



City of Traverse City Street Use Permit – Non-Major Event

Pursuant to Section 1020.05 of the Codified Ordinances of the City of Traverse City, Michigan, the following streets are hereby permitted to be utilized as outlined in the attached application on:

Saturday, January 17, 2026 from 8:30am – 11:30am (No closures)

Streets: Eastern Ave, East Shore Dr, Timberlane Dr, Huron Hills Dr, Quail Ridge Dr, East Bay Blvd, East Front St, Huron St, Chippewa St

Event Name: Frozen Foot Race

Event Organizer: Traverse City Track Club (Jason Whittaker applicant)

Shall have use and supervisory authority over said streets on the date and during the time period above indicated subject to the following terms and conditions:

1. The applicant shall furnish to the City Clerk's office a Certificate of Insurance for Comprehensive General Liability in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured. If alcohol is being served, the applicant shall furnish to the City Clerk's office a Certificate of Insurance for liquor liability in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured.
2. The applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend, indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole

negligence or act of the City, its officers, agents or employees.

3. The applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant and will be billed accordingly.
4. The applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
5. The application is attached hereto and made a part of this permit. In the event that any term, clause or provision of this Permit conflicts with any term, clause or provision contained in any attachments hereto, this Permit's terms shall prevail.
6. The applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.
7. The applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
8. The rights granted by this permit are revocable at the will of the City of Traverse City, and the applicant waives any right to claim damages or compensation in the event that this permit is revoked.
9. The tent/canopy membrane material shall be on-combustible, flame resistant or treated in an approved manner in accordance with the State Building Code. On-site inspection may be required by the Fire Marshal; it is the responsibility of the Permit Holder to arrange such inspection at least seven days prior to the event.
10. This permit may not be transferred or assigned.

Date: 12/1/2025

Issued by:


Sarah Lutz, Interim City Clerk



City of Traverse City Application for Street Use Permit - Non-Major Event

Complete this application to either completely close a City street for residential events being conducted by & for residents (neighborhood block parties); or for use of a street where no solid closure is requested (rolling closure for parades or running races). Your request is not approved until you receive a Street Use Permit from the City Clerk's office. Please allow 2 weeks for us to process your request.

1. Event Name: Traverse City Track Club Frozen Foot Race
2. Sponsoring group or organization: Traverse City Track Club
3. Primary Contact/Applicant Name: Jason Whittaker
Phone: 231-392-9583 Email: jason@tctrackclub.com
4. Emergency Contact/Co-Applclicant Name: Lindsay McLaughlin
Phone: 248-505-5810 Email: execdir@tctrackclub.com
5. Official Date(s) and Times of Event: 1/17/2026 9:30AM-11:30AM
6. Total Date(s) and Times, including Set-up & Tear-down: 1/17/2026 8:30AM-12:00PM
7. Street(s) you are requesting to use: Eastern Ave, East Shore, Timberlane, Huron Hills, Quail Ridge, E Bay BLVD, E Front, Huron, Chippewa
8. Please write a brief Narrative describing your event, with anticipated attendance. Include all infrastructure that will be on the street. (See examples.) Is your Narrative attached? ☒ Yes ☐ No
9. If a street closure occurs, two wooden barricades are needed per intersection, backed by two vehicles. (See examples.) The City will provide the required wooden barricades. After your permit is issued, contact Streets Superintendent Chris Weber at 231.922.4900 ext 112 to arrange drop-off.

Are you requesting a solid closure? Yes ☒ No ☐ Are you requesting a police-led rolling closure? Yes ☐ No ☒

**If you answer yes to a solid street closure for non-residential purposes, please stop and instead complete the Application for Street use Permit – Major Event.*
10. Please create a site plan indicating the sections of street(s) to be used, including all infrastructure (tents, tables, chairs, games, inflatables, barricades, & backing vehicles.) Barricade vehicle owners must be listed with phone numbers for emergency access. Ideally, these vehicles will remain unlocked with keys visible. (See examples – may be hand drawn.) Is your Site Plan attached? ☒ Yes ☐ No
11. For emergency vehicles, the applicant shall maintain a 20' wide center lane (10' of width on both sides

of the center line), where no major infrastructure is set up.

12. For Non-Residential Street Use, a \$50 fee is required to process your application.
13. For Non-Residential Street Use, a Certificate of Insurance for Comprehensive General Liability in the amount of \$1 million per occurrence is required, naming the City of Traverse City as additional insured.

Are you planning to serve alcohol? Yes ☒ No ☐ If yes, the alcohol will be: **Sold Served, but not sold**

If alcohol is being sold, the applicant shall furnish to the City Clerk's Office a certificate of insurance evidencing \$1 million per occurrence liquor liability coverage, along with an endorsement to the policy which names the City of Traverse City as additional insured. If alcohol is simply being served, but not sold, the applicant shall furnish to the City Clerk's Office a certificate of insurance evidencing \$1 million per occurrence host liquor liability insurance.

14. The applicant shall notify in writing (by email, postcards, hand-delivery, etc.) all affected property owners and occupants at least 2 weeks before the event. The Notice shall include the name and description of the event, time period, and the contact person's name and phone number.
15. The applicant shall provide watchmen and flagmen as necessary for the safety and convenience of the public and shall furnish all signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
16. A representative from the City Clerk's Office will contact you to provide you with your approved permit; or if not approved, will contact you to discuss.

The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the ordinances of the City of Traverse City relative to the operation, service or act for which the permit is requested, and agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: 10/23/2025
Please allow 2 weeks for processing.

Jason Whittaker
Authorized Applicant Representative (printed)


Signature

Traverse City Track Club

Frozen Foot Race

January 17th, 2026 9:30 am

Permit Application Narrative

Event Overview:

We are requesting a permit to hold the Traverse City Track Club Frozen Foot Race, a competitive 5 Mile event aimed at promoting health, fitness, wellness, and a kick-off for our 2026 membership. The walk/run will be held on January 17th, 2026, from 9:30am to approximately 11:30am with participants of all ages and fitness levels. This event has been held since the mid-80's.

This family-friendly event is expected to attract approximately 300 walkers and runners, along with volunteers. Proceeds from the event will benefit the Traverse City Track Club Golden Shoe Fund and local scholarships.

Registration, awards, food, beverage, garbage bins, and bathrooms are all hosted in Eastern Elementary School.

The event is free to club members of the Traverse City Track Club and \$30 for all other participants. Children 12 & under are free and 13-17 is \$10.

Event Route:

The event will be staged at Eastern Elementary School. All the registration & post-race activities will be held at Eastern Elementary School, 1600 Eastern Ave. The 5 Mile will begin at 9:30am, with a kid's 1-mile fun run beginning at 9am. The run will head east on Eastern Ave, Left on East Shore Dr, Left onto Timberlane Dr, Left on Huron Hills Dr – Which turns into Quail Ridge Dr, Left on Eastern Ave, Right on East Bay BLVD, Road curves into E. Front St, Left on Huron St, Left on Chippewa St, Left on East Bay BLVD, Right on E. Front St that curves into Easy Bay BLVD, Left on Eastern Ave, and a left turn into Eastern Elementary School (Please see attached maps)

Safety and Logistics:

No roads will be blocked or closed. To ensure the safety of participants, volunteers, and spectators, we will have a detailed safety plan that includes:

- Course Marshals: Volunteers will be stationed at key intersections and turns to guide participants and ensure safe crossings.

Clean-Up Plan:

Our team of volunteers will be responsible for cleaning the racecourse immediately following the event. This will include picking up trash, removing signage, and ensuring that all public spaces are returned to their original condition.

Start & Finish at Eastern Elementary School



Course Map

- Start at Eastern Elementary
- Left on Eastern Ave
- Left on East Shore
- Left on Timberlane
- Left on Huron Hills
- Continue onto Quail Ridge
- Left on Eastern Ave
- Right on E Bay BLVD
- Continue onto E. Front
- Left on Huron St.
- Left on Chippewa
- Left on E Bay BLVD
- Right on E Front St.
- Continue onto E Bay BLVD
- Left on Eastern Ave
- Left into Eastern Elementary

