

Janice M. Winfrey
City Clerk

City of Detroit
OFFICE OF THE CITY CLERK

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENT PETITION REFERENCE COMMUNICATION

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.

Petition No.	2024-152
Name of Petitioner	Black United Fund
Description of Petition	Petition of Black United Fund (#2024-152) request to hold “Dr. Otis Williams Street Naming Ceremony” at 17376 Wisconsin St. (Corner of Wisconsin and Santa Clara) on June 15 th , from 12:00 PM to 2:00 PM. Set-up to begin June 15 th , 8:00 AM and completed by 11:00 AM with tear down to begin June 15 th , at 2:00 PM and completed by 5:00 AM.
Type of Petition	Special Event
Submission Date	5/16/2024
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Kenneth W. Donaldson Black United Fund 313-894-2000 kd@bumi.org

City of Detroit Special Events Application Authorizations

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 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.

Applicant Signature: *Robin R. Terry*

Date: 3.29.2024

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: OTIS WILLIAMS STREET N

Event Date: 06 15 2024

Event Organizer: Motown Museum / Black Un

Applicant Signature: *Robin R. Terry*

Date: 3.29.2024

Otis Williams Street Naming Ceremony Clean-up Plan

Event organizers will have volunteers to clean up the event site. Volunteers will pick up trash and stack chairs for removal. Event volunteers will return everything to its prior condition. It will look exactly as it did before the event.

SPECIAL EVENTS PETITION

Petition No: 2024-152

Event Name: Dr. Otis Williams Street Naming Ceremony

Event Status: In Review- City Council (Step 4 of 6)

Petitioner Name / Organization: Black United Fund

Event Location: 17376 Wisconsin St. (Corner of Wisconsin and Santa Clara)

Event Date(s) and Time(s): 06/15/24 12:00 PM to 06/15/24 2:00 PM

Type of Event: Other

Applicant Contact:
Kenneth W. Donaldson - President & CEO
kd@bufmi.org
+1 (313) 894-2000

Submission Date:	04/01/24 1
Date of Clerk's Office Referral:	05/16/24
Date of City Departments Sign Off:	05/15/24
Date Referred to Council:	5/16/2024

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed- Ready for Council	DFD Approval Not Required	EMS Reviewed- Ready for Council	GSD Approval Not Required	DDOT Approval Not Required	MPD Approval Not Required	DPW Reviewed- Ready for Council	DHD Approval Not Required

BSEED

BSEED Reviewed- Ready for Council

Mayor's Office Special Events Signature: Yakeima Fife Digitally signed by Yakeima Fife

Date: 5/16/2024

General Event Information

Has this event been hosted before? No

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? No

Is this an annual event? No

Event Website: N/A

Which spaces will be used? Street, Sidewalk

Will this event include the use or sale of marijuana? No

Event Description

Brief Event Purpose & Description:

The street naming ceremony will be held at the corner of Wisconsin and Santa Clara, the intersection of Williams' former home at 17736 Wisconsin Street on Detroit's northwest side, where he lived before relocating to Los Angeles. The ceremony—which is sponsored by the Motown Museum and the Black United Fund of Michigan, with support from the Mayor's Arts & Culture Office and Dr. Williams' family, and an endorsement from Detroit City Council Member Angela Whitfield Calloway—will pay tribute to Dr. Williams' prolific career and lasting legacy. As a founding member of The Temptations and chief architect of the group's evolution throughout the 20th and 21st centuries, he was instrumental in elevating The Temptations to their status as musical icons.

Estimated Peak Attendance: 80

Estimated Total Attendance: 80

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? No

Will you be taking donations? No

Is this a charity event? No

Does this event involve campers, tents and/or RVs? No

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

Contact Information

Organization / Petitioner Name: Black United Fund

Mailing Address: 7650 2nd Avenue, Suite 120

Detroit Michigan 48202

Primary Contact:	Secondary Contact:
Kenneth W. Donaldson - President & CEO	Brian Stevenson - Motown Museum
kd@bufmi.org	thebrianstevenson@outlook.com
	+1 (313) 434-8515

Organization Type: Nonprofit

Organization Website: _____

Event Setup & Breakdown

Begin Setup: 06/15/24 8:00 AM

Complete Setup: 06/15/24 11:00 AM

Setup Location(s): Corner of Wisconsin and Santa Clara with appropriate street closures

Event Start: 06/15/24 12:00 PM

Event End: 06/15/24 2:00 PM

Begin Tear Down: 06/15/24 2:00 PM

Complete Tear Down: 06/15/24 5:00 AM

Number of Trash Containers: 2 Number of Recycling Containers: 2

Cleaning Service Vendor: _____

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 2

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. Wisconsin 06/15/24

Wisconsin from Santa Clara to Santa Maria

2. Santa Clara 06/15/24

Santa Clara from Ohio to Indiana

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:
Reserved Parking for Mayor, Council Members, and special guests and street parking for other attendees

Food & Beverage

Will food be served? No

Will food be prepared on site? _____

Number of food trucks: _____ Number of non-truck food vendors: _____

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? _____

What type(s) of alcohol will be served? _____

Day(s) and time(s) alcohol will be served: _____

Will ice be used in any served beverages? No

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 1

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 0

Number of tents larger than 10' x 10': 2

Tent Contractor: TBD

What other structures will your event include? Need set up to unveil street sign

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? Gas

Generator contractor: TBD

Will additional wiring be installed? Yes

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? No

Security & Emergency Plans

Will the event have a security contractor? No

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

Will you contract emergency medical services? No

Name of emergency medical services contractor: _____

Does this event include fireworks? No

Day(s) and time(s) of fireworks: _____

Fireworks vendor: _____

Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input type="checkbox"/>	Security Plan (500 or less attendees)
<input type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Black United Fund to host "Dr. Otis Williams Street Naming Ceremony" (#2024-152) on June 15th from 12:00 PM – 2:00 PM at 17376 Wisconsin St. (Corner of Wisconsin and Santa Clara).

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, that there will be DFD Pending Inspections; and be it further

PROVIDED, that there will be DPW Barricades & Road Closure Signage Required; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators, and Stages; and be it further

PROVIDED, that there will be a Business License Required obtained following City Council approval; and be it further

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.