



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

## City of Waukesha Cover Sheet

<b>Committee:</b> Buildings & Grounds	<b>Meeting Date:</b> October 6, 2025
<b>ID Number:</b> 25-02163	<b>Ordinance/Resolution Number (if applicable):</b>
<b>Name of Submitter:</b> Katie Panella, City Clerk	<b>Target Next Board/Council Meeting Date:</b>
<b>Agenda Item Title:</b> <b>Review and act on Street Closing &amp; Special Event Permit Application submitted by Waukesha Downtown Business Association for the Scarecrow Stroll Event on Saturday October 11, 2025, from 11:00am until 5:00pm requesting to utilize parking spaces in Municipal Lot 1.</b>	

<b>Issue Before the Board/Council:</b> <b>WDBA request to close parking spaces in Municipal Lot 1 for Special Event.</b>
<b>Options &amp; Alternatives:</b> N/A
<b>Additional Details:</b> Sarah Risser, from the Waukesha Downtown Business Association will be present to speak on the item.  The Police, Fire, Engineering, Attorney, Park Rec, Transit have all submitted the approval recommendation for the Street Closing & Special Event Permit Application.



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**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:**

N/A

**Suggested Motion:**

N/A

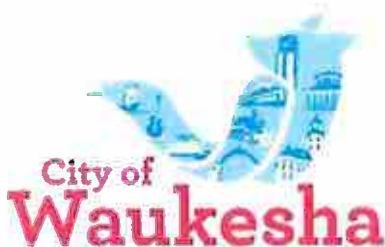
**Reviewed By:**

Finance Director	Date Reviewed
City Attorney	Date Reviewed



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City Administrator	Date Reviewed
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CITY OF WAUKESHA  
CLERK TREASURER'S DEPARTMENT  
201 Delafield Street, Waukesha WI 53188  
Tel: (262) 524-3550  
Email: [clerktreas@waukesha-wi.gov](mailto: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](http://www.waukesha-wi.gov) to view the municipal code book.

→ 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

### Alderson Approval

Name of Alderson \_\_\_\_\_ Aldermanic District \_\_\_\_\_

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

☒ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Applicant Information

Applicant's Name Waukesha Downtown Business Association  
Organization/Business (if any) WDBA  
Phone Number Sarah Risser 262-751-4563 Email socialmedia@waukeshadba.com  
Address (include city/zip) 235 W. Broadway Waukesha, WI 53186

### Event Information

Name of Event Scarecrow Stroll Repeat Event? ☐ Yes ☒ No  
Purpose of Event (to include detailed description of event) The Scarecrow Stroll is a family-friendly community event with scarecrow displays, local vendors, activities, and music, designed to bring visitors downtown and support local businesses.  
Event website (if any) www.waukeshadba.com  
Date(s) of Proposed Event Oct 11, 2025 Day(s) of the week Saturday  
Time event will assemble 11am Time event will begin 1pm  
Time event will end 4pm Time event will disband 5pm  
Name of contact person on day of event Sarah Risser Cell 262-751-4563

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

The event will utilize the sidewalk and the adjacent parking spaces along Riverfront Street next to the Bus Depot. The sidewalk area will host vendor booths, activity tents, picnic tables, and event attendees. The parking spaces directly next

to the sidewalk will need to be blocked off for safety and  
Continue area of street to be closed (if needed) used as buffer space. No full street closure

Number of blocks to be closed (block means the distance between intersections on a City Street, or 200 yards whichever is shorter) less than 1 <sup>requested</sup>  
(no street closures)

**\*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 delineators, is required. The deposit will be given back to the applicant upon return of the barricades.**

Number of Barricades Needed none

Will this event include: Music? ☒ Yes ☐ No

Vehicles? ☐ Yes ☒ No

Animals? ☐ Yes ☒ No

If yes, please explain: \_\_\_\_\_

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

Attendance estimate based on? Similar downtown Waukesha events

### 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 (if filed less than 45 days before event)	\$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 (if filed less than 45 days before event)	\$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 SJR

(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 SJR

(15) **General Regulations**

(c) Special Events shall be open for admission to all members of the public, but may charge an entry fee.

Initials SJR

(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 SJR

(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 SJR

(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 SJR

(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 SJR

### 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

Sarah Risser

☒ Signature

Sarah Risser

Date

9/10/2025

**FOR OFFICE USE ONLY!**

Date Application Received in Clerk's Office

9/10/25

Clerk's Initials

KP

☒ Map provided

☒ Amount Due

Date Paid:

RESUBMISSION

**Posting:**

☒ Date posted on Bulletin Board

9/10/25

☒ Date posted on Website

9/10/25

**Department Routing:**

☒ Police

9/10/25

☒ Fire

9/10/25

☒ Engineering

9/10/25

☒ Transit

9/10/25

☒ WPRF

9/10/25

☒ Attorney

9/10/25

☒ Approved

☐ Denied

Clerk Processing Permit

Date

**Municipal Lot Closure:**

☐ Building & Grounds Committee Approval

☐ Council Approval

MISC NOTES:

# Scarecrow Scroll 2025



= vendor



= trash can



= activity tent



= DJ  
(arrow showing direction of music)



= picnic table



= restroom



= closed parking spaces



# INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of the issuance of a Special Event Permit and pursuant to the provisions of section 6.18(14) of the City of Waukesha Municipal code, the undersigned WDBA ("Licensee"), hereby agrees to indemnify and hold harmless the City of Waukesha, its officers, employees, agents and other contractors from and against all claims, demands, costs, judgments, losses, liabilities and/or damages of any kind or nature, including actual attorney fees, arising out of, in connection with, or in any way related to the Licensee's activity conducted pursuant to the Special Event Permit, whether or not the incident giving rise to such liability takes place on public or private property.

The undersigned warrants and represents specific authority to enter into this agreement on behalf of the Licensee.

Dated this 25<sup>th</sup> day of August, 2025

Print Name: Sarah J. Risser

Title: Scarecrow Trail Coordinator, WDBA

Signature: Sarah J. Risser




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Chris Janet 707 N. Grand Ave Ste 101 Waukesha WI 53186		<b>CONTACT</b> NAME: Chris Janet PHONE (A/C, No, Ext): 262-544-1500 FAX (A/C, No): E-MAIL ADDRESS: chris.janet.erup@statefarm.com	
<b>INSURED</b> WAUKESHA DOWNTOWN BUSINESS ASSOCIATION INC 235 W BROADWAY # 10 WAUKESHA WI 531864832		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: State Farm Fire and Casualty Company NAIC # 25143 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	N	99-A0-G903-3	05/18/2025	05/18/2026	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COM/OP AGG \$ 4,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	N/A		99-CQ-W497-8	05/18/2025	05/18/2026	EACH OCCURRENCE \$ 1,000,000
	AGGREGATE \$ 1,000,000						
	\$						
	\$						
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE \$
							OTH-ER \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Local organization that organizes events to support downtown business. Organizing Scarecrow Stroll on Riverfront Street in downtown Waukesha, between Friedman Alley and the walkway by Antiques and Unique's.

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF WAUKESHA 201 DELAFIELD ST  WAUKESHA WI 53188	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  This form was system-generated on: 08/27/2025

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**Katie L. Panella**

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**From:** Brandon Schwenn  
**Sent:** Wednesday, September 10, 2025 2:35 PM  
**To:** Katie L. Panella  
**Cc:** Craig Ausen  
**Subject:** RE: Special Event/Street Closing - WDBA Scarecrow Stroll  
**Attachments:** WDBA Scarecrow Stroll 09.10.25.pdf

Katie,

Only comment from Engineering is that this will require review and approval at B&G due to the closure of parking spaces in Municipal Lot #1.

Thanks,

Brandon Schwenn, P.E.  
Deputy Director/City Engineer  
City of Waukesha – Department of Public Works  
201 Delafield St. Waukesha, WI 53188  
(262) 524-3585

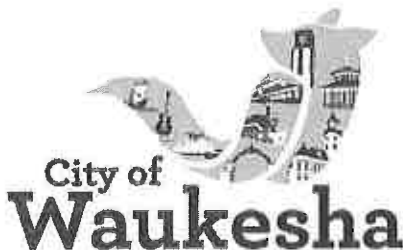
**From:** Katie L. Panella <kpanella@waukesha-wi.gov>  
**Sent:** Wednesday, September 10, 2025 1:44 PM  
**To:** James Hoffmann <JHoffman@waukesha-wi.gov>; Tom Wagner <TWagner@waukesha-wi.gov>; Brian Charlesworth <Bcharles@waukesha-wi.gov>; Kerry Harris <KHarris@waukesha-wi.gov>; Brian Running <brunning@waukesha-wi.gov>; Brandon Schwenn <bschwenn@waukesha-wi.gov>; Nicole E. Chamberlain <NChamberlain@waukesha-wi.gov>; Tirzah M. Nysse <TNysse@waukesha-wi.gov>; Joanna Adamicki <jadamicki@waukesha-wi.gov>  
**Cc:** Mollie Schenk <MSchenk@waukesha-wi.gov>  
**Subject:** Special Event/Street Closing - WDBA Scarecrow Stroll  
**Importance:** High

Good afternoon,

Please see the application for the WDBA Scarecrow Stroll – the original application has been withdrawn.

Please have your responses back to me by Friday, September 12<sup>th</sup>.

Thank you,

**Katie Panella**

City Clerk  
Office of the Clerk-Treasurer  
City of Waukesha

P: 262-524-3550

E: [kpanella@waukesha-wi.gov](mailto:kpanella@waukesha-wi.gov)

**Katie L. Panella**

---

**From:** Brian Running  
**Sent:** Wednesday, September 10, 2025 3:47 PM  
**To:** Katie L. Panella  
**Subject:** RE: Special Event/Street Closing - WDBA Scarecrow Stroll

OK



**Brian E. Running**

City Attorney  
262-524-3525  
brunning@waukesha-wi.gov

201 Delafield Street Suite 330  
Waukesha, Wisconsin 53188-3639

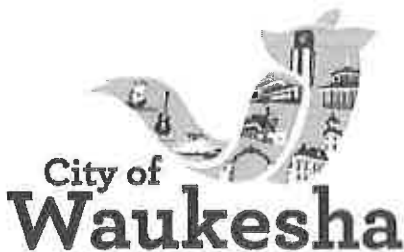
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**To:** James Hoffmann <JHoffman@waukesha-wi.gov>; Tom Wagner <TWagner@waukesha-wi.gov>; Brian Charlesworth <Bcharles@waukesha-wi.gov>; Kerry Harris <KHarris@waukesha-wi.gov>; Brian Running <brunning@waukesha-wi.gov>; Brandon Schwenn <bschwenn@waukesha-wi.gov>; Nicole E. Chamberlain <NChamberlain@waukesha-wi.gov>; Tirzah M. Nysse <TNysse@waukesha-wi.gov>; Joanna Adamicki <jadamicki@waukesha-wi.gov>  
**Cc:** Mollie Schenk <MSchenk@waukesha-wi.gov>  
**Subject:** Special Event/Street Closing - WDBA Scarecrow Stroll  
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**Katie Panella**

City Clerk  
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E: [kpanella@waukesha-wi.gov](mailto:kpanella@waukesha-wi.gov)

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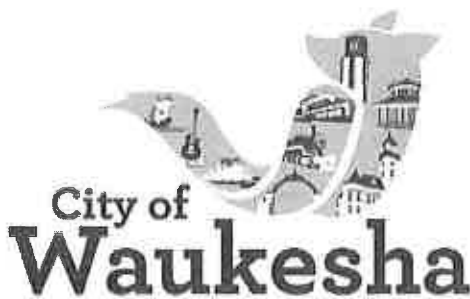


## Katie L. Panella

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**From:** Joanna Adamicki  
**Sent:** Wednesday, September 10, 2025 4:16 PM  
**To:** Katie L. Panella  
**Subject:** Re: Special Event/Street Closing - WDBA Scarecrow Stroll

PRF approves. Thanks Katie!



### Joanna Adamicki

Recreation Supervisor - Special Events  
City of Waukesha,  
Dept. of Parks, Recreation & Forestry

P: 1-262-524-3717  
E: [jadamicki@waukesha-wi.gov](mailto:jadamicki@waukesha-wi.gov)  
[waukesha-wi.gov](http://waukesha-wi.gov)

1900 Aviation Dr., Waukesha, WI 53188



### Check Out Our Upcoming Events:

Waukesha JanBoree  
Trailbreaker Marathon, Half, 10K, 5K  
Tribute Tuesday  
Monday Night at the Movies  
Civic Band Concert Series  
Independence Day Celebration  
Jazz@Cutler Park  
Jazz Express  
Neighborhood Beer Gardens  
Oktoberfest  
Operation Honor: A Salute To Veterans

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**From:** Katie L. Panella <[kpanella@waukesha-wi.gov](mailto:kpanella@waukesha-wi.gov)>  
**Sent:** Wednesday, September 10, 2025 1:44 PM  
**To:** James Hoffmann <[JHoffman@waukesha-wi.gov](mailto:JHoffman@waukesha-wi.gov)>; Tom Wagner <[TWagner@waukesha-wi.gov](mailto:TWagner@waukesha-wi.gov)>; Brian Charlesworth <[Bcharles@waukesha-wi.gov](mailto:Bcharles@waukesha-wi.gov)>; Kerry Harris <[KHarris@waukesha-wi.gov](mailto:KHarris@waukesha-wi.gov)>; Brian Running <[brunning@waukesha-wi.gov](mailto:brunning@waukesha-wi.gov)>; Brandon Schwenn <[bschwenn@waukesha-wi.gov](mailto:bschwenn@waukesha-wi.gov)>; Nicole E. Chamberlain <[NChamberlain@waukesha-wi.gov](mailto:NChamberlain@waukesha-wi.gov)>; Tirzah M. Nysse <[TNysse@waukesha-wi.gov](mailto:TNysse@waukesha-wi.gov)>; Joanna Adamicki <[jadamicki@waukesha-wi.gov](mailto:jadamicki@waukesha-wi.gov)>  
**Cc:** Mollie Schenk <[MSchenk@waukesha-wi.gov](mailto:MSchenk@waukesha-wi.gov)>  
**Subject:** Special Event/Street Closing - WDBA Scarecrow Stroll

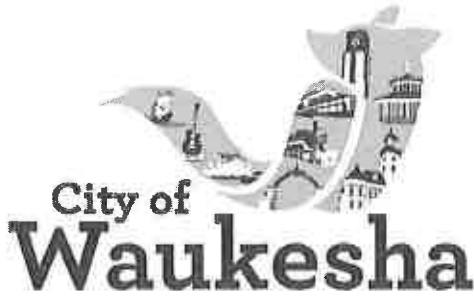
Good afternoon,

## Katie L. Panella

---

**From:** Brian Charlesworth  
**Sent:** Thursday, September 11, 2025 6:46 AM  
**To:** Katie L. Panella  
**Subject:** RE: Special Event/Street Closing - WDBA Scarecrow Stroll

The Fire Department is OK with this.



### Brian Charlesworth

Fire Marshal  
City of Waukesha  
Fire Department

P: 1-262-524-3648  
C: 1-262-613-0547  
E: [bcharles@waukesha-wi.gov](mailto:bcharles@waukesha-wi.gov)

130 W St. Paul Ave, Waukesha, WI 53188



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**From:** Katie L. Panella <[kpanella@waukesha-wi.gov](mailto:kpanella@waukesha-wi.gov)>  
**Sent:** Wednesday, September 10, 2025 1:44 PM  
**To:** James Hoffmann <[JHoffman@waukesha-wi.gov](mailto:JHoffman@waukesha-wi.gov)>; Tom Wagner <[TWagner@waukesha-wi.gov](mailto:TWagner@waukesha-wi.gov)>; Brian Charlesworth <[Bcharles@waukesha-wi.gov](mailto:Bcharles@waukesha-wi.gov)>; Kerry Harris <[KHarris@waukesha-wi.gov](mailto:KHarris@waukesha-wi.gov)>; Brian Running <[brunning@waukesha-wi.gov](mailto:brunning@waukesha-wi.gov)>; Brandon Schwenn <[bschwenn@waukesha-wi.gov](mailto:bschwenn@waukesha-wi.gov)>; Nicole E. Chamberlain <[NChamberlain@waukesha-wi.gov](mailto:NChamberlain@waukesha-wi.gov)>; Tirzah M. Nysse <[TNysse@waukesha-wi.gov](mailto:TNysse@waukesha-wi.gov)>; Joanna Adamicki <[jadamicki@waukesha-wi.gov](mailto:jadamicki@waukesha-wi.gov)>  
**Cc:** Mollie Schenk <[MSchenk@waukesha-wi.gov](mailto:MSchenk@waukesha-wi.gov)>  
**Subject:** Special Event/Street Closing - WDBA Scarecrow Stroll  
**Importance:** High

Good afternoon,

Please see the application for the WDBA Scarecrow Stroll – the original application has been withdrawn.

Please have your responses back to me by Friday, September 12<sup>th</sup>.

Thank you,

# DEPARTMENT RESPONSE FORM

## for Block Party / Parade / Street & Special Event Permit Applications

Please carefully look over the request and return your response to the Clerk's Office as soon as possible.

**The ordinance states that a permit shall be issued when:**

- (a) The proposed activity will not substantially or unnecessarily interfere with traffic in the area continuous to the activity or that if the activity will substantially interfere with such traffic, that there are available at the time of the proposed activity sufficient city resources to mitigate the disruption;
- (b) In consultation with the Chief of Police, there are available at the time of the parade a sufficient number of police officers to police and protect lawful participants in the activity and non-participants from traffic related hazards in light of the other demands for police protection at the time of the proposed event or activity;
- (c) The concentration of persons, animals, vehicles or things at the assembly and disbanding areas and along the parade route will not prevent proper fire and police protection or ambulance service;
- (d) The event is not being conducted for an unlawful purpose;
- (e) The proposed activity will not interfere with the use of requested area by another party to whom a valid permit has been issued for the same area or route; and,
- (f) The application contains sufficient information about the proposed route and crowd estimate to enable the City Clerk to evaluate the proposed event under this section.

**The ordinance further states that:**

The City Clerk, in denying an application for a parade permit shall authorize the conduct of a parade on a date, at a time, at a location, or over a route different from that named by the applicant. This alternate permit shall, to the extent practicable, authorize an event that will have comparable public visibility and a similar route, location and date to that of the proposed event. An applicant desiring to accept an alternate parade permit shall, within two business days after notice of the action by the City Clerk, file a written notice of acceptance with the City Clerk. An alternate parade permit shall conform to the requirements of and shall have the effect of a parade permit.

The City Clerk is empowered to limit the parade to the sidewalk or to one or more traffic lanes of the street where it is determined that such limited area is capable of accommodating the number of people anticipated based upon the information submitted by the applicant and the experience of previous comparable events. In the event that the number of persons in attendance exceed anticipated levels, members of the Police Department are authorized to make reasonable accommodation to increase the portion of the public way made available in order to preserve public health and safety.

### DEPARTMENT RESPONSE FOR: (please type or write event name and/or applicant's name below)

Scarecrow Stroll

Please return this form to the Clerk's Office as soon as possible.

**\*Form can be returned via email or by fax at 262-524-3888. If you have any questions, please call (262) 524-3550.**

☒ **Approval recommended**

☐ **Approval not recommended**

Please provide comments below if needed. No alternation is needed

Tirzah Nysse

Signature

8-28-25

Date

Check Department: ☐ Police Dept. ☐ Fire Dept. ☐ Public Works ☒ Transit Dept. ☐ WPRF ☐ Attorney

### FOR PUBLIC WORKS DEPARTMENT ONLY!

☐ Check here if the statement below should be included on the permit

"Barricades are available from the City Garage located at 300 Sentry Drive. Applicant must pick-up barricades by 3:30 p.m. on \_\_\_\_\_. Please contact the City Garage at (262) 524-3615 in advance to assure availability of barricades. Applicant is responsible for setting-up barricades and returning them to the City Garage."

## Katie L. Panella

---

**From:** James Hoffmann  
**Sent:** Thursday, September 11, 2025 9:52 AM  
**To:** Katie L. Panella  
**Cc:** Tom Wagner  
**Subject:** RE: Special Event/Street Closing - WDBA Scarecrow Stroll

PD approves

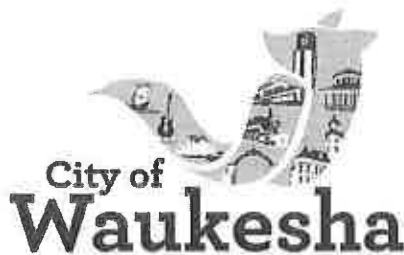
**From:** Katie L. Panella <kpanella@waukesha-wi.gov>  
**Sent:** Wednesday, September 10, 2025 1:44 PM  
**To:** James Hoffmann <JHoffman@waukesha-wi.gov>; Tom Wagner <TWagner@waukesha-wi.gov>; Brian Charlesworth <Bcharles@waukesha-wi.gov>; Kerry Harris <KHarris@waukesha-wi.gov>; Brian Running <brunning@waukesha-wi.gov>; Brandon Schwenn <bschwenn@waukesha-wi.gov>; Nicole E. Chamberlain <NChamberlain@waukesha-wi.gov>; Tirzah M. Nysse <TNysse@waukesha-wi.gov>; Joanna Adamicki <jadamicki@waukesha-wi.gov>  
**Cc:** Mollie Schenk <MSchenk@waukesha-wi.gov>  
**Subject:** Special Event/Street Closing - WDBA Scarecrow Stroll  
**Importance:** High

Good afternoon,

Please see the application for the WDBA Scarecrow Stroll – the original application has been withdrawn.

Please have your responses back to me by Friday, September 12<sup>th</sup>.

Thank you,



### Katie Panella

City Clerk  
Office of the Clerk-Treasurer  
City of Waukesha

P: 262-524-3550

E: [kpanella@waukesha-wi.gov](mailto:kpanella@waukesha-wi.gov)

201 Delafield St., Waukesha, WI 53188



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