

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.	2024-236
Name of Petitioner	Williams Park Alliance, Inc.
Description of Petition	Please find attached request to host "Williams Park Alliance, Inc." at Etheldra Mae Williams Park from July 30 th , 2024 at 11:00 AM to 8:00 PM on January 3 rd , 2025. Set-up will begin on July 30 th , 2024 at 8:00 AM and be completed by 10:00 AM the same day. Tear down is scheduled to begin on January 3 rd , 2025 at 7:00 PM and be completed by 11:00 PM on January 3 rd , 2025.
Type of Petition	Special Events
Submission Date	07/10/24
Concerned Departments	"Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)"
Petitioner Contact	Michael E Williams Williams Park Alliance, Inc. 14431 Burgess Street Detroit, MI 48223 P: (313) 272-4379 hello@uncleenme.com

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

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: 

Date: July 2, 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: Brightmoor Music Series

Event Date: 7.20.24 - 01.03.24

Event Organizer: Williams Park Alliance, Inc.

Applicant Signature: 

Date: July 2, 2024

Tuesday July 30, 2024

Brightmoor Music Series

Jackie C and the Detroit Rhythm Band

5:00 p.m. until 8:00 p.m.

Tuesday August 6, 2024

Brightmoor Music Series

TBA

5:00 p.m. until 8:00 p.m.

Tuesday August 13 1:00 p.m. until 4:00 p.m.

The Urban Muse Band

5:00 p.m. until 8:00 p.m.

August 17 and 18, 2024

Burgess Street Food Festival

Hours 11:00 a.m. until 8:00 p.m.

Featuring foods from some of Detroit's iconic restaurants.

Brightmoor Sings

A Festival of Gospel Music

Hours 11:00 a.m. until 8:00 p.m.

Eight choirs over two days rejoicing and filling the community with beautiful music.

Saturday August 17, 2024

12:00 p.m. **Sister Danial and the Soul Touchers**

2:00 p.m.

4:00 p.m. United Kingdom featuring Convictor and Young Ro. Gospel Rap.

6:00 p.m.

8:00 p.m.

Sunday August 18, 2024

12:00 p.m.

2:00 p.m. **Ramon B and his Singers**

4:00 p.m. **The Inspirational Gospel Choir of Westminster Church Detroit**

6:00 p.m.

Tuesday August 20, 2024

TBA

5:00 p.m. until 8:00 p.m.

Healthy Life Food Festival

Sunday August 25, 2024

noon until 5:00 p.m.

Tuesday August 27, 2024

Brightmoor Music Series

TBA

5:00 p.m. until 8:00 p.m.

Tuesday September 3, 2024

Brightmoor Music Series

The Project

R & B, Jazz, Top 40's and Fusion

5:00 p.m. until 8:00 p.m.

September 7 and 8, 2024

Autumn Club Senior Activity Festival

10:00 a.m.. until 8:00 p.m. each day

October 12 and 13, 2024

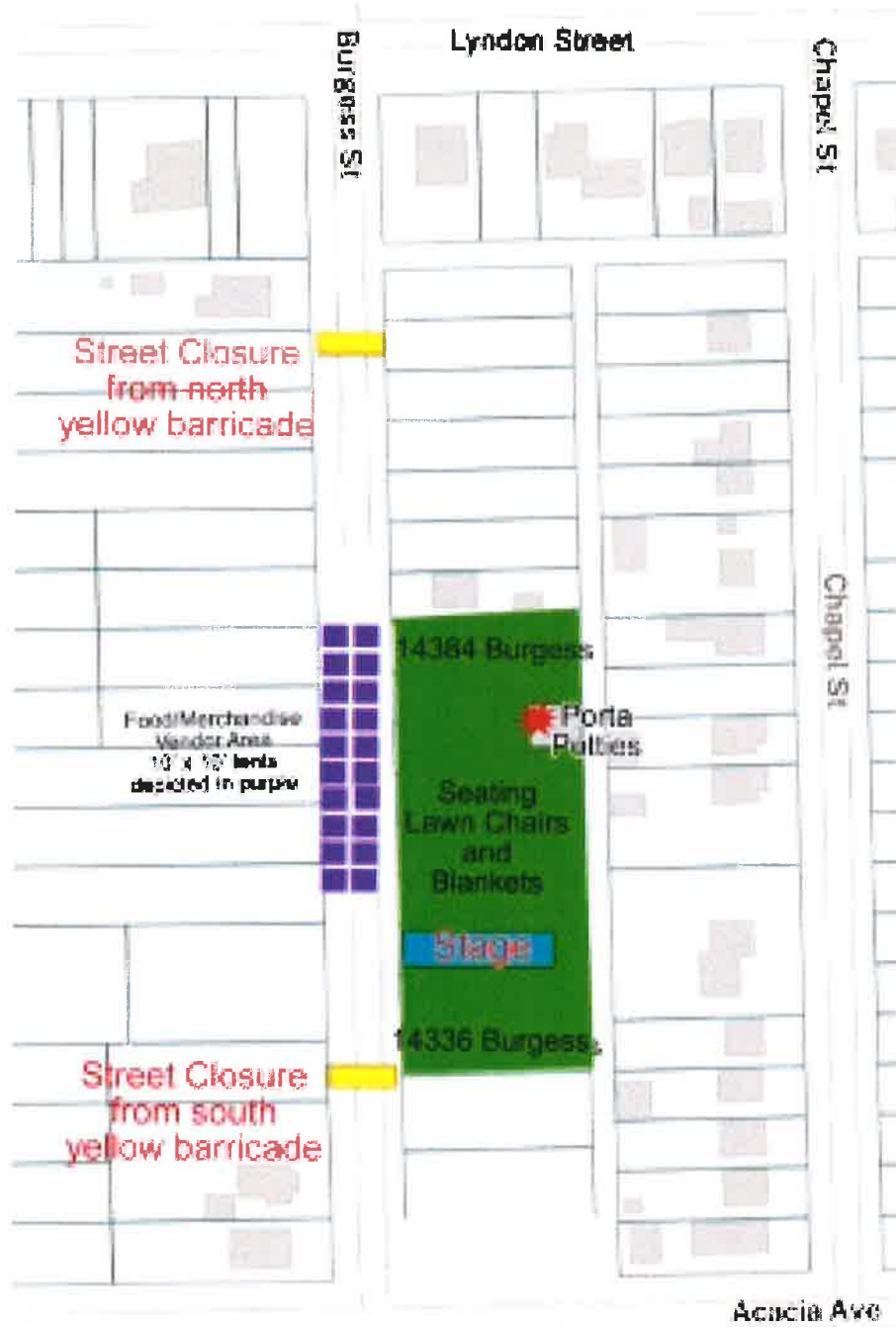
Friends with Classic Cars, "The Last Hurrah"

Saturday and Sunday Noon until 6:00 p.m. each day

December 18 through 23, 2024

Brightmoor Lights and the Living Nativity

Lights and activities 4:00 p.m. until 10 p.m. each day. Light show through
January 3, 2025



Elizabeth Mae Williams Park is hosting a season of events beginning July 3, 2025, and ending January 3, 2026. A Music Festival with vendors stationed in the middle of the street between 14360 Burgess and 14378 Burgess. Yellow barricades will be placed at 14431 & 14336 Burgess to prohibit vehicular traffic in the pedestrian area. Patrons are expected to bring lawn chairs or blankets for seating. PortaPotties will be situated at the rear of 14370 Burgess. The mobile stage will be placed on parcel 422111886, A.K.A. 14344 Burgess. Visitors will enter from the south of Acacia Street. Vendor's vehicles may enter from the north to off load only. Surface parking is available on surrounding streets.

Williams Park Alliance, Inc.

14431 Burgess Detroit, Michigan 48223 (313) 446-2262

March 14, 2024

EMERGENCY ACTION PLAN

The Etheldra Mae Williams Park is an outdoor space at 14364 Burgess Street. During the “Motor City Glamping” event, travel trailers and motorcoaches will be stationed in the park. Each unit will have a minimum of eight feet of space on all sides. There are no other structures to contend with. Since it is an outdoor venue, if evacuation is necessary, occupants will be instructed to move orderly to a space that is safe. Likely safe spaces will be the center of the street.

Updates to the Emergency Evacuation Plan:

Procedures for reporting of emergencies

2. All staff members are equipped with cellular telephones. In the event of an emergency, staff members are instructed to: **First**, assess the type of emergency. **Second**, if medical emergency, notify the on-sight medical staff member(s) **Third**, call 911. If security emergency, **First**, notify our other staff members, **Second** call 911. If fire emergency, **First**, assess the emergency, **Second**, call 911, **while** implementing fire suppression and mitigation measures with on-sight fire extinguishing equipment.

Occupant and staff response to emergencies

3. After assessing the type of emergency, call 911, if necessary, then notify all staff members.

Evacuation, relocation, and shelter-in-place procedures appropriate to the building, its occupancy, emergencies, and hazards

4. This is an outdoor event site. There is no *building* in which to contend. Each recreational vehicle, (trailer or motorcoach) will be placed with a minimum of 10' of walking space on each of four sides. In the event of a fire emergency, occupants will be instructed to leave the affected unit and head to a space that is a safe distance from the point of emergency. All persons will be directed to remain at a distance far enough from the emergency site to allow access for first responders.

Appropriateness of the use of elevators

5. This is an outdoor event space. There is no building and no elevators with which to contend.

Design and conduct of fire drills

6. Our staff members will be instructed on the orderly removal of guests and evacuation, if necessary, of each individual recreational unit and/or the entire site. All staff members are equipped with cellular telephones and a plan to notify all staff members and gather at a designated safe place for further instructions.

Type and coverage of building fire protection systems

7. This is an outdoor event space. There is no building Fire Protection System applicable. Each unit is equipped with at least one Handheld Fire Extinguisher.

Other items required by the authority having jurisdiction

Any items not covered by this communication will be addressed and complied with upon notification.

The scope of these campsites is as follows. Each unit will sleep comfortably six adults. A realistic average is four people per unit. If we place thirty units on the Etheldra Mae Williams Site, the *maximum capacity* for the duration of the event would be 180 persons. If we place sixty units on the Old Redford site, the *maximum capacity* would be 360 people.

SECURITY

The "Glampsite" will have staff members on site 24 hours continuously for the duration of the event. Though our staff members are not armed, they are trained in de-escalation techniques. People tend to respect our venue as it is private property. Areas with population and activity are not typically targets for larceny, burglary, or theft. If required for this event, we will hire a private security firm.

MEDICAL

An agreement with *Rapid Response Emergency Medical Services* can be put in place to meet the requirements of the city's mandate. An ambulatory service vehicle and two EMT's will be stationed at our park from noon until 6:00 p.m. each day. If required, longer hours may be added.

If the need arises, our staff is equipped with cellular communication devices and the proper help can be summoned immediately. Emergency vehicles such as police, fire and or ambulances will have full access to all populated spaces.

For additional information please call Michael Williams at (313)694-6873.

[EXTERNAL] Re: Williams Park Alliance, Inc. Inquiry

michael williamspark.org <michael@williamspark.org>

Tue 7/9/2024 5:06 PM

To: Blake Martinez <Blake.Martinez@detroitmi.gov>

Cc: Yakeima Fife <fifeya@detroitmi.gov>; special events <specialevents@detroitmi.gov>

 3 attachments (12 MB)

IMG_20220612_154507568_HDR.jpg; 20210515_095426.jpg; 20210516_180143.jpg;

Great day Blake Martinez,

We have staff members who maintain the park. We cut the grass, plant flowers, remove debris and clean post event. We have eight Courville Containers that are placed throughout the venue during events. At the conclusion, we move them to the appropriate collection stations.

I have attached some images of the park as it is today and a link to what I transformed it from only four years ago.

<https://williamspark.org/the-beginning%3B-blight>

If you have any additional questions or concerns, please call me.

Thank you,

Michael Williams
313.694.6873

From: Blake Martinez <Blake.Martinez@detroitmi.gov>

Sent: Tuesday, July 9, 2024 4:45 PM

To: michael williamspark.org <michael@williamspark.org>

Cc: Yakeima Fife <fifeya@detroitmi.gov>; special events <specialevents@detroitmi.gov>

Subject: Williams Park Alliance, Inc. Inquiry

Hello,

My name is Blake Martinez and I work with the Special Events Management Team (SEMT). I am sending this email to request a clean-up plan from you for your Williams Park Alliance events. Let me know if you have any questions or concerns.

Have a wonderful day,
Blake Martinez

SPECIAL EVENTS PETITION

Petition No: 2024-236

Event Name: Williams Park Alliance, Inc.

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

Petitioner Name / Organization: Williams Park Alliance, Inc.

Event Location: Etheldra Mae Williams Park 14330, 14336, 14344, 14350, 14356, 14370, 14378 and 14384 Burgess Street.

Event Date(s) and Time(s): 07/30/24 11:00 AM to 01/03/25 8:00 PM

Type of Event: Concert/Performance, Festival

Applicant Contact:
Michael E Williams
michael@williamspark.org
+1 (313) 694-6873

Submission Date:	01/24/24 4
Date of Clerk's Office Referral:	07/10/24
Date of City Departments Sign Off:	7/8/24
Date Referred to Council:	7/12/2024

Department Approvals

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

BSEED

BSEED Reviewed-Ready for Council

Mayor's Office Special Events Signature: *Gakeima Fife*

Date: July 12, 2024

General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: http://www.WilliamsPark.org/schedule

Which spaces will be used? Street, Sidewalk, Park, Private Facility

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

Event Description

Brief Event Purpose & Description:

The Etheldra Mae Williams Park hosts several events from April through December. These events are free to the public and of great benefit to the neighborhood and surrounding community.

Past events have included the Following:

Friends with Classic Cars
The Brightmoor Music Series
The Burgess Street Food Festival
The "Autumn Club" Senior Activities Festival
Brightmoor Lights

Estimated Peak Attendance: 1500

Estimated Total Attendance: 4000

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? Yes

Will you be taking donations? Yes

Is this a charity event? No

Does this event involve campers, tents and/or RVs? Yes

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

Contact Information

Organization / Petitioner Name: Williams Park Alliance, Inc.

Mailing Address: 14431 Burgess Street

Detroit Mi 48223

Primary Contact:	Secondary Contact:
Michael E Williams	
michael@williamspark.org	
+1 (313) 272-4379	

Organization Type: Nonprofit

Organization Website: http://www.WilliamsPark.org

Event Setup & Breakdown

Begin Setup: 07/30/24 8:00 AM

Complete Setup: 07/30/24 10:00 AM

Setup Location(s): 14300 Burgess Street

Event Start: 07/30/24 11:00 AM

Event End: 01/03/25 8:00 PM

Begin Tear Down: 01/03/25 7:00 PM

Complete Tear Down: 01/03/25 11:00 PM

Number of Trash Containers: 6 Number of Recycling Containers: 14

Cleaning Service Vendor: _____

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

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

1. Burgess Street between Lyndon and Acacia

14300 and 14431 12:00 AM

2. _____

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:

Surface Street Parking

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 15 Number of non-truck food vendors: 30

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? _____

Do any of the stages have a canopy? _____

Number of tents 10' x 10' and smaller: 30

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

Tent Contractor: Company Owned

What other structures will your event include? Portable Stage and Travel Trailers

Will your event use any grills? Yes

What kind of grills? Propane attached to travel trailers

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

How will generators be fueled? _____

Generator contractor: _____

Will additional wiring be installed? Yes

Does the event require access to a hydrant? Yes

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? Yes

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? Yes

Name of emergency medical services contractor: Michael E Williams

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 checked="" 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 checked="" 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 Williams Park Alliance to host "Williams Park Alliance, Inc." (#2024-236) from July 30th at 11:00 AM until January 3rd, 2025 at 8:00 PM at Etheldra Mae Williams Park

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

PROVIDED, that there will be DFD Pending Inspections; Contracted with Private EMS to Provide Services; and be it further

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

PROVIDED, that there will be DHD pending inspections; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents 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.