



CLERK'S OFFICE MEMO

To: **Government Affairs Committee**

From: **Steven A. Braatz, Jr., City Clerk**

Meeting Date: **July 11, 2023**

Subject: **Application for Special Event Permit - Applicant: Wauwatosa Village BID, Event Name: Tosa Fest; Location: W State Street, Underwood Avenue, Harwood Avenue, Root Common Park; Dates/Time: September 8, 2023 5:00 PM - 10:30 PM; September 9, 2023 11:00 AM - 10:30 PM**

A. Issue

Rob Kos, Wauwatosa Village BID, submitted an application for a special event permit to be held on September 8-9, 2023. The event is the annual Tosa Fest located on W. State St., Underwood Ave., Harwood Ave., and Root Common Park.

B. Event Details

The event will take place in the same area as the previous year with two exceptions:

1. The application includes the closure of Harwood Ave. from Wauwatosa Ave. to the alley northwest of St. Bernard. Wauwatosa Ave. will remain open for vehicle traffic.
2. The application includes the closure of State St. from Wauwatosa Ave. to N. 74th St. In 2022, the event ended at Wauwatosa Ave.

C. Department Reviews/Fees

- Police Department: Event security (volunteer Reserve Officers will also be at event). Fee of \$7,667.36
- Fire Department: No costs.
- Department of Public Works: Barricades, signs, waste/recycle bins, salt trucks, labor. Fee of \$1,269.00
- Health Department: Will assign an inspector. No further information needed.
- City Attorney: Approved the COI.

D. Requested Actions

If acceptable, recommend the Common Council approve the Special Event Permit Application – Applicant: Wauwatosa Village BID, Event Name: Tosa Fest; Location: W State Street, Underwood Avenue, Harwood Avenue, Root Common Park; Dates/Time: September 8, 2023 5:00 PM - 10:30 PM; September 9, 2023 11:00 AM - 10:30 PM.