



# Special Event Permit

CITY OF LONG LAKE  
450 Virginia Avenue, PO Box 606  
Long Lake, MN 55356  
City Hall Phone / 952-473-6961

Date Issued \_\_\_\_\_

jmoeller@longlakemn.gov

Permit applications **will not be considered complete** unless accompanied by required exhibits.

Amount Due: \$ 100.00

Date Paid: 4/16/26  
 Check # 179  
 Credit Card  
 Cash Receipt # \_\_\_\_\_

**ATTENTION** - Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date.** Permit application must be accompanied by all required exhibits and the permit fee (see page 3 of this application) to be considered complete.

Event Name Cinco de Mayo Block Party

Describe Location or Area of City Where Event Will Take Place Parking lot of 2435 Wayzata Blvd in front of Shivers

# of Participants Expected to Attend Event ~ 100 (throughout the day)

Describe Any Participation/Entry Fees to be Charged NONE

### Event Dates/Times Proposed

**\*\* List all Event Dates/Times Below \*\***

Day of Week	Date	Start Time	End Time
Sat	May 2	12 pm	9 pm

### Event Type (CHECK ALL THAT APPLY)

Parade  Festival  Run/Walk  Sporting Event  Block Party  Private Party

Other, Describe Taco truck in lot

### Event Includes (CHECK ALL THAT APPLY)

Liquor Service  Food Service  Bingo/Raffles  Live Music  Amplified Audio  
 Animals  Pedestrians/Runners  Bicycles  Floats  Motor Vehicles, # Expected \_\_\_\_\_  
 Other Vehicles, Explain \_\_\_\_\_

Games, Amusement Devices or Carnival Equipment, Describe some small lawn games

Will parking for the event exceed on site parking facilities available?

Yes, written permission from area property owners allowing use of their property for parking is attached.

No

Who will be providing traffic control personnel? \_\_\_\_\_

Who will be providing traffic control / delineation equipment (barricades, signs, traffic cones, no parking signs, etc.)?

~~Julie Schotter~~ Julie Schotter

Street(s) to be Closed (A MAP SHOWING THE SPECIFIC ROUTE OR AREA TO BE CLOSED **MUST BE ATTACHED**)

**Site Map and Detailed Description of Event Required**

A DETAILED SITE MAP OF THE EVENT AREA AND DETAILED EVENT DESCRIPTION NARRATIVE **MUST BOTH BE ATTACHED TO THIS APPLICATION.** The Site Map should show locations of food and beverage vendors (noting controlled entry to any alcoholic beverage service areas), where activities will be taking place, and where any temporary infrastructure such as tents or bandstand facilities will be installed.

**Insurance Carrier for Event**

A Certificate of Insurance naming the City of Long Lake as an additional insured is **required to be submitted** at least 10 days prior to the event start date, unless otherwise noted in the permit conditions of approval. Amount of insurance required is \$1,000,000.

Name of Insurance Carrier State Farm Policy Number 93-GT-T390-1

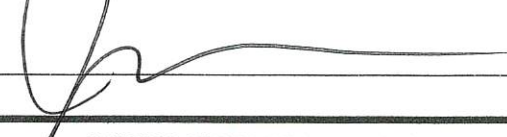
**Chairperson, Event Manager, or Director (Person Responsible for Duties of Permit Holder)**

Full Name Julie Schotter Daytime Phone 6512479615  
Alternate Phone \_\_\_\_\_ Email Address julie@shiverzmn.com  
Street Address 2155 Mc Dow Lane  
City / State / Zip Maple Plain, MN 55359

**Organization Information**

Organization Name Shiverz  
Mailing Address 2135 Wayzata Blvd Suite 600  
City / State / Zip Long Lake, MN 55356  
Phone 6512479615 Email Address julie@shiverzmn.com

By signature below, applicant/event organizer agrees to abide by any and all conditions of Special Event Permit approval, if approved; and hereby agrees to indemnify, hold harmless, and exempt the City of Long Lake, its officers, employees, and agents from any and all claims, costs and liabilities, including reasonable attorneys' fees, in any way related to the applicant's Special Event as approved.

X Signature of Applicant  Date 4/10/26

\*\*\*\* THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY \*\*\*\*

APPLICATION SUBMITTED WAS -  Complete With Exhibits [ ] Incomplete - Date Completed \_\_\_\_\_

Damage Deposit Submitted (IF APPLICABLE) -  Not Applicable [ ] Amount = \$ \_\_\_\_\_ Check # \_\_\_\_\_

**Review by Department Head or Designee**

Public Works Staff Initials SD Date 4/14/26  
 Fire Department Staff Initials ahgm Date \_\_\_\_\_  
 Police Department Staff Initials Spoke w/ Deputy Chief Brad Date 4/15/26

Staff Signature - Special Event Permit Issued By \_\_\_\_\_ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date \_\_\_\_\_ Date of Issuance \_\_\_\_\_ PERMIT #S 2026-05

**Conditions of Permit Approval**

Permit Conditions Detailed in Attached Letter Dated 4/15/26  
 Permit Conditions Listed Below:



April 15, 2026

Julie Schottler  
Shiverz  
2435 Wayzata Boulevard W, Ste 600  
Long Lake, MN 55356

**RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-05**

Cinco de Mayo Block Party  
Saturday, May 2, 2026 (12:00 noon to 9:00 pm)

Dear Event Organizer:

Your application for a Special Event Permit for the Cinco de Mayo Block Party is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [ ] The Long Lake Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by email correspondence as needed, or may revoke this Permit for failure to adhere to conditions of Permit issuance.
- [ ] Given that the event will be held by a business located in a multi-tenant building, all building tenants are required to be notified at least 1 week in advance of the event date, and copy of written permission from the property owner authorizing the event to occur must be provided to the City Clerk *by no later than 3:00 pm on Monday, April 27.*
- [ ] A thorough cleanup of the 2435 Wayzata Boulevard W property, including the grounds, must occur within 24 hours of the event date.
- [ ] A food / taco truck is permitted to be parked in the parking lot, and may not park on any City right-of-way. Refreshments may be served outdoors by the truck and by Shiverz at temporary tables; however, no alcoholic beverages may be sold, distributed, or consumed at the event or on the property at 2435 Wayzata Boulevard W.

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-05**

Cinco de Mayo Block Party / Saturday, May 2, 2026 (12:00 noon to 9:00 pm)

Page 2 of 2

- [ ] Outdoor tables, lawn games and activities must be placed on private property. All tables, games or activities must be set back at least 10 feet behind any street curb.
- [ ] Parking on Wayzata Boulevard W is not permitted. It is the responsibility of the permit holder to assure that on street parking along W Industrial Boulevard does not limit sight lines or obstruct access to the Westonka Soccer Club sports dome parking lot at any time during the event.
- [ ] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification equipment for broadcasting music through the duration of the event.

Please be advised that by acceptance of Special Event Permit #S2026-05, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

Thank you in advance for your cooperation, and best wishes for a successful event.

Sincerely,



Jeanette Moeller  
City Clerk

# CINCO DE MAYO BLOCK PARTY

Hosted by Shiverz and Talavera

Sat, May 2nd

Time: 12pm-9pm

Location: 2435 Wayzata Blvd parking lot

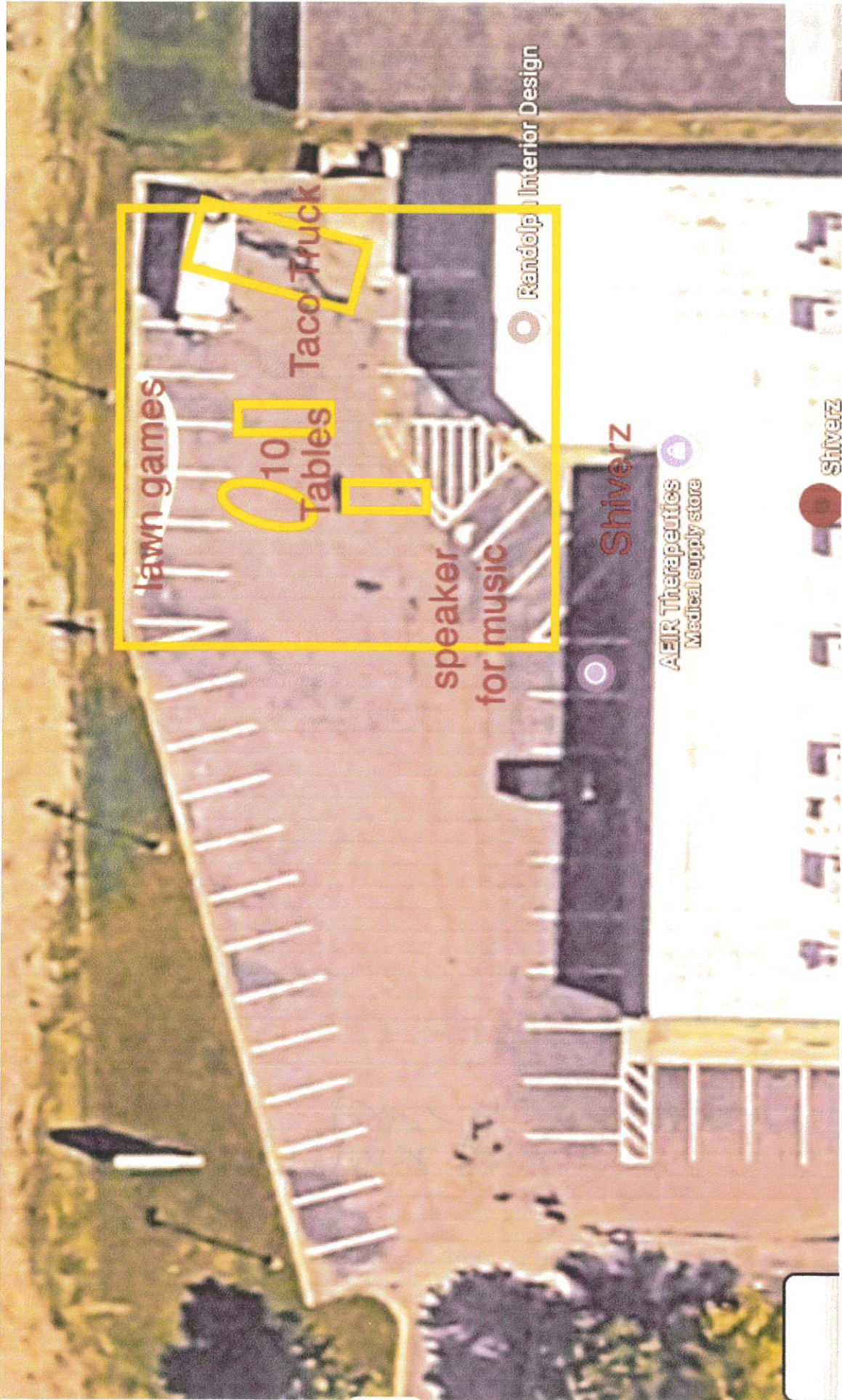
## Plan:

- Talavera's food truck will park in the Shiverz parking lot and serve food from 12-9pm.
- Shiverz will be open as normal serving their menu.
- There will be tables and chairs set up in a portion of the Shiverz parking lot for customers to eat.
- Music will be playing on one speaker outside from 12pm-9pm.
- There will be some lawn games available for people to play as well as a face painter for the kids.

Julie Schottler

[julie@shiverzmn.com](mailto:julie@shiverzmn.com)

651-247-9615



lawn games

10  
Tables

Taco Truck

speaker  
for music

Shiverz

AEIR Therapeutics  
Medical supply store

Randolph Interior Design

Shiverz



Jeanette Moeller <jmoeller@longlakemn.gov>

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## Landlord approves of tenant (Shiverz) request for parking lot Cinco de Mayo party

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Dean Trongard <dtrongard@optionsre.net>  
To: Jeanette Moeller <jmoeller@longlakemn.gov>  
Cc: "juliebenita@gmail.com" <juliebenita@gmail.com>

Sat, Apr 11, 2026 at 12:39 PM

Jeanette,

Just a quick note to let you know that Julie did reach out to me about her requested Cinco de Mayo parking lot party. We have sent an email to all the other tenants regarding this.

The landlord approves of the parking lot party provided there is no alcohol or overly loud music that may disturb the neighbors.

Please contact me with any questions.

Thank you!

Dean A. Trongard  
Broker, Attorney  
Options Real Estate, Inc.  
Phone: 612-812-1616  
Email: dtrongard@optionsre.net

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**From:** Julie Benita Schottler <juliebenita@gmail.com>  
**Sent:** Friday, April 10, 2026 11:30 AM  
**To:** Dean Trongard <dtrongard@optionsre.net>  
**Subject:** lot plan for party

in case you were curious, this is what I will send to city. Jeanette said you should just send her an email giving permission for the party. (once we hear from tenants)

Thanks!

julie



Cinco de Mayo party area.png  
745K



# Noise Variance Permit Application

CITY OF LONG LAKE  
450 Virginia Avenue, PO Box 606  
Long Lake, MN 55356  
City Hall Phone / 952-473-6961

PERMIT APPLICATIONS MAY  
BE EMAILED TO:  
jmoeller@longlakemn.gov

- Complete this permit application form and submit to City Hall **at least 45 days prior to the requested start date**. Permit applications must be reviewed by staff and presented to City Council for approval and authorization to issue.

### Applicant Information (Person Responsible for Duties of Permit Holder)

Contact Person / Applicant Name Julie Schottler  
Phone 651-247-9615 Email Address julie@shiverzmn.com  
Organization Name Shiverz Ice Cream Shop  
Mailing Address 2435 Wayzata Boulevard W, Suite 600  
City / State / Zip Long Lake, MN 55356

### Noise Variance Request

Describe in detail the activity (live music, sound amplification for an event, construction, etc.) requiring a variance from the City's noise ordinance on the lines below:

Use of sound amplification equipment - using a speaker to broadcast music outside during the Cinco de Mayo Block Party event

<b>** List All Dates and Requested Hours for Proposed Noise Activity Below **</b>			
<i>Day of Week</i>	<i>Date</i>	<i>Start Time</i>	<i>End Time</i>
Saturday	May 2, 2026	12:00 noon	9:00 pm

### Applicant Signature

Permit holder is required to have an individual present at all times to monitor sound levels and assure operation within reasonable limits. The applicant / organization acknowledges that the Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Noise Variance Permit at any time for any concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate termination of the noise originally authorized by this permit.

X Signature of Applicant  Date 4/10/2026

**\*\*\* THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY \*\*\***

Staff Signature - Permit Issued By \_\_\_\_\_ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date \_\_\_\_\_ Date of Issuance \_\_\_\_\_

Conditions of Permit Approval Use of sound amplification equipment / speakers may not exceed the  
hours approved by this permit.