

**PUBLIC HEALTH  
AND SAFETY  
STANDING  
COMMITTEE**

**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 628 Event Name: Detroit Irish Fest

Event Date : March 16 - 17, 2019

Street Closure: None

Organization Name: The Annex Group & JAJ GoodCycle Works

Street Address: 48 Adelaide Detroit, MI 48201

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: Parking Lot - Tent Party
- 24-Hour Liquor License**

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

Annual event held at 700 Randolph (Parking Lot) from 9:00am - 2:00am.

**\*\* 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 will Provide Special Attention; Contracted with A&B Executive Protection to Provide Private Security Services
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Inspections; Contracted with Hart Medical to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Food License Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fencing Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits Required for Tents, Generators & Electrical
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendors License 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Ausher

Date: February 13, 2019

## DEPARTMENTAL REFERENCE COMMUNICATION

*Tuesday, January 08, 2019*

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

**628**    *The Annex Group and JAJ Good Cycle Works Inc., request to hold "Detroit Irish Fest" at 700 Randolph on March 16 and 17, 2019 from 7:00 PM on 3-16-19 to 2:00 AM on 3-17-19 and 10:00 AM to 10:00 PM on 3-17-19. Set up begins 3-11-19, tear down ends 3-19-19.*

## 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. You are required to complete the information below so that the City of Detroit can gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the City of Detroit Clerk's Office at least 60 days prior to the first day of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets or maps as needed.

### Section 1- GENERAL EVENT INFORMATION

Event Name: Detroit Irish Fest

Event Location: 700 Randolph, Detroit, MI 48226 - Parking Lot

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: The Annex Group and JAJ GOOD CYCLE WORKS, INC.

Organization Mailing Address: 48 Adelaide, Detroit, MI 48201

Business Phone: 248.219.4941 Business Fax: 313.731.0257

Federal Tax ID # 47 - 5468535

*If registered as a non-profit, indicate non-profit ID number and attach a copy of the certificate.*

Applicant Name: Andrus McDonald The Annex Group & JAJ GOOD CYCLE WORKS, INC.

Title/Role: Event Organizer

Email Address: andrusm@me.com

Mailing Address: 48 Adelaide, Detroit, MI 48201

Business Phone: 248.219.4941 Business Fax: 313.731.0257

**Event On-Site Contact Person:**

Mailing Address: same as above

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

*List name/phone number of person(s) authorized to make decisions for the organization/event (indicate role/responsibility).*

List Event Sponsors: \_\_\_\_\_

**Event Elements (check all that apply)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Walkathon             | <input type="checkbox"/> Carnival/Circus     | <input type="checkbox"/> Concert/Performance                               |
| <input type="checkbox"/> Run/Marathon          | <input type="checkbox"/> Bike Race           | <input type="checkbox"/> Religious Ceremony                                |
| <input type="checkbox"/> Political Event       | <input checked="" 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 checked="" type="checkbox"/> Other: <u>Parking Lot / Tent Party</u> |

**Provide a brief description of your event:**

Fundraiser, special event celebrating the weekend of St. Patrick's day in historic Greektown

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

Begin Set-up Date & Time: 3/11 - 9 a.m. Complete Set-up Date & Time: 3/15 9 p.m.

Event Start Date & Time: 3/16 - 9 a.m. Event End Date & Time: 3/17 - 2 a.m.

Begin Tearing Down Date: 3/17 2 a.m. Complete Tear Down Date: 3/19 7 p.m.

Event Times (If more than one day, give times for each day):

Two event dates : Saturday 3/16 from 7 p.m. to 2 a.m. and 3/17 from 9 a.m. to 10 p.m.

Is this the first time you have held this event in the City of Detroit?  Yes  No

If no, what years has the event been held in Detroit?

March 2018

When was the event last held in Detroit?

2018

Where was the event last held in Detroit?

Same Location

What were the hours last year?

9 a.m. to 10 p.m.

Project Attendance This Year (Minimum – Maximum)?

750 - 1,500 (In and Out throughout the day)

What is the basis for your projected attendance?

Anticipated ticket sales, experience with event production

**Please describe your anticipated/ target audience:**

Is this going to be an annual event?  Yes  No

If yes, do you have a preferred/proposed for next year?

Weekend of St. Patrick's Day 2020

If a parade is planned. Indicate elements (check all that apply):

People  Balloons

Floats  Animals

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

Bands

If animals included, specify type, number and how used.

N/A

Name of business supplying animal(s):

Contact Person:

Address:

Phone:

City/State/Zip:

### Section 3- LOCATION/SITE INFORMATION

Location of Event: 700 Randolph, Detroit, MI 48226 - Parking Lot

Facilities to be used (circle):      Street                              Sidewalk                              Park                              City Facility

Please attach a site plan which illustrates the anticipated layout of your event including the following:

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

### Section 4- ENTERTAINMENT

What type of entertainment will be used? (check all that apply)

- [ ] Singers                              [ ] Magician  
[ ] Musicians                              [ ] Story Telling  
[ ] Comedians                              [x] Other: DJ / Live Band

Describe the entertainment for this year's event: TBD

List proposed entertainers and/or bands performing at the event: TBD

Will a sound system be used?       Yes       No

If yes, what type of sound system? \_\_\_\_\_

[ ] Acoustic-audible, sound heard within natural range

[x] Amplified-augmented, sound increased to broaden range

The amplified sound will be used: \_\_\_\_\_

Will the event consist of a musical concert?       Yes       No

If yes, what type of music? (check all that apply)

- [ ] Live                              [ ] Recorded                              [ ] Karaoke/Lip-synch

Describe specific power needs for entertainment and/or music: \_\_\_\_\_

How many generators will be used? One Generator - 100 K

How will the generators be fueled? Gas

Name of vendor providing generators:

Contact Person: Dan Newman - AV7 Productions

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

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Section 5- COMMUNICATION/ADVERTISING STRATEGY

Check all applicable boxes that describe the type of promotion you plan to use to attract participants:

Radio (Specify stations):

Television (Specific stations):

Newspapers (specify papers):

Web site (identify web address): www.detroitirishfest.com

Public Relations or Marketing Firm (Specify):

Contact Info:

Raffle (List Item(s)):

Billboards

Flyers

Street Banners

Other (specify): \_\_\_\_\_

NOTE: All raffles subject to laws of State/City.

### Section 6- SALES INFORMATION

Will there be advanced ticket sales?  Yes  No

If yes, please describe: \$5 advance tickets - increasing to \$20

Will there be on-site ticket sales?  Yes  No

If yes, list price(s): \$20 - \$30 General Admission at door based on availability

Will food be sold?  Yes  No

If yes, please pick up Special Events Vendor Packet in Suite 105:

Will merchandise be sold?  Yes  No

If yes, describe: \_\_\_\_\_

Will a percentage of the proceeds be distributed to a charitable organization?  Yes  No

If yes, describe: Liquor sales profits

If the event is a fundraiser, identify charity or recipient of funds:

Will there be vending or sales?  Yes  No

If yes, check all that apply:

Food  Merchandise

Non-Alcoholic Beverages  Alcoholic Beverages

Other (specify):

Indicate type of items to be sold: Beer/Wine/Liquor/T-Shirts/Hats/Food



Will these be exclusive vendors or outside vendors? (please describe): Outside vendors who will receive vendor permits

**Section 7- PUBLIC SAFETY & PARKING INFORMATION**

Name of Private Security Company: Existing park contract security will be used. A&B Executive Protection

Contact Person: Ben Brinker

Address: 2456 Nixon Phone: 734.223.5180

City/State/Zip: Ann Arbor, MI 48105

Number of Private Security Personnel Hired Per Shift: 25

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

Licensed  Armed Un-Armed  Bonded

Describe the emergency evacuation plan: See attached event overview

Describe the parking plan to accommodate anticipated attendance: \_\_\_\_\_

How will you advise attendees of parking options? Social Media - Facebook, Instagram, Twitter

Are you seeking a group parking rate? NO

**Section 8- COMMUNITY IMPACT INFORMATION**

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

Have local neighborhood groups/businesses approved your event?  Yes  No

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

Indicate contact names and phone numbers (for verification) or attach approved letter(s):  
\_\_\_\_\_  
\_\_\_\_\_

**Section 9- EVENT SET-UP**

Complete the appropriate categories that apply to the event.

**Structure**

How Many? See event overview and diagram

Size/Height \_\_\_\_\_

Booth \_\_\_\_\_

Tent (enclosed on 3 sides) \_\_\_\_\_

Canopy (open on all sides) \_\_\_\_\_

Staging/Scaffolding \_\_\_\_\_

Bleachers \_\_\_\_\_

**Company:**

Grill  
 Gas       Charcoal       Electrical       Propane

Fireworks (Pyrotechnics)  
 Aerial       Stage

Provide Sketch:

Portable Restrooms:  
 Standard       ADA Accessible

Vehicles

Type/Weight: \_\_\_\_\_

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

NOTE: Specific requirements must be met and special approval must be received by the Detroit Fire Department.

Will additional electrical wiring need to be installed? Specify locations, voltage, amperage, and phase.

\_\_\_\_\_  
N/A

Will additional utility services be used (power, water, etc.)? Please describe.

\_\_\_\_\_ N/A

Do you plan a fireworks display? List dates, time, location, vendor, and attach certificate of insurance.

\_\_\_\_\_  
N/A

**Section 10- COMPLETE ALL THAT APPLY**

**Name of Sanitation Company collecting refuse and garbage?**

Contact Person: See attached event overview

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Name of company providing emergency medical services?**

Contact Person: See event overview attached

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

City/State/Zip: \_\_\_\_\_

**Name of company providing porta-johns.** See event overview attached

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Name of private catering company?** N/A

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.

**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: \_\_\_\_\_

**Requested City Equipment**

Provided In: \_\_\_\_\_ (year)

Current Request: \_\_\_\_\_ (year)

Street Closures:

- Posting no parking signs
- Light pole
- Electrical Services
- Storage for Trailers/Trunks

**Barricades are not available from the City of Detroit.**

**ADDITIONAL INFORMATION**

Is there any additional information that you feel is important to mention regarding your event or additional requests?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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, understand and agree 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 regulation 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.

*Andrus McDonald*

1/1/2019

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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.



**Commercial  
Customer  
Service  
Agreement**

Account #: \_\_\_\_\_ GFL Rep: \_\_\_\_\_

**Service Location Information:**

Location Name: DETROIT IRISH FEST

Address: 700 RANDOLPH

City: DETROIT

State: MI Zip: 48226

Phone: \_\_\_\_\_ Mobile: 248.929.1885

Contact Name: CRAIG R. JELINEK

Cross Street: BRUSH / LAFAYETTE

**Customer Billing Information:**

Customer Name: THE JELINEK GROUP

Address: 5860 WALDEN ROAD

City: CLARKSTON MI

State: MI Zip: 48346

Phone: \_\_\_\_\_ Mobile: 248.929.1885

Email: CRAIGRJELINEK@GMAIL.COM

Contact Name: CRAIG R. JELINEK

**Front Load Dumpsters**

CHECK **Front Load Container**

Front Load can size: \_\_\_\_\_ Type:  Flat w/side doors

Monthly Rate: \_\_\_\_\_  Slant

We need (qty): \_\_\_\_\_ container(s).

Service frequency: \_\_\_\_\_ Extra pickups: \$75.00

Service  Increase Rate  Increase

Change  Decrease Change  Decrease

\*See Special Instructions for details on service and rates.

CHECK **Front Load Recycling Container\***

Front Load can size: \_\_\_\_\_ Type:  Flat w/side doors

Monthly Rate: \_\_\_\_\_  Slant

We need (qty): \_\_\_\_\_ container(s).

Service frequency: \_\_\_\_\_ Extra pickups: \$75.00

\*Paper & Cardboard only

**Payment:**

SELECT ONE:

Checking Account #: \_\_\_\_\_

Routing #: \_\_\_\_\_ Bank: \_\_\_\_\_

Charge Card:  Visa  MasterCard  American Express

Card #: \_\_\_\_\_

CVC2 Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Roll-Off Dumpsters & Compactors**

CHECK **Roll-Off Dumpsters (4 sizes)**

\$ 245 per pull up to the tonnage limits below:

10 yard - two tons  20 yard - three tons

30 yard - four tons  40 yard - five tons

\$ 42 per ton over tonnage limit.

\$ 245 Haul \$ 42 Disposal

Check Usage:  Perm.  Temp.  Trash  Construction

CHECK **Compactors (any style)**

\$ \_\_\_\_\_ per pull up to \_\_\_\_\_ tons. \$ \_\_\_\_\_ per ton over tonnage limit.

Type:  Stationary  Self Contained Compactor size: \_\_\_\_\_

CHECK DAY(S) PICKUP NEEDED:

M  Tu  W  Th  F

Compactor lease charge: \$ \_\_\_\_\_

CHECK **Rubber Wheeled Trailer**

10 yard size - \$325 includes up to 2 tons, \$35/ton over.

20 yard size - \$375 includes up to 3 tons, \$36/ton over.

**Special Instructions:**

DELIVERY DATE: THURSDAY MARCH 15th

PICK UP DATE: MONDAY MARCH 19th

**Schedule of Charges**

- Casters \$145.00 (2 yr. only)
- Lock Bar \$145.00
- Delivery Charge \$125.00
- Removal Charge \$50.00
- Extra Pickup \$75.00
- Demurrage With Tons \$95.00/hr
- Inactivity Fee per month \$50.00
- Daily rental for open top roll-offs and rubber wheeled containers on site over 10 days, a rate of \$10.00 per day may apply

Send to: GFL Environmental USA Inc.  
6200 Elmridge Dr., Sterling Heights, MI 48313

TERMS: NET 10 DAYS  
By accepting this agreement, customer agrees to read and reviewed and agree to be fully bound by the Service Agreement terms which are available at gflusa.com - which terms and conditions may be updated from time-to-time. Such terms and conditions shall be fully incorporated into and made a part of this Service Agreement.

Date of Agreement: \_\_\_\_\_ Effective Date of Service: \_\_\_\_\_

By: Craig R. Jelinek

Name of Client: CRAIG R. JELINEK

**Parkway Services, Inc.**  
**Portable Toilets & Septic Service**  
 2876 Tyler Road  
 Ypsilanti, MI 48198

**We're There  
 When You Gotta Go**



Ph: 734-482-7633

Fax: 734-482-7632

Service Address
Detroit Irish Fest 700 Randolph DETROIT, MI 48226

Billing Address
Jelinek Group LLC Attn: Accts Payable 5860 Walden Rd. Clarkston, MI 48346

Phone: (248) 929-1885

Contact: Craig

Phone: (248) 929-1885

Contact: Craig Jelinek

Order #: 95381 - 01

Site #	Cost #	Sched Date	Day	Time	Clerk	Req Date	Route	P.O.#	Terms	Sales Source/Cred	Mkt/Tier
23295	JELINEKCRA	Feb 08, 18	Thu		ST	Feb 8, 18			COD	/	SP1

**ORDER CONFIRMATION - Ord# 95381**

Driver=\_\_\_ Route=\_\_\_ Stop=0 Truck=\_\_\_ Trailer=\_\_\_

IN# =

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**Invoice Note:** Deliver 30 hand sanitizer units & 2 handicap sanitizer units  
 for Detroit Irish Fest 3-17-18  
 Deliver 3-16/ Pick up 3-19  
 Total: Send Invoice  
 Ordered by Craig 2-8-18

Units: PTZ 30 HC-TZ 2

Existing Units:

Serial#

Message	**Sign White office copy below & return to us** Email to: parkwayservicesinc@yahoo.com
Map:	Lat = +42.33237 Long = -83.04361
Directions:	Fort St./ Farmer St.
Driver Notes:	30 ptz & 2 hctz

Customer Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Driver: \_\_\_\_\_ Date: \_\_\_\_\_

# A&B Executive Protection

> Executive Protection /  
Event Staffing Detail

> #39889 - 9

December 22, 2018

Contracted for 3/16 and 17, 2019 - Detroit Irish Fest 2019

By: The Annex Group and JAJ Good Cycle Works

To whom it may concern:

A&B Executive Protection has been contracted by The Annex Group and JAJ Good Cycle Works, Inc.

A&B Executive Protection will be contracted for the safety and protection of guests and staff for a March 16 and March 17, 2019 event – Detroit Irish Fest 2019 – located at 700 Randolph, Detroit. A&B will provide twenty (18) personnel at the rate of \$25.00/hr. The number of personnel and hours may be increased depending on anticipated attendance, weather, etc.

Sincerely,  
Benjamin Brinker  
A&B Executive Protection

Enclosure

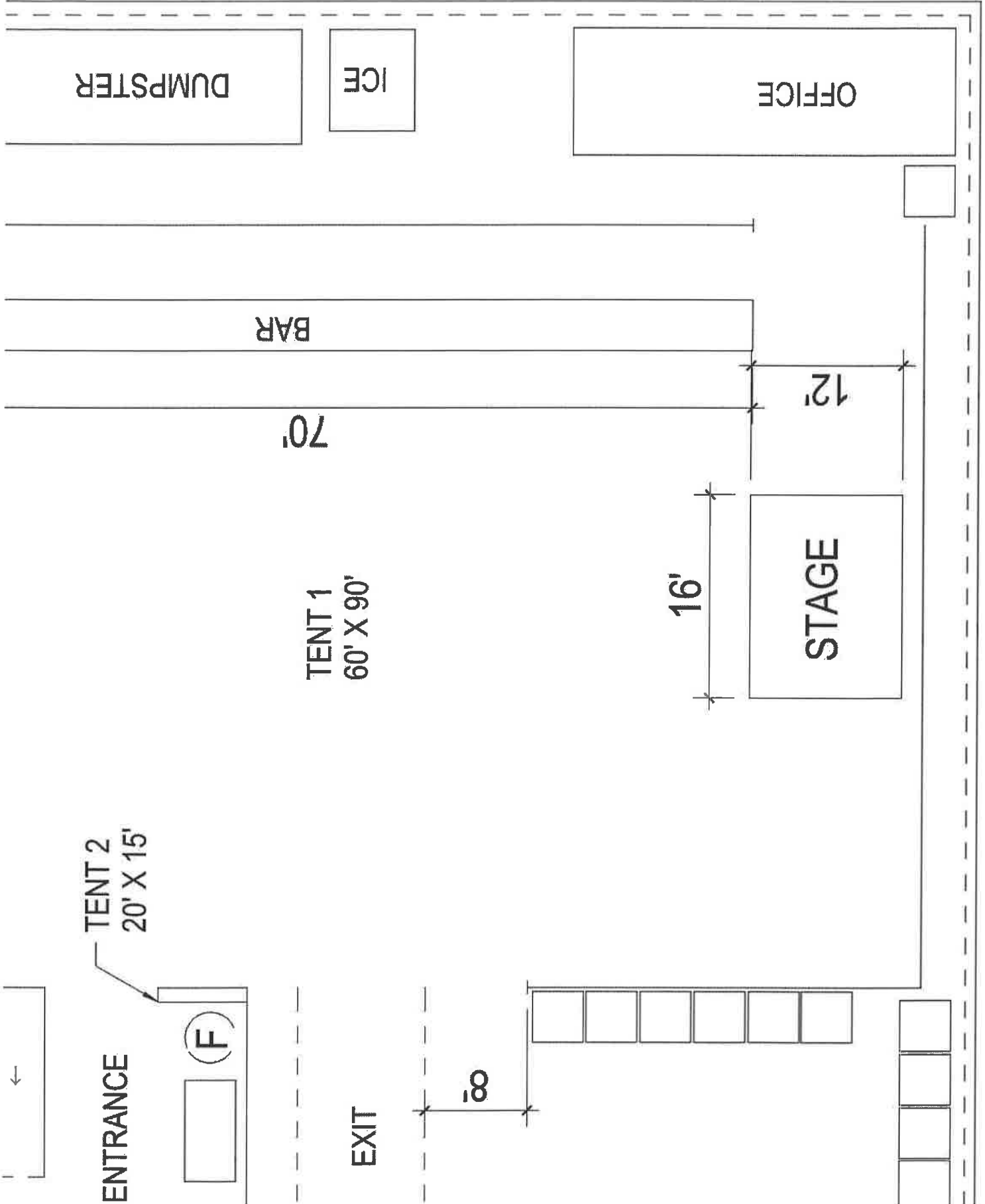
734 223-5180

bbrinker@abexecprotect.com

Abexecprotect.com/



FORT ST



RANDOLPH ST

2015-04-02

**628**

**628** *Petition of The Annex Group and JAJ  
Good Cycle Works Inc., request to  
hold "Detroit Irish Fest" at 700  
Randolph on March 16 and 17, 2019  
from 7:00 PM on 3-16-19 to 2:00 AM  
on 3-17-19 and 10:00 AM to 10:00  
PM on 3-17-19. Set up begins 3-11-19,  
tear down ends 3-19-19.*

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

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

35

### MAYOR'S OFFICE COORDINATORS REPORT

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

Petition #: 629 Event Name: Paddy's Parade Party

Event Date : March 10, 2019

Street Closure: None

Organization Name: The Annex Group & JAJ GoodCycle Works

Street Address: 48 Adelaide Detroit, MI 48201

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

Event Elements (check all that apply):

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- 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)

St. Patrick's Day Festival held at 2034 Michigan Avenue and adjacent parking lot from 9:00am - 9:00pm.

**\*\* 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 will Provide Special Attention; Contracted with A&B Executive Protection to Provide Private Security Services
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	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROW Permit Required for Alley Closure
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Food License Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fencing Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits Required for Tents, Generators & Electrical
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendors License 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Fusher

Date: February 13, 2019

## DEPARTMENTAL REFERENCE COMMUNICATION

Monday, February 18, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

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### AMENDMENT

Herewith, the following referral is a copy of Petition 629

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MAYOR'S OFFICE    POLICE DEPARTMENT  
FIRE DEPARTMENT    DPW - CITY ENGINEERING DIVISION  
TRANSPORTATION DEPARTMENT    PLANNING AND DEVELOPMENT DEPARTMENT  
TRANSPORTATION DEPARTMENT    MUNICIPAL PARKING DEPARTMENT

**629**    *The Annex Group LLC and JAJ Good Cycle Works, request to hold "Corktown Paddy's Parade Party" at 2014 Michigan Ave on March 10, 2019 from 9:00 AM to 9:00 PM with set up to begin 3-3-19 and tear down to be complete on 3-15-19.*

**NOTE:**    Attached please find additional documentation for the above mentioned petition.

**PETITIONER IS AMENDING PETITION DUE TO:**

**Additional request for alley closure on March 10, 2019.. See attached.**

Please provide the City Council with a report relative to this petition within four (4) weeks. Thanking you in advance.

## DEPARTMENTAL REFERENCE COMMUNICATION

*Tuesday, January 08, 2019*

*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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MAYOR'S OFFICE    POLICE DEPARTMENT  
FIRE DEPARTMENT    DPW - CITY ENGINEERING DIVISION  
TRANSPORTATION DEPARTMENT    PLANNING AND DEVELOPMENT DEPARTMENT  
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**629**    *The Annex Group LLC and JAJ Good Cycle Works, request to hold "Corktown Paddy's Parade Party" at 2014 Michigan Ave on March 10, 2019 from 9:00 AM to 9:00 PM with set up to begin 3-3-19 and tear down to be complete on 3-15-19.*

# 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. You are required to complete the information below so that the City of Detroit can gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the City of Detroit Clerk's Office at least 60 days prior to the first day of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets or maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: Corktown Paddy's Parade Party  
Event Location: 2034 MICHIGAN AVENUE, DETROIT, MI 48216 (Parking Lot)

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: The Annex Group, LLC and JAJ Good Cycle Works  
Organization Mailing Address: 48 Adelaide, Detroit, MI 48201  
Business Phone: 248.219.4941 Business Fax: 313.731.0257  
Federal Tax ID # \_\_\_\_\_

*If registered as a non-profit, indicate non-profit ID number and attach a copy of the certificate.*

Applicant Name: Andrus McDonald  
Title/Role: President/Event Co-Ordinator  
Email Address: andrusm@me.com  
Mailing Address: 48 Adelaide, Detroit, MI 48201  
Business Phone: 248.219.4941 Business Fax:: 313.731.0257

**Event On-Site Contact Person:**  
Mailing Address: Same as Above  
Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

*List name/phone number of person(s) authorized to make decisions for the organization/event (indicate role/responsibility).*

List Event Sponsors: \_\_\_\_\_

### Event Elements (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Walkathon             | <input type="checkbox"/> Carnival/Circus     | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Run/Marathon          | <input type="checkbox"/> Bike Race           | <input type="checkbox"/> Religious Ceremony  |
| <input type="checkbox"/> Political Event       | <input checked="" 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: _____        |

**Provide a brief description of your event:**

Annual fundraiser hosted in conjunction with the Corktown Parade held on the Sunday before  
St. Patrick's Day. We host an event open to the general public along the parade route.  
We also serve as the location for the parade officials and parade hosts to congregate and park.

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

Begin Set-up Date & Time: 3/3/19 10 a.m. Complete Set-up Date & Time: 3/9/19 9:00 p.m.  
Event Start Date & Time: 3/10/19 9 a.m. Event End Date & Time: 3/10/19 9 p.m.  
Begin Tearing Down Date: 3/10/19 9:00 p.m. Complete Tear Down Date: 3/15/19 9 p.m.  
Event Times (If more than one day, give times for each day): 3/10/19 from 9 a.m. to 9 p.m.

**Is this the first time you have held this event in the City of Detroit?**  Yes  No

If no, what years has the event been held in Detroit? 2015, 2016, 2017, 2018  
When was the event last held in Detroit? 2018  
Where was the event last held in Detroit? Same location - parking lot at 2034 Michigan Avenue  
What were the hours last year? 9 a.m. to 9 p.m.  
Project Attendance This Year (Minimum – Maximum)? 500 - 1,500  
What is the basis for your projected attendance? Previous year's attendance and capacity

**Please describe your anticipated/ target audience:**

Is this going to be an annual event?  Yes  No

If yes, do you have a preferred/proposed for next year? \_\_\_\_\_

If a parade is planned. Indicate elements (check all that apply):

- [ ] People [ ] Balloons  
[ ] Floats [ ] Animals  
[ ] Vehicles [ ] Other: \_\_\_\_\_  
[ ] Bands

**If animals included, specify type, number and how used.** \_\_\_\_\_

Name of business supplying animal(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_



### Section 3- LOCATION/SITE INFORMATION

Location of Event: 2034 MICHIGAN AVENUE, DETROIT, MI 48216 (Parking Lot)

Facilities to be used (circle):    Street                                      Sidewalk                                      Park                                      City Facility

Please attach a site plan which illustrates the anticipated layout of your event including the following:

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

### Section 4- ENTERTAINMENT

What type of entertainment will be used? (check all that apply)

- [ ] Singers                                      [ ] Magician  
[ ] Musicians                                      [ ] Story Telling  
[ ] Comedians                                      [ x ] Other: DJ and acoustic music

Describe the entertainment for this year's event: Featuring local DJs and some local live bands

List proposed entertainers and/or bands performing at the event: TBD

Will a sound system be used?     Yes     No

If yes, what type of sound system? \_\_\_\_\_

[ ] Acoustic-audible, sound heard within natural range

[ x ] Amplified-augmented, sound increased to broaden range

The amplified sound will be used: \_\_\_\_\_

Will the event consist of a musical concert?     Yes     No

If yes, what type of music? (check all that apply)

[ ] Live                                      [ ] Recorded                                      [ ] Karaoke/Lip-synch

Describe specific power needs for entertainment and/or music: \_\_\_\_\_

How many generators will be used? One Generator - 800 amp

How will the generators be fueled? Gas

Name of vendor providing generators: \_\_\_\_\_

Contact Person: Dan Newman - AV7 Productions

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

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Section 5- COMMUNICATION/ADVERTISING STRATEGY

Check all applicable boxes that describe the type of promotion you plan to use to attract participants:

Radio (Specify stations):

Television (Specific stations):

Newspapers (specify papers):

Web site (identify web address): www.CorktownPaddyParadeParty.com

Public Relations or Marketing Firm (Specify): The Bee Agency

Contact Info:

Raffle (List Item(s)):

Billboards

Flyers

Street Banners

Other (specify): \_\_\_\_\_

NOTE: All raffles subject to laws of State/City.

### Section 6- SALES INFORMATION

Will there be advanced ticket sales?  Yes  No

If yes, please describe:

\$10 - \$20 GA and some VIP

Will there be on-site ticket sales?  Yes  No

If yes, list price(s):

\$10 - \$20 General Admission

Will food be sold?  Yes  No

If yes, please pick up Special Events Vendor Packet in Suite 105:

Will merchandise be sold?  Yes  No

If yes, describe:

Will a percentage of the proceeds be distributed to a charitable organization?  Yes  No

If yes, describe:

Liquor sales

If the event is a fundraiser, identify charity or recipient of funds:

JAJ Good Cycle Works

Will there be vending or sales?  Yes  No

If yes, check all that apply:

Food

Merchandise

Non-Alcoholic Beverages

Alcoholic Beverages

Other (specify):

Indicate type of items to be sold:

\_\_\_\_\_

Will these be exclusive vendors or outside vendors? (please describe): \_\_\_\_\_

**Section 7- PUBLIC SAFETY & PARKING INFORMATION**

Name of Private Security Company: Existing park contract security will be used.

Contact Person: Ben Brinker A&B Executive Protection

Address: \_\_\_\_\_ Phone: 734.223.5180

City/State/Zip: \_\_\_\_\_

Number of Private Security Personnel Hired Per Shift: 25 Total

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

Licensed  Armed  Bonded

Describe the emergency evacuation plan: All key staff will have radios and clear pathways to multiple exit points

Describe the parking plan to accommodate anticipated attendance: Surrounding neighborhoods and private lots

How will you advise attendees of parking options? Marketing materials

Are you seeking a group parking rate? No

**Section 8- COMMUNITY IMPACT INFORMATION**

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

Have local neighborhood groups/businesses approved your event?  Yes  No

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

Indicate contact names and phone numbers (for verification) or attach approved letter(s):

Ron Cooley - Parade Organizer

**Section 9- EVENT SET-UP**

Complete the appropriate categories that apply to the event.

**Structure**

How Many? \_\_\_\_\_

Size/Height \_\_\_\_\_

Booth \_\_\_\_\_

Tent (enclosed on 3 sides) (see attached layout)

Canopy (open on all sides) \_\_\_\_\_

Staging/Scaffolding \_\_\_\_\_

**See attached layout**

Bleachers \_\_\_\_\_

**Company:**

Grill

Gas

Charcoal

Electrical

Propane

Fireworks (Pyrotechnics)

Aerial

Stage

Provide Sketch:

Portable Restrooms:

Standard

ADA Accessible

Vehicles

Type/Weight: \_\_\_\_\_

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

NOTE: Specific requirements must be met and special approval must be received by the Detroit Fire Department.

Will additional electrical wiring need to be installed? Specify locations, voltage, amperage, and phase.

\_\_\_\_\_  
NO  
\_\_\_\_\_

Will additional utility services be used (power, water, etc.)? Please describe.

\_\_\_\_\_  
NO  
\_\_\_\_\_

Do you plan a fireworks display? List dates, time, location, vendor, and attach certificate of insurance.

\_\_\_\_\_  
NO  
\_\_\_\_\_

PLEASE SEE ATTACHED EVENT OUTLINE OVERVIEW

**Section 10- COMPLETE ALL THAT APPLY**

**Name of Sanitation Company collecting refuse and garbage?**

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Name of company providing emergency medical services?**

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

**Name of company providing porta-johns.**

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**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.

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

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

FROM \_\_\_\_\_

TO \_\_\_\_\_

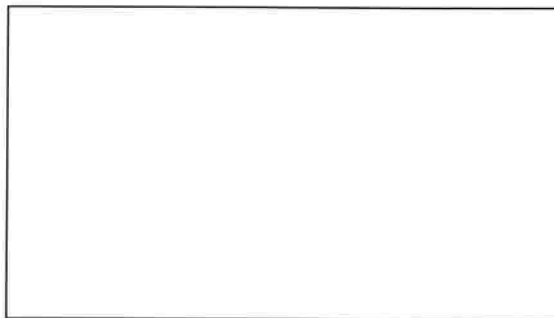
Closure Dates: \_\_\_\_\_

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: \_\_\_\_\_

**Requested City Equipment**

Provided In: \_\_\_\_\_ (year)

Current Request: \_\_\_\_\_ (year)

Street Closures:

- Posting no parking signs                       Light pole
- Electrical Services                                       Storage for Trailers/Trunks

**Barricades are not available from the City of Detroit.**

**ADDITIONAL INFORMATION**

Is there any additional information that you feel is important to mention regarding your event or additional requests? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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, understand and agree 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 regulation 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.

*Andrus McDonald*

01/01/19

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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.

# Corktown Paddy's Parade Party

## Sunday

### March 10, 2019

Location: 2034 Michigan Avenue  
Detroit, MI 48216  
Description – located adjacent to 2000 Michigan Avenue. The lot sits between the Gaelic League and the White Castle at the corner of Rosa Parks and Michigan Avenue. We utilize only a portion of the lot as we donate the other portion of the lot to the organizers of the Corktown Parade.

Expected Attendance: 1,500 – 2,000 (ALL DAY)  
Based on prior years hosting this event

Ticket Prices: \$10 - \$30

Entertainment: Live acoustic band – TBD  
DJ roster of local talent - TBD

Event Organizers: JAJ Good Cycle Works, Inc. – non-profit applying for 24Hr. Special License  
The Annex Group, LLC – Event Producer  
Dine Drink Detroit, LLC – Event Co-Producer

Hours of Operation: 9 a.m. to 9 p.m. (est.) – historically we have closed once the crowds have left – regardless we close well before it gets dark.

Location Details: Ownership:  
  
2000 Michigan Avenue, LLC  
2000 Michigan Avenue  
Detroit, MI 48216

Event Layout: **See attached Permission Agreement and Lease**

Insurance: **See attached Event Layout**  
  
Provided by Westchester  
**Please see attached Insurance Documents**  
Will be bound upon approval of event

Road Closures: City of Detroit – named as Additional Insured  
  
There is an “alley” that runs behind the property and is bound by a fence to the north and 2034 Michigan Avenue to the south. It services only



between Vermont and The Gaelic League to the West. There is no public access. We would request a Road Closure for 3/9 and 3/10.

**Please see attached Formal Request for Street Closure**

Health Department: The event will be serving canned beer and cocktails with no fruit or garnishment. We will have ice on hand provided by US Ice and stored in a refrigerated storage unit delivered by the vendor. We will be applying for the health permit upon event approval.  
Dine Drink Detroit, LLC will be handling this aspect of the event.

Emergency Medical Services: Hart EMS Medical Services, PLLC  
Karen Baer  
313.366.4278 ext. 93

Food Service: We are planning on having one food vendor. They will be responsible for individually applying to the health department for their permit. Event organizers will apply for the vending permit with City of Detroit.

Vendors: We will have 1 or 2 clothing vendors on site. They will not have access to the street. Event organizers will apply for vending permit with City of Detroit on their behalf.

Production: AV7 Productions  
Dan Newman  
10101 Lyndon Street  
Detroit, MI 48238  
313-933-5397

Power: We will utilize two generators. **Please see attached spec sheets.**

Security: A&B Executive Protection  
2456 Nixon Road  
Ann Arbor, MI 48105  
**Please see attached Certificate of Liability Insurance**  
**Please see attached Contract for Services**

Portable Restrooms: Parkway Services, Inc.  
2876 Tyler Road  
Ypsilanti, MI 48198  
**Please see attached Order Confirmation**  
40 Units  
2 ADA Compliant Units  
Hand Sanitizing Stations

Sanitation Services: GFL – Green for Life  
**See attached Commercial Customer Service Agreement**

Production Overview: **Please see attached Event Layout**  
Main Tent – 80' x 100' (Certificates attached)  
Tent 2 – 20' x 30'  
Tent 3 – 30' x 75'  
Tent 4 – 20' x 30'  
Inside Stage – 12' x 16' x 24"H  
Portable Toilets – 40  
Hand Washing Stations – 4  
Bar 1 – 100' Long  
Bar 2 – 30' long  
Beer Tubs – 2  
125' of 6' tall metal fencing to secure location  
21+ ONLY event with ID check at entrance and additional check at service points. Wristband given to all attendees.  
**Tent Heat – please see attached spec sheets**

Tent/Tables Provider: S&R Tent Rental  
Detroit  
1-800-230-7706  
**Fire Certificates and Engineering Drawings Attached**

**Respectfully submitted by Andrus McDonald from The Annex Group, LLC. For further information or any questions please do not hesitate to contact us.**

**P: 248.219.4941**  
**F: 313.731.0257**  
**E: [andrusm@me.com](mailto:andrusm@me.com)**

# A&B Executive Protection

> Executive Protection /  
Event Staffing Detail

> #204589-5

December 21, 2019

Contracted for 3/10/2019 - Corktown Paddy's Parade Party 2019

By: The Annex Group and JAJ Good Cycle Works

To whom it may concern:

A&B Executive Protection has been contracted by The Annex Group and JAJ Good Cycle Works, Inc.

A&B Executive Protection will be contracted for the safety and protection of guests and staff for a March 10, 2019 event – Corktown Paddy's Parade Party – located at 2034 Michigan Avenue. A&B will provide twenty (25) personnel at the rate of \$25.00/hr. The number of personnel and hours may be increased depending on anticipated attendance, weather, etc.

Sincerely,  
Benjamin Brinker  
A&B Executive Protection

Enclosure

Corktown Paddy's Parade Party 2019  
Sunday, March 10, 2019

Request to Amend/Add to Special Event Petition

To Whom It May Concern:

We'd like to formally request the closure of an alley/right of way that runs E/W behind the parking lot at 2034 Michigan Avenue. The alley only extends between Vermont and the Gaelic League. Both are closed to the general public by the police on 3.10. The lot is bound to the north by a fence line that separates the property to the north. This is not a lane used by Emergency Vehicles or Police Vehicles. Access to the East and West is closed by DPD. We would request a closure permit for 3.10.19.

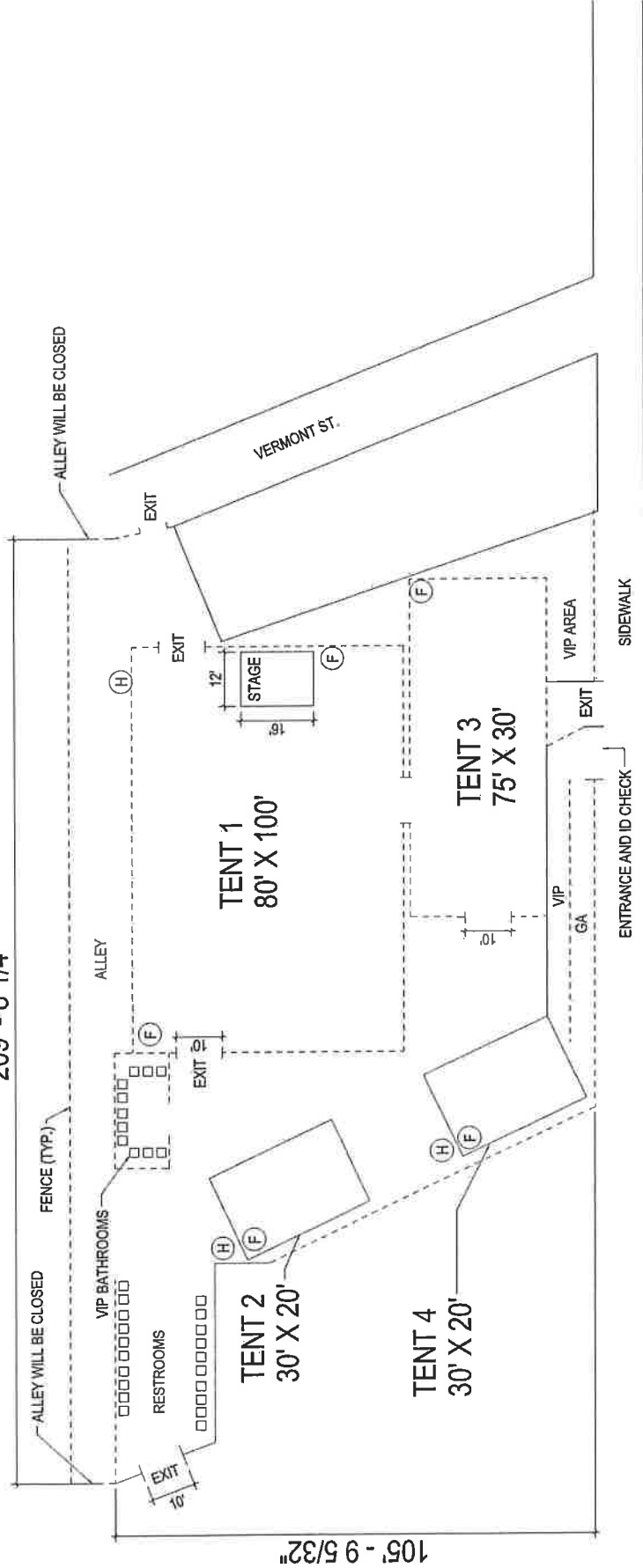
Looking forward to speaking further on this matter.

Regards,

Andrus McDonald  
The Annex Group, LLC  
C: 248.219.4941  
E: andrusm@me.com

**SUNDAY, MARCH 10, 2019  
 9 A.M. TO 9 P.M.**

209' - 8 1/4"



ENTRANCE AND ID CHECK

MICHIGAN AVE.

LOT ADDRESS  
 2034 MICHIGAN AVE.  
 DETROIT, MI 48216

(H) HEATER  
 (F) FIRE EXTINGUISHER

**SHEET NOTES:**

1. NO SIDE WALKS WILL BE USED FOR ENTRANCE OR EXITING PURPOSES.
2. ALL EXITS ARE CLEARLY MARKED IN RED AND ARE AT LEAST 10'-0".
3. STAGE IS 16" WIDE AND 12" DEEP AND 24" HIGH WITH STAIR STEPS
4. EVENT WILL BE IN A SECURED FENCED AREA FOR GUESTS OVER 21 ONLY WITH ADEQUATE SECURITY AND EMS ON SITE

RESTROOMS: 40  
 TENT 1: 80' X 100'  
 TENT 2: 30' X 20'  
 TENT 3: 75' X 30'  
 TENT 4: 30' X 20'  
 HEATERS: 3  
 FIRE EXTINGUISHERS: 5

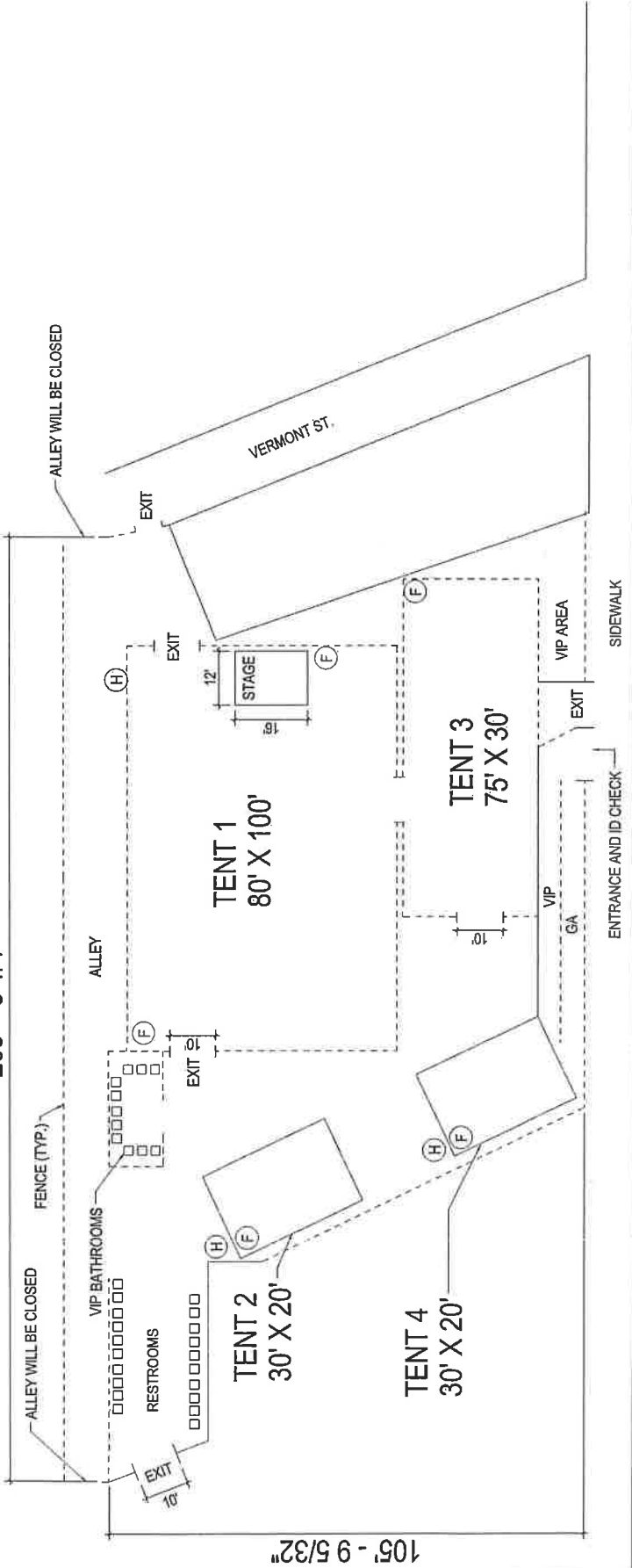
REVISION	BY	DATE

Corktown Paddy's Parade Party  
 2034 Michigan Avenue  
 Detroit Michigan

# SUNDAY, MARCH 10, 2019

## 9 A.M. TO 9 P.M.

209' - 8 1/4"



LOT ADDRESS

2034 MICHIGAN AVE.  
 DETROIT, MI 48216

(H) HEATER  
 (F) FIRE EXTINGUISHER

SHEET NOTES:

1. NO SIDE WALKS WILL BE USED FOR ENTRANCE OR EXITING PURPOSES.
2. ALL EXITS ARE CLEARLY MARKED IN RED AND ARE AT LEAST 10'-0"
3. STAGE IS 16' WIDE AND 12' DEEP AND 24" HIGH WITH STAIR STEPS
4. EVENT WILL BE IN A SECURED FENCED AREA FOR GUESTS OVER 21 ONLY WITH ADEQUATE SECURITY AND EMS ON SITE

RESTROOMS: 40  
 TENT 1: 80' X 100'  
 TENT 2: 30' X 20'  
 TENT 3: 75' X 30'  
 TENT 4: 30' X 20'  
 HEATERS: 3  
 FIRE EXTINGUISHERS: 5

NO.	REVISION	DATE

DATE: 1-18-19  
 DRAWN BY:  
 CHECKED BY:  
 PROJECT NO.:  
 SHEET NO.: SF

2019-01-09

**629**

**629** *Petition of The Annex Group LLC and JAJ Good Cycle Works, request to hold "Corktown Paddy's Parade Party" at 2014 Michigan Ave on March 10, 2019 from 9:00 AM to 9:00 PM with set up to begin 3-3-19 and tear down to be complete on 3-15-19.*

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

MAYOR'S OFFICE POLICE DEPARTMENT  
FIRE DEPARTMENT DPW - CITY ENGINEERING  
DIVISION  
TRANSPORTATION DEPARTMENT PLANNING AND  
DEVELOPMENT DEPARTMENT  
TRANSPORTATION DEPARTMENT MUNICIPAL

MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): [X] APPROVED [ ] DENIED [ ] N/A [ ] CANCELED

Petition #: 631 Event Name: Detroit Home Opener

Event Date: April 4, 2019

Street Closure: None

Organization Name: The Annex Group & JAJ Good Cycle Works

Street Address: 48 Adelaide Detroit, MI 48201

Table with 2 columns: Description, Date. Rows include: Receipt date of the COMPLETED 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: [X] Parking Lot - Tent Party, [X] 24-Hour Liquor License

Petition Communications (include date/time)
Annual festival held at 440 Madison (Parking Lot) in celebration of the Detroit Tiger's Opening Day from 9:00am - 9:00pm.

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

Table with 6 columns: Date, Department, N/A, APPROVED, DENIED, Additional Comments. Rows for DPD, DFD/EMS, DPW, Health Dept.



Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fencing Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits Required for Tents, Generators & Electrical
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendors License 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Aisher

Date: February 13, 2019

## DEPARTMENTAL REFERENCE COMMUNICATION

*Tuesday, January 08, 2019*

*To: The Department or Commission Listed Below*

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

---

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

**631**    *The Annex Group/JAJ Good Cycle Works, request to hold "Detroit Home Opener" at 440 Madison Ave on April 4, 2019 from 9:00 AM to 9:00 PM with set up to begin on 3-31-19 and tear down to be complete on 4-7-19.*

# 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. You are required to complete the information below so that the City of Detroit can gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the City of Detroit Clerk's Office at least 60 days prior to the first day of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets or maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: Detroit Home Opener  
Event Location: 440 Madison, Detroit, MI 48226

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: The Annex Group / JAJ Good Cycle Works  
Organization Mailing Address: 48 Adelaide, Detroit, MI 48201  
Business Phone: 248.219.4941 Business Fax: 313.731.0257  
Federal Tax ID # \_\_\_\_\_

*If registered as a non-profit, indicate non-profit ID number and attach a copy of the certificate.*

Applicant Name: Andrus McDonald  
Title/Role: Event Organizer  
Email Address: andrusm@me.com  
Mailing Address: 48 Adelaide, Detroit, MI 48201  
Business Phone: 248.219.4941 Business Fax:: 313.731.0257

### Event On-Site Contact Person:

Mailing Address: same as above  
Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

*List name/phone number of person(s) authorized to make decisions for the organization/event (indicate role/responsibility).*

List Event Sponsors: \_\_\_\_\_

### Event Elements (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Walkathon             | <input type="checkbox"/> Carnival/Circus     | <input type="checkbox"/> Concert/Performance                               |
| <input type="checkbox"/> Run/Marathon          | <input type="checkbox"/> Bike Race           | <input type="checkbox"/> Religious Ceremony                                |
| <input type="checkbox"/> Political Event       | <input checked="" 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 checked="" type="checkbox"/> Other: <u>Parking Lot / Tent Party</u> |

**Provide a brief description of your event:**

Annual event/fundraiser held on the day of Opening Day for the Detroit Tigers.

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

Begin Set-up Date & Time: 3/31 12:00 p.m. Complete Set-up Date & Time: 4/4 7:00 a.m.

Event Start Date & Time: 4/4 9 a.m. Event End Date & Time: 4/4 9 p.m.

Begin Tearing Down Date: 4/4 9 p.m. Complete Tear Down Date: 4/7 5 p.m.

Event Times (If more than one day, give times for each day): Back up date in case of weather rain out would be the following day - so the tear down dates would be extended by one day. We would ask for 4/4 and 4/5 be Permitted.

**Is this the first time you have held this event in the City of Detroit?**  Yes  No

If no, what years has the event been held in Detroit? 2014 - 2018

When was the event last held in Detroit? 2018

Where was the event last held in Detroit? Same location - 440 Madison

What were the hours last year? same as above

Project Attendance This Year (Minimum - Maximum)? 1,500 - 3,500

What is the basis for your projected attendance? Last year's attendance figures

**Please describe your anticipated/ target audience:**

Is this going to be an annual event?  Yes  No

If yes, do you have a preferred/proposed for next year? Tiger's home opening game

If a parade is planned. Indicate elements (check all that apply):

People  Balloons

Floats  Animals

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

Bands

**If animals included, specify type, number and how used.** \_\_\_\_\_

Name of business supplying animal(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Section 3- LOCATION/SITE INFORMATION

Location of Event: 440 Madison, Detroit, MI 48226 parking lot located across from 36th District court

Facilities to be used (circle): Street Sidewalk Park City Facility

Please attach 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

### Section 4- ENTERTAINMENT

What type of entertainment will be used? (check all that apply)

- Singers  Magician  
 Musicians  Story Telling  
 Comedians  Other: DJ

Describe the entertainment for this year's event: DJ and 2 Live bands (TBD) - last year we used Howling Diablos

List proposed entertainers and/or bands performing at the event:

Will a sound system be used?  Yes  No

If yes, what type of sound system? \_\_\_\_\_

Acoustic-audible, sound heard within natural range

Amplified-augmented, sound increased to broaden range

The amplified sound will be used: \_\_\_\_\_

Will the event consist of a musical concert?  Yes  No

If yes, what type of music? (check all that apply)

Live  Recorded  Karaoke/Lip-synch

Describe specific power needs for entertainment and/or music: \_\_\_\_\_

How many generators will be used? We will utilize one large generator - T.B.D.

How will the generators be fueled? Gas

Name of vendor providing generators:

Contact Person: Dan Newman - AV7 Productions

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

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Section 5- COMMUNICATION/ADVERTISING STRATEGY

Check all applicable boxes that describe the type of promotion you plan to use to attract participants:

Radio (Specify stations):

Television (Specific stations):

Newspapers (specify papers):

Web site (identify web address): www.detroithomeopener.com

Public Relations or Marketing Firm (Specify):

Contact Info:

Raffle (List Item(s)):

Billboards

Flyers

Street Banners

Other (specify): \_\_\_\_\_

NOTE: All raffles subject to laws of State/City.

### Section 6- SALES INFORMATION

Will there be advanced ticket sales?  Yes  No

If yes, please describe:

Tickets begin at \$5 and increase to \$30 for G.A.

Will there be on-site ticket sales?  Yes  No

If yes, list price(s):

\$30 - based on availability

Will food be sold?  Yes  No

If yes, please pick up Special Events Vendor Packet in Suite 105:

Will merchandise be sold?  Yes  No

If yes, describe:

TBD

Will a percentage of the proceeds be distributed to a charitable organization?  Yes  No

If yes, describe: JAJ Good Cycle Works

If the event is a fundraiser, identify charity or recipient of funds:

Will there be vending or sales?  Yes  No

If yes, check all that apply:

Food

Merchandise

Non-Alcoholic Beverages

Alcoholic Beverages

Other (specify):

Indicate type of items to be sold:

Beer/Wine/Liquor/T-Shirts/Hats/Food

Will these be exclusive vendors or outside vendors? (please describe): Outside vendors who will receive vendor permits

**Section 7- PUBLIC SAFETY & PARKING INFORMATION**

Name of Private Security Company: Existing park contract security will be used.

Contact Person: A&B Security

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of Private Security Personnel Hired Per Shift: \_\_\_\_\_

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

Licensed  Armed **NOT ARMED**  Bonded

Describe the emergency evacuation plan: \_\_\_\_\_

Describe the parking plan to accommodate anticipated attendance: local/area parking

How will you advise attendees of parking options? Social Media - Facebook, Instagram, Twitter

Are you seeking a group parking rate? NO

**Section 8- COMMUNITY IMPACT INFORMATION**

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

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/phone calls/mailer

Indicate contact names and phone numbers (for verification) or attach approved letter(s):  
\_\_\_\_\_  
\_\_\_\_\_

**Section 9- EVENT SET-UP**

Complete the appropriate categories that apply to the event.

**Structure**

How Many? (see attached layout)

Size/Height \_\_\_\_\_

Booth \_\_\_\_\_

Tent (enclosed on 3 sides) \_\_\_\_\_

Canopy (open on all sides) \_\_\_\_\_

Staging/Scaffolding \_\_\_\_\_

Bleachers \_\_\_\_\_

**Company:**

Grill

Gas       Charcoal       Electrical       Propane

Fireworks (Pyrotechnics)      N/A

Aerial       Stage

Provide Sketch:

Portable Restrooms:

Standard       ADA Accessible

Vehicles

Type/Weight: \_\_\_\_\_

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

NOTE: Specific requirements must be met and special approval must be received by the Detroit Fire Department.

Will additional electrical wiring need to be installed? Specify locations, voltage, amperage, and phase.

\_\_\_\_\_  
N/A

Will additional utility services be used (power, water, etc.)? Please describe.

\_\_\_\_\_ N/A

Do you plan a fireworks display? List dates, time, location, vendor, and attach certificate of insurance.

\_\_\_\_\_ N/A  
\_\_\_\_\_



**Section 10- COMPLETE ALL THAT APPLY**

**Name of Sanitation Company collecting refuse and garbage?**

Contact Person: PLEASE SEE ATTACHED EVENT OUTLINE OVERVIEW

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Name of company providing emergency medical services?**

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

**Name of company providing porta-johns.**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**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.

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

**STREET NAME:** Mechanic Street

FROM Beaubien and Brush

TO 4/3/2019 - 4/5/2019

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: \_\_\_\_\_

**Requested City Equipment**

Provided In: \_\_\_\_\_ (year)

Current Request: \_\_\_\_\_ (year)

Street Closures:

- Posting no parking signs                       Light pole
- Electrical Services                                       Storage for Trailers/Trunks

**Barricades are not available from the City of Detroit.**

**ADDITIONAL INFORMATION**

Is there any additional information that you feel is important to mention regarding your event or additional requests? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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, understand and agree 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 regulation 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.

*Andrus McDonald*

01/01/19

---

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.

2019-01-09

631

631 *Petition of The Annex Group/JAJ  
 Good Cycle Works, request to hold  
 "Detroit Home Opener" at 440  
 Madison Ave on April 4, 2019 from  
 9:00 AM to 9:00 PM with set up to  
 begin on 3-31-19 and tear down to be  
 complete on 4-7-19.*

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REFERRED TO THE FOLLOWING DEPARTMENT(S)

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

**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 648 Event Name: Hightail to Ale 5K Run/Walk

Event Date: May 10, 2019

Street Closure: Guion, Franklin, Chene & Atwater

Organization Name: RF Events

Street Address: 5700 Jackson Road Ann Arbor, MI 48103

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 Run/Walk at Atwater Brewery and surrounding streets from 6:30pm - 9:00pm.

**\*\* 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; Secondary Employment will also assist
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted with Hart EMS to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permit Required; DPD Assisted Event
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>No Permits Required</b>

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type III Barricades & 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"/>	Permits Required for Tents & Electrical
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendors License Required for Food Trucks
	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"/>	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 Justice

Date: February 13, 2019

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

Janice M. Winfrey  
City Clerk

Caven West  
Deputy City Clerk/Chief of Staff

**DEPARTMENTAL REFERENCE COMMUNICATION**

*Wednesday, January 16, 2019*

*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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MAYOR'S OFFICE    BUILDINGS SAFETY ENGINEERING  
POLICE DEPARTMENT    FIRE DEPARTMENT  
BUSINESS LICENSE CENTER    DPW - CITY ENGINEERING DIVISION

**648**    *RF Events, request to hold "Hightail to Ale 5K Run/Walk from Start/Finish at Atwater Brewery 237 Joseph Campau on 5/10/19 at 6:30pm - 9:00pm, Set-up on 5/10/19 from 12:00pm to 6:15pm with Complete tear down on 5/10/19 @ 10:00 pm.*

#648

## 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: Hightail to Ale 5K Run/Walk

Event Location: Start/Finish at Atwater Brewery 237 Joseph Campau

Is this going to be an annual event?  Yes  No

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: RF Events

Organization Mailing Address: 5700 Jackson Rd Ann Arbor, MI 48103

Business Phone: 734-929-9027

Business Website: www.rfevents.com

Applicant Name: Randal Step, President

Business Phone: 734-929-9027

Cell Phone: 7349262298

Email: mandy@rfevents.com

Event On-Site Contact Person:

Name: Mandy Hetfield

Business Phone: 734-929-9027

Cell Phone: 989-277-4753

Email: mandy@rfevents.com

Event Elements (check all that apply)

Walkathon

Carnival/Circus

Concert/Performance

Run/Marathon

Bike Race

Religious Ceremony

Political Event

Festival

Filming

Parade

Sports/Recreation

Rally/Demonstration

Convention/Conference

Fireworks

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

Projected Number of Attendees: 3,500

Please provide a brief description of your event:

A timed race for around 3,500 people. Race course will be along Atwater St. and the Riverwalk. This is



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

Begin Set-up Date 05/10/2019 Time: 12:00PM Complete Set-up Date: 5/10/19 Time: 6:15PM

Event Start Date: 5/10/19 Time: 6:30PM Event End Date: 5/10/19 Time: 9:00PM

Begin Tearing Down Date: 5/10/19 6:45PM Complete Tear Down Date: 5/10/19 10PM

Event Times (If more than one day, give times for each day):  
Only one day

### Section 3- LOCATION/SITE INFORMATION

Location of Event: Atwater Brewery 237 Joseph Campau

Facilities to be used (Check) Street  Sidewalk  Park  City   
Facility

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:

Race course and food trucks afterwards

Will a sound system be used?  Yes  No

If yes, what type of sound system? Fender Passport

Describe specific power needs for entertainment and/or music:

Awards and race announcements

How many generators will be used? 0

How will the generators be fueled?

Name of vendor providing generators:

Contact Person:

Address:

Phone:

City/State/Zip

### 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:

Food truck sales from permitted food trucks.

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Off Duty DPD Officers

Contact Person:

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift:

5 for the duration of the event

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

Licensed  Armed  Bonded

How will you advise attendees of parking options?

List options on website. Give participants maps in their pre-race e-mails.

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?  
Atwater Street will be closed from 6:30pm until the last participant is off the road around 7:30pm

Have local neighborhood groups/businesses approved your event?

Yes  No

Indicate what steps you have or will take to notify them of your event:  
Have notified all of the major businesses via e-mail to let them know our date for 2019. We have maintained great relationships with the surrounding businesses.

## Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

	How Many?	Size/Height
Booth	0	
Tents (enclosed on 3 sides)		
Canopy (open on all sides)	4	10x10 pop ups
Staging/Scaffolding	0	
Bleachers	0	

## Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: Karen Baer - Hart EMS Medical Services

Address: 313.366.4278 ext.93

City/State/Zip: And American Red Cross

Name of company providing port-a-johns: John's Sanitation

Contact Person: Daniel Docis

Address: 59075 Oasis Center Dr

Phone: 248-437-0841

City/State/Zip: South Lyon, MI 48178

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: Guoin  
FROM: Chene TO: Joseph Campau

CLOSURE DATES: 5/10/19 BEG TIME: 2pm END TIME:  
REOPEN DATE: 9pm TIME:

STREET NAME: Franklin  
FROM: Dubois TO: Joseph Campau

CLOSURE DATES: 5/10/19 BEG TIME: 5pm END TIME:  
REOPEN DATE: 7pm TIME:

STREET NAME: Chene  
FROM: Jefferson TO: Atwater

CLOSURE DATES: 5/10/19 BEG TIME: 5pm END TIME:  
REOPEN DATE: 9pm TIME:

STREET NAME: Atwater  
FROM: Joseph Campau TO: Bates

CLOSURE DATES: 5/10/19 BEG TIME: 6pm END TIME:  
REOPEN DATE: 7:45pm 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 love working with Officer Evans and the whole Detroit team. We are super excited to return for our 6th year!

**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.



01/09/2019

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: Hightail to Ale 5K Event  
Date: 5/10/2019

Event Organizer:  
RF Events



Applicant Signature: \_\_\_\_\_  
Date: 01/09/2019

2019-01-16

**648**

*Petition of RF Events, request to hold "Hightail to Ale 5K Run/Walk from Start/Finish at Atwater Brewery 237 Joseph Campau on 5/10/19 at 6:30pm - 9:00pm, Set-up on 5/10/19 from 12:00pm to 6:15pm with Complete tear down on 5/10/19 @ 10:00 pm.*

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

MAYOR'S OFFICE BUILDINGS SAFETY ENGINEERING  
POLICE DEPARTMENT FIRE DEPARTMENT  
BUSINESS LICENSE CENTER DPW - CITY  
ENGINEERING DIVISION

**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 663 Event Name: 10th Annual Marche du Nain Rouge

Event Date : March 24, 2019

Street Closure: Canfield, Temple and Second

Organization Name: Marche du Nain Rouge

Street Address: 34 West Bethune Detroit, MI 48202

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)

10th Annual Marche du Nain Rouge Community Art Parade from 12:00pm - 2:00pm; with post party in Masonic Temple until 8:00pm.

**\*\* 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"/>	Pending Inspections; Contracted with Universal Macomb to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permit Required; DPD Assisted Event
	Health Dept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>No Jurisdiction</b>



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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits Required for Open Flame
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendors License 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Audier

Date: February 13, 2019

## DEPARTMENTAL REFERENCE COMMUNICATION

*Friday, February 01, 2019*

*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.

---

MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
POLICE DEPARTMENT    FIRE DEPARTMENT  
BUSINESS LICENSE CENTER    BUILDINGS SAFETY ENGINEERING  
TRANSPORTATION DEPARTMENT    MUNICIPAL PARKING DEPARTMENT

**663**    *Marche du Nain Rouge, request to hold the "10th Annual Marche du Nain Rouge" on 3/24/2019 from 12pm to 8pm, Setup at 8am - 11am and tear down at 3/24/19 and events completion. Parade step off is 1:30pm.,with various street closures.*

## 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: 10th Annual Marche du Nain Rouge

Event Location: Canfield, between Cass and Second; Second between Canfield and Temple; Temple

Is this going to be an annual event?  Yes  No

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Marche du Nain Rouge

Organization Mailing Address: 34 West Bethune, Detroit, MI 48202

Business Phone: 313.717.4298 Business Website: www.marchedunainrouge.com

Applicant Name: Marche du Nain Rouge

Business Phone: 313.717.4298 Cell Phone: 313.717.4298 Email: marchedunainrouge@gmail.com

**Event On-Site Contact Person:**

Name: Francis Grunow

Business Phone: 313.717.4298 Cell Phone: 313.717.4298 Email: marchedunainrouge@gmail.com

**Event Elements (check all that apply)**

- Walkathon
- Run/Marathon
- Political Event
- Parade
- Convention/Conference
- Carnival/Circus
- Bike Race
- Festival
- Sports/Recreation
- Fireworks
- Concert/Performance
- Religious Ceremony
- Filming
- Rally/Demonstration
- Other: DFD Approved Flame

Projected Number of Attendees: 5,000-7,000

Please provide a brief description of your event:

The 10th Annual Marche du Nain Rouge is a community art parade and presentation in the Cass

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

Begin Set-up Date 03/24/2019 Time: 8 a.m. Complete Set-up Date: 03/24/2019 Time: 11 a.m.

Event Start Date: 03/24/2019 Time: 12 p.m. Event End Date: 03/24/2019 Time: 8 p.m.

Begin Tearing Down Date: 03/24/2019 Complete Tear Down Date: 03/24/2019

Event Times (If more than one day, give times for each day):  
Please note parade step off is 1:30 p.m.

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: Canfield, Second, Temple, Cass Park, Masonic Temple

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:

There will be an hourlong Community Stage beginning at noon, with poetry, music, and approved flame

Will a sound system be used?  Yes  No

If yes, what type of sound system? Multiway Concert Sound

Describe specific power needs for entertainment and/or music:

10,000 Watt Max

How many generators will be used? One

How will the generators be fueled?  
Diesel or Gas

Name of vendor providing generators:

Contact Person: Nick Enright (Lyve/Thunder)

Address: 4437 5th Street

Phone: 313.303.3438

City/State/Zip: Ecorse, MI 48229

### 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:

Merchandise - T-Shirts, posters, coloring books, patches, stickers, etc.

Food - We do not have any food vendors at this time, but will direct any food vendors to submit license to City of Detroit

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: NA

Contact Person:

Address:

Phone:

City/State/Zip:

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?

Via website, social media, and earned media. Attendees are advised to use area parking and through a special deal with Wayne State University Parking.

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

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

There is a 3-4 hour period where the Marche impacts the surrounding community. Streets are closed off and there is a loudspeaker at the beginning and end of the event. Thousands of costumed attendees fill the streets and sidewalks.

Have local neighborhood groups/businesses approved your event?

Yes  No

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

We work closely with Detroit Midtown, Inc. to disseminate information. Also businesses and residents are notified by word of mouth, flyers, emails, etc.

## 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)	1-2	10x10
Canopy (open on all sides)		
Staging/Scaffolding	1	Mobile stage at beginning.
Bleachers		

## Section 9- COMPLETE ALL THAT APPLY

**Emergency medical services?**

Contact Person: Universal Macomb

Address: 37583 Mound Road

City/State/Zip: Sterling Heights, MI 48310

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

Contact Person:

Address: PO Box 40387

Phone: 734.421.1400

City/State/Zip: Redford, MI 48240

Name of private catering company? No

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:** Canfield Street

**FROM:** Cass **TO:** Second (including intersection)

**CLOSURE DATES:** 3/24 **BEG TIME:** 10 a.m. - 5 **END TIME:**

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

**STREET NAME:** Second Avenue

**FROM:** Prentis **TO:** Ledyard

**CLOSURE DATES:** 3/24 **BEG TIME:** 1:30 p.m. - 4 **END TIME:**

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

**STREET NAME:** Temple

**FROM:** Cass **TO:** Second

**CLOSURE DATES:** 3/24 **BEG TIME:** 1:30 - 4 p.m. **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**



**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.

alligned via EventandMore.com  
*Francis Grunow*  
Key: #3226a1196328b0f94c470442332705

01/21/2019

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:** Marche du Nain Rouge **Event**  
**Date:** 3/24/2019

**Event Organizer:**  
Marche du Nain Rouge

alligned via EventandMore.com  
**Applicant Signature:** *Francis Grunow*  
Key: #3226a1196328b0f94c470442332705  
**Date:** 01/21/2019

2019-02-01

**663**

*Petition of Marche du Nain Rouge, request to hold the "10th Annual Marche du Nain Rouge" on 3/24/2019 from 12pm to 8pm, Setup at 8am - 11am and tear down at 3/24/19 and events completion. Parade step off is 1:30pm., with various street closures.*

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

- MAYOR'S OFFICE
- DPW - CITY ENGINEERING DIVISION
- POLICE DEPARTMENT
- FIRE DEPARTMENT
- BUSINESS LICENSE CENTER
- BUILDINGS SAFETY ENGINEERING
- TRANSPORTATION DEPARTMENT
- MUNICIPAL

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### MAYOR'S OFFICE COORDINATORS REPORT

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

Petition #: 681 Event Name: Carpet House Blues Jam

Event Date : April 15 - September 1, 2019

Street Closure: None

Organization Name: Carpet House Blues Jam

Street Address: 19268 Conley Detroit, MI 48234

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: Jam Session
- 24-Hour Liquor License

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

Annual Blues Jam held every Sunday at 2125 Frederick Street from 4:00pm - 9:00pm.

**\*\* 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 will Provide Special Attention
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitation Stations Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Barricades Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Bus. License	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Ausher

Date: February 13, 2019

## DEPARTMENTAL REFERENCE COMMUNICATION

Friday, February 15, 2019

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.

---

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

**681**    *Carpet House Blues Jam, request to hold "Carpet House Blues Jam" at 2125 Frederick every Sunday beginning April 15, 2019 and ending September 1, 2019 from 4:00 PM to 9:00 PM each Sunday.*

## 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: CARPET HOUSE BLUES JAM  
 Event Location: 2125 FREDERICK Detroit Mich  
 Is this going to be an annual event?  Yes  No

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: CARPET HOUSE BLUES JAM  
 Organization Mailing Address: 19268 COLLEY Detroit MI 48234  
 Business Phone: 313 995 8715 Business Website: \_\_\_\_\_

Applicant Name: ALBERT BARROW  
 Business Phone: 313 891-6628 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event On-Site Contact Person:  
 Name: ALBERT BARROW  
 Business Phone: 313-891-6628 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Event Elements (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Walkathon             | <input type="checkbox"/> Carnival/Circus   | <input type="checkbox"/> Concert/Performance       |
| <input 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: <u>JAM SESSION</u> |

Please provide a brief description of your event:

4-9pm Each Sunday During the Summer

City of Detroit  
Media Services

JAN 07 2019

Received by Marie A. Williams

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

Begin Set-up Date: APR 11 15 Time: 3 PM Complete Set-up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Start Date: 4-15-2019 Time: \_\_\_\_\_ Event End Date: 9-1-2019 Time: \_\_\_\_\_

Begin Tearing Down Date: 9-1-2019 Complete Tear Down Date: 9-1-2019

Event Times (If more than one day, give times for each day):  
SUNDAY ONLY 4-9 PM

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: 2125 FREDERICK DET. MICH

Facilities to be used (circle): Street \_\_\_\_\_ Sidewalk \_\_\_\_\_ Park \_\_\_\_\_ City \_\_\_\_\_  
Facility

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

**Section 4- ENTERTAINMENT**

Describe the entertainment for this year's event:  
LIVE JAM SESSION

Will a sound system be used?  Yes  No

If yes, what type of sound system? PA SYSTEM

Describe specific power needs for entertainment and/or music:  
3500 GENERATOR

How many generators will be used? ~~1~~ 1

How will the generators be fueled? GAS

City of Detroit  
Media Services  
JAN 07 2019

Received by Marie A. Williams

Name of vendor providing generators:

Contact Person: Carpet House Jan Albert Barrow

Address: 2125 Frederick Phone: 313 - 891-6628

City/State/Zip Detroit Mich

**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:  
\_\_\_\_\_  
\_\_\_\_\_

**Section 6- PUBLIC SAFETY & PARKING INFORMATION**

Name of Private Security Company: Existing park contract security will be used.

Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION**

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

VACANT PROPERTY PRIVATELY OWN

Have local neighborhood groups/businesses approved your event?

Yes  No

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

\_\_\_\_\_  
\_\_\_\_\_

**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)	_____	_____
Canopy (open on all sides)	_____	_____
Staging/Scaffolding	_____	_____
Bleachers	_____	_____

**Section 9- COMPLETE ALL THAT APPLY**

Emergency medical services?

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Name of company providing port-a-johns. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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: FREDERICK  
FROM: ST. AUBIN - Dubois TO: \_\_\_\_\_

CLOSURE DATES: 9-1-2019 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**

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**AUTHORIZATION & AFFIDAVIT 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.

\_\_\_\_\_  
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.

(Please Print)

Event Name: CARPET HOUSE JAM Event Date: 4-15-2019

Event Organizer: ALBERT BARROW

Applicant Signature: Albert Barrow Date: 2-9-2019

2019-02-15

**681**

**681** *Petition of Carpet House Blues Jam, request to hold "Carpet House Blues Jam" at 2125 Frederick every Sunday beginning April 15, 2019 and ending September 1, 2019 from 4:00 PM to 9:00 PM each Sunday.*

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

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

**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 683 Event Name: Entercom Radio Tigers Opening Day Block Party

Event Date : April 4, 2019

Street Closure: None

Organization Name: Entercome (formerly CBS) Radio

Street Address: 26455 American Drive

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: Block Party
- 24-Hour Liquor License**

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

Detroit Tiger's Opening Day Block Party held at Grand Circus Park - East & West from 9:00am - 8:00pm.

**\*\* 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 will Provide Special Attention; Contracted with Camouflage Security to Provide Private Security Services
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Inspections; Contracted with Hart Medical to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Food License Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bike Racks Required to Enclose Park
	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"/>	Permits Required for Tents, Generators & Electrical
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendors License 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"/>	Purchase of Parking Meters on Madison Required for Load - In
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Aushier

Date: February 13, 2018

## DEPARTMENTAL REFERENCE COMMUNICATION

Friday, February 15, 2019

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

**683**    *Entercom Detroit, request to hold "Entercom Detroit Tigers Opening Day Block Party" at Grand Circus Park East and West on April 4, 2019 from 9:00 AM to 8:00 PM.*



## 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: Entercom Detroit Tigers Opening Day Block Party

Event Location: Grand Circus Park East and West

Is this going to be an annual event?  Yes  No

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Entercom Detroit

Organization Mailing Address: 26455 American Drive

Business Phone: 248-327-2900

Business Website: entercom.com

Applicant Name: Todd Redden

Business Phone: 248-327-2930

Cell Phone: 248-245-5747

Email: Todd.Redden@entercom.com

Event On-Site Contact Person:

Name: Phil Talbert

Business Phone: 313-478-3722

Cell Phone: 313-478-3722

Email: ptalbert66@comcast.net

Event Elements (check all that apply)

Walkathon

Carnival/Circus

Concert/Performance

Run/Marathon

Bike Race

Religious Ceremony

Political Event

Festival

Filming

Parade

Sports/Recreation

Rally/Demonstration

Convention/Conference

Fireworks

Other: BLOCK PARTY

Please provide a brief description of your event:

Annual Entercom Radio block party free and open to general public celebrating the Detroit Tigers Opening Day game

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

Begin Set-up Date 4/3/19: Time: 7:00 AM Complete Set-up Date: 4/4/19 Time: 9:00 AM

Event Start Date: 4/4/19 Time: 9:00 AM Event End Date: 4/4/19 Time: 8:00 PM

Begin Tearing Down Date: 4/4/19 Complete Tear Down Date 4/4/18

Event Times (If more than one day, give times for each day):

9:00 AM – 8:00 PM IN THE EVENT OF RAIN ON THE 4<sup>TH</sup> RAIN DAY AND USE WILL BE 4/5/19

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: Grand Circus Park East and West

Facilities to be used (circle): Street Sidewalk  Park City Facility

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

**Section 4- ENTERTAINMENT**

Describe the entertainment for this year's event: Live and Recorded Music

Will a sound system be used?  Yes  No

If yes, what type of sound system? Amplified Sound System

Describe specific power needs for entertainment and/or music: Generator

How many generators will be used? 3

How will the generators be fueled? Gas

Name of vendor providing generators:

Contact Person: TBD

Address:

Phone:

City/State/Zip

### 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:

[ X ] Food      [ X ] Merchandise      [ X ] Non-Alcoholic Beverages      [ X ] Alcoholic Beverages

Indicate type of items to be sold: Water, Soda, Food, Beer, Sports Attire

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Existing park contract security will be used.

Contact Person: TBD

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift: 36

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

[X ] Licensed

[ ] Armed

[X ] Bonded

How will you advise attendees of parking options? RADIO, PRESS RELEASE, WEBSITE

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

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

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Have local neighborhood groups/businesses approved your event?

Yes  No

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

---

NOTIFIED THAT ARE NOT ALREADY SUPPORTING EVENT.

---

## 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)	10	
Canopy (open on all sides)	5	
Staging/Scaffolding	1	
Bleachers	N/A	

## Section 9- COMPLETE ALL THAT APPLY

Emergency medical services? TBD

Contact Person:

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Address:

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City/State/Zip:

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Name of company providing port-a-johns. TBD

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Contact Person:

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Address:

---

Phone:

---

City/State/Zip:

---

Name of private catering company? TBD

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Contact Person:

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Address:

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Phone:

---

City/State/Zip:

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**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. N/A

**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

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**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.

Signature of Applicant

*[Handwritten Signature]* *11/10/19*

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.

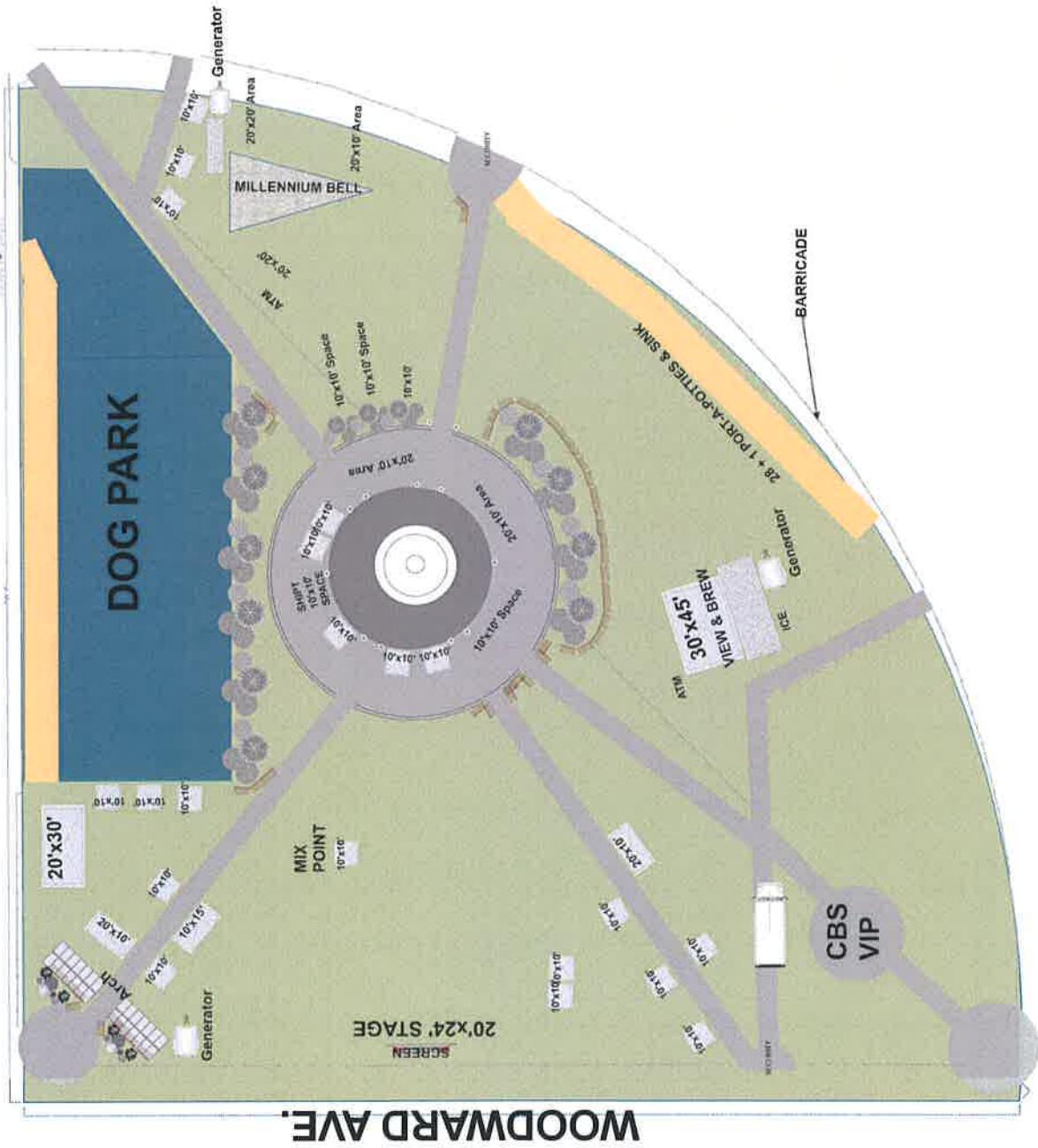
(Please Print)

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Applicant Signature: *[Handwritten Signature]* \_\_\_\_\_ Date: \_\_\_\_\_

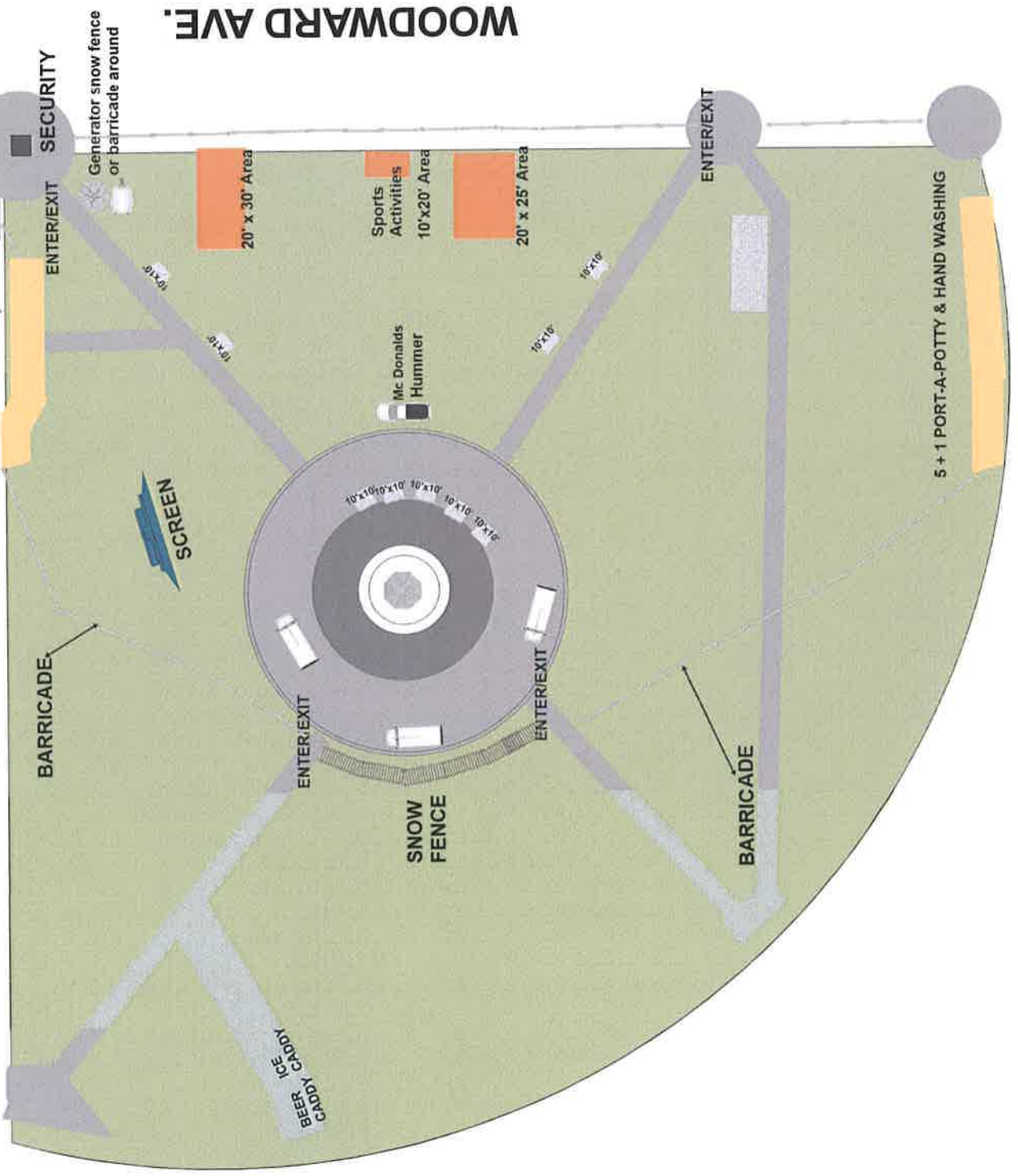
**EAST SIDE BLANK**  $\leftarrow$  N E  $\leftarrow$   
 $\leftarrow$  W S  $\leftarrow$



— Various locations of planting protection (some not shown)  
 All Generators have snow fence or barricade



# WEST SIDE BLANK #2



WOODWARD AVE.

SECURITY

Generator snow fence or barricade around

ENTER/EXIT

20' x 30' Area

Sports Activities 10'x20' Area

20' x 25' Area

Mc Donalds Hummer

SCREEN

BARRICADE

ENTER/EXIT

SNOW FENCE

ENTER/EXIT

BARRICADE

ENTER/EXIT

5 + 1 PORT-A-POTTY & HAND WASHING

BEER ICE CADDY

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CITY OF DETROIT  
OFFICE OF THE CFO  
OFFICE OF CONTRACTING AND  
PROCUREMENT

1008 COLEMAN A. YOUNG  
MUNICIPAL CENTER  
DETROIT, MICHIGAN 48226  
PHONE 313•224-4600  
FAX 313•628-1160

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February 15, 2019

HONORABLE CITY COUNCIL:

CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT THE  
FORMAL SESSION OF FEBRUARY 19, 2019

**DEPARTMENT OF TRANSPORTATION**

6001693      100% City Funding – To Provide a Subsidy for the Operation and Maintenance of the Detroit People Mover and Transit Police Services. – Contractor: Detroit Transportation Corp. – Location: 535 Griswold, Ste. 400, Detroit, MI 48226 – Contract Period: Upon City Council Approval through June 30, 2019 – Total Contract Amount: \$9,000,000.00.

CITY CLERK 2019 FEB 15 AM 9:28



42

Date: February 8, 2019

HONORABLE CITY COUNCIL

RE: **RECOMMENDATION FOR DEFERRAL**

**ADDRESS: 15285 Manning**

**NAME: Clarence Hall**

**Demolition Ordered: October 8, 2018**

In response to the request for a deferral of the demolition order on the property noted above, the Buildings, Safety Engineering and Environmental Department (BSEED) submits the following information:

A special inspection conducted on, February 6, 2019 that the building is secured and appears to be sound and repairable. The owner has paid all taxes and is current. The proposed use of the property is owner's use and occupancy. **This is the 1<sup>st</sup> deferral request for this property.**

**Therefore, we respectfully recommended that the demolition order be deferred for a period of six months subject to the following conditions:**

1. **A permit for rehabilitation work shall be applied for within ten (10) business days from the date of the City Council decision.**
2. **BSEED will schedule a Progress Inspection within forty-five (45) calendar days from the date of the rehabilitation permit to determine whether substantial progress has been made. Thereafter, the owner must submit to BSEED detailed inspection reports, with photos showing evidence of the work completed, every forty-five (45) calendar days, for the duration of the rehabilitation work, to demonstrate that substantial progress has been made during the approved time frame for rehabilitation.**
3. **The building shall have all imminently hazardous conditions immediately corrected, be maintained, and securely barricaded until rehabilitation is complete. Rehabilitation work is to be completed within six (6) months, at which time the owner will obtain one of the following from this department:**
  - **Certificate of Acceptance related to building permits**
  - **Certificate of Approval as a result of a Housing Inspection**
  - **Certificate of Compliance, required for all rental properties**
4. **The owner shall not occupy or allow occupancy of the structure without a certificate (as outlined above).**
5. **The yards shall be maintained clear of overgrown vegetation, weeds, junk and debris at all times.**
6. **Prior to seeking a permit extension, the owner must contact BSEED and request to extend the deferral period.**

We recommend that utility disconnect actions cease to allow the progress of the rehabilitation.

At the end of the deferral period, the owner must contact this department to arrange an inspection to evidence that conditions of the deferral have been satisfied and that there has been substantial progress toward rehabilitation. If the building becomes open to trespass or if conditions of the deferral are not followed, the deferral may be rescinded by the City Council at any time and we may proceed with demolition without further notice. In addition, pursuant to the Property Maintenance Code we will issue a Blight Violation Notice.

Any request exceeding three (3) deferrals must be made by petition to City Council through the office of the City Clerk.

Respectfully submitted,

David Bell  
Director

DB:bkd

cc: Clarence Hall, 53610 Spring Hill Meadow, Macomb, MI 48042



43

Date: February 8, 2019

HONORABLE CITY COUNCIL

**RE: RECOMMENDATION FOR DEFERRAL**  
**ADDRESS: 19425 Houghton**  
**NAME: Moonwater Maintenance and Landscaping Corp.**  
**Demolition Ordered: May 1, 2017**

In response to the request for a deferral of the demolition order on the property noted above, the Buildings, Safety Engineering and Environmental Department (BSEED) submits the following information:

A special inspection conducted on, February 6, 2019 that the building is secured and appears to be sound and repairable. The owner has paid all taxes and is current. The proposed use of the property is owner's use and occupancy. **This is the 1<sup>st</sup> deferral request for this property.**

**Therefore, we respectfully recommended that the demolition order be deferred for a period of six months subject to the following conditions:**

1. **A permit for rehabilitation work shall be applied for within ten (10) business days from the date of the City Council decision.**
2. **BSEED will schedule a Progress Inspection within forty-five (45) calendar days from the date of the rehabilitation permit to determine whether substantial progress has been made. Thereafter, the owner must submit to BSEED detailed inspection reports, with photos showing evidence of the work completed, every forty-five (45) calendar days, for the duration of the rehabilitation work, to demonstrate that substantial progress has been made during the approved time frame for rehabilitation.**
3. **The building shall have all imminently hazardous conditions immediately corrected, be maintained, and securely barricaded until rehabilitation is complete. Rehabilitation work is to be completed within six (6) months, at which time the owner will obtain one of the following from this department:**
  - Certificate of Acceptance related to building permits
  - Certificate of Approval as a result of a Housing Inspection
  - Certificate of Compliance, required for all rental properties
4. **The owner shall not occupy or allow occupancy of the structure without a certificate (as outlined above).**
5. **The yards shall be maintained clear of overgrown vegetation, weeds, junk and debris at all times.**
6. **Prior to seeking a permit extension, the owner must contact BSEED and request to extend the deferral period.**

We recommend that utility disconnect actions cease to allow the progress of the rehabilitation.

At the end of the deferral period, the owner must contact this department to arrange an inspection to evidence that conditions of the deferral have been satisfied and that there has been substantial progress toward rehabilitation. If the building becomes open to trespass or if conditions of the deferral are not followed, the deferral may be rescinded by the City Council at any time and we may proceed with demolition without further notice. In addition, pursuant to the Property Maintenance Code we will issue a Blight Violation Notice.

Any request exceeding three (3) deferrals must be made by petition to City Council through the office of the City Clerk.

Respectfully submitted,

David Bell  
Director

DB:bkd

cc: Moonwater Maintenance and Landscaping Corp., 22215 Ivanhoe LN, Southfield, MI 48034

CITY CLERK 14 FEB 2019 AM 11:52  
Mylene Jackson

CITY CLERK 14 FEB 2019 AM 11:52



44

Date: February 13, 2019

HONORABLE CITY COUNCIL

**RE: RECOMMENDATION FOR DEFERRAL**  
**ADDRESS: 19919 Gilchrist**  
**NAME: Deborah Sangster**  
**Demolition Ordered: April 14, 2014**

In response to the request for a deferral of the demolition order on the property noted above, the Buildings, Safety Engineering and Environmental Department (BSEED) submits the following information:

A special inspection conducted on, February 11, 2019 that the building is secured and appears to be sound and repairable. The owner has paid all taxes and is current. The proposed use of the property is owner's use and occupancy. **This is the 1<sup>st</sup> deferral request for this property.**

Therefore, we respectfully recommended that the demolition order be deferred for a period of six months subject to the following conditions:

1. A permit for rehabilitation work shall be applied for within ten (10) business days from the date of the City Council decision.
2. BSEED will schedule a Progress Inspection within forty-five (45) calendar days from the date of the rehabilitation permit to determine whether substantial progress has been made. Thereafter, the owner must submit to BSEED detailed inspection reports, with photos showing evidence of the work completed, every forty-five (45) calendar days, for the duration of the rehabilitation work, to demonstrate that substantial progress has been made during the approved time frame for rehabilitation.
3. The building shall have all imminently hazardous conditions immediately corrected, be maintained, and securely barricaded until rehabilitation is complete. Rehabilitation work is to be completed within six (6) months, at which time the owner will obtain one of the following from this department:
  - Certificate of Acceptance related to building permits
  - Certificate of Approval as a result of a Housing Inspection
  - Certificate of Compliance, required for all rental properties
4. The owner shall not occupy or allow occupancy of the structure without a certificate (as outlined above).
5. The yards shall be maintained clear of overgrown vegetation, weeds, junk and debris at all times.
6. Prior to seeking a permit extension, the owner must contact BSEED and request to extend the deferral period.

We recommend that utility disconnect actions cease to allow the progress of the rehabilitation.

At the end of the deferral period, the owner must contact this department to arrange an inspection to evidence that conditions of the deferral have been satisfied and that there has been substantial progress toward rehabilitation. If the building becomes open to trespass or if conditions of the deferral are not followed, the deferral may be rescinded by the City Council at any time and we may proceed with demolition without further notice. In addition, pursuant to the Property Maintenance Code we will issue a Blight Violation Notice.

Any request exceeding three (3) deferrals must be made by petition to City Council through the office of the City Clerk.

Respectfully submitted,

David Bell  
Director

DB:bkd

cc: Deborah Sangster, 7043 Timberlake Trail, W. Bloomfield, MI 48322



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Date: February 13, 2019

HONORABLE CITY COUNCIL

RE: **RECOMMENDATION FOR DEFERRAL**

**ADDRESS: 1715 Atkinson**

**NAME: Patricia D'Itri**

**Demolition Ordered: June 13, 2011**

In response to the request for a deferral of the demolition order on the property noted above, the Buildings, Safety Engineering and Environmental Department (BSEED) submits the following information:

A special inspection conducted on, February 12, 2019 that the building is secured and appears to be sound and repairable. The owner has paid all taxes and is current. The proposed use of the property is owner's use and occupancy. **This is the 1<sup>st</sup> deferral request for this property.**

Therefore, we respectfully recommended that the demolition order be deferred for a period of six months subject to the following conditions:

1. A permit for rehabilitation work shall be applied for within ten (10) business days from the date of the City Council decision.
2. BSEED will schedule a Progress Inspection within forty-five (45) calendar days from the date of the rehabilitation permit to determine whether substantial progress has been made. Thereafter, the owner must submit to BSEED detailed inspection reports, with photos showing evidence of the work completed, every forty-five (45) calendar days, for the duration of the rehabilitation work, to demonstrate that substantial progress has been made during the approved time frame for rehabilitation.
3. The building shall have all imminently hazardous conditions immediately corrected, be maintained, and securely barricaded until rehabilitation is complete. Rehabilitation work is to be completed within six (6) months, at which time the owner will obtain one of the following from this department:
  - Certificate of Acceptance related to building permits
  - Certificate of Approval as a result of a Housing Inspection
  - Certificate of Compliance, required for all rental properties
4. The owner shall not occupy or allow occupancy of the structure without a certificate (as outlined above).
5. The yards shall be maintained clear of overgrown vegetation, weeds, junk and debris at all times.
6. Prior to seeking a permit extension, the owner must contact BSEED and request to extend the deferral period.

We recommend that utility disconnect actions cease to allow the progress of the rehabilitation.

At the end of the deferral period, the owner must contact this department to arrange an inspection to evidence that conditions of the deferral have been satisfied and that there has been substantial progress toward rehabilitation. If the building becomes open to trespass or if conditions of the deferral are not followed, the deferral may be rescinded by the City Council at any time and we may proceed with demolition without further notice. In addition, pursuant to the Property Maintenance Code we will issue a Blight Violation Notice.

Any request exceeding three (3) deferrals must be made by petition to City Council through the office of the City Clerk.

Respectfully submitted,

David Bell  
Director

DB:bkd

cc: Patricia D'Itri, 4395 Elmwood DR, Okemos, MI 48864  
Patricia D'Itri, 1715 Atkinson, Detroit, MI 48206

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CITY CLERK 2019 FEB 15 PM 3:10

David Whitaker, Esq.  
Director  
Irvin Corley, Jr.  
Executive Policy Manager  
Marcell R. Todd, Jr.  
Senior City Planner  
Janese Chapman  
Deputy Director

# City of Detroit CITY COUNCIL

LEGISLATIVE POLICY DIVISION  
208 Coleman A. Young Municipal Center  
Detroit, Michigan 48226  
Phone: (313) 224-4946 Fax: (313) 224-4336

John Alexander  
LaKisha Barclift, Esq.  
M. Rory Bolger, Ph.D., AICP  
Elizabeth Cabot, Esq.  
Tasha Cowen  
Richard Drumb  
George Etheridge  
Deborah Goldstein

Christopher Gulock, AICP  
Derrick Headd  
Marcel Hurt, Esq.  
Kimani Jeffrey  
Anne Marie Langan  
Jamie Murphy  
Carolyn Nelson  
Kim Newby  
Analine Powers, Ph.D.  
Jennifer Reinhardt  
Sabrina Shockley  
Thomas Stephens, Esq.  
David Teeter  
Theresa Thomas  
Kathryn Lynch Underwood  
Ashley A. Wilson

**TO:** Honorable Detroit City Council  
**FROM:** David Whitaker, Director  
Legislative Policy Division Staff  
**DATE:** February 13, 2019  
**RE:** DIBC EXPANSION

This memorandum is in response to the September 6, 2018 memo submitted by the office of Council Member Castañeda-López in regards to DIBC Plaza Expansion. Initially, on May 2, 2018 the office of Council Member Castaneda-Lopez submitted a memorandum to several City departments with questions pertaining to the approved site plans, the closure of an alley-way along St. Anne Street, the removal of a sidewalk along W. Fort Street and the legality of the cement barricades and fencing presently in place.

For several month the Legislative Policy Division has been working with the Michigan Department of Transportation (MDOT) to obtain copies of the site plans for the Ambassador Bridge Plaza expansion on W. Fort Street. Regrettably staff has been unable to locate copies of the site plans for the aforementioned expansion, either from MDOT or the Buildings Safety Engineering and Environmental Department (BSEED). In 2017 BSEED conducted a purge of previously approved site plans in an effort to better utilize available storage space. The MDOT associate who oversaw the departmental review for this project has since retired and departmental staff has not been able to locate any rendition of the submitted site plans.

In regards to the legality of the existing cement barricades and fencing, there are no violations or citations present in the Tidemark system, which is utilized by BSEED for permitting purposes.

Should you have any additional questions, or concerns, please contact our office directly.



CITY OF DETROIT  
PUBLIC LIGHTING DEPARTMENT

1340 THIRD STREET  
DETROIT, MICHIGAN 48226  
PHONE 313•267•5130  
FAX 313•267•8152  
WWW.DETROITMI.GOV

47

February 14, 2019

The Honorable City Council  
1340 Coleman A. Young Municipal Center  
Detroit, Michigan 48226

**RE: AAM American Axle & Manufacturing  
Petition #641**

Dear Council Members

AAM American Axle & Manufacturing is requesting permission to hang approximately 34 banners along Holbrook from I-75 Service Dr. to St. Aubin St. Celebrating 25<sup>th</sup> Anniversary.

The Public Lighting Department has inspected requested poles and finds them to be structurally sound, and is recommending approval for AAM American Axle & Manufacturing to hang banners on approved pole locations from February 28, 2019 to February 28, 2020.

**Note: There are several poles without brackets and some with existing banners. The Public Lighting Authority (PLA) is working with its vendor.**

Respectfully Submitted,

John Prymack, Director  
Public Lighting Department

Enclosure: Petition

cc: Council Members  
File  
PLA



## DEPARTMENTAL REFERENCE COMMUNICATION

*Tuesday, January 08, 2019*

*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    PLANNING AND DEVELOPMENT DEPARTMENT  
PUBLIC LIGHTING DEPARTMENT

**641**    *AAM - American Axle & Manufacturing, request to hang approximately 34 Banners along Holbrook from I-75 Service Dr. to St. Aubin St.*

*Gregory C. [Signature]*

*2-11-19*

**BANNER JOB. 641 - AMERICAN AXLE & MANUFACTURING - Holbrook Ave. bet. Chrysler Serve Dr. & St. Aubin St.**

POLE NUMBER	POLE LOCATION	TYPE OF POLE	BRACKET INFO.
1	1st pole Holbrook Ave. (South side) E. of Chrysler Serve Dr.	Metal Pole	Brackets needed
2	2nd pole Holbrook Ave. (South side) E. of Chrysler Serve Dr.	Metal Pole	Brackets needed
3	3rd pole Holbrook Ave. (South side) E. of Chrysler Serve Dr.	Metal Pole	Brackets needed
4	4th pole Holbrook Ave. (South side) E. of Chrysler Serve Dr.	Metal Pole	Brackets needed
5	5th pole Holbrook Ave. (South side) E. of Chrysler Serve. Dr.	Metal Pole	Brackets needed
6	6th pole Holbrook Ave. (South side) E. of Chrysler Serve Dr.	Metal Pole	Brackets needed
7	7th pole Holbrook Ave. (South side) E. of Chrysler Serve Dr.	Metal Pole	Brackets needed
8	8th pole Holbrook Ave. (South side) E. of Chrysler Serve Dr.	Metal Pole	Brackets needed
9	9th pole Holbrook Ave. (South side) W. of St. Aubin St.	Metal Pole	Brackets needed
10	8th pole Holbrook Ave. (South side) W. of St. Aubin St.	Metal Pole	Brackets needed
11	7th pole Holbrook Ave. (South side) W. of St. Aubin St.	Metal Pole	Brackets needed
12	6th pole Holbrook Ave. (South side) W. of St. Aubin St.	Metal Pole	Brackets needed
13	5th pole Holbrook Ave. (South side) W. of St. Aubin St.	Metal Pole	Brackets needed
14	4th pole Holbrook Ave. (South side) W. of St. Aubin St.	Metal Pole	Banner existing on brackets (one side)
15	3rd pole Holbrook Ave. (South side) W. of St. Aubin St.	Metal Pole	Banner existing on brackets (one side)

**BANNER JOB. 641 - AMERICAN AXLE & MANUFACTURING - Holbrook Ave. bet. Chrysler Serve Dr. & St. Aubin St.**

POLE NUMBER	POLE LOCATION	TYPE OF POLE	BRACKET INFO.
16	2nd pole Holbrook Ave. (South side) W. of St. Aubin St.	Metal Pole	Banner existing on brackets (one side)
17	1st pole Holbrook Ave. (South side) W. of St. Aubin St.	Metal Pole	Banner existing on brackets (one side)

13 metal poles need brackets - both sides of pole

4 metal poles need brackets - one side / also removal of existing banner

### City Of Detroit Banner Permit Application

#### For Banners In the Public Right-Of-Way

This application is for the proposed banner(s) for a specified period of time only. The City of Detroit will be strictly adhering to the Banner Permit Guidelines; please print them out for reference. This form must be completed and returned at least 60 days prior to the date of installation. If submitted later than 60 days prior, application is subject to denial. If the requested Banner location is on a Michigan State Truck Line or Wayne County Road the application must be submitted at least 180 days prior to the date of installation. After expiration of the permit (if granted), or should the banner change in any way, another application will be required.

#### SECTION 1 - APPLICANT INFORMATION

Contact Name: Kristi Van Wormer

Name of Organization: AAM - American Axle + Manufacturing

Mailing Address: One Dauch Drive Detroit MI 48211

Phone Number: 3137582525 E-Mail Address: Kristi.Van.Wormer@aam.com

Type of Banner(s) check all that apply:

- City of Detroit
- Non-Profit
- Other
- Community
- Business District
- Special Event
- Holiday

If registered as a non-profit, please indicate your non-profit status identification number and attach a copy of the certificate.

Non-profit identification number: \_\_\_\_\_

If applying for a business district banner(s) please identify the business district.

Business District: \_\_\_\_\_

Type of Request:

- Initial Permit
- Permit Renewal

If this request is for permit renewal, please provide the following:

Permit Identification Number: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

SECTION 2 - COMMERCIAL BANNER COMPANY

Contact Name: Jamie Woodward  
Name of Organization: IM Branded  
Mailing Address: 2020 King Road Pontiac MI 48341  
Phone Number: 248 606 0164 E-Mail Address: jwoodward@imbranded.com

SECTION 3 - BANNER INFORMATION

Purpose of Banner(s):  
AAM's World Headquarters have been in Detroit since our founding in 1994. On March 1, 2019 we will celebrate our 25th anniversary and would like the lightpole banners on our campus off Holbrook to note the milestone.  
Time Period to display Banner(s): Install Date: 2/28/19 Removal Date: 2/28/20  
Number of Banner(s) to display: 34  
Streets on which Banner(s) are to be displayed:  
Holbrook Ave from I-75 svc drive to St. Aubin St.

Are any of the poles located on a Michigan State Trunk Line or Wayne County Road?  
Refer to listing of Trunk Lines and Wayne County Roads.  YES  NO

Describe wording on the Banner(s) and any graphics:  
Automotive component pictures; AAM logo; "25th year" commemorative logo (see attachment for artistic render)

The following items **MUST BE** included in the permit application package in order for it to be considered:

- Completed banner permit application form
- Signed and dated indemnity agreement
- Signed and dated maintenance and removal agreement
- Copy of certificate of insurance
- Sketch, drawing, or actual sample of the banner to be displayed
- Listing and/or map of the specific locations for the Banner(s)
- \$100 non-refundable permit fee
- A refundable deposit to be held in escrow presented to Business License Department prior to the issuance of the Banner Permit

The undersigned applicant(s) agrees to abide by the provisions set by the City of Detroit to suspend a Banner or Banner(s) during the time period requested for this permit.

Kristi Van Wormer

Applicant: Print Name

Jamie Woodward, iM Branded

Commercial Banner Representative: Print Name  
*i.e., Installer/remover*

Kristi Van Wormer

Applicant: Signature

Jamie Woodward

Commercial Banner Representative: Signature

12/4/18

Date

12/4/18

Date

AGREEMENT OF INDEMNITY

**CITY OF DETROIT:**

For and in consideration of the granting of a permit by the City of Detroit to suspend a Banner or Banners, the undersigned does agree to indemnify and hold harmless the City of Detroit, its officers, agents and employees from any and all claims arising out of the placement of, maintenance of, use of, or removal of banners, including claims involving Banners (or the structure upon which they are hung) falling on people or property.

**INDEMNITOR (S):**

*Kristi Van Wormer*

Signature of Authorized Representative (Organization)

*Kristi Van Wormer*

Name

*One Dauch Dr. Detroit 48211*

Address, City, State, Zip Code

*313-758-2525*

Phone Number

*12/4/18*

Date

*Jamie Woodward*

Signature of Authorized Representative (Banner Company)

*Jamie Woodward*

Name

*iM Branded, 2020 Ring Rd. Pontiac, MI 48341*

Address, City, State, Zip Code

*248.537.8540*

Phone Number

*12/4/18*

Date

**MAINTENANCE & REMOVAL AGREEMENT**

It is understood and agreed that during the initial display, and subsequent renewal periods if applicable, the permittee shall be responsible for inspecting banners and poles; replacing and/or removing banners that are torn, defaced or in general disrepair, including rigging. Where any street banner is found to present an immediate threat of harm to the public health, welfare or safety, the City shall summarily cause its removal.

It is also understood and agreed that banners are to be removed within seventy-two (72) hours of the revocation date of the permit. Any street banner not removed within that time period shall be removed by the City without notice to the permittee.

If the City removes banners because they are in disrepair, present a threat of harm, or because the permit has expired, it is understood and agreed that a portion or all of the refundable deposit will be forfeited by the permittee in order to cover the City's expense. If the expense of removal exceeds the amount of deposit, it is understood and agreed that the excess amount shall be collected from the person/entity to which the permit was issued.

It is also understood and agreed that in such cases when the City removes banners there is no guarantee that the banners can be reclaimed by the permittee.

Kristi VanWarmer  
Applicant: Print Name

Jamie Woodward, IM Branded  
Commercial Banner Representative: Print Name  
*i.e., installer/remover*

Kristi VanWarmer  
Applicant: Signature

Jamie Woodward  
Commercial Banner Representative: Signature

12/4/18  
Date

12/4/18  
Date





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/04/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Marsh USA Inc. One Towne Square, Suite 1100 Southfield, MI 48076 Attn: detroit.certrequest@marsh.com	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No. Ext):</b> _____ <b>FAX (A/C, No.):</b> _____ <b>E-MAIL ADDRESS:</b> _____														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Twin City Fire Insurance Co</td> <td>29459</td> </tr> <tr> <td>INSURER B : N/A</td> <td>N/A</td> </tr> <tr> <td>INSURER C : N/A</td> <td>N/A</td> </tr> <tr> <td>INSURER D : N/A</td> <td>N/A</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Twin City Fire Insurance Co	29459	INSURER B : N/A	N/A	INSURER C : N/A	N/A	INSURER D : N/A	N/A	INSURER E :		INSURER F :
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INSURER F :															
<b>CN102260580--GAWU-18-19</b>  <b>INSURED</b> American Axle & Manufacturing, Inc and its Subsidiaries One Dauch Drive MC 6N-3-24 Detroit, MI 48211-1198															

**COVERAGES**                                      **CERTIFICATE NUMBER:** CHI-009174237-01                                      **REVISION NUMBER:** 7

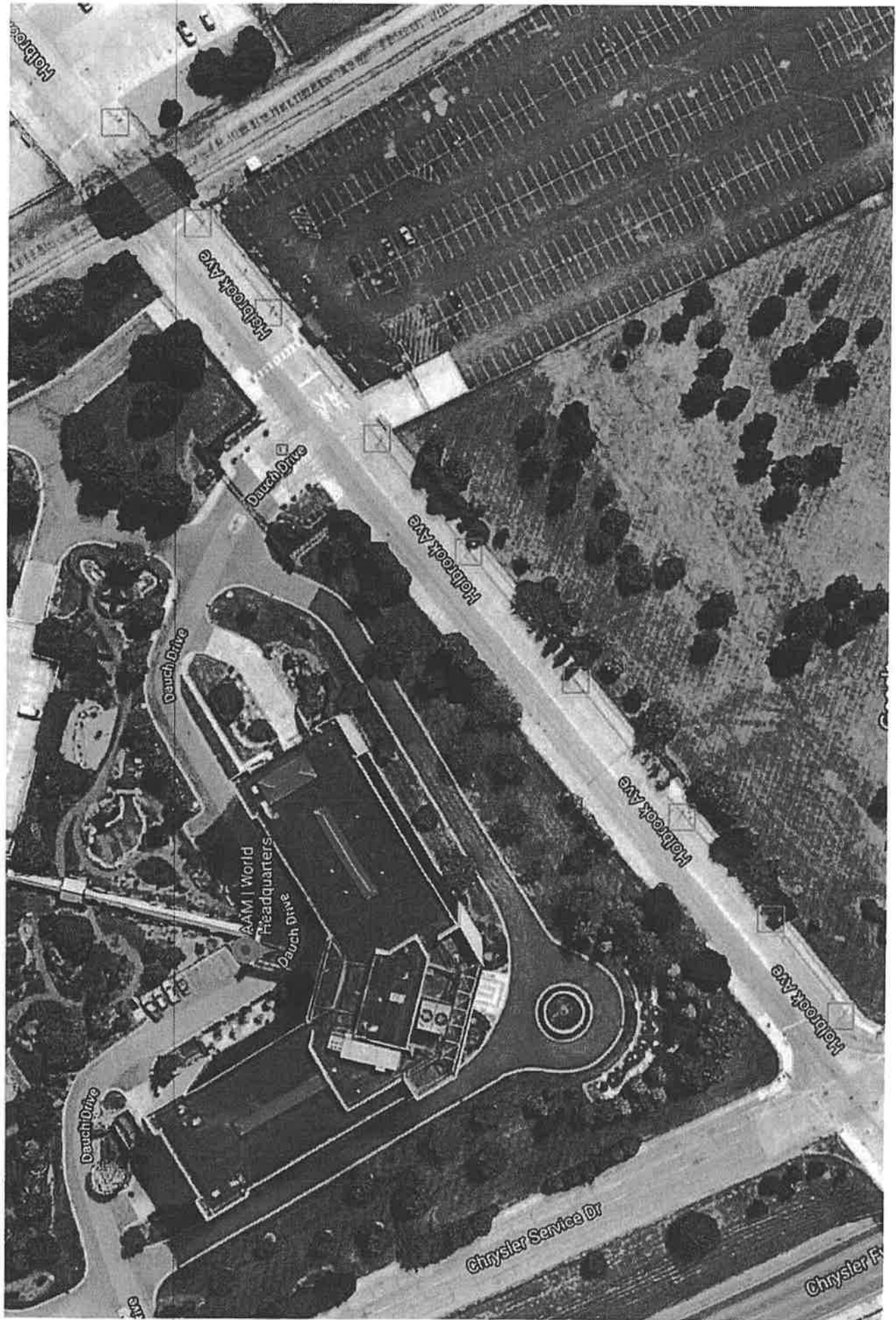
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR: \$500,000  <b>GEN'L AGGREGATE LIMIT APPLIES PER:</b> <input type="checkbox"/> POLICY <input type="checkbox"/> PER SUBJECT <input checked="" type="checkbox"/> LOC OTHER: _____			83 ECS OF6043	10/01/2018	10/01/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Eq. occurrence) \$ 2,000,000 MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 \$ _____
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Eq. accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____
	<b>WORKERS COMPENSATION  AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y/ <input type="checkbox"/> N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Re: Banner in Public Right-of-Ways Permit.  
City of Detroit is/are included as additional insured where required by written contract with respect to general liability.

<b>CERTIFICATE HOLDER</b>  City of Detroit 2 Woodward Ave. Suite 333 Detroit, MI 48226	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
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25  
years



www.aam.com

25

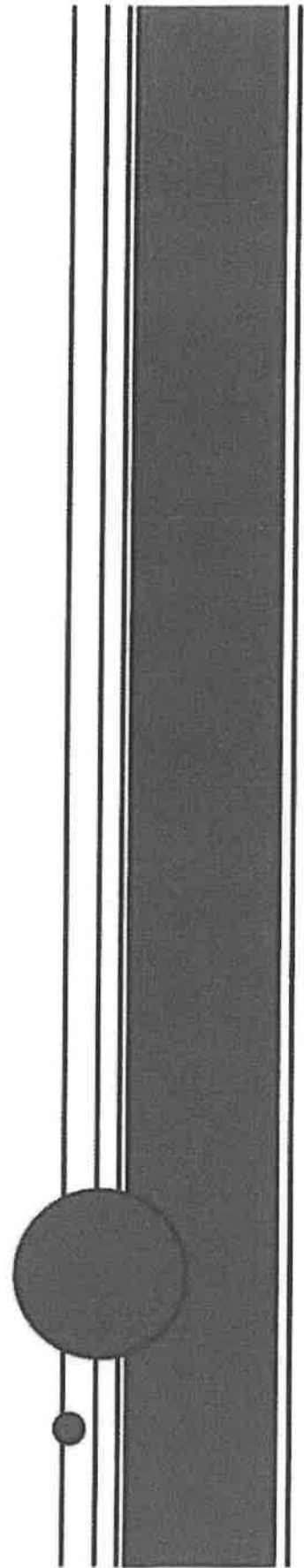


11

www.ci.folsom.ca.us

# **BANNER PERMIT APPLICATION**

*For Banners In Public Right-Of-Ways*



## **Hanging Banners From Utility Poles Guidelines**

The City of Detroit will allow on its light poles only Banners that promote or celebrate the City, its civic institutions, or public activities and events in the City. The City light poles will not be used for commercial advertising or for promoting any political social advocacy organization or political message.

No person or entity shall install, place, affix or attach a Banner on any property within the City of Detroit without first obtaining a permit. Banner permits are approved on a first-come, first-serve basis.

There are four categories of evaluation criteria:

1. Petitioner eligibility
2. Banner permit application package and fees
3. Banner specifications
4. Banner placement

The Banner permit application package must include the following items in order to be evaluated:

- Completed banner permit application form
- Signed and dated indemnity agreement
- Signed and dated maintenance and removal agreement
- Copy of certificate of insurance – City of Detroit additional insured
- Sketch, drawing, or actual sample of the banner to be displayed
- Listing and/or map of the specific locations for the Banner(s)
- \$100 non-refundable permit fee submitted to Business License Department
- A refundable deposit to be held in escrow presented to Business License Department prior to the issuance of the Banner Permit – 5 or less Banners \$500.00; 6 or more Banners \$1000.00

Nothing may be attached to a utility or light pole without the permission of the City. The City Council can grant permission to attach Banners to Lighting Department poles. To get permission to hang Banners you must petition the City Council. The petition should identify where you want to hang the Banners, what the Banner will say and how long the Banners will hang.

No Banner will be allowed to block the view of traffic signals or signs. The Public Lighting Department will inspect the poles before advising the City Council about allowing any Banners to be attached. The permission given by City Council is good for up to six months. If you want to hang Banners for more than six months, you should petition the City Council for an extension.

The Public Lighting Department will supply a copy of its Banner Specifications upon request.

2019-01-08

641

*Petition of AAM - American Axle & Manufacturing, request to hang approximately 34 Banners along Holbrook from I-75 Service Dr. to St. Aubin St.*

---

REFERRED TO THE FOLLOWING DEPARTMENT(S)

- DPW - CITY ENGINEERING DIVISION
- PLANNING AND DEVELOPMENT DEPARTMENT
- PUBLIC LIGHTING DEPARTMENT



CITY OF DETROIT  
DEPARTMENT OF PUBLIC WORKS  
CITY ENGINEERING DIVISION

48  
COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVE. SUITE 601  
DETROIT, MICHIGAN 48226  
PHONE: (313) 224-3949 • TTY: 711  
FAX: (313) 224-3471  
WWW.DETROITMI.GOV

February 12, 2019

Honorable City Council:

**RE: Petition No. 1829 – Olympia Development of Michigan, LLC, request to encroach into the public rights-of-way with a private storm water management system on Montcalm Street.**

Petition No. 1829 – Giffels Webster on behalf of Olympia Development of Michigan, LLC request for an encroachment consisting of a private storm water management system. The encroachment is to be located on the South side of Montcalm Street, 50 feet wide, between Woodward Avenue, 120 feet wide, and Park Avenue, 60 feet wide; also on the East side of Park Avenue, between Columbia Street (now an easement) 50 feet wide, and Montcalm Street.

The petition was referred to the City Engineering Division – DPW for investigation and report. This is our report.

The request is being made as part of an upgrade to the Fox Theatre. The storm sewer outlet will redirect a portion of the storm-water to Montcalm Street, and ultimately into the existing sewer in Park Avenue. The work will be performed in accordance with the following standards: Michigan Plumbing Code, DPW – City Engineering Division and Detroit Water and Sewerage Department.

The request was approved by the Solid Waste Division – DPW, and City Engineering Division – DPW. Traffic Engineering Division – DPW (TED) approves provided that affected curb, sidewalk and pavement is restored; and that the road closure for the work to be performed is approved by TED. The TED conditions are a part of the resolution.

Detroit Water and Sewerage Department (DWSD) reports being involved, but they have no objection provided the DWSD encroachment provisions are followed. The DWSD provisions have been made a part of the resolution.

DTE-Energy Electric reports involvement, but no objection. The storm sewer line must maintain an 18 inch vertical clearance from DTE's conduit running north and south at the alley east of Park Avenue, and south of Montcalm Street. A provision for the required DTE clearance is a part of the attached resolution.

DTE-Gas Company reports involvement, but no objection. DTE- Gas Company reports an 8 inch gas main located 14 feet west of the east line of Park Avenue. A provision for the unimpeded operation, maintenance and replacement (if needed) of the gas line is part of the attached resolution.



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All other involved City Departments, including the Public Lighting Authority and Public Lighting Department; also privately owned utility companies have reported no objections to the encroachment. Provisions protecting all utility installations are part of the attached resolution.

I am recommending adoption of the attached resolution.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Richard Doherty".

Richard Doherty, P.E., City Engineer  
City Engineering Division – DPW

JMK/

Cc: Ron Brundidge, Director, DPW  
Mayor's Office – City Council Liaison



COUNCIL MEMBER \_\_\_\_\_

**RESOLVED**, that the Department of Public Works, City Engineering Division is hereby authorized and directed to issue permits to Olympia Development of Michigan or their assigns to install and maintain a subsurface encroachment consisting of a private storm water management system. The encroachment is to be located on the South side of Montcalm Street, 50 feet wide, between Woodward Avenue, 120 feet wide, and Park Avenue, 60 feet wide; also on the East side of Park Avenue, between Columbia Street (now an easement) 50 feet wide, and Montcalm Street; further described as:

Land in the City of Detroit, Wayne County, Michigan, being that part of Park Avenue, 60 feet wide, lying westerly of and adjoining the westerly line of Lot 10, and extending 31 feet into Park Avenue; also being part of Montcalm Street, 50 feet wide, lying northerly of and adjoining the northerly line of Lots 10, 9, 8, 7, 6 and westerly 25 feet of Lot 5 and including that part of Lot 7 opened as a public alley, and extending 16 feet into Montcalm Street "Lothrop's Subdivision of Park Lot 83 and part of Park Lot 82" as recorded in Liber 39, Page 430 of Deeds, Wayne County Records. Said subsurface encroachments further described as follows:

Beginning at the northwest corner of Lot 10 "Lothrop's Subdivision of Park Lot 83 and part of Park Lot 82" as recorded in Liber 39, Page 430 of Deeds, Wayne County Records; thence N60°E along the southerly line of Montcalm Street, 225 feet; thence N30°W a distance of 16 feet; thence S60°W a distance of 256 feet; thence S30°E a distance of 27 feet; thence N60°E a distance of 31 feet; thence N30°W along the easterly line of Park Avenue, 11 feet to the northwest corner of said Lot 10 and the Point of Beginning. Bearings based on said "Lothrop's Subdivision".

PROVIDED, that if there is any cost for the removing and/or rerouting of any utility facilities, it shall be done at the expense of the petitioner and/or property owner; and be it further

PROVIDED, that affected sidewalks, curbs and pavements shall be restored per City Standards after completion of the installation of the subsurface storm water management system. All costs associated with the restoration work shall be borne by the petitioner, or their assigns. Petitioner shall be responsible to seek approval of DPW – Traffic Engineering Division for any associated lane or sidewalk closure prior to starting construction work, and be it further

PROVIDED, that the encroaching storm sewer must maintain 18 inches of vertical clearance from DTE-Energy's electrical conduit running north and south at the alley first east of Park Avenue, and south of Montcalm Street, and be it further

PROVIDED, that the encroaching storm sewer does not hinder or impede the operation, maintenance or replacement of DTE Gas Company facilities including the 8 inch gas main located 14 feet West of the East right-of-way line of Park Avenue, and be it further

PROVIDED, that by approval of this petition the Detroit Water and Sewerage Department (DWSD) does not waive any of its rights to its facilities located in the right-of-way, and at all times, DWSD, its agents or employees, shall have the right to enter upon the right-of-way to maintain, repair, alter, service, inspect, or install its facilities. All costs incident to the damaging, dismantling, demolishing, removal and replacement of structures or other improvements herein permitted and incurred in gaining access to DWSD's facilities for maintenance, repairing, alteration, servicing or inspection caused by the encroachment shall be borne by the petitioner. All costs associated with gaining access to DWSD's facilities, which could normally be expected had the petitioner not encroached into the right-of-way, shall be borne by DWSD; and be it further

PROVIDED, that all construction performed under this petition shall not be commenced until after (5) days written notice to DWSD. Seventy-two (72) hours' notice shall also be provided in accordance with P.A. 53 1974, as amended, utilizing the MISS DIG one call system; and be it further

PROVIDED, that construction under this petition is subject to inspection and approval by DWSD forces. The cost of such inspection shall, at the discretion of DWSD, be borne by the petitioner; and be it further

PROVIDED, that if DWSD facilities located within the right-of-way shall break or be damaged as the result of any action on the part of the petitioner, then in such event the petitioner agrees to be liable for all costs incident to the repair, replacement or relocation of such broken or damaged DWSD facilities; and be it further

PROVIDED, that the petitioner shall hold DWSD harmless for any damages to the encroaching device constructed or installed under this petition which may be caused by the failure of DWSD's facilities; and be it further

PROVIDED, that any proposed utility crossing DWSD water mains or sewers perpendicularly must maintain a minimum of 18 inches vertical clearance. Also any proposed utility running adjacent to DWSD water mains and sewers must maintain a minimum of 10 feet lateral clearance including any conduit and/or manhole walls. No utility is allowed to run along the top of the water main or sewer, and be it further

PROVIDED, that there are possibilities of several water and sewer lines crossing in the vicinity of proposed work, field verify their location and depth to maintain the DWSD required clearance, and be it further

PROVIDED, that any proposed work that involves DWSD utilities (water mains and/or sewers), an approval and a permit is required from DWSD before commencement of work, and be it further

PROVIDED, Olympia Development of Michigan or their assigns shall apply to the Buildings and Safety Engineering Department for a building permit prior to any construction. Also, if it becomes necessary to open cut public streets, bore, jack, occupy or barricade city rights-of-way for maintenance of encroachments such work shall be according to detail permit application drawings submitted to the City Engineering Division – DPW prior to any public right-of-way construction; and further

PROVIDED, that the necessary permits shall be obtained from the City Engineering Division – DPW and the Buildings and Safety Engineering Department and the Detroit Water and Sewerage Department. The encroachments shall be constructed and maintained under their rules and regulations; and further

PROVIDED, that all cost for the construction, maintenance, permits and use of the encroachments shall be borne by Olympia Development of Michigan or their assigns, and further

PROVIDED, that all costs incurred by privately owned utility companies and/or city departments to alter, adjust, and/or relocate their existing utility facilities located in close proximity to the encroachments shall be borne by Olympia Development of Michigan or their assigns. Should damages

to utilities occur Olympia Development of Michigan or their assigns shall be liable for all incidental repair costs and waives all claims for damages to the encroaching installations; and further

PROVIDED, that no other rights in the public streets, alleys or other public place shall be considered waived by this permission which is granted expressly on the condition that said encroachments shall be removed at any time when so directed by the City Council, and the public property affected shall be restored to a condition satisfactory to the City Engineering Division – DPW; and further

PROVIDED, that Olympia Development of Michigan LLC or their assigns shall file with the Department of Public Works – City Engineering Division an indemnity agreement in form approved by the Law Department. The agreement shall save and protect the City of Detroit from any and all claims, damages or expenses that may arise by reason of the issuance of the permits and the faithful or unfaithful performance of Olympia Development of Michigan LLC or their assigns of the terms thereof. Further, Olympia Development of Michigan LLC or their assigns shall agree to pay all claims, damages or expenses that may arise out of the use, repair and maintenance of the proposed encroachments; and further

PROVIDED, that construction of the encroachments shall constitute acceptance of the terms and conditions as set forth in this resolution; and be it further

PROVIDED, that the petitioner or their assigns provide the Department of Public Works – City Engineering Division with as-built drawings that include the location of the underground sewer including the depth below street grade of the encroachment; and be it further

PROVIDED, that the petitioner shall apply to and become a participating member of "Miss Dig" to comply with Michigan Public Act 53 of 1974, "Protection of Underground Facilities (460.701 - 460.718)"; and further

PROVIDED, this resolution is revocable at the will, whim or caprice of the City Council, and Olympia Development of Michigan LLC acquires no implied or other privileges hereunder not expressly stated herein; and further

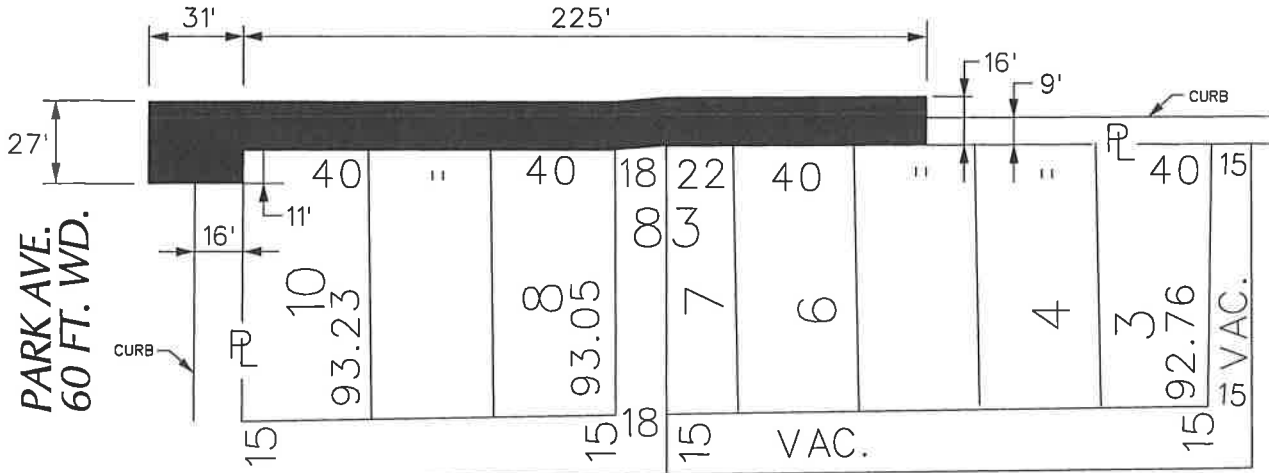
PROVIDED, that the encroachment permits shall not be assigned or transferred without the written approval of the City Council; and be it further

PROVIDED, that the City Clerk shall within 30 days record a certified copy of this resolution with the Wayne County Register of Deeds.

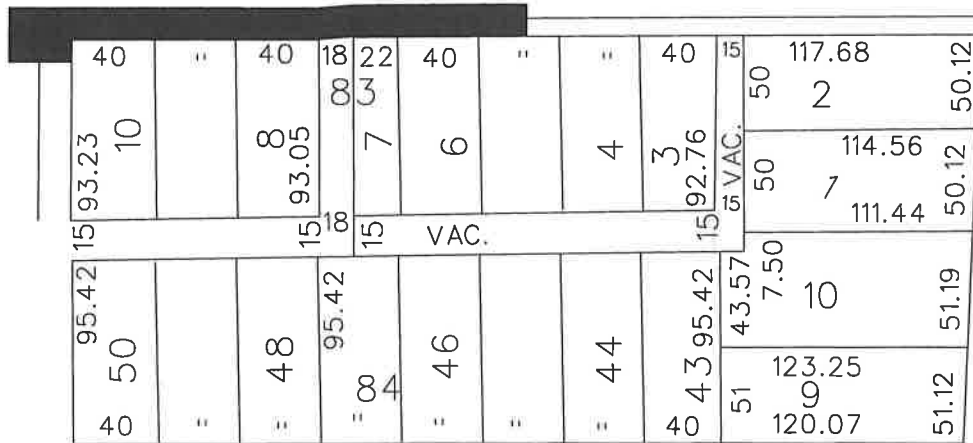
PETITION NO. 1829  
 OLYMPIA DEVELOPMENT OF MICHIGAN LLC  
 C/O GIFFELS WEBSTER  
 28 W. ADAMS, SUITE 1200  
 DETROIT, MICHIGAN 48226  
 C/O MICHAEL MARKS P.E.  
 PHONE NO. 313 962-4442



MONTCALM ST. 50 FT. WD.



MONTCALM ST. 50 FT. WD.



PARK AVE. 60 FT. WD.

WOODWARD AVE.  
 120 FT. WD.

COLUMBIA ST. 50 FT. WD.

EASEMENT



- REQUEST ENCROACHMENT  
 (With Private Storm Water Management System)

(FOR OFFICE USE ONLY)

CARTO 29 E

B					
A					
REVISIONS					
DESCRIPTION	DRWN	CHKD	APPD	DATE	
DRAWN BY	CHECKED				
DATE	APPROVED				
01-23-18					

REQUEST ENCROACHMENT  
 INTO GRISWOLD AND MONTCALM  
 AT 67 MONTCALM  
 (With Private Storm Water  
 Management System)

CITY OF DETROIT	
CITY ENGINEERING DEPARTMENT	
SURVEY BUREAU	
JOB NO.	01-01
DRWG. NO.	X 1829



CITY OF DETROIT  
DEPARTMENT OF PUBLIC WORKS  
CITY ENGINEERING DIVISION

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVE. SUITE 601  
DETROIT, MICHIGAN 48226  
PHONE: (313) 224-3949 • TTY: 711  
FAX: (313) 224-3471  
WWW.DETROITMI.GOV

49

February 12, 2019

Honorable City Council:

**RE: Petition No. 354 – Marathon Petroleum Company request permission to vacate a section of Oakwood from the intersection of Dix and Oakwood to the north for 1,872.82 ft and alleys between Sanders and Oakwood.**

**Correction: Minor error in one part of a legal description.**

Petition No. 354 Mannik Smith Group on behalf of Marathon Petroleum LP request City Council to accept the dedication of certain lands for public street purposes being the Oakwood Avenue reroute, also requesting the vacation and conversion to easement of part of Oakwood Avenue and two public alleys, all in the area of Dix Avenue, Oakwood Avenue, and Sanders Avenue. Additionally the Department of Public Works is requesting to convert an existing greenbelt into public right-of-way from the Oakwood Avenue reroute to the Rouge River near Powell Avenue.

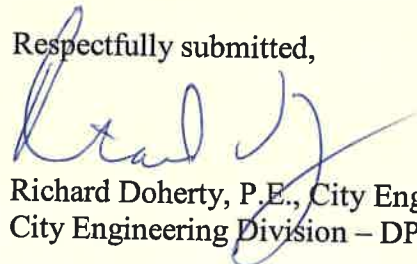
The dedication and conversion to easement requested by Mannik Smith Group on behalf of Marathon Petroleum LP is being proposed in order to integrate a planned new administration campus into the existing refinery and for the benefit of creating a larger buffer between the traveling public and the existing refinery.

A resolution granting the petition was approved by your Honorable Body on October 28, 2014 and found in J.C.C. pages 2214- 2228.

However, a review by DPW-City Engineering has been made and a minor correction to one legal description is needed and is herewith added as a part of this corrective resolution. The revised legal description is represented in **bold and underlined**. All deletions are represented in ~~bold and strike through~~.

I am recommending adoption of the attached resolution.

Respectfully submitted,

  
Richard Doherty, P.E., City Engineer  
City Engineering Division – DPW

JMK/

Cc: Ron Brundidge, Director, DPW  
Mayor's Office – City Council Liaison

BY COUNCIL MEMBER \_\_\_\_\_

**RESOLVED**, That your Honorable Body authorize the acceptance of the following described properties owned by Marathon Petroleum Company and/or the City of Detroit for public street purposes:

**LEGAL DESCRIPTION OF DEDICATION AREA "A"**

A part of Private Claim 667, 37 and 50; also Lots 86-96 inclusive, Lots 134-136 inclusive, Lot 307, part of lots 93-97, part of Lots 130-133 and part of Lot 309 of "G.W. Zanger Oakwood Sub." as recorded in Liber 43, Page 40 Wayne County records; also a part of Lots 66 and 67 of "G.W. Zanger Dix Avenue Sub." as recorded in Liber 58, Page 25 of Wayne County Records; Town 2 South, Range 11 East, City of Detroit, Wayne County, Michigan being more particularly described as:

BEGINNING at the intersection of Easterly right-of-way line of South Dix Avenue (66 feet wide) and Southerly right-of-way line of Sanders Avenue (66 feet wide); thence along the Southerly right-of-way line of Sanders Avenue South  $58^{\circ}51'06''$  East, 753.88 feet to a point on the line between Private Claim 37 and 50; thence continuing along said southerly right-of-way line South  $59^{\circ}19'06''$  East, 367.29 feet to a point on a curve; thence along a non-tangent curve to the right 224.22 feet, said curve having a radius of 893.50 feet, a central angle of  $14^{\circ}22'42''$  and a long chord bearing North  $66^{\circ}02'28''$  West, 223.63 feet; thence North  $58^{\circ}51'07''$  West, 460.32 feet to a point of curvature; thence along a tangent curve to the left 350.19 feet, said curve having a radius of 506.50 feet, a central angle of  $39^{\circ}36'50''$  and a long chord bearing North  $78^{\circ}39'32''$  West, 343.26 feet; thence South  $81^{\circ}32'03''$  West, 150.59 feet to a point on the Easterly right-of-way line of South Dix Avenue; thence along said Easterly right-of-way line North  $31^{\circ}08'53''$  East 237.33 feet to the POINT OF BEGINNING. Containing 1.319 acres of land, more or less. Being subject to any easements, right-of-ways or restrictions as recorded, if any.

**LEGAL DESCRIPTION OF DEDICATION AREA "B"**

A part of Private Claim 50, Town 2 South, Range 11 East, City of Detroit, Wayne County, Michigan, being more particularly described as:

Commencing at the intersection of the easterly right-of-way line of South Dix Avenue (66' wide) and the Northerly right-of-way line of Sanders Avenue (66' wide); thence along said Northerly right-of-way line of Sanders Avenue South 59°19'06" East, 949.84 feet to a point on a curve and also the POINT OF BEGINNING; thence along a non-tangent curve to the left 198.05' feet, said curve having a radius of 802.50 feet, a central angle of 14°08'23" and a long chord of South 69°32'03" East, 197.54 feet; thence South 76°36'15" East, 184.48 feet to a point on the Westerly line of a public alley (18 feet wide); thence along said Westerly line South 30°54'26" West, 89.85 feet to a point on the Northerly right-of-way line of Sanders Avenue; thence along said Northerly right-of-way line North 59°19'06" West, 370.21 feet to the POINT OF BEGINNING. Containing 0.312 acre of land, more or less. Subject to any easements, right-of-ways or restrictions as recorded, if any.

#### LEGAL DESCRIPTION OF DEDICATION AREA "C"

A part of Lot 397, 398 and 399 "Oakwood Sub.", Liber 13, Page 36, Wayne County records, a part of Private Claim 50, Town 2 South, Range 11 East, City of Detroit, Wayne County, Michigan, being more particularly described as:

BEGINNING at the intersection of the Easterly right-of-way line of a Public alley (18 feet wide) and the Northerly right-of-way line of Colonial Avenue (66 feet wide), said point also being the southerly corner of Lot 397 of "Oakwood Sub."; thence along said Easterly right-of-way line North 30°54'26" East, 70.44 feet; thence South 76°36'15" East, 62.78 feet to a point on the Northerly right-of-way line of Colonial Avenue; thence along said Northerly right-of-way line South 64°44'10" West, 107.54 feet to the POINT OF BEGINNING. Containing 0.048 acre of land, more or less. Being subject to any easements, right-of-ways or restrictions as recorded, if any.

#### LEGAL DESCRIPTION OF DEDICATION AREA "D"

A part of Lots 382-391 of "Oakwood Sub.", Liber 13, Page 36, Wayne County records, Private Claim 50, Town 2 South, Range 11 East, City of Detroit, Wayne County, Michigan, being more particularly described as:

Commencing at the intersection of the Westerly right-of-way line of Sanders Avenue (66 feet wide) and the Southerly right-of-way line of Colonial Avenue (66 feet wide), said point also being the Northwesterly corner of Lot 393 of "Oakwood Sub"; thence along said Southerly right-of-way line North  $64^{\circ}44'10''$  East, 60.81 feet to the POINT OF BEGINNING; thence continuing along said Southerly right-of-way line North  $64^{\circ}44'10''$  East, 145.67 feet; thence South  $76^{\circ}36'15''$  East, 160.08 feet to a point on the Northerly right-of-way line of a public alley (20 feet wide); thence along said Northerly right-of-way line South  $64^{\circ}44'10''$  West, 145.67 feet; thence North  $76^{\circ}36'15''$  West, 160.08 feet to the POINT OF BEGINNING. Containing 0.334 acre of land, more or less. Subject to any easements, right-of-ways or restrictions of record, if any.

#### LEGAL DESCRIPTION OF DEDICATION AREA "E"

Lot 268 and part of Lots 265-267 and part of Lots 269-279 of "Oakwood Sub.", Liber 13, Page 36,

Wayne County records, Private Claim 50, Town 2 South, Range 11 East, City of Detroit, Wayne County, Michigan, being more particularly described as:

Commencing at the intersection of the Westerly right-of-way line of Ormond Avenue (66 feet wide) and the Northerly right-of-way line of Oakwood Avenue (100 feet wide) also being the Southeasterly corner of Lot 283 of "Oakwood Sub."; thence along said northerly right-of-way line South  $64^{\circ}44'10''$  West 143.77 feet to the POINT OF BEGINNING; thence continuing along said Northerly right-of-way line South  $64^{\circ}44'10''$  West, 408.69 feet to a point on a curve; thence along a non-tangent curve to the left 25.50 feet, said curve having a radius of 161.50 feet, a central angle of  $09^{\circ}02'49''$  and a long chord bearing North  $42^{\circ}51'42''$  East, 25.47 feet to a point of compound curvature; thence along a tangent curve to the left 28.59 feet, said curve having a radius of 212.50 feet, a central angle of  $07^{\circ}42'36''$  and a long chord bearing North  $34^{\circ}29'00''$  East, 28.57 feet to a point of compound curvature; thence along a tangent curve to the left ~~50.03~~ 49.51 feet, said curve having a radius of 26.50 feet, a central angle of  ~~$108^{\circ}45'51''$~~   $107^{\circ}02'20''$  and a long chord bearing ~~North  $22^{\circ}13'19''$  West~~ North  $22^{\circ}53'28''$  West, ~~43.08 feet~~ 42.61 feet; thence North  $76^{\circ}24'38''$  West, 23.88 feet; thence North  $76^{\circ}36'15''$  West, 61.72 feet to a point on the Southerly right-of-way line of a public alley (20 feet wide); thence along said Southerly right-of-way line North  $64^{\circ}44'10''$  East, 145.67 feet; thence South  $76^{\circ}36'15''$  East, 110.1 feet to a point of curvature; thence along a tangent curve to the left 297.63 feet, said curve having a radius of 532.50 feet, a central angle of  $320'28''$  and a long chord bearing North  $87^{\circ}23'01''$  East, 293.77 feet to the POINT OF BEGINNING. Containing 0.546 acre of land, more or less. Subject to any easements, right-of-ways or restrictions as recorded, if any.



DEDICATION AREA F: PLEASANT AVENUE CUL-DE-SAC AT OAKWOOD AVENUE

Part of Lot 107 and part of vacated Rouge Avenue (60 feet wide) of "G.W. Zanger Dix Avenue Subn.", as recorded on Liber 58, Page 25, Wayne County Records, of part of Private Claims 37 and 667, City of Detroit, Town 2 South, Range 11 East, Wayne County, Michigan, being more particularly described as:

Commencing at the intersection of the easterly 33 foot right-of-way line of South Dix Avenue (93' wide) and the northerly 25 foot right-of-way line of Pleasant Avenue (50 feet wide); Thence South 58°51'06" East along said northerly right-of-way line of Pleasant Avenue, 445.93 feet to the POINT OF BEGINNING; Thence South 80°20'42" East, 68.22 feet; Thence South 58°51'07" East, 42.26 feet; Thence South 18°13'07" East, 38.38 feet to a point on the northerly 25 foot right-of-way line of Pleasant Street, said point being North 58°51'06" West, 32.39 feet from the Intersection of said northerly right-of-way line of Pleasant Street and the westerly 50 foot right-of-way line of Oakwood Boulevard (83' wide); Thence North 58°51'06" West along said northerly right-of-way line of Pleasant Street, 134.86 feet to the POINT OF BEGINNING. Containing 0.051 acre of land, more or less, subject to any easements, right-of-ways or restrictions, recorded or unrecorded.

PROVIDED, That the petitioner shall design and construct the proposed Oakwood reroute as required by the City Engineering Division – DPW (CED)/Street Design Bureau and the Traffic Engineering Division – DPW; and further

PROVIDED, That the petitioner or their assigns shall be responsible for arranging the financing of the entire cost of the proposed street construction, including inspection, survey and engineering; and further

PROVIDED, That the entire work is to be performed in accordance with plans and specifications approved by CED and constructed under the inspection and approval of CED; and further

PROVIDED, That all taxes with respect to property of which the Dedication Area is a part of shall be paid and proof thereof furnished to the Law Department and/or City Engineering Division – DPW; and further

PROVIDED, That proof of compliance with Detroit Ordinance No. 29-94, Detroit Code Sections 2-1-11 through 2-1-15 also known as the Environmental Review Guidelines, is furnished to the Law Department and/or City Engineering Division – DPW; and further

PROVIDED, That the fee owner submit a properly executed deed acceptable to the Law Department and/or City Engineering Division – DPW; and

PROVIDED, That the petitioner obtain Traffic Engineering Division, signature of approval on the final design and plans for the construction of the street; and be it further

PROVIDED, That Marathon Petroleum agrees to maintain the "green space" (non-pavement areas) contained within the new public right-of-way at the intersection of the

newly rerouted Oakwood Avenue with the existing Oakwood Avenue and also at the intersection of the newly rerouted Oakwood Avenue and South Dix Avenue. Also,

**RESOLVED**, The following public street and two (2) public alleys described as:

**Oakwood Avenue from the easterly line of South Dix Avenue, to a point near the Wabash Railroad Right-of-way being easterly 1,872.82 feet.**

Land in the City of Detroit, Wayne County, Michigan being all that part of Oakwood Avenue, variable width, within the following described boundaries: Beginning at the northeasterly corner of Oakwood Avenue and South Dix Avenue said point also being the southwesterly corner of Lot 1 "G.W. Zanger Dix Avenue Subdivision of part of P.C.'s 37 & 667, City of Detroit, Wayne County, Michigan" as recorded in Liber 58, Page 25 of Plats, Wayne County Records; thence N72°37'E, along the northerly line of Oakwood Avenue, 1109.99 feet; thence S31°51'46"W continuing along the northerly line of Oakwood Avenue, 26.04 feet; thence N72°37'E, continuing along the northerly line of Oakwood Avenue 710.87 feet; thence S17°23'E 83.00 feet to the southerly line of Oakwood Avenue also being the northerly limit of property owned by Marathon Petroleum; thence S72°37'W along the southerly line of Oakwood Avenue 321.05 feet; thence N40°29'38"W continuing along the southerly line of Oakwood Avenue 18.50 feet; thence S72°37'W continuing along the southerly line of Oakwood Avenue 1544.47 feet to the southerly limit of property owned by Marathon Petroleum; thence N32°01'W 21.56 feet to the southerly line of South Dix Avenue; thence N32°01'W along the easterly line of South Dix Avenue 91.41 feet to the northerly line of Oakwood Avenue and the Point of Beginning.

**East-West Alley, 20 feet wide in the block of Oakwood Avenue, Sanders Avenue and vacated Rouge Avenue.**

Land in the City of Detroit, Wayne County Michigan being all of the East-West alley, 20 feet wide, lying northerly of and adjoining the northerly line of Lots 251 thru 257, both inclusive; also lying southerly of and adjoining the southerly line of Lot 394 "Oakwood Subdivision on the P.C.'s 50, 524 and 241, River Rouge, (Now Detroit), T2S, R11E, Wayne County, Michigan" as recorded in Liber 13, Page 36, Plats, Wayne County Records.

**North-South Alley, 20 feet wide in the block of Oakwood Avenue, Sanders Avenue and vacated Rouge Avenue.**

Land in the City of Detroit, Wayne County Michigan being all of the North-South alley, 20 feet wide, lying westerly of and adjoining the westerly line of Lots 247 thru 251, both inclusive; also lying westerly of and adjoining the westerly line of Lots 394, 395 and 396 "Oakwood Subdivision on the P.C.'s 50, 524 and 241, River Rouge, (Now Detroit), T2S, R11E, Wayne County, Michigan" as recorded in Liber 13, Page 36, Plats, Wayne County Records; also including the westerly part of the alley "allocated from the Oakwood Playfield to make the North-South alley between Oakwood and Sanders a uniform width

of 20 feet” action taken by Common Council of the City of Detroit, as recorded in the Journal of Common Council on February 13, 1957 on pages 240 and 241, including the so-called 1 foot wide “spite strip” originally platted as a surplus strip in the “Oakwood Subdivision on the P.C.’s 50, 524 and 241, River Rouge, (Now Detroit), T2S, R11E, Wayne County, Michigan” as recorded in Liber 13, Page 36, Plats, Wayne County Records.

Be and the same are hereby vacated as public rights-of-way and are hereby converted into private easements for public utilities of the full width of the rights-of-way, which easements shall be subject to the following covenants and agreements, uses, reservations and regulations, which shall be observed by the owners of the lots abutting on said street and by their heirs, executors, administrators and assigns, forever to wit:

First, said owners hereby grant to and for the use of the public easement or right-of-way over said vacated public alleys herein above described for the purposes of maintaining, installing, repairing, removing, or replacing public utilities such as water mains, sewers, gas lines or mains, telephone, electric light conduits or poles or things usually placed or installed in a public street in the City of Detroit, with the right to ingress and egress at any time to and over said easement for the purpose above set forth,

Second, Said utility easement or right-of-way in and over said vacated street and alleys herein above described shall be forever accessible to the maintenance and inspection forces of the utility companies, or those specifically authorized by them, for the purpose of inspecting, installing, maintaining, repairing, removing, or replacing any sewer, conduit, water main, gas line or main, telephone or light pole or any utility facility placed or installed in the utility easement or right-of-way. The utility companies shall have the right to cross or use the driveways and yards of the adjoining properties for ingress and egress at any time to and over said utility easement with any necessary equipment to perform the above mentioned task, with the understanding that the utility companies shall use due care in such crossing or use, and that any property damaged by the utility companies, other than that specifically prohibited by this resolution, shall be restored to a satisfactory condition,

Third, Said owners for their heirs and assigns further agree that no buildings or structures of any nature whatsoever including, but not limited to, concrete slabs or driveways, retaining or partition walls, shall be built or placed upon said easements, nor change of surface grade made, without prior approval of the City Engineering Division – DPW,

Fourth, That if the owners of any lots abutting on said vacated street and alleys shall request the removal and/or relocation of any existing poles or other utilities in said easement, such owners shall pay all costs incidental to such removal and/or relocation, unless such charges are waived by the utility owners,

Fifth, That if any utility located in said property shall break or be damaged as a result of any action on the part of said owners or assigns (by way of illustration but not limitation) such as storage of excessive weights of materials or construction not in accordance with

Section 3, mentioned above, then in such event said owners or assigns shall be liable for all costs incidental to the repair of such broken or damaged utility; and further

PROVIDED, that an easement, the full width of the existing right-of-way, is reserved for the Detroit Water and Sewerage Department for the purpose of installing, maintaining, repairing, removing, or replacing any sewers, water mains, fire hydrants and appurtenances, with the right of ingress and egress at any time to, and over said easement for the purpose above set forth; and be it further

PROVIDED, that free and easy access to the sewers, water mains, fire hydrants and appurtenances within the easement is required for Detroit Water and Sewerage Department equipment, including the use of backhoes, bull dozers, cranes or pipe trucks, and other heavy construction equipment, as necessary for the alteration or repair of the sewer or water main facilities; and be it further

PROVIDED, that the Detroit Water and Sewerage Department retains the right to install suitable permanent main location guide post over its water mains at reasonable intervals and at points deflection; and be it further

PROVIDED, that said owners of the adjoining property, for themselves, their heirs and assigns, agree that no building or structure of any nature whatsoever, including porches, patios, balconies, etc., shall be built upon or over said easement, or that no grade changes or storage of materials shall be made within said easement without prior written approval and agreement with the Detroit Water and Sewerage Department; and be it further

PROVIDED, that the Public Lighting Department requires that no structures or barricades be built over PLD installations or on existing utility easement areas. As per PLD requirements, any structure proposed to be built shall maintain 10 feet horizontal clearance from the overhead PLD lines and installations also any structure proposed to be built shall maintain a minimum of 3 feet horizontal clearance and 12 feet vertical clearance from the PLD conduit bank and manholes. The contractor should take necessary precautions not to damage PLD utilities, if they plan to use heavy earth moving equipment. The contractor will be liable for any damages to any PLD underground facilities. PLD requires unrestricted easement rights with 24-hour heavy vehicle access in order to maintain their facilities; and be it further

PROVIDED, that if any time in the future, the owners of any lots abutting on said vacated street or alleys shall request the removal and/or relocation of the aforementioned utilities in said easements, such owners shall pay all costs incident to such removal and/or relocation. It is further provided that if sewers, water mains, and/or appurtenances in said easement shall break or be damaged as a result of any action on the part of the owner, or assigns, then in such event, the owner or assigns shall be liable for all costs incident to the repair of such broken or damaged sewers and water mains, and shall also be liable for all claims for damages resulting from his action; and be it further

PROVIDED, That the City of Detroit retains a temporary easement for vehicular and pedestrian traffic on that part of Oakwood Avenue vacated and converted to easement; this easement shall remain in effect until the new Oakwood reroute described in the dedication portion of this resolution is fully open to vehicular and pedestrian traffic. At the opening of the rerouted Oakwood Avenue this temporary easement shall be extinguished and the full closure of the Old Oakwood to vehicular and pedestrian traffic will take effect subject to easement rights contained herein; and be it further

PROVIDED, That if it becomes necessary to remove the paved alley returns at the entrances (into Oakwood Avenue or Sanders Avenue), such removal and construction of new curb and sidewalk shall be done under city permit and inspection according to City Engineering Division – DPW specifications with all costs borne by the abutting owner(s), their heir or assigns; Also,

WHEREAS, The City of Detroit is planning to develop a dedicated bicycle path from Oakwood Avenue at Sanders Avenue along an existing greenbelt to the Rouge River near Fordson Island; and

WHEREAS, The City of Detroit has retained ownership of greenbelt property with sales of the adjoining land; and, the proposed bicycle path may be funded using sources restricted for improvements in the public right-of-way; Therefore be it,

**RESOLVED**, That your Honorable Body authorize the conversion of the following described City of Detroit owned greenbelt properties into dedicated public right-of way:

**Legal Description of “Sanders Colonial Greenbelt” to be converted into dedicated public right-of-way.**

Land in the City of Detroit, Wayne County, Michigan being a continuous strip of land, 30 feet wide, originally set aside as a greenbelt by acts of City Council; and being part of Private Claim Number 50 and beginning at Sanders Avenue, 60 feet wide, near its intersection with Colonial Avenue, 60 feet wide and extending northeasterly to the Rouge River at a point northeasterly of Powell Avenue, 50 feet wide, and being more particularly described as follows:

1) All that part of the land retained for greenbelt purposes, 30 feet wide, per resolution of the Detroit Common Council on January 20, 1953 and recorded in J.C.C. pages 138 and 139: “Resolved, That the 4.15 acre parcel of land extending 363 feet north of Sanders Avenue, excepting a strip 39 feet in width along the east side reserved for greenbelt and alley purposes be here and the same released for sale.” Also,

2) All that part of the land reserved for greenbelt purposes, 30 feet wide, as described in the Journal of Common Council, on August 28, 1951 J.C.C. pages 1996 and 1997: “Resolved that the southerly 9 feet of the 9.38 acre site lying north of Oakwood Avenue and east of the Wabash Railroad be and the same is hereby allocated for alley purposes

and the 30 foot strip of land immediately adjoining this 9 foot strip is hereby assigned to the Department of Parks and Recreation for development of a greenbelt” Also,

3) All that part of the land reserved for greenbelt purposes, 30 feet wide, as described in a deed accepted by Detroit Common Council and described in the Journal Of Common Council, October 16, 1951 on J.C.C. page 2396: “All that part of the West ½ of Private Claim 50, City of Detroit, Wayne County Michigan described as follows: Beginning at a point in the intersection of the north line extended easterly of Ormond Avenue, 66 feet wide as platted in the G. W. Zanger Oakwood Subdivision, as recorded in Liber 43, of Plats, Page 40, Wayne County Records, with the West line of Oakwood Subdivision as recorded in Liber 13 of Plats, Page 36 Wayne County Records, said point of beginning being distant South 57 degrees, 58 minutes, 24 seconds East 576.72 feet from the intersection of the west line of said Private Claim 50 with the north line, extended of said Ormond Avenue; thence along the west line of said Oakwood Subdivision North 31 Degrees, 47 minutes, 34 seconds East 477.75 feet to a point in the south bank of the River Rouge; thence along the south bank of the River Rouge North 43 degrees, 28 minutes, 53 seconds West, 40.33 feet; thence along a line 39 feet west of and parallel to the west line of Oakwood Subdivision, South 31 degrees, 47 minutes, 34 seconds West 487.84 feet to a point in the extended north line of Ormond Avenue as platted in the G. W. Zanger Oakwood Subdivision; thence along a line South 57 degrees, 58 minutes, 24 seconds East, 39.00 feet to the point of beginning”

Also,

WHEREAS, The rerouting of Oakwood Avenue and the dedication of the greenbelt into public rights-of-way require the naming of these rights-of-way. And,

WHEREAS, in considering the naming it is desirable to take into account the continuity of the streets in the area; and so existing names are being adopted for use in the newly configured rights-of-way. Therefore be it,

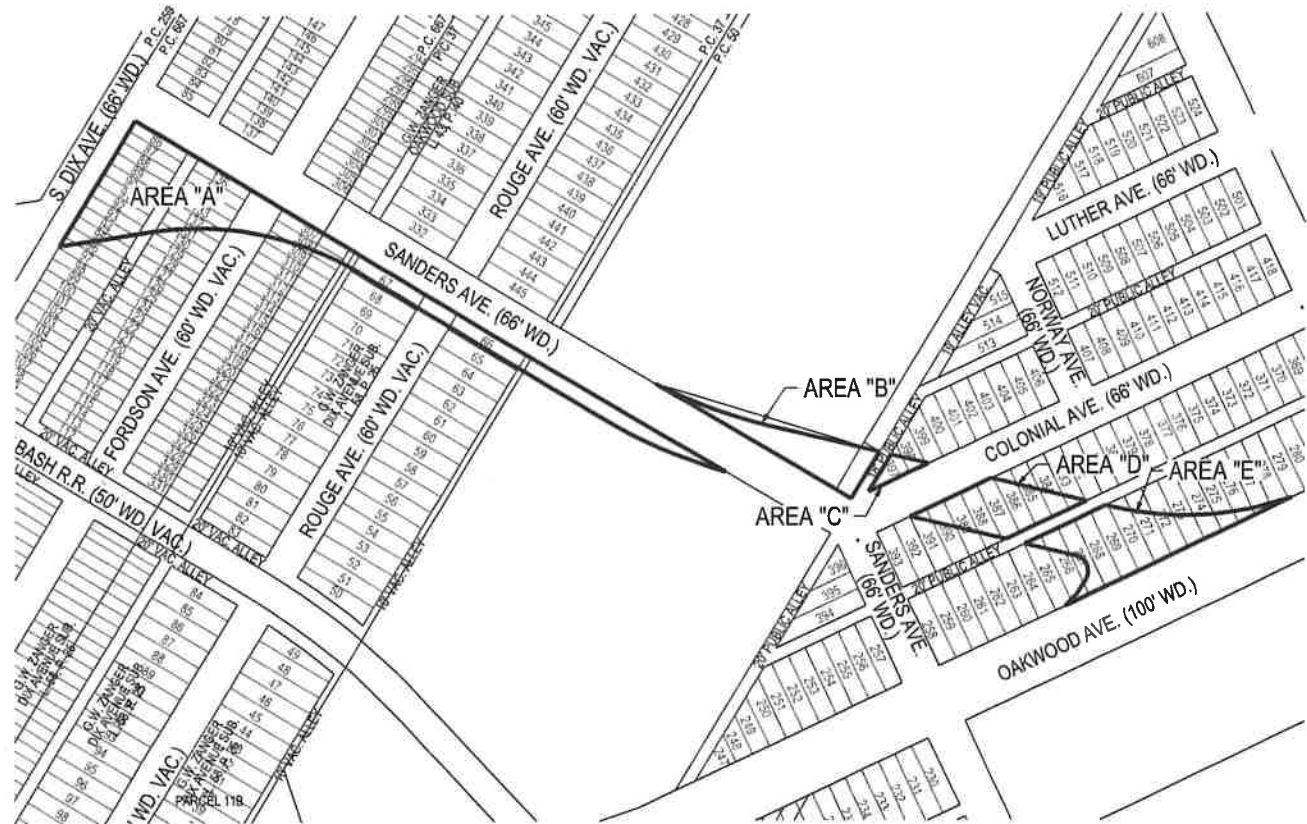
RESOLVED, The New Streets shall be named as follows:

The newly dedicated areas of the Oakwood Avenue reroute, together with Sanders Avenue from the North line of Colonial Avenue to Dix Avenue shall be named: **Oakwood Avenue**. The remaining portion of Oakwood Avenue from the newly rerouted portion of said Oakwood Avenue westerly past Sanders Avenue and up to the vacated part of Oakwood Avenue shall be named: **Old Oakwood Avenue**. The newly converted greenbelt from the Oakwood Avenue reroute to the Rouge River shall be named **Sanders Avenue**.

PROVIDED, That the City Clerk shall within 30 days record a certified copy of this resolution with the Wayne County Register of Deeds.

# EXHIBIT "A" RIGHT-OF-WAY DEDICATION FOR SANDERES AVE.

A PART OF PRIVATE CLAIMS 667, 37 AND 50,  
CITY OF DETROIT, WANYE COUNTY, MICHIGAN



**NOTES:**  
BEARINGS BASED ON MICHIGAN STATE PLANE  
COORDINATES SOUTH ZONE (2113)  
SEE PAGES 2-11 FOR DETAIL AND LEGAL  
DESCRIPTION OF EACH AREA

 1" = 300'	PREPARED FOR: <b>MARATHON PETROLEUM                  COMPANY, L.P.</b> 3100 S. FORT ST. DETROIT, MI	
DRAWN BY: KFB	JOB No.: M2070180	PAGE 1 OF 11
CHECKED BY: DAR		

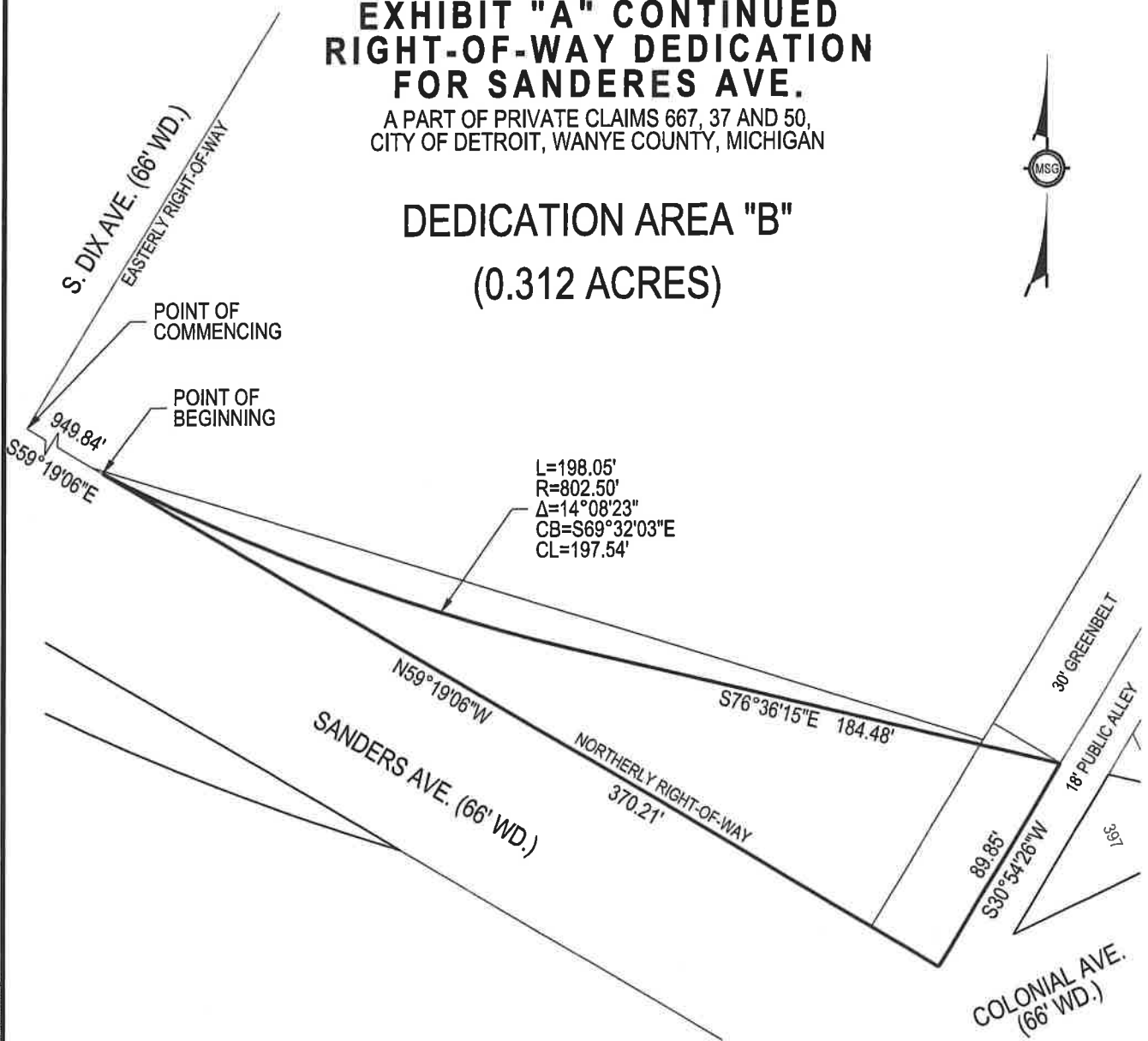


65 CADILLAC SQUARE  
SUITE 3311  
DETROIT, MICHIGAN 48226  
TEL: (313) 961-9500  
FAX: (313) 961-9509

# EXHIBIT "A" CONTINUED RIGHT-OF-WAY DEDICATION FOR SANDERES AVE.

A PART OF PRIVATE CLAIMS 667, 37 AND 50,  
CITY OF DETROIT, WAYNE COUNTY, MICHIGAN

## DEDICATION AREA "B" (0.312 ACRES)



**NOTES:**

BEARINGS BASED ON MICHIGAN STATE  
PLANE COORDINATES SOUTH ZONE (2113)  
SEE PAGE 5 FOR LEGAL DESCRIPTION

	PREPARED FOR: <b>MARATHON PETROLEUM                  COMPANY, L.P.</b> 3100 S. FORT ST. DETROIT, MI	
	DRAWN BY: KFB	CHECKED BY: DAR
JOB No.: M2070180		PAGE 4 OF 11



65 CADILLAC SQUARE  
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TEL: (313) 961-9500  
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www.MannikSmithGroup.com

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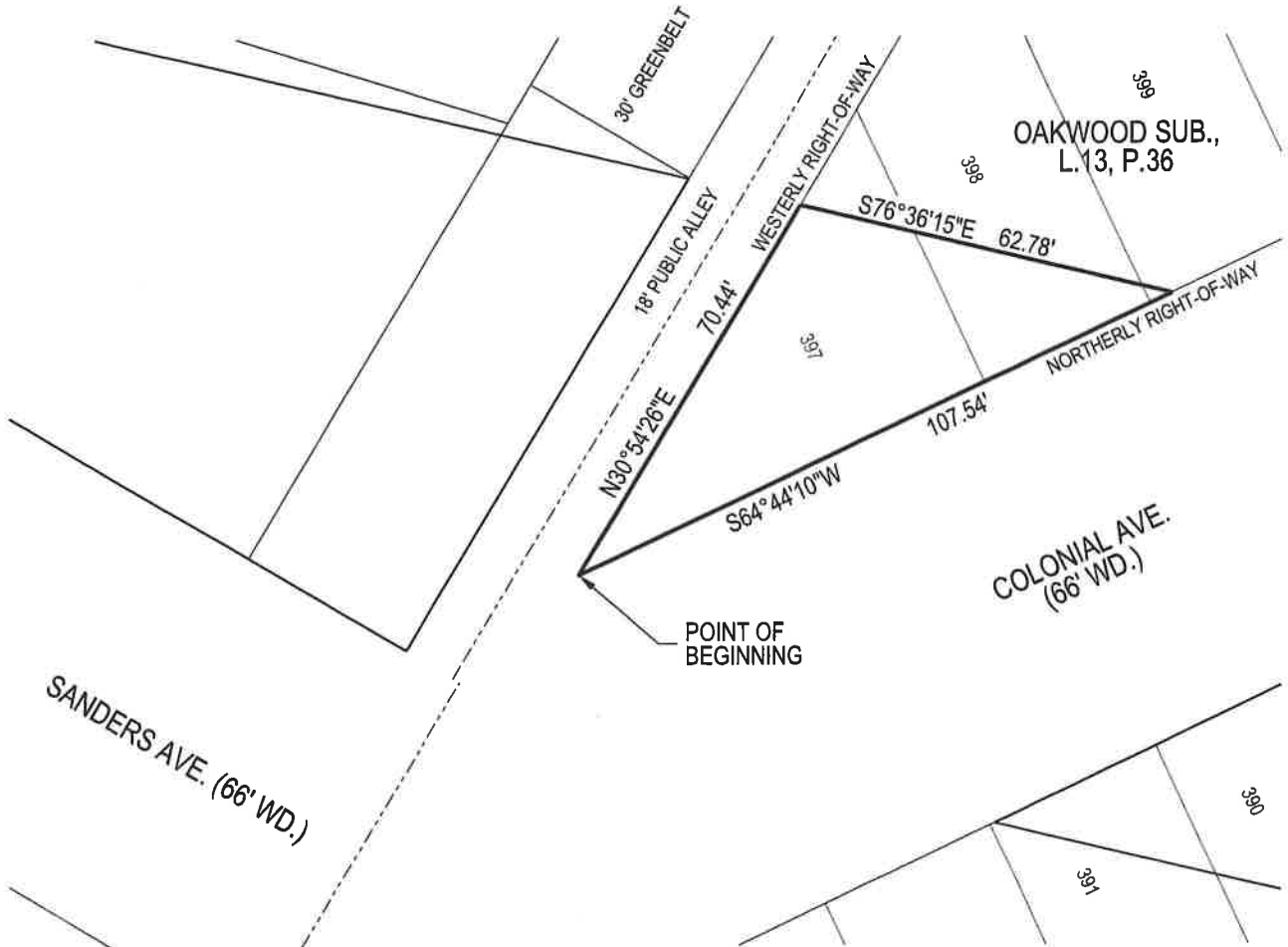


# EXHIBIT "A" CONTINUED RIGHT-OF-WAY DEDICATION FOR SANDERES AVE.

A PART OF PRIVATE CLAIMS 667, 37 AND 50,  
CITY OF DETROIT, WANYE COUNTY, MICHIGAN



## DEDICATION AREA "C" (0.048 ACRE)



**NOTES:**

BEARINGS BASED ON MICHIGAN STATE  
PLANE COORDINATES SOUTH ZONE (2113)

SEE PAGE 7 FOR LEGAL DESCRIPTION

	PREPARED FOR: <b>MARATHON PETROLEUM                  COMPANY, L.P.</b> 3100 S. FORT ST. DETROIT, MI	
	DRAWN BY: KFB	CHECKED BY: DAR
JOB No.: M2070180		PAGE 6 OF 11
		65 CADILLAC SQUARE SUITE 3311 DETROIT, MICHIGAN 48226 TEL: (313) 961-9500 FAX: (313) 961-9509
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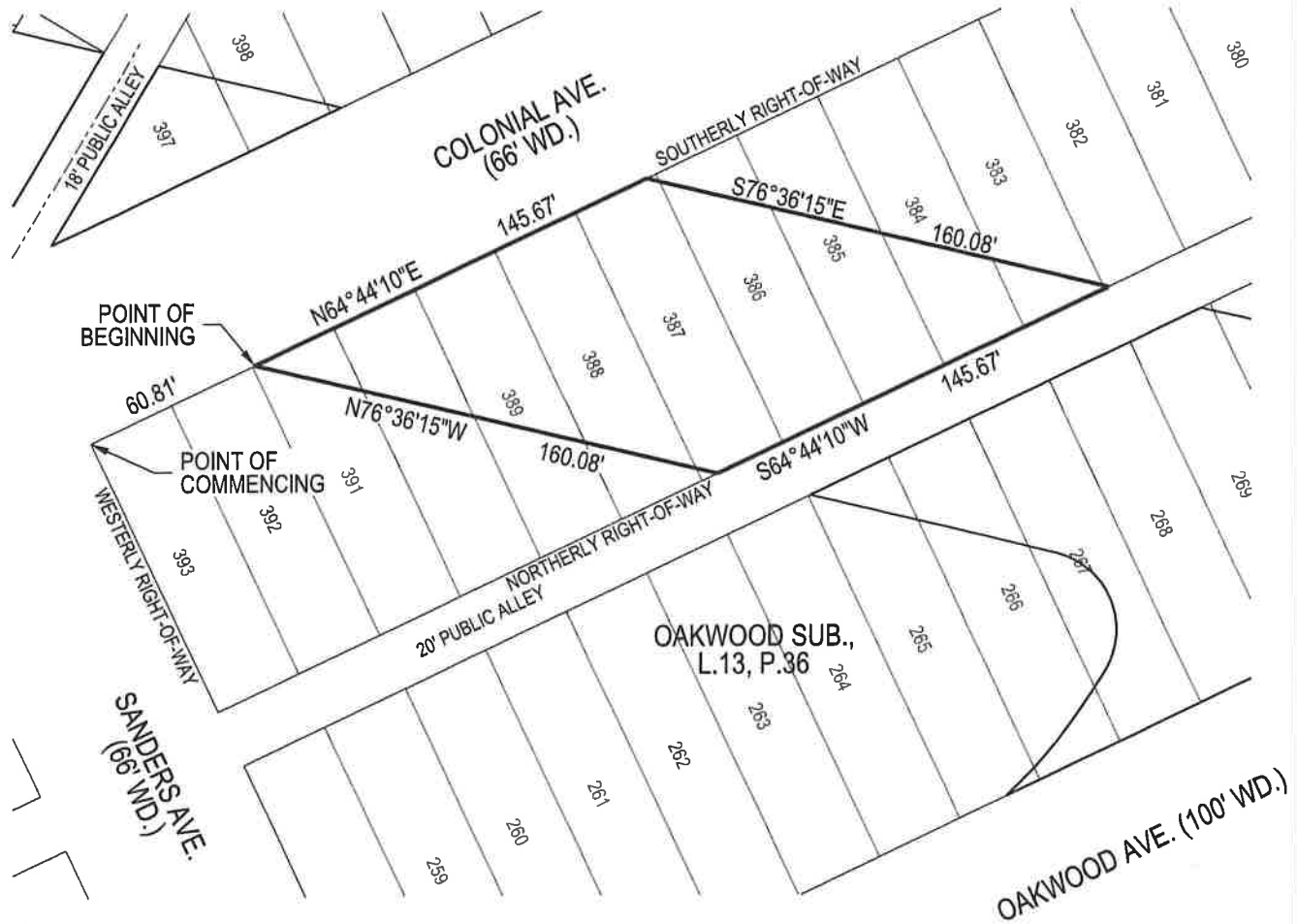
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# EXHIBIT "A" CONTINUED RIGHT-OF-WAY DEDICATION FOR SANDERES AVE.

A PART OF PRIVATE CLAIMS 667, 37 AND 50,  
CITY OF DETROIT, WAYNE COUNTY, MICHIGAN



## DEDICATION AREA "D" (0.334 ACRE)



**NOTES:**

BEARINGS BASED ON MICHIGAN STATE PLANE  
COORDINATES SOUTH ZONE (2113)

SEE PAGE 9 FOR LEGAL DESCRIPTION

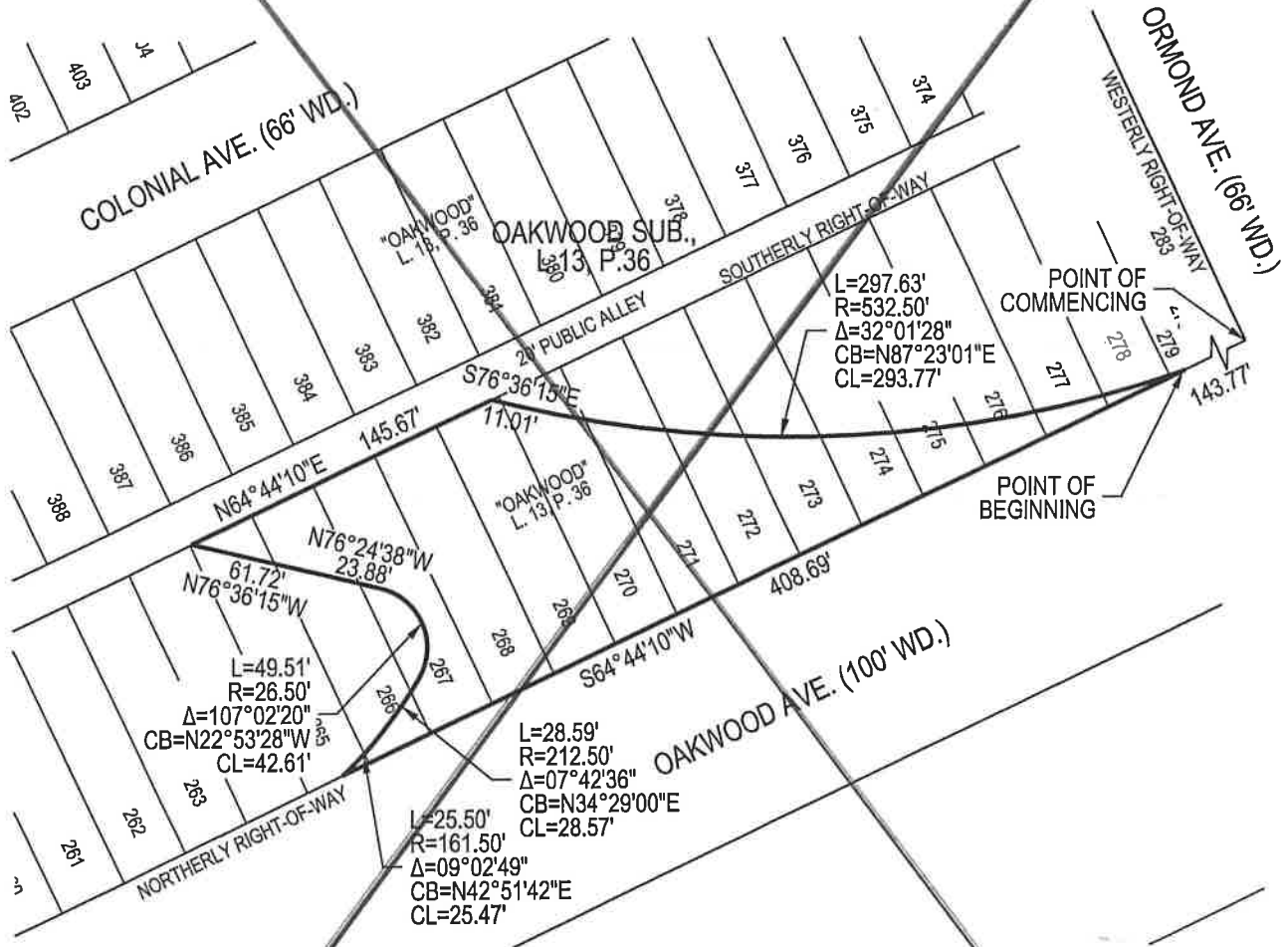
		PREPARED FOR: <b>MARATHON PETROLEUM                  COMPANY, L.P.</b> 3100 S. FORT ST. DETROIT, MI	
DRAWN BY: KFB		JOB No.: M2070180	
CHECKED BY: DAR		PAGE 8 OF 11	
		65 CADILLAC SQUARE SUITE 3311 DETROIT, MICHIGAN 48226 TEL: (313) 961-9500 FAX: (313) 961-9509	
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~~DELETED~~ EXHIBIT "A" CONTINUED  
 RIGHT-OF-WAY DEDICATION  
 FOR SANDERES AVE.

A PART OF PRIVATE CLAIMS 667, 37 AND 50,  
 CITY OF DETROIT, WAYNE COUNTY, MICHIGAN

DEDICATION AREA "E"  
 (0.546 ACRE)



NOTES:  
 BEARINGS BASED ON MICHIGAN STATE PLANE COORDINATES  
 SOUTH ZONE (2113)  
 SEE PAGE 11 FOR LEGAL DESCRIPTIONS

 0' 80' 1" = 80'	PREPARED FOR: <b>MARATHON PETROLEUM          COMPANY, L.P.</b> 3100 S. FORT ST. DETROIT, MI	
	DRAWN BY: KFB	CHECKED BY: DAR
JOB No.: M2070180		PAGE 10 OF 11



65 CADILLAC SQUARE  
 SUITE 330  
 DETROIT, MICHIGAN 48228  
 TEL: (313) 961-8500  
 FAX: (313) 961-8509

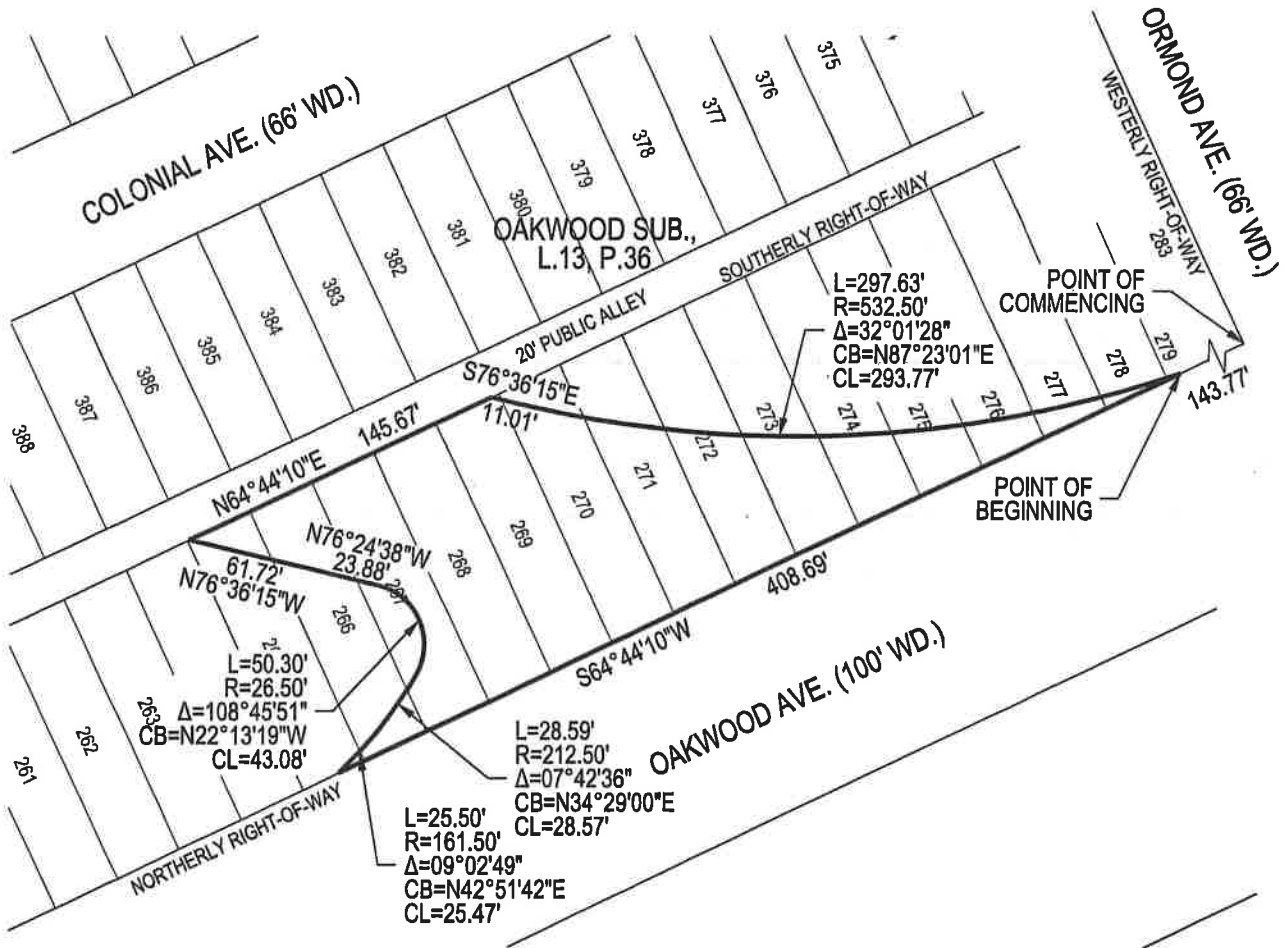
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REVISED

# EXHIBIT "A" CONTINUED RIGHT-OF-WAY DEDICATION FOR SANDERES AVE.

A PART OF PRIVATE CLAIMS 667, 37 AND 50,  
CITY OF DETROIT, WANYE COUNTY, MICHIGAN

## DEDICATION AREA "E" (0.546 ACRE)



**NOTES:**

BEARINGS BASED ON MICHIGAN STATE PLANE COORDINATES SOUTH ZONE (2113)

SEE PAGE 11 FOR LEGAL DESCRIPTIONS



PREPARED FOR:  
**MARATHON PETROLEUM  
COMPANY, L.P.**  
3100 S. FORT ST.  
DETROIT, MI

DRAWN BY: KFB

CHECKED BY: DAR

JOB No.: M2070180

PAGE 10 OF 11



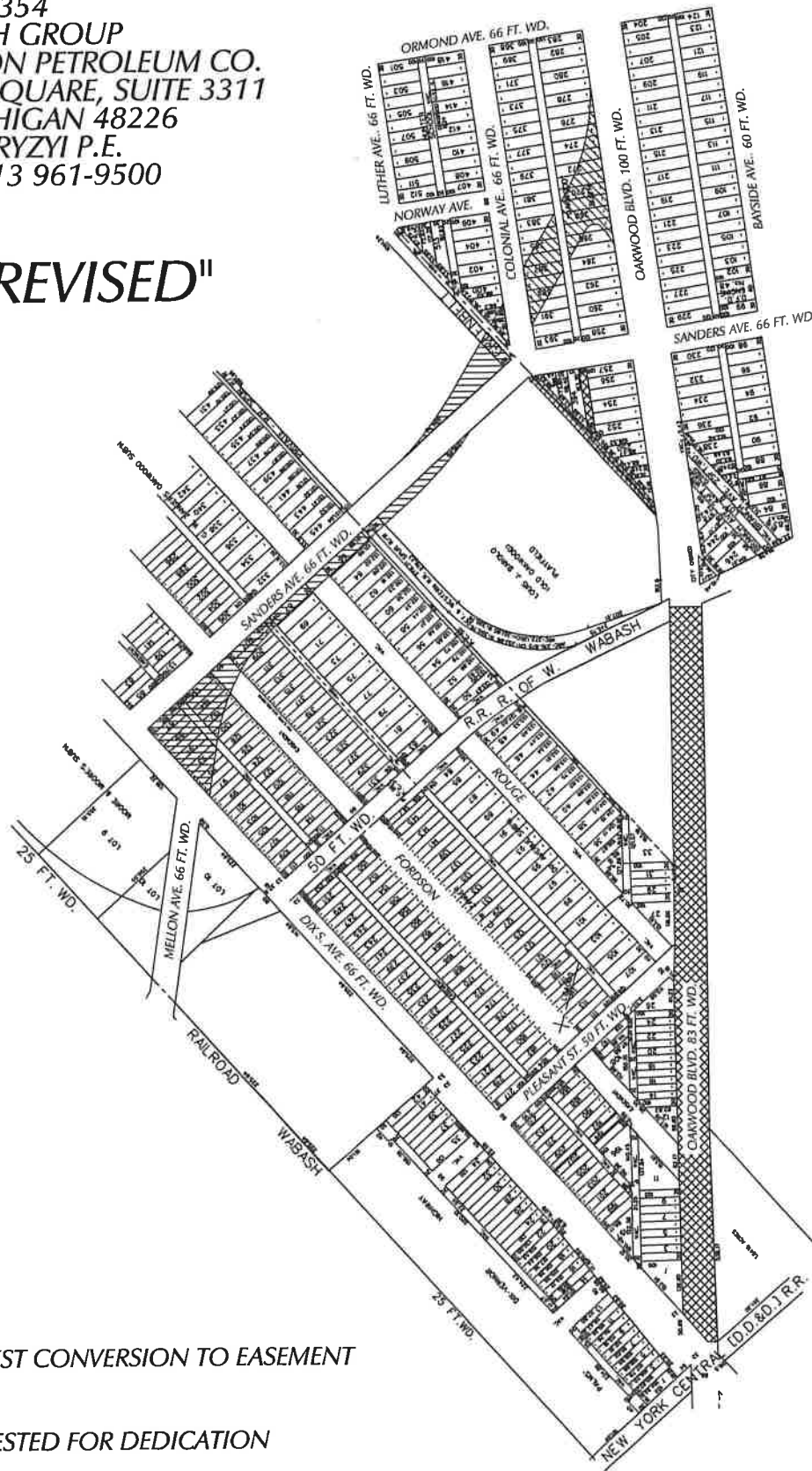
65 CADILLAC SQUARE  
SUITE 3311  
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TEL: (313) 961-9500  
FAX: (313) 961-9509

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PETITION NO. 354  
 MANNIK SMITH GROUP  
 C/O MARATHON PETROLEUM CO.  
 65 CADILLAC SQUARE, SUITE 3311  
 DETROIT, MICHIGAN 48226  
 C/O DAVID A. RYZYI P.E.  
 PHONE NO. 313 961-9500



"REVISED"



- REQUEST CONVERSION TO EASEMENT

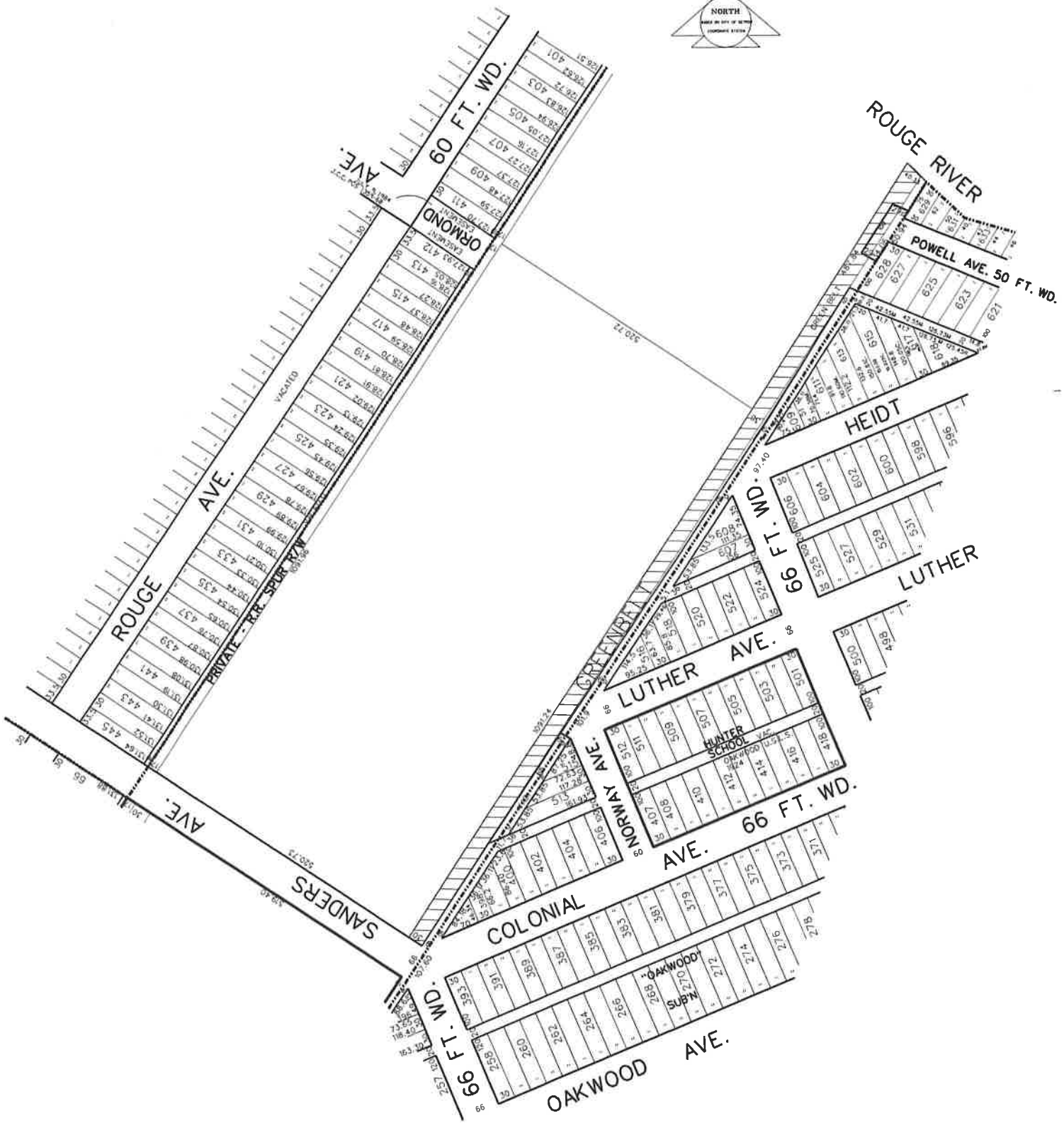


- REQUESTED FOR DEDICATION

(FOR OFFICE USE ONLY)

CARTO 71 D & E

<b>B</b>					REQUEST TO CONVERT TO EASEMENT A PORTION OF OAKWOOD BLVD. 1872.82 FT. 83 FT. WD. A NORTH/SOUTH 20 FT. WD. AND A EAST/WEST 20 FT. WD. PUBLIC ALLEY BETWEEN SANDERS AVE. & OAKWOOD BLVD. REQUEST FOR DEDICATION IN AREA BOUND BY OAKWOOD BLVD., WABASH R.R., DIX S. AND ORMOND AVE.	<b>CITY OF DETROIT</b> <b>CITY ENGINEERING DEPARTMENT</b> <b>SURVEY BUREAU</b>
	<b>A</b> CHANGING VACATION TO EASEMENT DESCRIPTION DRAWN BY DATE	WLW DRWN 08-19-14	CHKD APPD DATE	9/18/14		
REVISIONS DRAWN BY WLW DATE 08-19-14		CHECKED APPROVED				



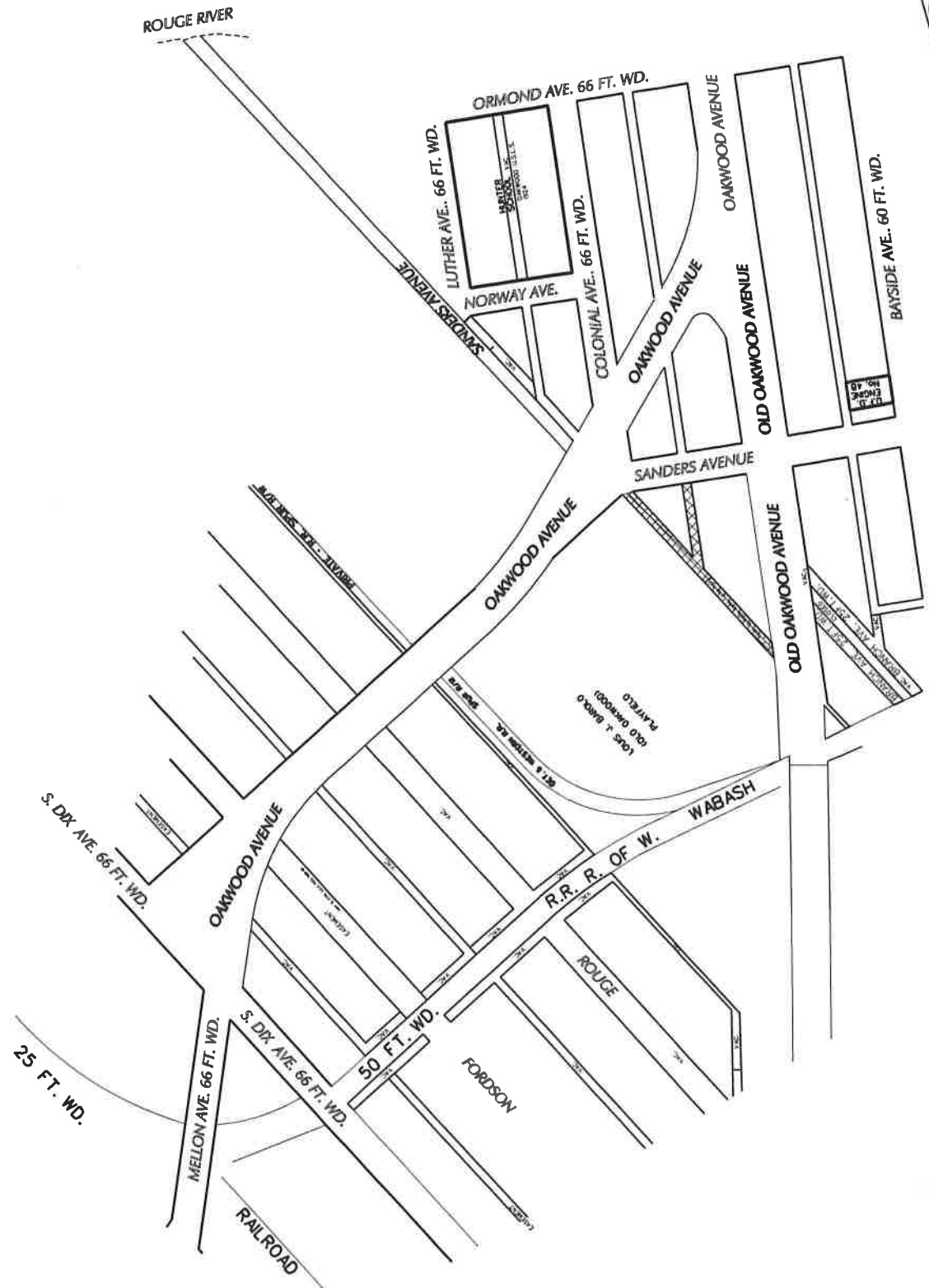
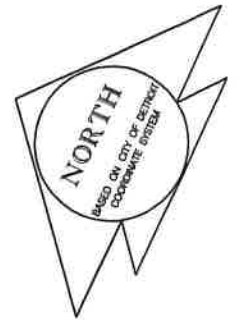
GREENBELT TO BE CONVERTED TO PUBLIC RIGHT-OF-WAY SHOWN BY HATCHED AREA

NO SCALE  
CARTO 71 D E F

B					
A					
DESCRIPTION	DRWN	CHKD	APPD	DATE	
REVISIONS					
DRAWN BY J. KNOLL		CHECKED			
DATE SEPTEMBER 2014		APPROVED			

**SKETCH OF GREENBELT  
COMMONLY KNOWN AS  
"COLONIAL SANDERS GREENBELT"  
TO BE CONVERTED TO PUBLIC  
RIGHT-OF-WAY**

CITY OF DETROIT CITY ENGINEERING - DPW SURVEY BUREAU	
JOB NO.	GREENBELT
DRWG. NO.	OAKWOOD.DGN



(FOR OFFICE USE ONLY)

CARTO 71 D & E

B					
A					
DESCRIPTION	DRWN	CHKD	APPD	DATE	
REVISIONS					
DRAWN BY	CHECKED				
J. KNOLL					
DATE	APPROVED				
SEPTEMBER 2014					

SKETCH OF OAKWOOD REROUTE  
SHOWING STREET NAME CHANGES:  
OAKWOOD AVENUE  
OLD OAKWOOD AVENUE  
AND SANDERS AVENUE

CITY OF DETROIT  
CITY ENGINEERING DEPARTMENT  
SURVEY BUREAU

JOB NO. OAKWOOD REROUTE  
DRWG. NO. OAKNAMES.DGN



CITY OF DETROIT  
DEPARTMENT OF PUBLIC WORKS  
CITY ENGINEERING DIVISION

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVE. SUITE 601  
DETROIT, MICHIGAN 48226  
PHONE: (313) 224-3949 • TTY:711  
FAX: (313) 224-3471  
WWW.DETROITMI.GOV



February 11, 2019

Honorable City Council:

**RE: Petition No. 315 — Marathon Petroleum Company, LP, request to vacate alleys between Ormond and Oakwood, and between Norway and existing public ROW.**

Petition No. 315 — Marathon Petroleum Company, LP requesting the vacation and conversion to easement of: The east-west public alley, 20 feet wide, in the block of Oakwood Boulevard, 100 feet wide, Colonial Avenue, 66 feet wide, and Ormond Avenue, 66 feet wide. Also the east-west public alley, 20 feet wide, in the block of Oakwood Boulevard, 100 feet wide, Colonial Avenue, 66 feet wide, and Norway Avenue, 60 feet wide and north-south alley, 18 feet wide, first west of Norway Ave.

The petition was referred to the City Engineering Division – DPW for investigation (utility review) and report. This is our report.

The request is being made to consolidate properties on both sides of the alleys. Currently the alleys are not improved and are used for utility services only.

The request was approved by the Solid Waste Division – DPW, and Traffic Engineering Division – DPW, and City Engineering - DPW.

Detroit Water and Sewerage Department (DWSD) has no objection to the conversion to easement. The specific DWSD provisions for easements are included in the resolution.

All other involved City Departments, and privately owned utility companies have reported no objections to the conversion of the public right-of-way into a private easement for public utilities. Provisions protecting utility installations are part of the attached resolution.

I am recommending adoption of the attached resolution.

Respectfully submitted,

Richard Doherty, P.E., City Engineer  
City Engineering Division – DPW

/JK

Cc: Ron Brundidge, Director, DPW  
Mayor's Office – City Council Liaison



BY COUNCIL MEMBER \_\_\_\_\_

**RESOLVED**, that The east-west public alley, 20 feet wide, in the block of Oakwood Boulevard, 100 feet wide, Colonial Avenue, 66 feet wide, and Ormond Avenue, 66 feet wide. Also the east-west public alley, 20 feet wide, in the block of Oakwood Boulevard, 100 feet wide, Colonial Avenue, 66 feet wide, and Norway Avenue, 60 feet wide and north-south alley, 18 feet wide, first west of Norway Ave. and further described as:

Land in the City of Detroit, Wayne County, Michigan being the east-west alley, lying northerly of and adjoining the northerly line of part of Lot 269 and all of Lots 270 through 283, both inclusive, also lying southerly of and adjoining the southerly line of Lots 368, through 381, both inclusive, and part of Lot 382 "Oakwood on P.C.'s 50, 524, and 119, River Rouge (now Detroit) T.1 S. R.11E. Wayne County, Michigan" as recorded in Liber 13, Page 36 of Plats, Wayne County Records; All being further bounded on the east by the westerly line of Ormond Avenue, 60 feet wide; and on the west by the northerly line of Oakwood Boulevard, 100 feet wide, as established on October 28, 2014 recorded in Journal of City Council pages 2214-2228.

Land in the City of Detroit, Wayne County, Michigan being the east-west alley, lying northerly of and adjoining the northerly line of Lots 400 through 406, both inclusive, and lying southerly of and adjoining the southerly line of Lot 513 "Oakwood on P.C.'s 50, 524, and 119, River Rouge (now Detroit) T.1 S. R.11E. Wayne County, Michigan" as recorded in Liber 13, Page 36 of Plats, Wayne County Records; All being further bounded on the east by the westerly line of Norway Avenue, 60 feet wide; and on the west by the easterly line of north-south alley, 18 feet wide, first west of Norway Avenue.

Be and the same are hereby vacated as a public rights-of-way and converted into a private easements for public utilities of the full width of the rights-of-way, which easement shall be subject to the following covenants and agreements, uses, reservations and regulations, which shall be observed by the owners of the lots abutting on said right-of-way and by their heirs, executors, administrators and assigns, forever to wit:

First, said owners hereby grant to and for the use of the public an easement or right-of-way over said vacated public alleys herein above described for the purposes of maintaining, installing, repairing, removing, or replacing public utilities such as water mains, sewers, gas lines or mains, telephone, electric light conduits or poles or things usually placed or installed in a public right-of-way in the City of Detroit, with the right to ingress and egress at any time to and over said easement for the purpose above set forth,

Second, said utility easement or right-of-way in and over said vacated alleys herein above described shall be forever accessible to the maintenance and inspection forces of the utility companies, or those specifically authorized by them, for the purpose of inspecting, installing, maintaining, repairing, removing, or replacing any sewer, conduit, water main, gas line or main, telephone or light pole or any utility facility placed or installed in the utility easement or right-of-way. The utility companies shall have the right to cross or use the driveways and yards of the adjoining properties for ingress and egress at any time to and over said utility easement with any necessary equipment to perform the above mentioned task, with the understanding that the utility companies shall use due care in such crossing or use, and that any property damaged by the utility

companies, other than that specifically prohibited by this resolution, shall be restored to a satisfactory condition,

Third, said owners for their heirs and assigns further agree that no buildings or structures of any nature whatsoever including, but not limited to, concrete slabs or driveways, retaining or partition walls (except necessary line fences or gates), shall be built or placed upon said easement, nor change of surface grade made, without prior approval of the City Engineering Division – DPW,

Fourth, that if the owners of any lots abutting on said vacated alleys shall request the removal and/or relocation of any existing poles or other utilities in said easement; such owners shall pay all costs incidental to such removal and/or relocation, unless such charges are waived by the utility owners,

Fifth, that if any utility located in said property shall break or be damaged as a result of any action on the part of said owners or assigns (by way of illustration but not limitation) such as storage of excessive weights of materials or construction not in accordance with Section 3, mentioned above, then in such event said owners or assigns shall be liable for all costs incidental to the repair of such broken or damaged utility; and

Provided, that the petitioner maintain Fire Department vehicle access to all buildings, structures, fire hydrants, and fire department connections, and further

Provided, that the property owners maintain DTE Energy access to their facilities at all times, and further

Provided, that an easement, the full width of the existing right-of-way, is reserved for the Detroit Water and Sewerage Department for the purpose of installing, maintaining, repairing, removing, or replacing any sewers, water mains, fire hydrants and appurtenances, with the right of ingress and egress at any time to, and over said easement for the purpose above set forth; and be it further

Provided, that free and easy access to the sewers, water mains, fire hydrants and appurtenances within the easement is required for Detroit Water and Sewerage Department equipment, including the use of backhoes, bull dozers, cranes or pipe trucks, and other heavy construction equipment, as necessary for the alteration or repair of the sewer or water main facilities; and be it further

Provided, that the Detroit Water and Sewerage Department retains the right to install suitable permanent main location guide post over its water mains at reasonable intervals and at points deflection; and be it further

Provided, that said owners of the adjoining property, for themselves, their heirs and assigns, agree that no building or structure of any nature whatsoever, including porches, patios, balconies, etc., shall be built upon or over said easement, or that no grade changes or storage of materials shall be made within said easement without prior written approval and agreement with the Detroit Water and Sewerage Department; and be it further

Provided, that if any time in the future, the owners of any lots abutting on said vacated alleys shall request the removal and/or relocation of the aforementioned utilities in said easement, such owners shall pay all costs incident to such removal and/or relocation. It is further provided that if sewers, water mains, and/or appurtenances in said easement shall break or be damaged as a result of any action on the part of the owner, or assigns, then in such event, the owner or assigns shall be liable for all costs incident to the repair of such broken or damaged sewers and water mains, and shall also be liable for all claims for damages resulting from his action; and be it further

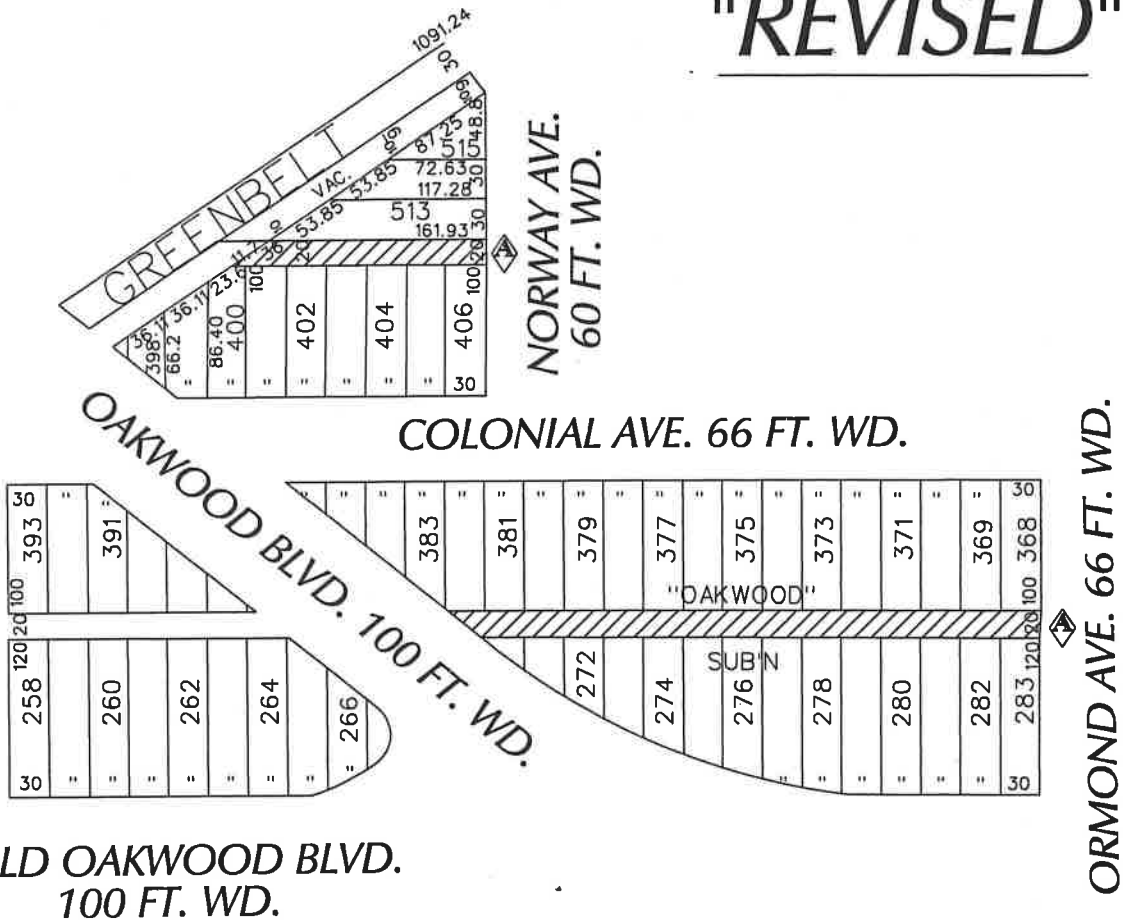
Provided, that if it becomes necessary to remove any of the paved alley returns at the entrances (into Oakman Boulevard and/or Ormand Avenue and/or Norway Avenue) such removal and construction of new curb and sidewalk shall be done under city permit and inspection according to City Engineering Division – DPW specifications with all costs borne by the abutting owner(s), their heir or assigns; and further

Provided, that the City Clerk shall within 30 days record a certified copy of this resolution with the Wayne County Register of Deeds.

PETITION NO. 315  
 MARATHON PETROLEUM CO.  
 C/O MANNIK SMITH GROUP  
 65 CADILLAC SQUARE, SUITE 3311  
 DETROIT, MICHIGAN 48226  
 C/O DAVID A. RYZYI P.E.  
 PHONE NO. 313 961-9500



**"REVISED"**



- CONVERSION TO EASEMENT

(FOR OFFICE USE ONLY)

CARTO 71 E

<b>B</b>						<b>REQUEST CONVERSION TO EASEMENT</b> <b>THE EAST/WEST PUBLIC ALLEYS 20 FT. WD.</b> <b>IN AREA BOUND BY</b> <b>GREENBELT, NORWAY, COLONIAL, ORMOND AVE.</b> <b>AND OAKWOOD BLVD</b>	<b>CITY OF DETROIT</b> <b>CITY ENGINEERING DEPARTMENT</b> <b>SURVEY BUREAU</b>	
<b>A</b>	CHANGE FROM OUTRIGHT VACATION TO CONVERSION TO EASEMENT	WLW	KSM	KSM	6/05/18		JOB NO. 01-01	
DESCRIPTION		DRWN	CHKD	APPD	DATE		DRWG. NO. X 315	
DRAWN BY		CHECKED						
DATE		APPROVED						