

### Section 1- GENERAL EVENT INFORMATION

Event Name: Southwest Detroit Business Association Run of the Dead 2018

Event Location: Southwest Detroit-Patton Park Rec. Center, Holy Cross & Woodmere Cemeteries

Is this going to be an annual event?  Yes  No

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Southwest Detroit Business Association

Organization Mailing Address: 7752 W. Vernor Hwy.

Business Phone: (313) 842-0986

Business Website: southwestdetroit.com

Applicant Name: Robert Dewaelsche

Business Phone: (313) 842-0986 x    Cell Phone: (313) 580-0672    Email: robertd@southwestdetroit.com

Event On-Site Contact Person:

Name: Tonette Bryant-Carter

Business Phone: 248-217-3026

Cell Phone: 248-217-3026

Email: Tlbcarter@gmail.com

Event Elements (check all that apply)

- |                                                  |                                            |                                              |
|--------------------------------------------------|--------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Walkathon               | <input type="checkbox"/> Carnival/Circus   | <input type="checkbox"/> Concert/Performance |
| <input checked="" type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race         | <input type="checkbox"/> Religious Ceremony  |
| <input type="checkbox"/> Political Event         | <input type="checkbox"/> Festival          | <input type="checkbox"/> Filming             |
| <input type="checkbox"/> Parade                  | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference   | <input type="checkbox"/> Fireworks         | <input type="checkbox"/> Other: _____        |

Projected Number of Attendees: 500

Please provide a brief description of your event:

SDBA 5K/10K US Run (Run of the Dead) celebrates a Mexican cultural holiday-Day of the Dead-All

**What are the projected set-up, event and tear down dates and times (must be completed)?**

Begin Set-up Date: November 3, Time: 6:00 Complete Set-up Date: November 3, Time: 8:00 a.m.

Event Start Date: November 3, Time: 9:00 Event End Date: November 3, 2018 Time: 12:00 p.m.

Begin Tearing Down Date: November 3, 2018 Complete Tear Down Date: November 3, 2018 12:00 p.m.

Event Times (If more than one day, give times for each day):  
November 3, 2018 6:00 a.m.-12:00 p.m.

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: Patton Park Rec. Center

Facilities to be used (Check) Street Sidewalk Park  City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

**You will be prompted to upload these attachments upon submitting this form**

**Section 4- ENTERTAINMENT**

Describe the entertainment for this year's event:

We will have a Zumba warmup, traditional Mexican dancing and singing.

Will a sound system be used?  Yes  No

If yes, what type of sound system? Speakers and acoustic instruments.

Describe specific power needs for entertainment and/or music:

All musical instruments used will be acoustic, but a generator will be used to power electric sound

How many generators will be used? Two

How will the generators be fueled?  
Gasoline.

Name of vendor providing generators:

Contact Person: Home Depot

Address: 18700 Meyers Rd.

Phone: (313) 341-7750

City/State/Zip: Detroit, MI 48235

### Section 5- SALES INFORMATION

Will there be advanced ticket sales?  Yes  No

If yes, please describe:

Will there be on-site ticket sales?  Yes  No

If yes, list price(s):

Will there be vending or sales?  Yes  No

If yes, check all that apply:

Food  Merchandise  Non-Alcoholic Beverages  Alcoholic Beverages

Indicate type of items to be sold:

ONLY TICKETS WILL BE SOLD.

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Wayne County Sheriff

Contact Person: Deputy Chief Reserve Division-Jim Edwards

Address: 4747 Woodward Avenue

Phone: (734) 260-0253

City/State/Zip:

Detroit, MI 48201

Number of Private Security Personnel Hired Per Shift:

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

How will you advise attendees of parking options?

The Patton Park parking lot will be available for attendees to park.

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?  
There will be pedestrian traffic.

Have local neighborhood groups/businesses approved your event?

Yes  No

Indicate what steps you have or will take to notify them of your event:

Social media, community meetings with residents and Business Improvement District (BID). BID Board Chair: Jason Ghannam (313) 254-8161

## Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

	How Many?	Size/Height
Booth		
Tents (enclosed on 3 sides)	0	
Canopy (open on all sides)	0	
Staging/Scaffolding	1	
Bleachers	0	

## Section 9- COMPLETE ALL THAT APPLY

**Emergency medical services?**

Contact Person: Karen Baer & Adam Gottlieb-Hart EMS Medical Services

Address: 220 Bagley, Suite 912

City/State/Zip: Detroit, MI 48226

**Name of company providing port-a-johns.** Scotty's Potties

Contact Person: Tiffany Bourne

Address: 27940 Wick Rd.

Phone: (734) 421-1400

City/State/Zip: Romulus, MI 48177

**Name of private catering company?**

Contact Person:

Address:

Phone:

City/State/Zip:



**SPECIAL USE REQUESTS**

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

**Attach a map or sketch of the proposed area for closure.**

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CLOSURE DATES:** \_\_\_\_\_ **BEG TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**REOPEN DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

We would also like to rent a portable stage from the City of Detroit.

**AUTHORIZATION & AFFADAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

eSigned via TeamDocs.com  
*Robert Dewaelsche*  
Key: 43301F80D04024075412337F5

08/15/2018

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

**HOLD HARMLESS AND INDEMNIFICATION**

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

**Event Name:** Southwest Detroit Business Association Run of the Dead **Event**  
**Date:** November 3, 2018

**Event Organizer:**  
Tonette Bryant-Carter

**Applicant Signature:**

eSigned via TeamDocs.com  
*Robert Dewaelsche*  
Key: 43301F80D04024075412337F5

**Date:** 08/15/2018

## SPECIAL EVENTS GUIDELINES

A Petitioner is required to obtain a Special Events Permit from the Detroit City Council to conduct any of the following event types in the public right – of – way or outdoors on private property:

- ❖ Bike Race and/or Ride
- ❖ Carnival
- ❖ Circus
- ❖ Concert
- ❖ Demonstrations
- ❖ Fireworks
- ❖ Marathon
- ❖ Outdoor Festival
- ❖ Performance
- ❖ Political Ceremony
- ❖ Rally
- ❖ Sports or Recreational Activity
- ❖ Street Fair
- ❖ Walkathon

Events that do not need to follow this process are: Residential Block Parties and Private Invitation Only events held **inside** a private facility.

Once the Event Type has been identified, the Petitioner must complete the Special Event Application in full and submit **60 DAYS** prior to the event. Applications **will not** be accepted by the Office of Special Events under 60 days, no exceptions.

Upon submittal, all City of Detroit Departments providing services and permits for the event will review the application. Petitioner will be contacted to present their event to the Special Events Management Group to review all aspects of their application and ensure adherence to each department's guidelines.

- ❖ DO NOT ADVERTISE OR PUBLICIZE YOUR EVENT PRIOR TO APPROVAL FROM DETROIT CITY COUNCIL.

Please be aware each facet of your event is subject to change based on Public Health and Safety standards by the City of Detroit in respect to availability of services and scheduling of other events. **ALL** applications are subject to denial, no exceptions.

## Preparation

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Large events are complex and may require supplemental applications and a detailed event plan.

1. Set your event dates
2. Check for conflicting dates  
Call the Office of Special Events at (313)224-1606.
3. Know the event location and primary intersection
4. Review and complete the Special Event Application
5. Identify the additional supplemental forms required to obtain a permit for your event.
6. Attend your Special Events meeting to review your application

## Inform Your Vendors

1. Inform your vendors and/or licensed contractors that they will have to obtain certain permits as specified on the Special Event Application.
2. You, your vendor or licensed contractor are responsible for obtaining these permits after your application is approved. These may include park permits, liquor licenses, temporary food permits, tent permits, generator permits, etc.
3. The list of all vendors that will be at the event should be submitted to the Office of Special Events.

## What to Expect

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1. The Office of Special Events will review your application in full to ensure it is complete.
2. You will receive an email and/or call with a meeting date for you to present your event before the Special Events Management Group. If you do not, call the Special Events Office at (313) 224-1606.
3. The Special Events Management Group will go over the details of your event on your meeting date and advise which permits will be required.
4. If a "Temporary Use Permit" is required, please complete that ASAP and
5. If there are no outstanding issues with your event, at the close of your meeting the Office of Special Events will request the City Clerk's office to submit your application to City Council for approval.
6. The Office of Special Events will let you know when your approved City Council Event Permit is ready for pick up. **Now you can advertise.**

Successful events are the result of advanced planning, effective communication and teamwork. Please review the "Frequently Asked Questions" for more information.

## Special Events Frequently Asked Questions

The Special Events Frequently Asked Questions (FAQ) page is setup to answer both the common and not so common questions regarding Special Events.

### **By Department**

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City Engineering – (313) 224-3935  
Traffic Engineering – (313) 628-5603  
Municipal Parking – (313) 221-2518  
Building Safety Environment and Engineering - (313) 224-3259  
Business Licensing Department – (313) 224-0365  
Detroit Police Department – (313) 237-2826  
Detroit Fire Marshall Division – (313) 596-2932

### **City Engineering: Do I need a permit to close a street or sidewalk?**

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#### “Right of Way” Permit

A Right of Way permit is required for any event that will use a portion of a street, ally or sidewalk. This includes the closing of an entire street or designation of curb lanes for special parking/no parking.

The City Engineering Department will review the request and recommend adjustments to the street plan. Clean up and/or other conditions will be communicated to you after your application has been reviewed at the Special Events Management meeting.

#### “Right of Way” Permit Costs

Right of Way Permits for Special Events cost may vary. Upon receipt of your Special Events Application, the City Engineering Department will consider the emergency vehicle access, parking and traffic congestion when approving your application.

### **Traffic Engineering: Who will close the street?**

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The applicant is responsible for closing the street with proper barricades and clear, concise signage for traffic detours. The City of Detroit requires a “Type 3” barricade for all closures. As part of your application, you will be asked to submit the name of the traffic control company you are hiring for managing closures/detours, along with the detail plan of where the barricades and signage will be placed.

#### Michigan State Highway Closures

Some city streets are also state highways and require a closure permit from the Michigan Department of Transportation. Closing any interstate on/off ramps also requires a permit from the Michigan Department of Transportation. After reviewing your application, the Office of Special Events will alert you if a MDOT permit is required and provide you with further information on how to apply for the permit. You will be responsible for hiring a traffic control company to manage the closure.

## Route Description

A Street Closing Report must be included in your Special Events Application. It must provide a text and turn-by-turn description of your route from the start point to end point. The wording should utilize directions (N, S, E, W) as well as street names. A map attachment of your route is mandatory.

## **Municipal Parking: Can I close a parking lane?**

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### Parking Meters and Costs

The City of Detroit - Municipal Parking Department manages parking meters, which must be rented for the time that the curb lane will be blocked from public parking.

## **Building Safety Environment Engineering: Do I need a permit for a tent?**

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### Tents requiring permits

Any tent larger than a 10x10 will require a tent permit.

#### Tent Overview -

- shall not be erected prior to obtaining a tent permit;
- shall not be operated or occupied prior to inspection and formal approval by the Fire Safety Unit inspector.
- A site plan must include the following: location of the tent(s) in relation to the property lines and building(s), the means of egress (exits) and exit path(s) to the street, alley or public way for the tent and for any building affected by an erected tent. Exit signs, emergency lights, doors and any HVAC for the tent shall be shown on the plans upon application submittal.
- Formal approval will be issued in the form of a "Certificate of Inspection" signed and dated by the Fire Safety Unit inspector and an "Occupancy Load Placard" indicating the maximum number of persons allowed in the tent. Both documents shall be posted in a conspicuous, protected location.
- It shall be the responsibility of the applicant to ensure that the tent is being operated and maintained in a safe manner in accordance with the permit requirements, including not exceeding the occupant load. Failure to operate and maintain the tent in accordance with the permit requirements may result in immediate closure, revocation of the "Certificate of Inspection", fines and/or other legal actions by the City of Detroit.
- For specific fire safety questions regarding tents, relating to exits, occupant loads, exit signs, emergency lighting, fire extinguishers, exit doors and hardware etc. contact the Detroit Fire Department - Fire Inspection Unit.

### Temporary Power Using Generators

Generators providing power for an event will require a permit from the Building, Safety, Engineering and Environmental Department. An inspector from the Building, Safety, Engineering and Environmental Department will be onsite to inspect the generator prior to the event. If a problem is found it must be corrected immediately or the City reserves the right to shut down your event.

## **Business Licensing: Do I need a permit to sell merchandise?**

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### Selling/Serving Food and/or Alcohol

For the sale of/or consumption of liquor, wine or spirits at an event a Liquor License must be obtained from the State of Michigan through the Detroit Police Department. The licensing process can take up to one month. The State of Michigan must receive your request two weeks prior to the date of the event.

Applicants must apply for a food vendor's permit and temporary Liquor License permit.

- All food vendors must be licensed and inspected by the City of Detroit.
- It is MANDATORY for you to submit a copy of the temporary Liquor License from the State of Michigan to the Business Licensing Department to also receive a Temporary Liquor License permit from the City of Detroit.

## **Public Safety Detroit Police Department, Emergency Medical and Fire**

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### Security Plan

The goal of a successful contingency plan is not only to protect life and property by identifying the risks associated with an event, but to also develop a plan of action to minimize those risks and address the safety requirements of the participants and spectators. Event organizers should take into consideration the scope of the event, the potential risk of injury or illness to participants and spectators, security needs, and emergency support required to help promote a safe and enjoyable event. Should a natural or man-made disaster occur, the event organizer(s) is legally and morally obligated to ensure that the necessary and appropriate actions will be taken to minimize harm. The Detroit Police Department stands ready to work with you to ensure that the necessary resources and personnel are available to help make your event successful. The Detroit Police Department and Detroit Emergency Medical Service Department will provide the requirements based on the uniqueness of your event.

### Notification to Surrounding Area

To ensure the safety of the event participants and the community, it is the responsibility of the event organizers to arrange notification to businesses and residents in the area immediately surrounding the event site. This communication should include details about the event such as dates and times they will likely be impacted by the flow of traffic and people, etc.

### Trash Collection for Events

Clean-up following the event is the responsibility of the applicant. You will be asked to provide the name of the sanitation company as well as a contract of services provided by said company to ensure the event site will be returned back to its original state.



2018-08-20

**506**

**506**     *Petition of Southwest Detroit Business Association, request to hold "Southwest Detroit Business Association Run of the Dead 2018" at the Patton Park Rec. Center, Holy Cross & Woodmere Cemeteries on November 3, 2018 from 9:00 AM to 12:00 PM. Set up and Tear down to be complete on 11-3-18.*

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**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

DPW - CITY ENGINEERING DIVISION     MAYOR'S OFFICE  
PLANNING AND DEVELOPMENT DEPARTMENT     POLICE  
DEPARTMENT  
FIRE DEPARTMENT     BUSINESS LICENSE CENTER  
MUNICIPAL PARKING DEPARTMENT     RECREATION



CITY OF DETROIT  
RECREATION DEPARTMENT  
ADMINISTRATION OFFICE

18100 MEYERS  
DETROIT, MICHIGAN 48235  
(313) 224-1100 • TTY:711  
(313) 224-3544  
WWW.DETROITMI.GOV

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September 17, 2018

Honorable City Council:

Re: Authorization to accept a donation of 200 trees from Southwest Detroit Business Association to be planted in various parks in Southwest Detroit area parks.


Detroit General Services Department requests authorization from your Honorable Body to accept a donation of 200 trees from Southwest Detroit Business Association. The trees are to be purchased and planted in various Southwest Detroit parks (Patton, Kemeny, and Higgins Parks). The costs of approximately \$83,000, are being borne by Southwest Detroit Business Association

This park improvement is part of a larger goal to support the state of Michigan's efforts to link West Vernor to West Fort Street as the pedestrian/bike Iron Belle Trail. Tree planting will meet federal goals of reducing storm water run-off into the Rouge River and Detroit River.

The tree planting project will take place in October, 2018. SDBA has met with community representative to ensure these improvements are desired and complementary to the City's work. SDBA will obtain competitive proposals from landscape contractors to conduct the planting and provide maintenance throughout the 2019 growing season, in addition, the contract will include a one year warranty to remove and replace any dead trees.

We respectfully request your authorization to accept this donation of park improvements with a Waiver of Reconsideration

Sincerely,

  
Janet Anderson,  
Director

CITY CLERK 21 SEP 2018 AM 11:49



## Resolution

**Council Member** \_\_\_\_\_

**Whereas**, the General Services Department- Parks and Recreation Division is requesting authorization to accept a donation of 200 trees for park improvements from the Southwest Detroit Business Association to be purchased and planted in various Southwest Detroit parks (Patton, Kemeny, and Higgins). Improvements are valued at \$83,000.00

**Whereas**, this park improvement is part of a larger goal to support the State of Michigan's efforts to link West Vernor to West Fort Street as the pedestrian/bike Iron Belle Trail. Tree planting will meet federal goals of reducing storm water run-off into the Rouge River and Detroit River.

**Resolved**, the General Services Department - Parks and Recreation Division is authorized to accept a donation of 200 trees for park improvements from the Southwest Detroit Business Association.



**SOUTHWEST DETROIT**  
BUSINESS ASSOCIATION

September 10, 2018

Ms. Jan Anderson, Director  
Detroit Parks and Recreation Division  
General Services Department  
18100 Meyers Road  
Detroit, MI 48235

***RE: Formal Request for SDBA to plant trees on City Parks in SW Detroit***

Dear Ms. Anderson,

On behalf of the Southwest Detroit Business Association (SDBA), I am writing to request that SDBA be allowed to purchase and install/plant approximately 200 trees at various locations in the City of Detroit parks of Patton, Kemeny and Higgins in southwest Detroit. The costs, approximately \$83,000 are being borne by the SDBA through a grant awarded through the USDA-US Forest Service Great Lakes Restoration Initiative (GLRI). This effort is part of a larger SDBA goal to support the state of Michigan's efforts to link West Vernor to West Fort Street (from Springwells Village to the Boynton Neighborhood) as the pedestrian/bike Iron Belle Trail. SDBA has already secured a DNR Iron Belle Trail grant to design the trail, and a Community Foundation for Southeast Michigan Ralph C. Wilson, Jr. Legacy grant to fund the construction documents. The GLRI grant is a 3<sup>rd</sup> grant assisting us to green the Iron Belle Trail while meeting federal goals of reducing storm water run-off into the Rouge River and Detroit River.

These improvements will take place in October 2018. Besides meetings with the City of Detroit Recreation staff, we have also met with community representatives to ensure these improvements are desired and complementary to the City's work. We will be obtaining competitive proposals from landscape contractors to conduct the planting and provide maintenance (watering) throughout the 2019 growing season. The contract will also include a one-year warranty calling for any dead trees to be replaced.

Please let myself or Theresa Zajac know if you have any questions ([robertd@southwestdetroit.com](mailto:robertd@southwestdetroit.com); [theresaz@southwestdetroit.com](mailto:theresaz@southwestdetroit.com)).

We are pleased to provide additional greening to the City of Detroit and Southwest Detroit to enhance air quality, beautification, and decrease storm water run-off. Thank you for your attention and consideration of this request.

Sincerely,

Robert L. Dewaelsche, President

7752 WEST VERNOR HIGHWAY DETROIT, MI 48209-1516  
T 313 842 0986 F 313 842 6350 WWW.SOUTHWESTDETROIT.COM

BUSINESS BUILDING COMMUNITY. COMMUNITY BUILDING BUSINESS.



GENERAL SERVICES DEPARTMENT  
Parks & Recreation  
Division

# Park Improvement Authorization Form

18100 Meyers Road, Upper Level  
Detroit, MI 48235

Today's Date: \_\_\_\_\_

Requesting Organization Name: Southwest Detroit Business Association

Contact Name: Theresa Zajac

DPRD Property Name: Patton, Kemeny & Higgins Parks

Phone #: 313.842.0986 Fax #: 313.842.6350

Property Address: \_\_\_\_\_

Address: Southwest Detroit Business Association  
7752 West Vernor Hwy. Ste. 101 Detroit MI 48209

Location of Improvement in Park: \_\_\_\_\_

See attached drawings

Email: theresaz@southwestdetroit.com

Information Included with Request Submission:

Letter of Request     Site Plan     Sketch

Other: \_\_\_\_\_

### Improvement / Project Description:

With a GLRI grant administered through the U.S. Forestry Service, SDBA intends to plant approximately  
200 trees of mostly native species in Patton, Kemeny and Higgins parks. Trees will be planted in the  
fall of 2018 with a one year guarantee. Watering will be provided under the grant throughout the  
2019 growing season.

Estimated Value of Improvement / Project: \$83,000

### FUNDING SOURCE (optional)

Have you already raised any money for this improvement?

- My group used a crowdfunding platform (see [ioby.org/detroit](http://ioby.org/detroit) for more information)
- We received a grant
- My group collected donations from the community without using a digital platform
- Other \_\_\_\_\_

If using a crowdfunding platform to fundraise for this improvement, provide the URL for your campaign page below:

### REQUIRED MAINTENANCE

Maintenance will be funded and provided under the grant by a landscape contractor for one year.

General Services Dept. - Design Plan Reviewed

General Services Dept. - Maintenance Required

GSD Project Coordinator: \_\_\_\_\_

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

By submitting this request I/We/Our Organization agree(s) to abide by all rules and policies of the City of Detroit and the General Services Department, Parks and Recreation Division. I/We also agree that all information submitted in this Park Improvement Authorization Form is true and accurate to the best of my/our knowledge and I/We hereby request that the Parks and Recreation Division consider my/our Project for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the DPRD Property named above and construction of this Project as described herein.

Signature: Robert L Dewaelsehe

Print Name: Robert L Dewaelsehe

On behalf of Organization: Southwest Detroit Business Assn.

Date: 9/10/18

**\*\* FOR GENERAL SERVICES DEPARTMENT - PARKS & RECREATION DIVISION USE ONLY \*\***

- Project Approved as Submitted       Project Denied  
 Project Approved w/ Changes (See Below)

\* Approved By GSD Director: Janet Anderson      Date: 9-14-2018

\* Requesting Group shall not have approval to make the requested park improvement without the approval of the General Services Department Director

**CHANGES REQUIRED FOR APPROVAL**

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