

# City of Detroit

Janice M. Winfrey  
City Clerk

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*

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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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Petition No.	2025-108
Name of Petitioner	Mexicantown Community Development Corporation, Inc.
Description of Petition	Petition request to hold "Concert of Colors in Mexicantown" on June 28, 2025 from 1:00 PM until 8:00 PM the same day at Mexicantown Community Development Corporation Mercado and Plaza. Set-up will begin at 8:00 AM on June 28, 2025 and be completed by 12:00 PM the same day. Tear down will begin at 8:00 PM on June 28, 2025 and be completed by 10:00 PM on the same day.
Type of Petition	<b>Special Events</b>
Submission Date	05/14/25
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	Raymond Lozano 2835 Bagley Suite 895 Detroit, MI 48216 (Ph) 313-626-6232 <a href="mailto:Raymond.lozano@mexicantowncdc.org">Raymond.lozano@mexicantowncdc.org</a>

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:** April 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:** Concert of Colors in Mexica

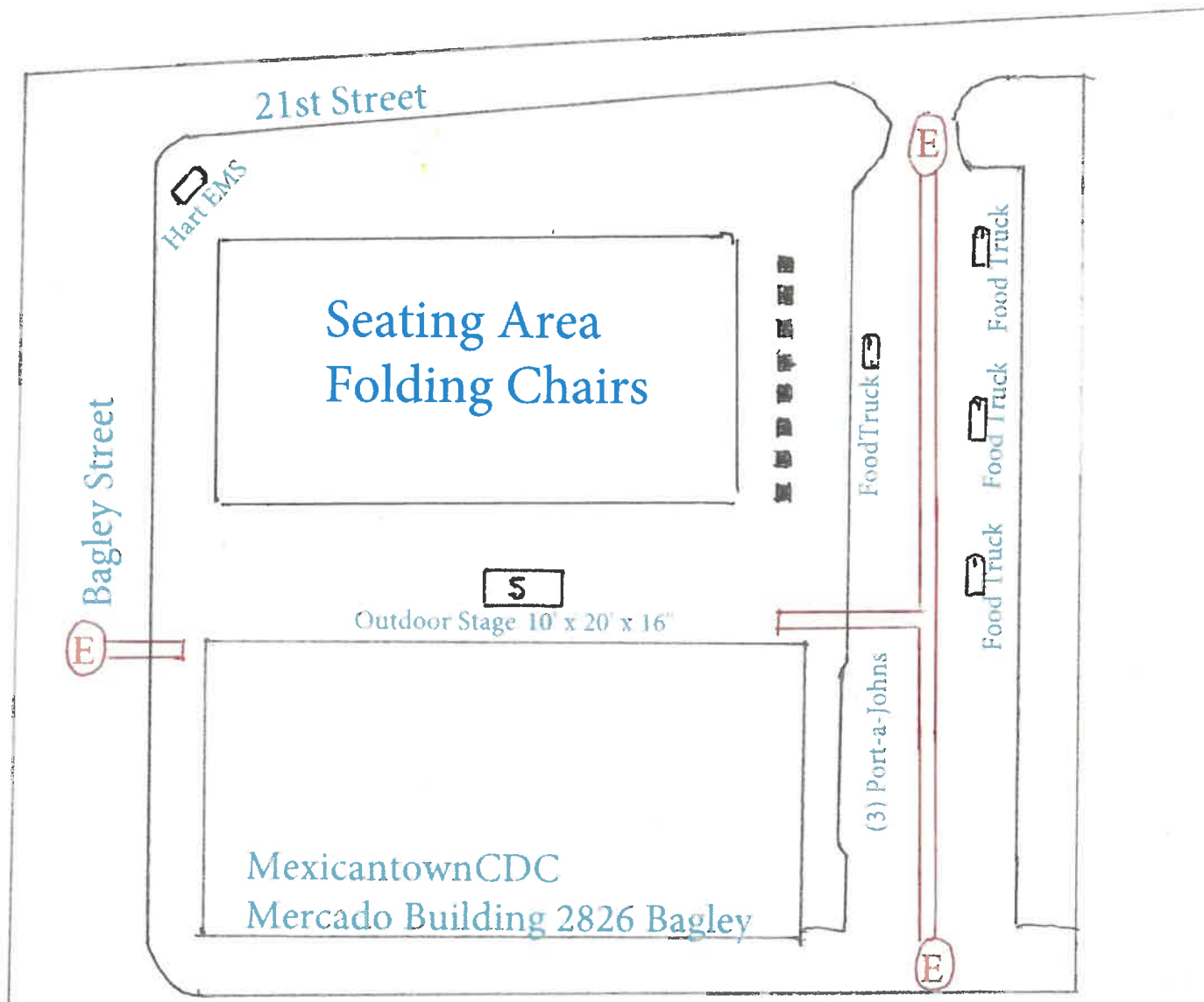
**Event Date:** June 28, 2025

**Event Organizer:** MexicantownCDC, Inc.

**Applicant Signature:**



**Date:** April 31, 2025





## Communication and Community Impact Plan

(This plan is essential for ensuring the event runs smoothly, stakeholders are informed, and community concerns are addressed effectively.)

**Event:** *Concert of Colors in Mexicantown*

**Date:** Saturday, June 28, 2025

**Location:** Mexicantown Mercand Plaza, 21<sup>st</sup> Street and Bagley Avenue.

### 1. Objectives

- Ensure timely and transparent communication with residents, businesses, and local stakeholders.
- Minimize disruptions and proactively address community concerns.
- Promote positive engagement and maximize attendance from the local community.
- Comply with all local regulations and permitting requirements.

### 2. Key Audiences

- **Local Residents**
- **Neighborhood Associations**
- **Nearby Businesses**
- **City Council & Municipal Departments (e.g., Parks, Police, Sanitation)**
- **Performers & Vendors**
- **General Public / Attendees**

### 3. Communication Channels & Timeline

Channel	Audience	Timing	Details
Printed Flyers	Residents, Businesses	4 weeks prior	Distributed door-to-door and in local cafes, libraries, and shops.
Social Media (Facebook, Instagram, Nextdoor)	General Public	6 weeks out, weekly updates	Event promotion, road closure alerts, FAQ, and updates.
	Resident, Association	6 and 2 weeks prior	Q&A sessions with organizers and city reps.
Signage	All foot/vehicle traffic	1 week prior	Plaza entry points and affected roads.
Local Press	General Public	5 weeks out & week-of	Feature articles/interviews with performers.

### 4. Community Impact Considerations

Issue	Mitigation Strategy
Noise	Set decibel limits, end music by 8:30 PM.
Traffic & Parking	Coordinate with city for signage and temporary parking zones; encourage walking/public transit.
Waste & Sanitation	Additional trash bins and recycling; post-event clean-up crew.
Safety & Security	On-site first aid, hired security, partnership with local police.
Accessibility	Clearly marked ADA routes and seating areas.



## **5. Feedback & Issue Resolution**

- **Feedback Booth:** On-site during event to collect suggestions/concerns.
  - **Post-Event Survey:** Shared via email and social media.
  - **Community Liaison Contact:**  
*Name:* Raymond Lozano  
*Email:* mexicantownCDC.org  
*Phone:* (248) 470-0588 cell
- 

## **6. Evaluation & Follow-Up**

- Analyze survey feedback and social media engagement.
- Review incident reports or complaints.
- Submit a Community Impact Summary to the city
- Send a thank-you message and summary to residents and stakeholders.

# Concert of Colors in Mexicantown

## Concert Emergency Plan

### Event Information

- **Event Name:** Concert of Colors in Mexicantown 2025
- **Date/Time:** June 28, 2025, 1:00 PM -- 8:00 PM
- **Venue:** Mexicantown CDC Mercado and Plaza
- **Expected Attendance:** 1,000 attendees

### 1. Emergency Management Team

#### Roles & Responsibilities:

- **Executive Director:** Oversees all operations; point of contact with emergency services.
- **Facilities Manager:** Monitors safety procedures.
- **Hart EMS:** On-site medical team.
- **Security:** Manages crowd control, entry/exit, and emergency evacuations
- **M.C.:** Handles alerts and public announcements.

### 2. Emergency Types & Procedures

#### Medical Emergencies:

- Notify the nearest staff or security.
- Staff radios on-site medical team.
- Medical team assesses, treats, or coordinates transport via EMS.
- Document incident.

#### Fire or Explosion:

- Alert attendees via Concert PA system.
- Evacuate per venue map to designated areas.
- Call 911.
- Security guide evacuation routes.

#### Severe Weather (lightning, tornado, etc.):

- Monitor weather apps and National Weather Service.
- Suspend show if needed.
- Move attendees to shelters (e.g., adjacent buildings, buses).
- Resume when safe or cancel with guidance.

#### Active Threat (e.g., shooter, suspicious package):

- "Run, Hide, Fight" protocol:
  - Run: Evacuate if safe.
  - Hide: Secure in place.
  - Fight: Last resort.
- Notify the police immediately (call 911).

### 4. Communication Plan

- Two-way radios for staff.
- Event PA system for mass communication.
- Emergency text alerts to staff and security.
- Social media updates for public.

### 5. First Aid & Emergency Services

- **First Aid Area:** Located near the main entrance.
- **Ambulance** on standby near the Southwest area.
- Local fire department and police briefed on concert.

### 7. Post-Emergency Procedures

- Debriefing meeting within 48 hours.
- Incident report sent to city safety office and insurance provider.



## Concert of Colors Cleanup Plan

### Event Details:

- **Event Name:** Concert of Colors in Mexicantown
  - **Date:** Saturday, June 28, 2025
  - **Time:** 1:00 pm to 8:00 pm
  - **Location:** Mexicantown CDC Mercado and Plaza
1. To restore the concert venue to its original condition.
  2. To minimize waste and recycle materials wherever possible.
  3. To ensure the safety of all participants during the cleanup process.

- **Cleanup & Volunteer Coordinator:** Vanessa McCartney

### 1. Communicate Cleanup Plan:

- Share the plan with volunteers prior to the event.
- Conduct a brief session on cleanup duties.
- Designate a location for trash/recycling sorting.

### 2. Obtain Supplies:

- Trash bags (recyclable and non-recyclable)
- Recycling bins
- Gloves
- Brooms and dustpans
- Water for volunteers

### 3. Layout Designation:

- Designate areas for trash and recycling bins throughout the venue.

- **Cleanup Start Time:** 2:00 pm
- **Target Completion Time:** 9:00 pm

### 1. Post-Event Assessment:

- Conduct a quick survey of the venue to identify high-traffic areas and problem spots.

### 2. Divide Volunteers:

- Assign specific areas to each volunteer to ensure comprehensive coverage.
- Designate a location for trash/recycling sorting.

### 3. Waste Collection:

- Equip each volunteer with trash bags and gloves.
- Collect all litter including paper, plastic, food waste, etc.
- Use designated bins for separating recyclables.

### 4. Debris Management:

- Check for larger debris and ensure it is disposed of properly.
- Sweep paths and seating areas to remove excess trash.



**5. Final Walk-Through:**

- Conduct a final inspection of each section to ensure nothing is overlooked.
- Ensure all trash and recycling has been properly disposed of.

**1. Volunteer Acknowledgment:**

- Thank all volunteers via email or hand-written notes.
- Consider small tokens of appreciation (e.g., certificates, refreshments).

**2. Feedback Collection:**

- Gather feedback from volunteers and team members about the cleanup process.

**3. Report:**

- Document the amount and type of waste collected for future reference.
- Make recommendations for improvements for future events.

- Ensure all volunteers wear gloves and appropriate attire.
  - Provide first aid supplies on-site.
  - Establish a communication system (e.g., walkie-talkies) in case of emergencies.
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CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** Concert of Colors in Mexicantown

**Event Status:** In Review- Special Events Management Team (Step 1 of 6)

**Petitioner Name / Organization:** Mexicantown Community Development Corporation, Inc.

**Event Location:** Mexicantown Community Development Corporation Mercado and Plaza

**Event Date(s) and Time(s):** 06/28/25 1:00 PM **to** 06/28/25 8:00 PM

**Type of Event:** Concert/Performance

<b>Applicant Contact:</b>
Raymond Lozano
raymond.lozano@mexicantowncdc.org
+1 (313) 626-6232

<b>Submission Date:</b>	05/01/25
<b>Date of Clerk's Office Referral:</b>	5/14/25
<b>Date of City Departments Sign Off:</b>	5/14/25
<b>Date Referred to Council:</b>	5/15/25

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

**BSEED**  
BSEED  
Reviewed-  
Ready for  
Council

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

**Date:** May 15, 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? Private Facility

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

## Event Description

Brief Event Purpose & Description:

A one-day neighborhood concert in the Mexicantown Plaza, 21st Street and Bagley Avenue scheduled for Saturday, June 28, 2025, as part of the Concert of Colors program that takes place in Detroit's Cultural Center later this summer.

Estimated Peak Attendance: 300

Estimated Total Attendance: 1000 attendees.

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? Yes

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: Mexicantown Community Development Corporation, Inc.

Mailing Address: 2835 Bagley Suite 895

Detroit, Michigan 48216

2835 Bagley Suite 895

48216

Primary Contact:	Secondary Contact:
Raymond Lozano	Vanessa McCartney
raymond.lozano@mexicantowncdc.org	vanessa.mccartney@mexicantowncdc.org
+1 (248) 470-0588	+1 (248) 752-3067

Organization Type: Nonprofit

Organization Website: Mexicantowncdc.org

## Event Setup & Breakdown

Begin Setup: 06/28/25 8:00 AM

Complete Setup: 06/28/25 12:00 PM

Setup Location(s): Mexicantown Community Development Corporation Mercado and Plaz

Event Start: 06/28/25 1:00 PM

Event End: 06/28/25 8:00 PM

Begin Tear Down: 06/28/25 8:00 PM

Complete Tear Down: 06/28/25 10:00 PM

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

Cleaning Service Vendor: N/A

Other Waste Elements: N/A

## 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:

MexicantownCDC has a 270 car parking capacity plus a 90 car State of Michigan overflow lot adjacent to the MexicantownCDC parking lot.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 4 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? Yes

## Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 1

Do any of the stages have a canopy? No

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

Number of tents larger than 10' x 10': 0

Tent Contractor: N/A

What other structures will your event include? 0

Will your event use any grills? No

What kind of grills? \_\_\_\_\_

## Utilities & Portable Restrooms

Event Utilities that will be used: Neither

How will generators be fueled? \_\_\_\_\_

Generator contractor: \_\_\_\_\_

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? Yes

## Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Miller Security

Number of private personnel per shift: 2

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart EMS

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 Mexicantown Community Development Corporation, Inc. to host "Concert of Colors in Mexicantown" (2025-108) on June 28, 2025 at 2835 Bagley Detroit, MI 48216 from 1:00 PM to 8:00PM.

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

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

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

**PROVIDED,** that there will be DHD Pending Inspections and Licenses required; and it be further

**PROVIDED,** that there will be Business Licenses 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.