



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Building & Grounds	B&G Meeting Date: May 4, 2026
ID Number: ID#26-03497	Ordinance/Resolution Number (if applicable):
Department Submitting: Department of Public Works	Common Council Meeting Date: May 19, 2026
Agenda Item Title: Review and act on the Street Closing & Special Event Permit for Municipal Lot No. 3 for BB's on Main.	


Issue Before the Council: This item was brought forward by the Clerk's Office as it pertains to the permit from BB's on Main to close part of Municipal Lot No. 3 on 6/27/2026 from 2:30 PM to 9:30 PM for a K9 Unit Fundraiser.
Options & Alternatives: 1. Approve the temporary closure of part of Municipal Lot No. 3 as shown in the application. 2. Do not approve the temporary closure of part of Municipal Lot No. 3 as shown in the application.
Additional Details: No additional details.

What is the Strategic Plan Priority this item relates to: N/A
What impact will this item have on the Strategic Plan Priority? N/A

Financial Remarks: There are no financial impacts to the City as part of this application.
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Suggested Motion: Recommend approval of Street Closure Permit for Municipal Lot No. 3 for BB's on Main.

Reviewed By:

City Attorney 	Date Reviewed 24 Apr 2026
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Finance Director Joseph P. Ciarro	Date Reviewed
City Administrator Anthony W. Brown <i>Anthony Brown</i>	Date Reviewed 04/22/2026



CITY OF WAUKESHA
CLERK TREASURER'S DEPARTMENT
 201 Delafield Street, Waukesha WI 53188
 Tel: (262) 524-3550
 Email: clerktreas@waukesha-wi.gov

STREET CLOSING & SPECIAL EVENT PERMIT APPLICATION

(Parking lanes, sidewalks, or trails)

- A Special Event fee is required in addition to a street closing fee for most events, except parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.
- Partial closures may not require a permit (parking lanes, sidewalks, or trails).
- Application must be submitted to the Clerk's Office no less than 20 days before and no more than 270 days before the date of the proposed event.
- Applications may not be amended after filing application 6.185(5).
- Special events may not operate between the hours of 10:00 p.m. and 6:00 a.m.
- A clear, 15-foot path must be maintained at all times in closed streets of emergency vehicle access.
- Waukesha Municipal Code 6.17 & 6.18 regulates street closures. Please visit the city website www.waukesha-wi.gov to view the municipal code book.

→ Will this be a Designated Outdoor Refreshment Area (DORA)? Yes No

→ Are you an owner or tenant of property adjacent to your requested closure? Yes No

If you answered "No" to the above question, you will need your alderperson to endorse this application - see below

Aldersperson Approval

Name of Aldersperson Alicia Halvensleben Aldermanic District 11

I hereby endorse this Street Closing Application per sec. 6.17 of the Municipal Code.

Signature [Signature] Date 3-26-26

Applicant Information

Applicant's Name Brooke Peddie
 Organization/Business (if any) BBS on main
 Phone Number 262-349-8688 Email brookepeddie3@gmail.com
 Address (include city/zip) 362 W main st Waukesha wi

Event Information

Name of Event K9 unit fundraiser Repeat Event? Yes No
 Purpose of Event (to include detailed description of event) K9 golf outing. everyone will come back eat and drink. we will have raffles to help raise money. all proceeds go to the k9 unit and they do a deminstration.
 Event website (if any) -
 Date(s) of Proposed Event June 27 Day(s) of the week Saturday
 Time event will assemble 2:30-3:30 Time event will begin 4
 Time event will end 9 Time event will disband 9:30
 Name of contact person on day of event Brooke Peddie Cell 262-349-8688

AREA OF STREET TO BE CLOSED - ATTACH MAP OF PROPOSED CLOSURE AND INDICATE PROPOSED USE:

Lot 3 (half)

Continue area of street to be closed (if needed) _____

Number of blocks to be closed (block means the distance between intersections on a City Street, or 200 yards whichever is shorter) _____

***The City is willing to loan up to 20 barricades for closures in the public right of way. A \$400 deposit for 10 or more barricades or dollmeters, is required. The deposit will be given back to the applicant upon return of the barricades.**

Number of Barricades Needed 6

Will this event include: Music? Yes No Vehicles? Yes No Animals? Yes No

If yes, please explain: we will have live music. K9 dogs will be present

*Approximate maximum number in attendance at one time (additional regulations for large special events of more than 400) 100

Attendance estimate based on? how many people are able to golf

Fees

The following street closing & special event fees shall be paid when filing the applications, per application, and shall not be refundable.

STREET CLOSING:	AMOUNT
Closure of 1 – 7 blocks	\$50.00
Closure of 8 or more blocks	\$150.00
Late Fee <i>(if filed less than 45 days before event)</i>	\$50.00

PLUS →
(if applicable - see note below)

SPECIAL EVENT:	AMOUNT
Between 1 – 1,000 attendees	\$50.00
Between 1,001 – 2,000 attendees	\$150.00
Between 2,001 – 5,000 attendees	\$350.00
Greater than 5,000 attendees	\$550.00
Late Fee <i>(if filed less than 45 days before event)</i>	\$50.00

Please note: A Special Event fee is required in addition to a street closing fee for most events, EXCEPT: parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.

Municipal Code 6.18 – Special Event Regulations

- (13) **Damage to City Property, Reimbursement of Costs.** The applicant shall reimburse the City for all damage to City property occurring during the Special Event, and all cost of clean-up incurred by the City as a result of the Special Event. Initials BP
- (14) **Indemnification, Release of Liability.** The applicant shall execute, as part of the application, a contract indemnifying and holding the City harmless from any and all liabilities arising from Applicant's acts or omissions in conducting the Special Event, in a form approved by the City Attorney. Initials BP
- (15) **General Regulations**
 - (c) Special Events shall be open for admission to all members of the public, but may charge an entry fee. Initials BP
 - (d) Sound levels generated by the Special Event shall not exceed a level which unreasonably disturbs the peace and quiet of residents in the vicinity of the Special Event, taking all circumstances into consideration. Initials BP
 - (e) The Applicant shall collect and properly dispose of all waste and debris generated by the Special Event, and return all Public Rights of Way to their prior condition, no later than 2 hours after the end of the Special Event, at the Applicant's sole expense. Initials BP
 - (f) Special Events are at all times subject to cancellation or modification due to emergencies or if the public safety requires, in the City's sole discretion. Initials BP
 - (i) Permits may be revoked if the applicant fails to comply with any conditions placed on the permit, the requirements of this section, or any other applicable laws. Initials BP

Municipal Code 6.18(16) – Additional Items Provided with Application

- (16) **Additional Regulations for Large Special Events.** Special Events at which it is reasonably expected that more than 400 people will be present on Public Rights of Way at any given time shall be subject to the following regulations, in addition to the General Regulations in subsection (15):
 - (a) **Insurance.** The Applicant shall obtain, at Applicant's sole expense, a policy of public liability insurance from an insurer licensed to issue policies in the State of Wisconsin, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, with an endorsement naming the City of Waukesha as an additional insured and loss payee. The Applicant shall file with the City Clerk a

certificate of insurance showing such coverage to be in place before the Special Event occurs, and in any event no later than 10 days after the permit is issued. Failure to file a certificate of insurance shall result in a revocation of the permit.

(b) **Toilets and Sanitation Facilities.** The Applicant shall ensure that adequate toilet and sanitation facilities are available to all attendees during the Special Event, at the Applicant's sole expense.

(i) Refer to the following table for the required number of toilets available for attendees. The number of attendees is at any given time, not aggregate.

Duration of event in hours	≤1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10
Attendee Count										
400-999	0	4	4	6	6	6	8	8	8	8
1000-1999	4	6	6	6	6	8	8	8	8	12
2000-2999	4	8	8	8	8	12	12	12	12	16
3000-3999	8	8	10	10	10	12	16	16	20	20
4000-4999	8	8	12	12	16	16	20	24	24	28
5000-5999	12	12	12	16	20	30	30	30	30	34
6000-6999	12	12	16	16	20	30	30	36	36	40
7000-7999	12	12	16	20	30	32	40	40	52	52
8000-8999	12	12	20	24	32	32	40	44	52	54
9000-9999	16	16	24	28	40	40	52	52	60	64
10000 and up	16	16	28	40	40	52	52	60	60	72

(ii) The required number of toilets may be met with toilets in private or public restrooms, with portable toilets, or any combination. Toilet facilities must comply with ADA requirements for accessibility.

(iii) If private restrooms are to be used to satisfy the toilet and sanitation requirement, then the following requirements must be met: (1) There must be a written agreement from the owner, agreeing to make the restrooms available to the public free of charge at all times that the event is underway, with a copy provided to the City; (2) the restrooms must be within 200 feet of the boundaries of the event area, (3) the location of the restrooms must be clearly indicated with signs.

(iv) If food will be consumed at the event, then hand-washing facilities must be available. If any number of the toilet requirement is met by portable toilets, then a portable hand-washing station must be provided, at least 1 for every 6 portable toilets.

(c) **Waste and Recyclables.** The Applicant shall provide adequate solid-waste and recyclables collection and disposal, at the Applicant's sole expense. Applicant may not rely on City waste containers to meet this requirement.

(i) Adequately-sized trash and recyclable receptacles shall be positioned within the event area so that no attendee has to move more than 75 feet to reach them. Applicant shall be responsible for disposing of trash and recyclables at Applicant's expense and according to law, promptly upon conclusion of the Special Event. Receptacles must be marked to indicate waste or recyclables, reasonably sufficiently to prevent recyclables from being put into waste receptacles.

(ii) The required size and number of solid-waste and recyclables receptacles shall be according to standards determined by the Department of Public Works, approved by the Common Council, and published by the Department of Public Works.

(d) **Health, Safety and Security.** Applicants shall be responsible, at Applicant's sole expense, for ensuring that facilities are available for contacting emergency services, for crowd control, and for pedestrian safety, according to the following standards:

(i) Applicant shall be responsible for ensuring that activities conducted at the Special Event comply with all applicable health and safety laws. Applicant must ensure that there is adequate access for emergency vehicles. Applicant must provide communications facilities and assigned personnel within the event area for communicating with police, fire and emergency medical services. Applicant's plans for health and safety, submitted with their permit applications, will be reviewed by the Police and Fire Department for determination of adequacy on a case-by-case basis. Fire Department review shall include, but not be limited to, the requirements of International Fire Code Sections 403 and Chapter 24. Applicant shall comply with all Police and Fire Department directions for health and safety requirements.

(ii) Crowd control and pedestrian safety measures will be dependent on the circumstances of the particular event. Applicants shall submit a proposed crowd-control and pedestrian safety plan with their permit applications, which will then be reviewed by the Police Department for adequacy in light of all circumstances. Applicants shall provide information in addition to that provided on the application, as the Police Department reasonably requests.

(iii) If the Police Department determines that the crowd control and pedestrian safety requirements of the Special Event exceed the Police Department's capacity, in the Police Department's sole discretion, then the Applicant shall provide, at Applicant's sole expense, private security personnel that are employed by a firm that is approved by the Police Department.

- (iv) Depending on circumstances, the City may require that additional sanitation, health, safety and security measures be provided by the Applicant. All additional measures shall be provided at the Applicant's sole expense.
- (v) Applicant shall indemnify the City from, and shall reimburse the City for, all expenses incurred by the City in providing necessary health, safety and security services that are the responsibility of the Applicant under this Section.

Applicant Signature

I hereby make an application for a Street Closing Permit & Special Event as detailed above. I agree to abide by the requirements of all City of Waukesha ordinances and State laws. I also acknowledge Ordinance 11.27 which prohibits drinking on public streets.

Print Name Brooke Peddie
 Signature Brooke Peddie Date 3-26-26

FOR OFFICE USE ONLY!

Date Application Received in Clerk's Office 4/8/26 Clerk's Initials _____

Map provided Amount Due 0.00 Date Paid: _____

Posting:

Date posted on Bulletin Board 4/17/26 Date posted on Website 4/17/26

Department Routing:

Police Fire Engineering Transit WPRF Attorney
 Approved Denied Clerk Processing Permit _____ Date _____

Municipal Lot Closure:

Building & Grounds Committee Approval _____ Council Approval _____

MISC NOTES:



362 W Main St

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