

Janice M. Winfrey
City Clerk

City of Detroit
OFFICE OF THE CITY CLERK
yes

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.	2025-189
Name of Petitioner	Dr. Ossian H. Sweet Foundation
Description of Petition	Petition request to hold "Dr. Ossian H. Sweet 100th Anniversary" on September 07, 2025 from 3:00 PM to 8:00 PM on September 08, 2025 at Historic Dr. Ossian H. Sweet House/Educational Plaza. Set-up will begin on September 06, 2025 at 12:00 PM and be completed by 12:00 PM on September 07. Tear down will begin on September 08, 2025 at 8:00 PM and be completed by 11:00 PM the same day.
Type of Petition	Special Events
Submission Date	07/17/25
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	Daniel A. Baxter Dr. Ossian H. Sweet Foundation 2905 Garland Detroit, MI 48214 P: (313) 452-8790 dbax@ohsweetfoundation.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: 

Date: 6-24-25

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.

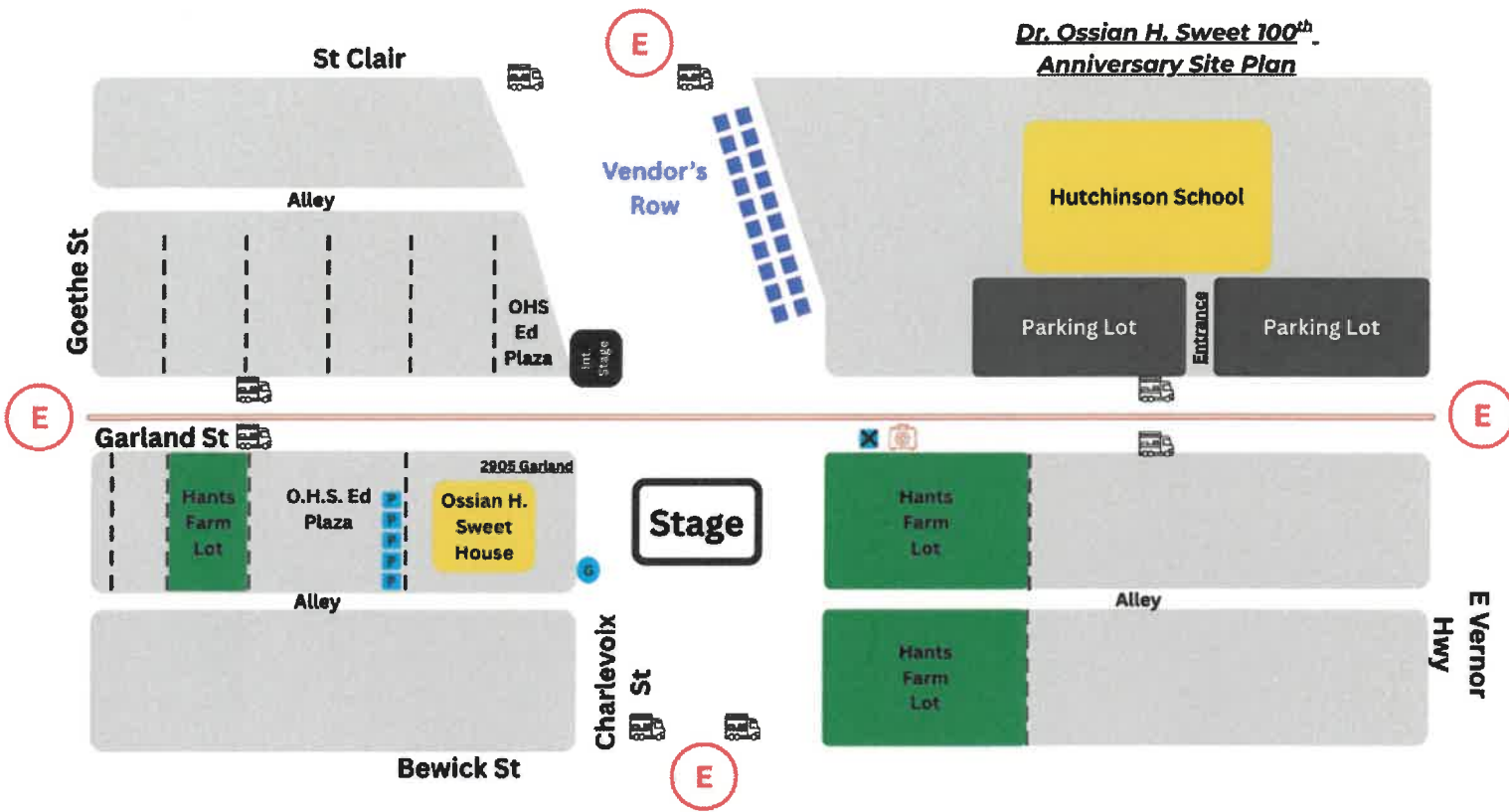
Event Name: An Evening With History
Event Organizer: DANIEL A. BAXTER

Event Date: 9-8-25

Applicant Signature: 

Date: 6-24-25

Dr. Ossian H. Sweet 100th Anniversary Site Plan



Legend

		Exit		Lots/Houses		Interview Stage 10'x10'
		Food Truck		Generator		Personal Safety Tent 10'x10'
		First Aid		Fire Lane		36' x 24', 3' Tall

Communication and Community Impact Plan

Dr. Ossian H. Sweet 100th Anniversary – An Evening with History: The Ossian Sweet Story

I. Communication Plan

Objective:

Ensure that all community members are informed, engaged, and welcomed to participate in An Evening of History while keeping them aware of event details.

Strategies:

1. Mailed Invitations:
 - All residents within the community will receive printed invitations by mail 2-4 weeks prior to the event.
 - Invitations will include event details and contact information for questions.
2. Community Signage:
 - Banners and lawn signs will be placed at key intersections (Charlevoix, Garland, Bewick, Goethe, Vernor) two weeks before the event to notify passersby.
3. Digital Promotion:
 - Event information will be posted on the Foundation's website and social media platforms, and shared via email with partner organizations and neighborhood groups.
4. Local Media:
 - Press releases will be sent to local newspapers, radio stations, and community blogs to promote public awareness.

II. Community Impact Plan

Goal:

To positively engage the neighborhood by creating a safe, respectful, and uplifting experience that leaves a lasting impact.

Communication and Community Impact Plan

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Key Components:

1. **Pedestrian & Resident Safety:**
 - Volunteers and directional signage will ensure safe walking paths and clear access throughout the event area.

2. **Sound Management:**
 - Sound levels will be professionally managed to minimize carryover, and the event will conclude by 8:00 p.m. to preserve evening quiet.

3. **Clean-Up & Preservation:**
 - 5 volunteers will manage full-site cleanup to ensure the Educational Plaza and surrounding area are left in pristine condition.

4. **Community Benefit:**
 - This historic celebration of history, legacy, and unity next door to where the Sweet story unfolded will resonate with community as a moment of pride.

Conclusion:

This plan ensures that An Evening of History is more than an event—it is a respectful, inclusive, and enriching experience for the entire neighborhood.

Event Cleanup Plan

An Evening with History: The Ossian Sweet Story

Date: Monday, September 8, 2025

Location: Dr. Ossian H. Sweet Educational Plaza

Purpose:

To ensure the Educational Plaza and surrounding area are thoroughly cleaned, swept, and restored to their original condition following the event, maintaining a clean, safe, and respectful space for the neighborhood and future community use.

Cleanup Timeline:

- Event Conclusion: 8:00 p.m.
- Cleanup Start: 8:05 p.m.
- Cleanup Completion: 9:00 p.m.

Responsibilities:

1. Volunteers (10 total):
 - Assigned to key zones: stage, seating, walkways, vendor/performer areas, and entry/exit points.
 - Tasks include collecting trash, wiping down surfaces, removing signage, stacking chairs, and sweeping the entire Educational Plaza to ensure it is free of any and all debris.
2. Vendors/Performers:
 - Required to clean their designated areas and remove all personal items and equipment.
 - All waste must be properly bagged and placed at designated collection points.
3. Trash & Waste Disposal:
 - Trash and recycling bins will be distributed throughout the plaza.
 - Volunteers will replace full bags and gather them at a pre-designated location.
 - A next-day city trash pickup will be scheduled to ensure timely removal of all collected waste.

Final Walkthrough:

The cleanup team lead and event coordinators will conduct a walkthrough to verify that all areas are clean, safe, and ready for normal use. Any remaining issues will be resolved before departure.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Dr. Ossian H. Sweet 100th Anniversary

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

Petitioner Name / Organization: Dr. Ossian H. Sweet Foundation

Event Location: Historic Dr. Ossian H. Sweet House/Educational Plaza

Event Date(s) and Time(s): 09/07/25 3:00 PM to 09/08/25 8:00 PM

Type of Event: Other

Applicant Contact:
Daniel A. Baxter
dbax@ohsweetfoundation.org
+1 (313) 434-1925

Submission Date:	06/24/25 1
Date of Clerk's Office Referral:	7/16/25
Date of City Departments Sign Off:	7/16/25
Date Referred to Council:	7/16/25

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 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: *Gakeima Fife*

Date: July 17, 2025

General Event Information

Has this event been hosted before? Type text hyes

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

Is this an annual event? Yes

Event Website: Ohsweetfoundation.org

Which spaces will be used? City Facility, Private Facility

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

Event Description

Brief Event Purpose & Description:

As we commemorate the 100th anniversary of the Dr. Ossian H. Sweet incident and trials of 1925, An Evening with History: The Ossian Sweet Story will be held in the newly completed Educational Plaza next to the Historic Sweet House. The event will feature Kevin Boyle, National Book Award winner and Pulitzer Prize finalist, in a public conversation about his book Arc of Justice, along with reflections from Daniel Baxter, recipient of the Education and Preservation Award from Preservation Wayne, who grew up in the Sweet House and led its preservation. The program will also include live music, poetry, and remarks from local elected officials, offering a powerful evening of history, reflection, and community engagement. Sept 7 event next to the house on Charlevoix between Garland and Bewick and on Garland Between Goethe and Vernor, spanning two blocks filled with music, food, guided tours, youth performances, and community exhibits. Centered around the theme "Loye Thy Neighbor". 7th 3:00pm - 7:00 pm 8th 5:00pm - 8:00 pm

Estimated Peak Attendance: 1000

Estimated Total Attendance: 2000

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: Dr. Ossian H. Sweet Foundation

Mailing Address: 2905 Garland

Detroit Michigan 2905 Garland

Primary Contact:	Secondary Contact:
Daniel A. Baxter	Ravyn Baxter
dbax@ohsweetfoundation.org	ravyn@ohsweetfoundation.org
+1 (313) 452-8790	+1 (313) 452-8790

Organization Type: Nonprofit

Organization Website: Ohsweetfoundation.org

Event Setup & Breakdown

Begin Setup: 09/06/25 12:00 PM

Complete Setup: 09/07/25 12:00 PM

Setup Location(s): 2905 Garland and the Dr. Ossian H. Sweet Educaitonal Plaza

Event Start: 09/07/25 3:00 PM

Event End: 09/08/25 8:00 PM

Begin Tear Down: 09/08/25 8:00 PM

Complete Tear Down: 09/08/25 11:00 PM

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

Cleaning Service Vendor: NA

Other Waste Elements: NA

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. Garland 09/07/25

Goethe and Vernor 12:00 PM 9:00 PM

2. Charlevoix 09/07/25

St. Clair and Bewick 12:00 PM 9:00 PM

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:

The Open House/Community Day is a neighborhood-based event, and attendees are encouraged to park along surrounding residential streets near the event footprint. Designated volunteers will assist with traffic flow and direct attendees to available parking areas. To ensure accessibility, golf carts will be available throughout the day to transport elderly and disabled guests to and from the event site.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 5 Number of non-truck food vendors: 2

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: NA

What other structures will your event include? NA

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: HD Productions

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? Yes

Security & Emergency Plans

Will the event have a security contractor? ^{yes}Yes _____

Security Contractor: Dorsey Protection Services LLC

Number of private personnel per shift: 3

Which of these apply to the private security personnel? Licensed, Armed Bonded

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 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 **Dr. Ossian H. Sweet Foundation** to host “**Dr. Ossian H. Sweet 100th Anniversary**” (2025-189) on **September 7, 2025, and September 8, 2025** from **3:00 pm to 8:00 pm** **Historic Dr. Ossian H. Sweet House and Educational Plaza, Detroit, MI.**

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

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

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

PROVIDED, there will be BSEED permits required for generators, stages, and Business Licenses; and be it further

PROVIDED, there will be DPW Right permits required road closure with Type III Barricades; and be it further

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