

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

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.	2025-216
Name of Petitioner	North End Christian Community Development Center
Description of Petition	Petition request to hold "Soles in the Garden: A Farm Affair" on September 27, 2025 from 3:00 PM to 9:00 PM the same day at Goodwin Street with cross streets of Holbrook and Owens. Set-up will begin on September 27, 2025 at 12:00 PM and be completed by 3:00 PM on September 27, 2025. Tear down will begin on September 27, 2025 at 9:00 PM and be completed by 11:00 PM on September 27, 2025.
Type of Petition	Special Events
Submission Date	08/21/25
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	Nicole A Sebree-Henry North End Christian Community Development Center 9227 Goodwin St. Detroit, MI 48211 P: (313) 282-8970 sebreenicole@gmail.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: Nicole Sebree-Henry

Date: 07/25/2025

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.

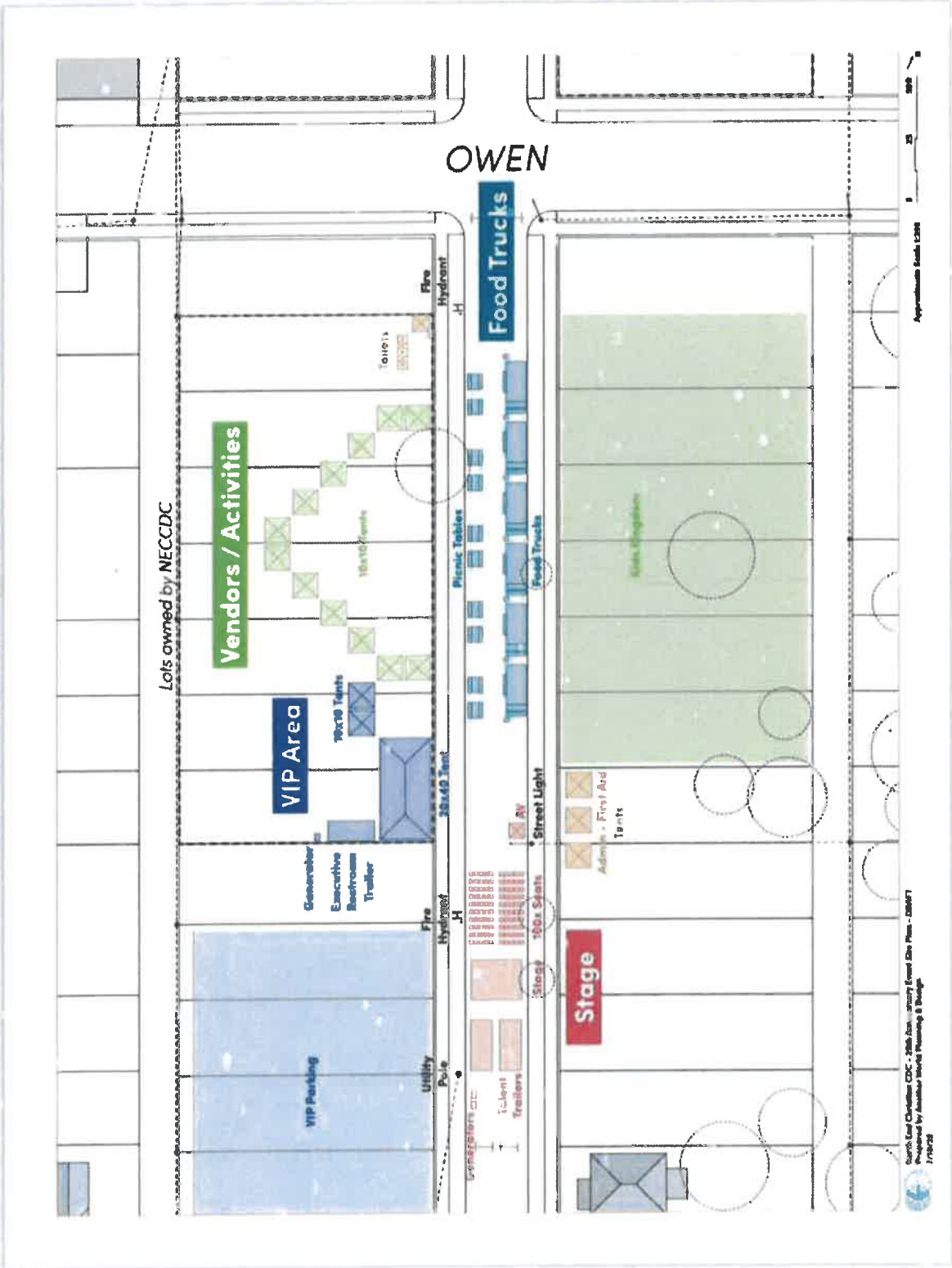
Event Name: Soles in the Park: A Farm At

Event Date: 09/27/2025

Event Organize : North End Christian Commu

Applicant Signa ture: Nicole Sebree-Henry

Date: 07/25/2025



South East Christian CDC - 20th Ann. Anniversary Event Site Plan - 2018
 Prepared by: Jackson Street Planning & Design
 1/16/18

Event Clean Up

Izzie Global is the cleaning company that has been hired to clean up during Soles in the Park: A Farm Affair for the North End Christian Community Development Center (NECCDC). During the event being held on September 27pm from 3pm – 9pm, the cleaning crew will be in charge of the initial cleanup of the area (Goodwin Street between Holbrook and Owens) starting at 9am the day of the event. There will be a crew on-site during the day ensuring the space is cleaned and proper receptacles are used to rid of the trash.

There will be ten (10) trash containers and two (2) recycle bins on hand. Eight (8) of these trash containers will line the closed street along with a recycle unit. Two (2) additional bins will be inside the VIP tent with an additional recycle bin located inside of the tent as well. The clean-up crew will be on-site throughout the event. The services will include sweeping the street, picking up excess garbage that did not make the garbage cans and disposing of the all garbage from the premises. Final clean up will occur once the event closes at 9pm. Izzie Global will provide the final cleanup of this area restoring it to its appearance prior to the start of the event.

There will also be cleansing stations on site that will allow all participants to wash their hands. This will be provided through Michigan Luxury Restroom Rentals (MLR).

COMMUNICATION AND COMMUNITY IMPACT PLAN

The **North End Christian Community Development Center (NECCDC)** has existed in the community for 25 years. Over the years, this non-profit has acquired land in the North End and have used it to develop the Oakland Avenue Urban Farm (OAU), situated in a 10-acre campus. It started as the vision of Bertha L. Carter to feed the homeless in the North End community. While establishing the farm, land has been acquired over the years. In this area there are a limited number of residents left in the area. The existing residents are “friends” to the organization. As they celebrate the 25th anniversary on September 27, 2025, the organization will contact the neighbors to make them aware of the event, 4 weeks in advance. Because the organization owns the majority of the land and the few neighbors that are there are “friends” to the organization, the community impact should be positive. The celebration will be open and free to the public and not only celebrates the organization but the community.

NECCDC has hired The Allen Lewis Agency (TALA) to design and manage the event. TALA is a PR and marketing agency whose clients include Ally Financial, Disney and Nissan. Locally, they represent James H. Cole Funeral Home where they have conducted a similar celebration. For James H. Cole’s (JHC) 100th anniversary, TALA closed down the street for a festival similar to the one planned for September 27, 2025 for the NECCDC. The event setup was very similar as it had a stage for local performances, facepainting, carnival games and vendors. There were more neighbors involved for JHC. The same tactics will be employed, which includes contacting to inform the neighbor of the events occurring during the day and providing them with tickets to eat from the food trucks along with VIP seating for the performances.

As part of the event, TALA will invite local press (e.g., Michigan Chronicle, WDIV) out to cover the event and a press release will be issued beforehand. A photographer will be there to cover the event and those photos along with a post recap will be pitched to local media outlets.

NECCDC EMERGENCY ACTION PLAN

Event: Soles in the Garden: A Farm Affair

Date: September 27, 2025

Time: 3:00 PM – 9:00 PM

Location: 9227 Goodwin, Detroit, MI

1. Emergency Contact Information

On-Site Emergency Coordinator: Jocelyn Coley | 248. 416. 4568

Alternate Emergency Lead: Kayla Wimbush | 248.943.3435

Detroit Police Department (Non-Emergency): 313-596-1310

Detroit Fire Department: ((313) 596-2932

EMS (Medical): On-site EMT provided by Hart Medical (313) 366-4278

Communication Protocol:

- All emergencies will be communicated via radio or cell to staff/volunteers.
- PA system announcements (if available) or designated runners will alert attendees.
- 911 will be called for serious incidents.

2. Emergency Equipment

On-Site First Aid Station equipped with:

- AED (Automatic External Defibrillator)
- First Aid Kit
- Splint Kit
- Cold packs, gauze, gloves

Fire Extinguishers: Located near food vendors, main tent, and stage.

Flashlights: Available with key volunteers for evening hours.

3. Evacuation Procedures

Primary Evacuation Route: East to Oakland Avenue

Secondary Route: North through alley to Holbrook

Assembly Point: NECCDC Office Parking Lot (9227 Goodwin)

Maps: Printed evacuation maps will be posted at entry/exit points and the main tent.

4. Emergency Scenarios & Response Plans

Severe Weather:

- Monitor weather apps and alerts.
- Evacuate to covered areas if lightning is within 6 miles.
- Pause or cancel event if winds exceed 40 mph.

Active Shooter:

- Call 911.
- Run, hide, or fight.
- Safe zones: NECCDC building or locked vehicles.

Fire:

- Use fire extinguishers if manageable.
- Evacuate and call 911.
- Keep exits clear.

Lost Child:

- Alert staff and volunteers.
- Use PA or verbal communication.
- Bring child to Lost Child Station near check-in.

Medical Emergency:

- Notify EMT.
- Clear area for EMT access.
- Call 911 and use AED/CPR if trained.

5. Accountability

Headcount of staff, volunteers, and vendors at start and end.
Sign-in/out sheet at Volunteer HQ for tracking shifts.

6. Reporting

All incidents logged using Emergency Incident Report Form.
Forms stored at Volunteer HQ and shared with city if requested.

7. Documentation

Incident reports include names, time, location, description, and response.
Attach photos if applicable.

8. Training

Pre-event safety briefing for staff and volunteers.
Demonstration of AED and fire extinguisher use.
Review evacuation and lost child protocols.

9. Personal Information

Emergency contact info for all staff and volunteers collected during registration.
Information stored securely by NECCDC leadership.

10. Maintenance

Emergency plan reviewed and updated before each large-scale NECCDC event.
Incorporate lessons learned from previous events.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Soles in the Garden: A Farm Affair

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

Petitioner Name / Organization: North End Christian Community Development Center

Event Location: Goodwin Street with cross streets of Holbrook and Owens

Event Date(s) and Time(s): 09/27/25 3:00 PM to 09/27/25 9:00 PM

Type of Event: Festival

Applicant Contact:
Nicole A Sebree-Henry
sebreenicole@gmail.com
+1 (313) 282-8970

Submission Date:	07/27/25 1
Date of Clerk's Office Referral:	8/20/25
Date of City Departments Sign Off:	8/20/25
Date Referred to Council:	8/22/25

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 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: August 22, 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: northendcdc.org _____

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 North End Christian Community Development Center is celebrating its 25th anniversary. There will be a festival on September 27 at 3pm - 9pm called Soles in the Garden: A Farm Affair. The plan is to close the street on Goodwin between Owen and Holbrook and have local performances on a stage, food trucks, facepainting and local vendors.

Estimated Peak Attendance: 100 _____

Estimated Total Attendance: 200 _____

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? No _____

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: North End Christian Community Development Center

Mailing Address: 9227 Goodwin Street

Detroit Michigan 48211

Primary Contact:	Secondary Contact:
Nicole A Sebree-Henry	Lauren Taylor
sebreenicole@gmail.com	lauren@theallenlewisagency.com
	+1 (248) 225-8181

Organization Type: Nonprofit

Organization Website: northendcdc.org

Event Setup & Breakdown

Begin Setup: 09/27/25 12:00 PM

Complete Setup: 09/27/25 3:00 PM

Setup Location(s): Goodwin St., Owens St.

Event Start: 09/27/25 3:00 PM

Event End: 09/27/25 9:00 PM

Begin Tear Down: 09/27/25 9:00 PM

Complete Tear Down: 09/27/25 11:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 4

Cleaning Service Vendor: Izzie Global

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. Goodwin Street 09/27/25

Owens and Holbrook 10:00 AM 11:00 PM

2. _____

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Valet Parking

Describe the parking plan to accommodate anticipated attendance:

The non-profit owns land in the area. Select participants will receive valet park (sponsors, VIPs of the org). Those cars will be parked on the grass in the organization's owned land. Others will be able to park on the streets around the event including Goodwin Street before Owens.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 6 Number of non-truck food vendors: 2

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? Yes

Will there be sales, service and/or consumption of alcohol in public at the event? No

What type(s) of alcohol will be served? Wine, Liquor

Day(s) and time(s) alcohol will be served: 3pm - 8pm

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? Yes

Number of tents 10' x 10' and smaller: 17

Number of tents larger than 10' x 10': 1

Tent Contractor: Organization will provide

What other structures will your event include? Just tents and a stage

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

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: CRS Security

Number of private personnel per shift: 6

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

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart Medical

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 checked="" 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 North End Christian Community Development Center to host "Soles in the Garden: A Farm Affair" (#2025-216) on September 27, 2025, from 3:00 PM- 9:00 PM at Goodwin Street between Holbrook and Owens.

PROVIDED, that there will be DPD Assisted Event; Contracted with Private Security 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 Road Closure & Temporary Valet Permits Required; and be it further

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

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

PROVIDED, there will be a Business License Required obtained following City Council approval; 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.