

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.	2025-090
Name of Petitioner	American Heart Association
Description of Petition	Petition request to hold "Detroit Heart and Stroke Walk" on June 7, 2025 from 8:00 AM until 12:00 PM the same day at Wayne State University. Set-up will begin at 1:00 AM on June 7, 2025 and be completed by 7:00 AM the same day. Tear down will begin at 12:00 PM on June 7, 2025 and be completed by 4:00 PM on the same day.
Type of Petition	Special Events
Submission Date	05/02/25
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	Charlotte Sypula 26555 Evergreen Rd. Southfield, MI 48076 (Ph) 313-549-4969 Charlotte.sypula@heart.org

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:

C. Lypala

Date:

3/28/25

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: *Defrost Heart + Stroke Walk* **Event Date:** *June 7th*
Event Organizer: *American Heart Association*

Applicant Signature:

C. Lypala

Date:

3/28/25

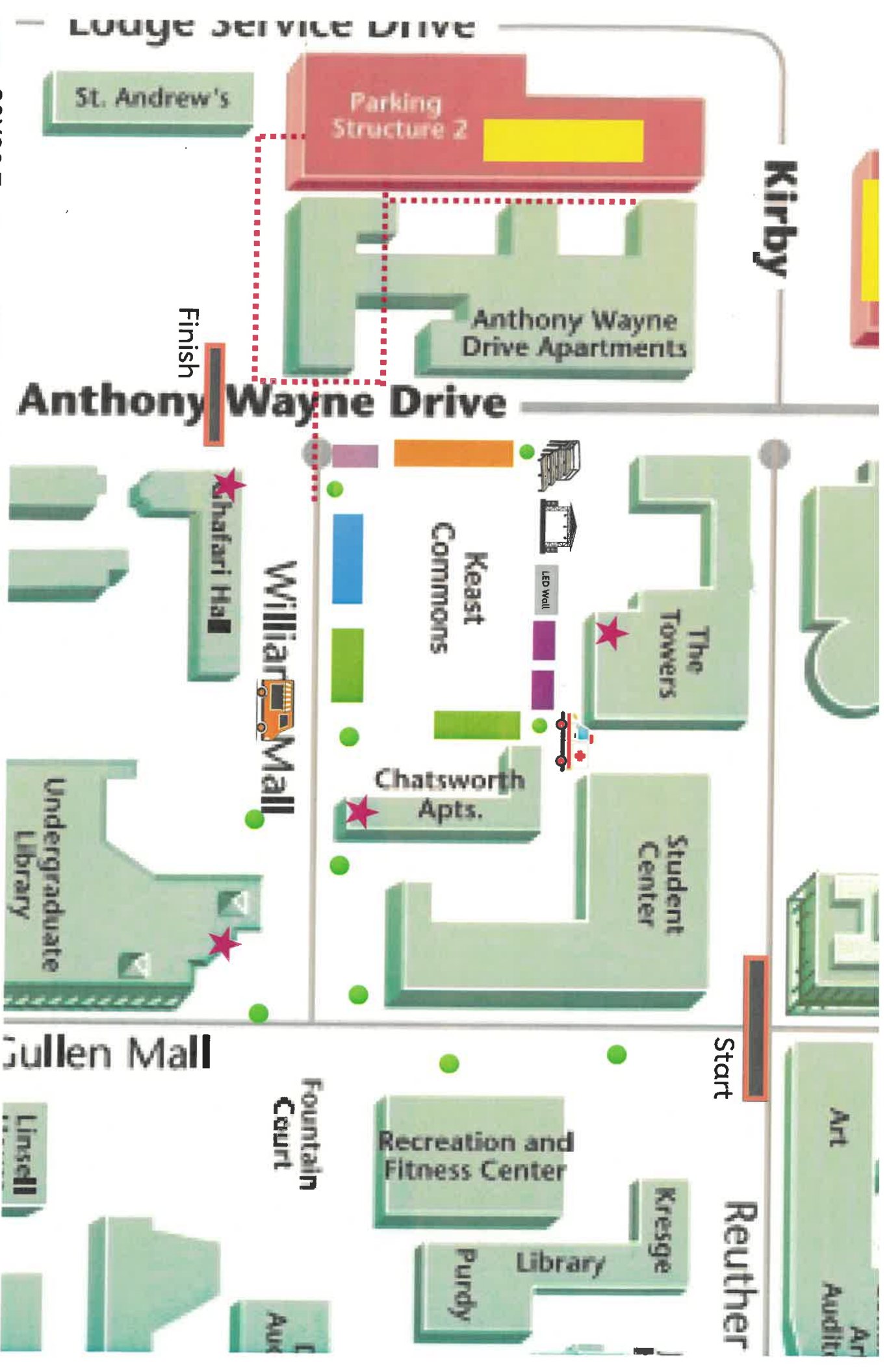
- 20X90 Tent
- 20X60 Tent
- 20X30 Tent
- 10X30 Tent

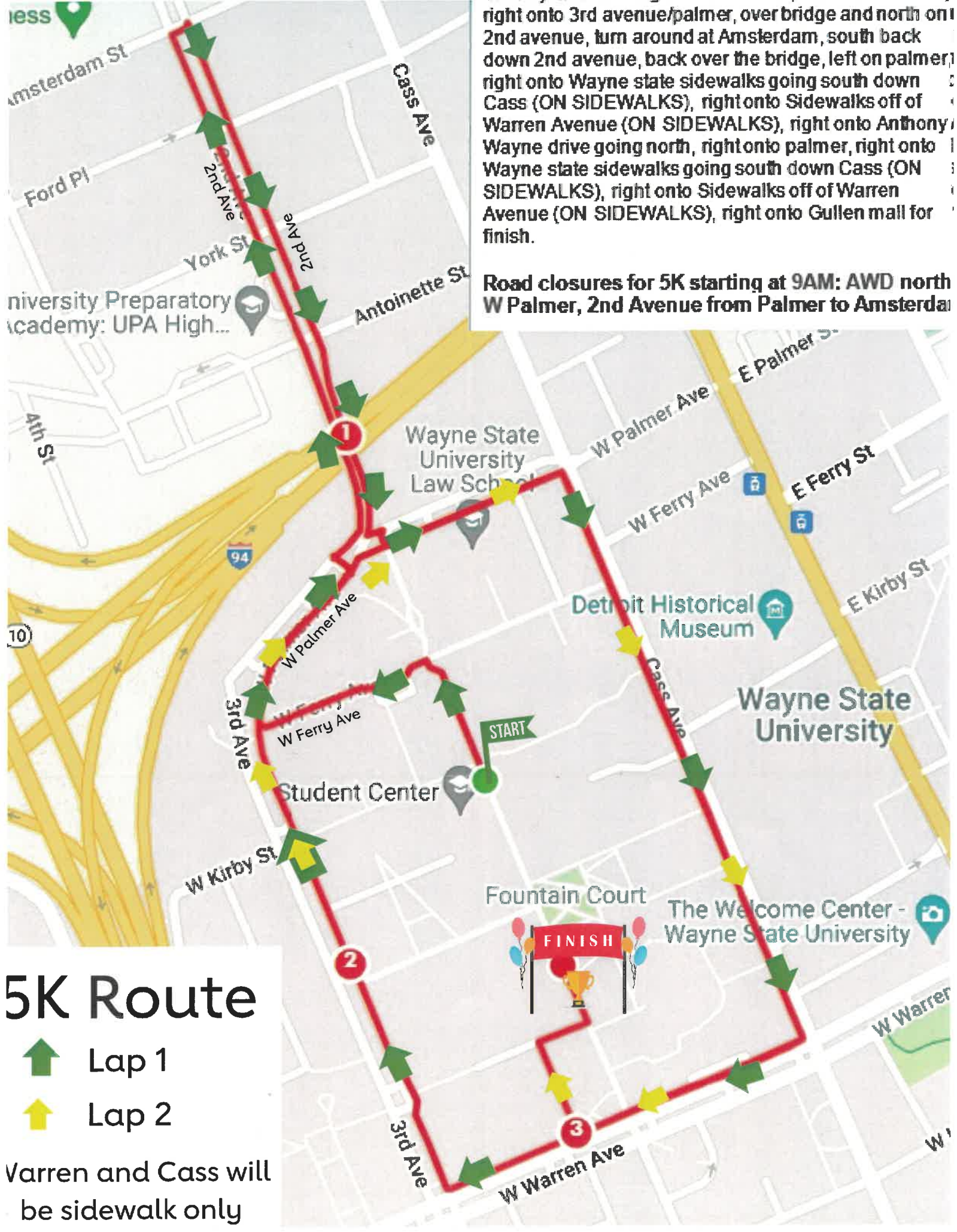
- 10X20 Tent
- Enter/Exit
- Restrooms

- Trash Cans
- Bleachers
- Stage

- Parking
- Food Truck
- LED Wall

- EMS/First Aid
- Start/Finish





right onto 3rd avenue/palmer, over bridge and north on 2nd avenue, turn around at Amsterdam, south back down 2nd avenue, back over the bridge, left on palmer, right onto Wayne state sidewalks going south down Cass (ON SIDEWALKS), right onto Sidewalks off of Warren Avenue (ON SIDEWALKS), right onto Anthony Wayne drive going north, right onto palmer, right onto Wayne state sidewalks going south down Cass (ON SIDEWALKS), right onto Sidewalks off of Warren Avenue (ON SIDEWALKS), right onto Gullen mall for finish.

Road closures for 5K starting at 9AM: AWD north W Palmer, 2nd Avenue from Palmer to Amsterdam

5K Route

- ↑ Lap 1
- ↑ Lap 2

Warren and Cass will be sidewalk only

Planet Fitness

Amsterdam St
3rd Ave
Ford Pl

2nd Ave

York St

University Preparatory
Academy: UPA High...

4th St

Antoinette St

Wayne State
University
Law School

Detroit Historical
Museum

Wayne S
Univers

Student Center

Fountain Court

The Welcome Cen
Wayne State Univ

John C Lodge Sr

3rd Ave

W Warren Ave

Road closures for Walk starting at 10:30AM: AWD north
W Palmer, 2nd Avenue from Palmer to Amsterdam

onto Ferry, right onto 3rd avenue/palmer, over bridge and
north on 2nd avenue, turn around at Amsterdam, south back
down 2nd avenue, back over the bridge, left on palmer, right
onto Wayne state sidewalks going south down Cass (ON
SIDEWALKS), right onto Sidewalks off of Warren Avenue
(ON SIDEWALKS), right onto Anthony Wayne drive going
north, finish on AWD North.

Anton...

Hendrie St

W Palmer Ave

E Palmer St

W Ferry Ave

E Ferry

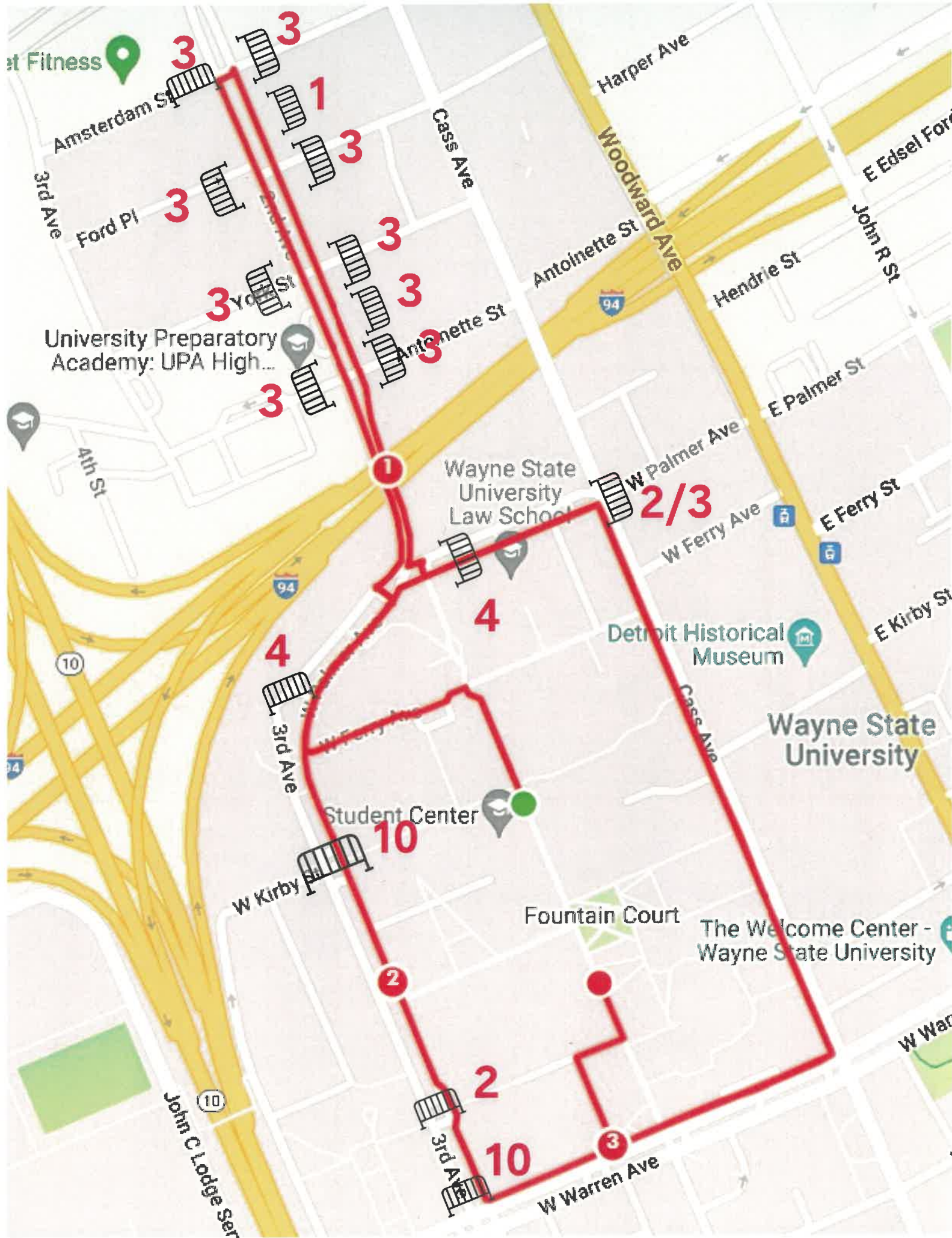
3rd Ave

W Ferry Ave

W Kirby St

FINISH

START



Community Impact Plan: Detroit Heart Walk

The Detroit Heart Walk has been hosted by Wayne State University many years in the past and we are looking forward to bringing it back again this year.

The event will bring together thousands of metro-detroit residents together to walk and rally behind a cause: heart disease and stroke.

The event will be taking place on a weekend not to impact any work commutes and it will be held during the summer session of Wayne State's school year and will not effect the pedestrian traffic.

The run will be from 9AM-10AM and the walk from 10AM-11:30AM and so the road closures will only take place for 2.5 hours on a Saturday morning.

Any sound will be during that time frame as well. Wayne State will provide any communication needed to surrounding businesses.

Thank you!

Build and Breakdown Schedule

Build Schedule

Saturday June 7th

1AM - 5AM (all happening on Wayne State's Campus)

- Set up through vendors: Production Management 1, Wahl Tents, Reinforcement Inc. and Insane Impact
 - AV Set Up
 - Bleachers Set Up
 - Mobile Stage Set Up
 - Barricades Set up (5am)
 - Tent Set Up
 - Tables and Chairs Set Up
 - Water Stations
 - Truss set up
 - Start and Finish Line set Up
 - Start Line is on Wayne State's Campus
 - Finish Line will be on the road (Anthony Wayne Drive across from Keast Commons)

See attached map for outline of site map

8AM (Wayne State's Campus and along route)

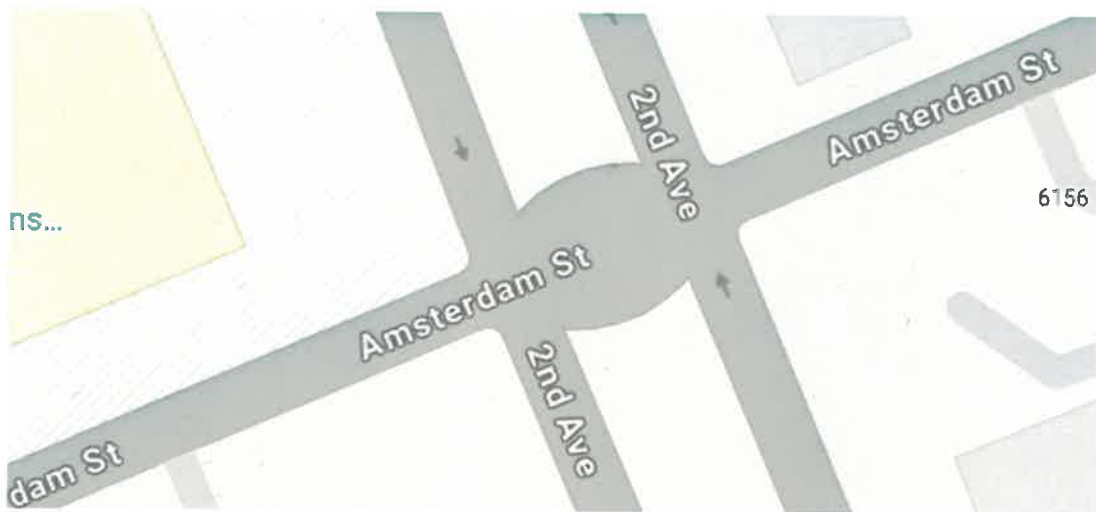
- Route Entertainment Set Up
 - All on sidewalks (see below for route entertainment map)

Entertainment Stop #1: Corner of W Ferry and Anthony Wayne Drive

(in Wayne State's parking lot which we have reserved)



Entertainment Stop #2: Pistons Performance Center Corner of Amsterdam and 2nd



Breakdown Schedule

Saturday June 7th

11:30AM: American Heart Association Volunteers will be collecting any and all trash or entertainment items from along the route.

- Breakdown of Finish Line on Anthony Wayne Drive

12:00PM: All route clean up complete

1:00PM: Breakdown will begin on Wayne State's Campus – Keast Commons

- Breakdown of all tents and staging

Barricade Provider Agreement

Project Management One has agreed to provide the American Heart Association with barricades for the Detroit Heart Walk on June 7th at Wayne State University.

Once the 5k Run and 2-mile walk has been approved PM1 will provide the expected number of barricades needed for road closers along the route.

Project Management One

Signature: 

Date: 3.31.25

American Heart Association

Signature: 

Date: 3/14/25

Event Cleanup Plan

The Detroit Heart and Stroke Walk will end between 11:30am-12pm.

The American Heart Association will oversee all vendors as the breakdown process begins. As the walk concludes, AHA Staff and Volunteers will collect any and all trash or entertainment items from along the route. In the main event space AHA Staff and volunteers will collectively work to dispose of any trash left over from the event, while packing away all AHA items to returned to the office. Wayne State will assist with trash, as they will be providing cans and pickup for trash.

Emergency Action Plan

Detroit Heart Walk benefitting the American Heart Association

Saturday, June 7th 2025: Wayne State University (Keast Commons)

Main contact to connect with the city:

Charlotte Sypula, American Heart Association Development Coordinator

(313) 549-4969

In the event of an emergency including accidents, medical needs, natural disaster, dangerous life-threatening situations, or extreme inclement weather we will follow these guidelines:

See below for the order of operations that will take place if an emergency should arise

Primary Emergency Coordinator:

Sara Hegarty American Heart Association Executive Director (419-277-4737) and Captain David Zarieff of Wayne State Police Department (313-577-6067)

Backup Emergency Coordinator

Charlotte Sypula: Development Coordinator for American Heart Association (313-549-4969)

It is recommended that the Primary Emergency Coordinator create a group text the day prior to the event as an expeditious means of communicating with key staff during the event, so that those staff can be quickly informed of an incident or need.

- Upon receiving information about an incident, decide who will go directly to the incident site.
- Assess the situation and, if 911 has not been called, immediately dial 911 if it appears to be a medical emergency.
- Gather information needed to complete an incident report.
- Consult with Legal or SVP of Operations prior to going to hospital and/or staying with injured party.
- Discuss the incident with the Crisis Communications Lead and senior-most AHA staff person to determine who should be notified of the incident.
- Within 24 hours, consult with SVP of Ops prior to conducting phone calls with the injured participant.
- Submit incident report to Christina Kubilus (Legal) and your regional SVP of Operations the first business day after the event. Include your SVP of Human Resources if an AHA staff member is involved.

Crisis Communication Lead:

Sarah Rood: Communications Director, American Heart Association

AHA Communications Lead is the only person cleared to be interviewed by media and make official statements on behalf of the AHA. She/He works with the media to ensure factual reporting. In the event of an injury, medical emergency, protest, violence, disruption, or other incident, the Crisis Communication Lead:

- Develops an initial statement to share with media in case of inquiries (within 30 minutes).
- Identifies which media would likely inquire about the crisis or arrive at the event to cover it.
- Secure one location as a media staging area to centralize all inquiries and answer all questions (within 30 minutes). This location will be identified to all appropriate staff so media can be directed accordingly.
- Provide statements without names or specifics.

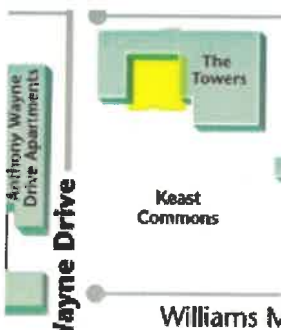
Inclement Weather: In the event of extreme inclement weather we would advise all attendees to seek shelter inside of the Wayne State University buildings and shelters

Evacuation Plan: The attendees will be parked in the Wayne State University parking garages west of Anthony Wayne Drive. Anthony Wayne Drive going north will be open for attendees to be able to evacuate.

Emergency Medical Procedures

The Detroit Heart Walk will be bringing approx. 2,000-3,000 metro Detroiters together to honor those who have been affected by Heart Disease or Stroke. There will be festival grounds, an opening ceremony, a 5K run, and a 2 mile walk. The grounds will be on Wayne State's campus and open at 8AM and the event will conclude at 12PM.

We will have an ambulance on-site and an area designated for first aid. Below is an image of where the first aid and ambulance will be (highlighted yellow). Keast Commons will be where the main stage and festival grounds will be. All sidewalks will be cleared for Ambulance to drive through if needed.



Primary Emergency Coordinator:

- Sara Hegarty American Heart Association Executive Director (419-277-4737)
- Captain David Zarieff of Wayne State Police Department (313-577-6077)

Medical Provider:

We will have 1 stationary ALS Ambulance and EMT at Wayne State and 1 ALS Ambulances and EMTs on the route. An AED will be on the premises along with wheelchairs.

Medstar contact Susan Burkhardt at sburkhardt@medstarambulance.org or call (586) 783-0562.

Maintaining of Traffic Plan

For the Detroit Heart Walk we will be utilizing mostly Wayne State's sidewalks, however we do have a few lane closures. Wayne State Police will be able to cover the road closure policing needs, and we have hired 10 additional security guards through City Shield Security Services to help with route and festival security needs.

Run will be from 9AM-10:00AM

Walk will be from 10:30AM-11:30AM

Here are the two routes with keeping Anthony Wayne Drive south open:

5K <https://www.mapmyrun.com/routes/view/6009514459/>

Turn by turn: starting on gullen mall, turn left onto Ferry, right onto 3rd avenue/palmer, over bridge and north on 2nd avenue, turn around at Amsterdam, south back down 2nd avenue, back over the bridge, left on palmer, right onto wayne state sidewalks going south down cass (ON SIDEWALKS), right onto Sidewalks off of Warren Avenue (ON SIDEWALKS), right onto anthony wayne drive going north, right onto palmer, right onto wayne state sidewalks going south down cass (ON SIDEWALKS), right onto Sidewalks off of Warren Avenue (ON SIDEWALKS), right onto gullen mall for finish.

Road closures for 5K starting at 9AM: AWD north, W Palmer, 2nd Avenue from Palmer to Amsterdam

WALK <https://www.mapmyrun.com/routes/view/6009527164/>

Turn by turn: Turn by turn: starting on gullen mall, turn left onto Ferry, right onto 3rd avenue/palmer, over bridge and north on 2nd avenue, turn around at Amsterdam, south back down 2nd avenue, back over the bridge, left on palmer, right onto wayne state sidewalks going south down cass (ON SIDEWALKS), right onto Sidewalks off of Warren Avenue (ON SIDEWALKS), right onto anthony wayne drive going north, finish on AWD North.

Road closures for Walk starting at 10:30AM: AWD north, W Palmer, 2nd Avenue from Palmer to Amsterdam

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2025-090

Event Name: Detroit Heart and Stroke Walk

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

Petitioner Name / Organization: American Heart Association

Event Location: Wayne State University

Event Date(s) and Time(s): 06/07/25 8:00 AM to 06/07/25 12:00 PM

Type of Event: Walkthon, Run/Marathon

Applicant Contact:
Charlotte Sypula
charlotte.sypula@heart.org
+1 (313) 549-4969

Submission Date:	04/01/25 1
Date of Clerk's Office Referral:	4/30/25
Date of City Departments Sign Off:	4/30/25
Date Referred to Council:	5/2/25

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 Approval Not Required	DDOT Reviewed- Ready for Council	MPD Reviewed- Ready for Council	DPW Reviewed- Ready for Council	DHD Reviewed- Ready for Council

BSEED

BSEED
Reviewed-
Ready for
Council

Mayor's Office Special Events Signature: 

Date: May 2, 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: <https://www2.heart.org/site/TR/HeartWalk/TR/HeartWalk.do>

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 Heart and Stroke Walk & 5K is a fun, family-friendly event that brings our community together to get active, raise life-saving funds, and support the mission of the American Heart Association. Whether you're a seasoned walker or just looking for a great day out, join us to celebrate heart health, honor survivors, and remember loved ones affected by heart disease and stroke. Lace up your sneakers for a day filled with music, activities, and camaraderie.

Estimated Peak Attendance: 4000 _____

Estimated Total Attendance: 3000 _____

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? Yes _____

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: American Heart Association

Mailing Address: 26555 Evergreen Road

Southfield Michigan 48076

Primary Contact:	Secondary Contact:
Charlotte Sypula	Katie Langston
charlotte.sypula@heart.org	katie.langston@heart.org

Organization Type: Nonprofit

Organization Website: https://pages.heart.org/why-give?s_src=25I511AEMG&s_subsrc

Event Setup & Breakdown

Begin Setup: 06/07/25 1:00 AM

Complete Setup: 06/07/25 7:00 AM

Setup Location(s): Wayne State University, Anthony Wayne Dr. W Palmer Ave, Second A

Event Start: 06/07/25 8:00 AM

Event End: 06/07/25 12:00 PM

Begin Tear Down: 06/07/25 12:00 PM

Complete Tear Down: 06/07/25 4:00 PM

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

Cleaning Service Vendor: American Heart Association, Wayne State

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 3

Will you be closing any part of Woodward Avenue? No

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

1. Anthony Wayne Drive (3rd Ave) 06/07/25

W Warren Ave & W Palmer Ave 6:00 AM 12:00 PM

2. W Palmer Ave 06/07/25

Anthony Wayne Drive & Cass Ave 6:00 AM 12:00 PM

3. 2nd Ave 06/07/25

W Palmer Ave & Amsterdam St 6:00 AM 11:00 AM

4. _____

Will you charge attendees for parking? Yes

Valet parking or blocking metered parking spaces? Blocking metered parking spaces

Describe the parking plan to accommodate anticipated attendance:

Wayne State has 2 parking structures that our participants will be able to use. Wayne State will have a fee to park.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 1 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: 0

Number of tents larger than 10' x 10': 7

Tent Contractor: Wahl Tents

What other structures will your event include? One Bleacher and LED Wall

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators, Utility Power

How will generators be fueled? Gas

Generator contractor: Insane Impact

Will additional wiring be installed? No

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? Yes

Security Contractor: City Shield Security Services

Number of private personnel per shift: _____

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Medstar

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 checked="" 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 checked="" 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 American Heart Association to host "Detroit Heart and Stroke Walk" (2025-090) on June 7, 2025 from 8:00 AM – 12:00 PM at Wayne State University.

PROVIDED, that there will be DPD Assisted Event w/ Contracted Private Security; and be it further

PROVIDED, that there will be DFD Pending Inspections w/ Contracted Private EMS to provide services; and be it further

PROVIDED, that there will be DPW Type III 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, Bleachers and Stages 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.