

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.	2025-084
Name of Petitioner	Council President Mary Sheffield
Description of Petition	Petition request to hold "Occupy the Corner-Kickoff" on June 13, 2025 from 5:00 PM until 8:00 PM the same day at Coleman A Young Rec Center Playfield. Set-up will begin at 9:00 AM on June 13, 2025 and be completed by 5:00 PM the same day. Tear down will begin at 8:00 PM on June 13, 2025 and be completed by 10:00 PM on the same day.
Type of Petition	<b>Special Events</b>
Submission Date	04/29/25
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	Tyler Searcy 2 Woodward Ave Detroit, MI 48226 (Ph) 313-663-0089 Tyler.searcy@detroitmi.gov

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:** *Tyler Searcy*

**Date:** 03/31/2025

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:** Occupy the Corner Kickoff 2

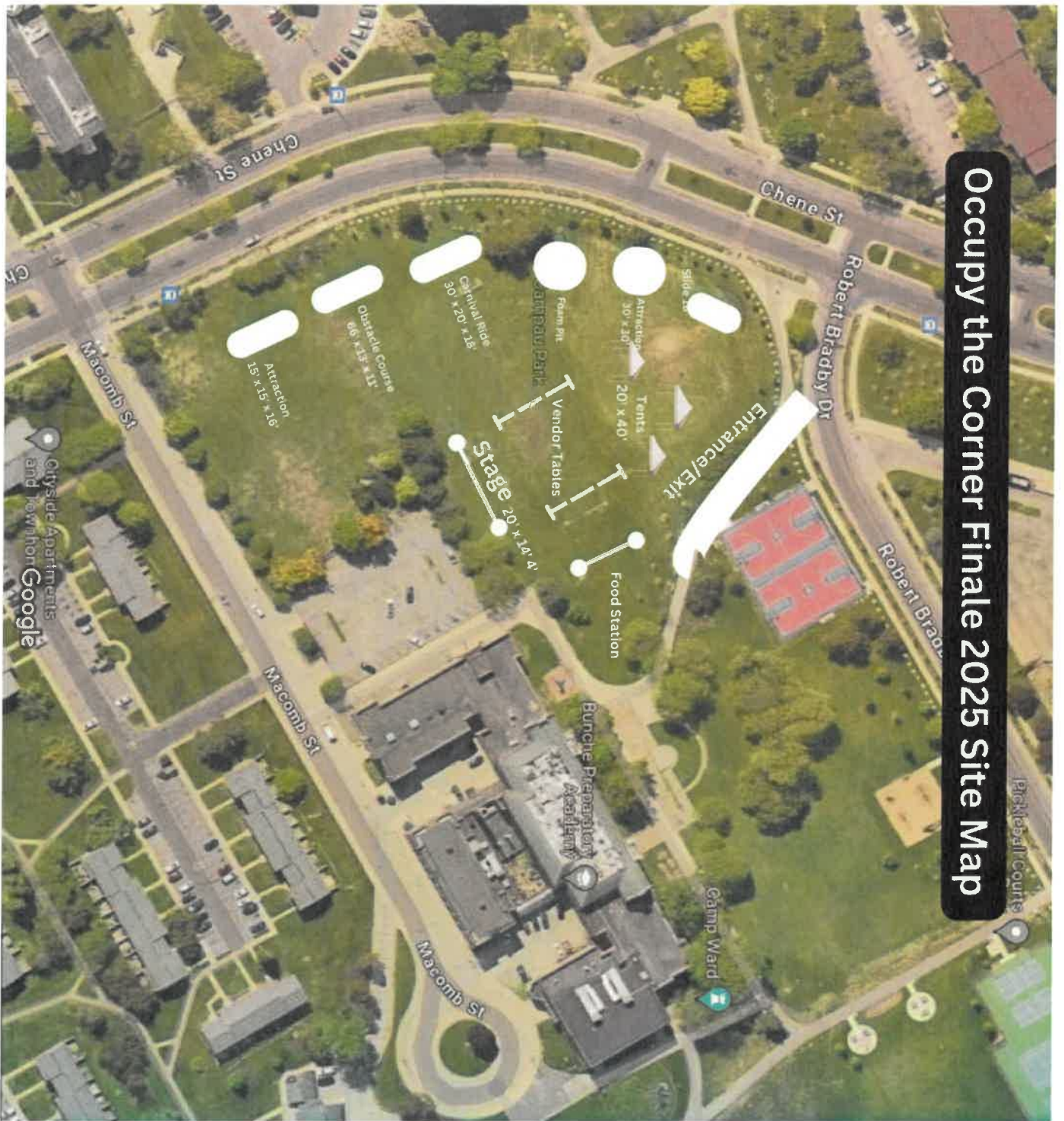
**Event Date:** 06/13/2025

**Event Organizer:** Council President Mary Shei

**Applicant Signature:** *Tyler Searcy*

**Date:** 03/31/2025

# Occupy the Corner Finale 2025 Site Map



# EMERGENCY ACTION PLAN

## 1. Event Details

City Council President Mary Sheffield's 12<sup>th</sup> Annual Occupy the Corner – Detroit Kickoff

Friday, June 13<sup>th</sup>, 5 pm – 8 pm

Coleman A. Young Playfield, 2751 Robert Brady Drive, Detroit, MI 48207

## 2. Emergency Contact Information

- Tyler Searcy, Manager of Community Relations (Event Coordinator)  
313-663-0089 | [tyler.searcy@detroitmi.gov](mailto:tyler.searcy@detroitmi.gov)
- Kayla Rice, Social Media and Communications Manager (Event Coordinator)  
757-354-9548 | [kayla.rice@detroitmi.gov](mailto:kayla.rice@detroitmi.gov)
- Brian White, Chief of Staff  
313-213-5383 | [whiteb@detroitmi.gov](mailto:whiteb@detroitmi.gov)

## 3. Procedures for Reporting Emergencies

- Internal Communication: Use radios or mobile phones to communicate between staff, officers, and medical teams. DPD will be on-site.
- External Communication: Our staff have access to microphones to communicate with participants if needed.

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

- Announce Evacuation: Use the PA system or loudspeakers to inform participants of the evacuation.
- Guide Evacuees: Staff, officers, and volunteers should guide participants to the nearest exit and ensure orderly evacuation.
- Severe Weather:
  - Monitor Weather Reports: Keep track of weather conditions through reliable sources.
  - Seek Shelter: Move all participants indoors to the recreation center if severe weather is imminent.
  - Follow Instructions: Adhere to instructions from local authorities regarding shelter-in-place or evacuation.

## 5. Appropriateness of the use of elevators

- N/A

## 6. Design and conduct of fire drills

- N/A

## 7. Type and coverage of building fire protection systems

- N/A

## Occupy the Corner Clean Up Plan 2025

We plan to utilize 313 Staffing to do the bulk of the cleanup, as well as GSD. 313 Staffing will be there during and after event and we will ask GSD to come the day after to do a final light cleanup.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** Occupy the Corner-Kickoff

**Event Status:** In Review- Clerk's Office (Step 2 of 6)

**Petitioner Name / Organization:** Council President Mary Sheffield

**Event Location:** Coleman A Young Rec Center Playfield

**Event Date(s) and Time(s):** 06/13/25 5:00 PM **to** 06/13/25 8:00 PM

**Type of Event:** Other

<b>Applicant Contact:</b>
Tyler Searcy
tyler.searcy@detroitmi.gov
+1 (313) 663-0089

<b>Submission Date:</b>	03/24/25 3
<b>Date of Clerk's Office Referral:</b>	4/29/25
<b>Date of City Departments Sign Off:</b>	4/23/25
<b>Date Referred to Council:</b>	4/29/25

## 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 Reviewed- Ready for Council	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:** Gaksima Fife

**Date:** April 29, 2025



## General Event Information

Has this event been hosted before? \_\_\_\_\_

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

Is this an annual event? Yes \_\_\_\_\_

Event Website: N/A \_\_\_\_\_

Which spaces will be used? Sidewalk, Park \_\_\_\_\_

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

## Event Description

Brief Event Purpose & Description:

Our mantra is to Engage, Connect and Empower residents to improve their quality of life. We do so by providing resource packets offering jobs and apprenticeships, utility assistance, felony expungement, health care, housing, voter registration and much more

Estimated Peak Attendance: 500 \_\_\_\_\_

Estimated Total Attendance: 500 \_\_\_\_\_

Is this a public event? Yes \_\_\_\_\_

Will there be ticket sales or admission charged? No \_\_\_\_\_

Does this event use Hart Plaza? \_\_\_\_\_

Will there be merchandise sold? No \_\_\_\_\_

Will you be taking donations? Yes \_\_\_\_\_

Is this a charity event? No \_\_\_\_\_

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

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? \_\_\_\_\_

## Contact Information

Organization / Petitioner Name: Council President Mary Sheffield

Mailing Address: 2 Woodward Ave

Detroit Michigan 48226

Primary Contact:	Secondary Contact:
Tyler Searcy	
tyler.searcy@detroitmi.gov	

Organization Type: Government

Organization Website: N/A

## Event Setup & Breakdown

Begin Setup: 06/13/25 9:00 AM

Complete Setup: 06/13/25 5:00 PM

Setup Location(s): 2751 Robert Bradby Dr, Detroit, MI 48207

Event Start: 06/13/25 5:00 PM

Event End: 06/13/25 8:00 PM

Begin Tear Down: 06/13/25 8:00 PM

Complete Tear Down: 06/13/25 10:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 5

Cleaning Service Vendor: \_\_\_\_\_

Other Waste Elements: \_\_\_\_\_



## Street Closures & Parking

How many streets will be closed: 0

Will you be closing any part of Woodward Avenue? \_\_\_\_\_

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

1. \_\_\_\_\_

\_\_\_\_\_

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:

Street Parking and parking lot

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 2 Number of non-truck food vendors: 1

## 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: 3

Number of tents larger than 10' x 10': 4

Tent Contractor: Pegasus

What other structures will your event include? \_\_\_\_\_

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? Electricity

Generator contractor: Pegasus

Will additional wiring be installed? No

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? 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 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 Council President Sheffield to host "Occupy the Corner-Kickoff" (2025-084) on June 13, 2025 at Coleman A. Young Rec Center Playfield from 5:00 PM to 8:00 PM

**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 BSEED Inspections Required for Tents, Generators and be it further

**PROVIDED,** that there will be Health Department Inspections Required; and be it further

**PROVIDED,** that there will be GSD Permits with; and be it further upon final approval from Council

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