



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 March 14, 2026 from 1:30 PM – 2:30 PM

Streets: **Boardman Avenue, E Front Street, Union Street, E State Street
(rolling closure only)**

Event Name: **St. Patrick’s Day Parade**

Event Organizer: **Ancient Order of Hibernians (Richard P. Carroll 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.

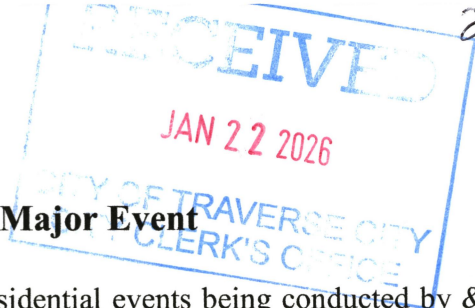
Date: 02/18/2026

Issued by:


Sarah Lutz, City Clerk

Permit prepared by: Kristen Messner

2026



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: St. Patrick's Day Parade
2. Sponsoring group or organization: Ancient Order of Hibernians
3. Primary Contact/Applicant Name: Richard Carroll
Phone: (231) 357. 2259 Email: ricolawplc@gmail.com
4. Emergency Contact/Co-Applicant Name: JULIE BREITHAUPT
Phone: (231) 632. 1213 Email: julesintc36@yahoo.com
5. Official Date(s) and Times of Event: Saturday, March 14, 2026 1:30pm - 2:30pm
6. Total Date(s) and Times, including Set-up & Tear-down: SEE ABOVE
7. Street(s) you are requesting to use: ENTER on Boardman at Front Front to UNION, UNION TO STATE, STATE TO AN END POINT AT MIDDLE COAST BREWING COMPANY
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: January 22, 2026
Please allow 2 weeks for processing.

Richard P Carroll
Authorized Applicant Representative (printed)

Richard J Gausy
Signature

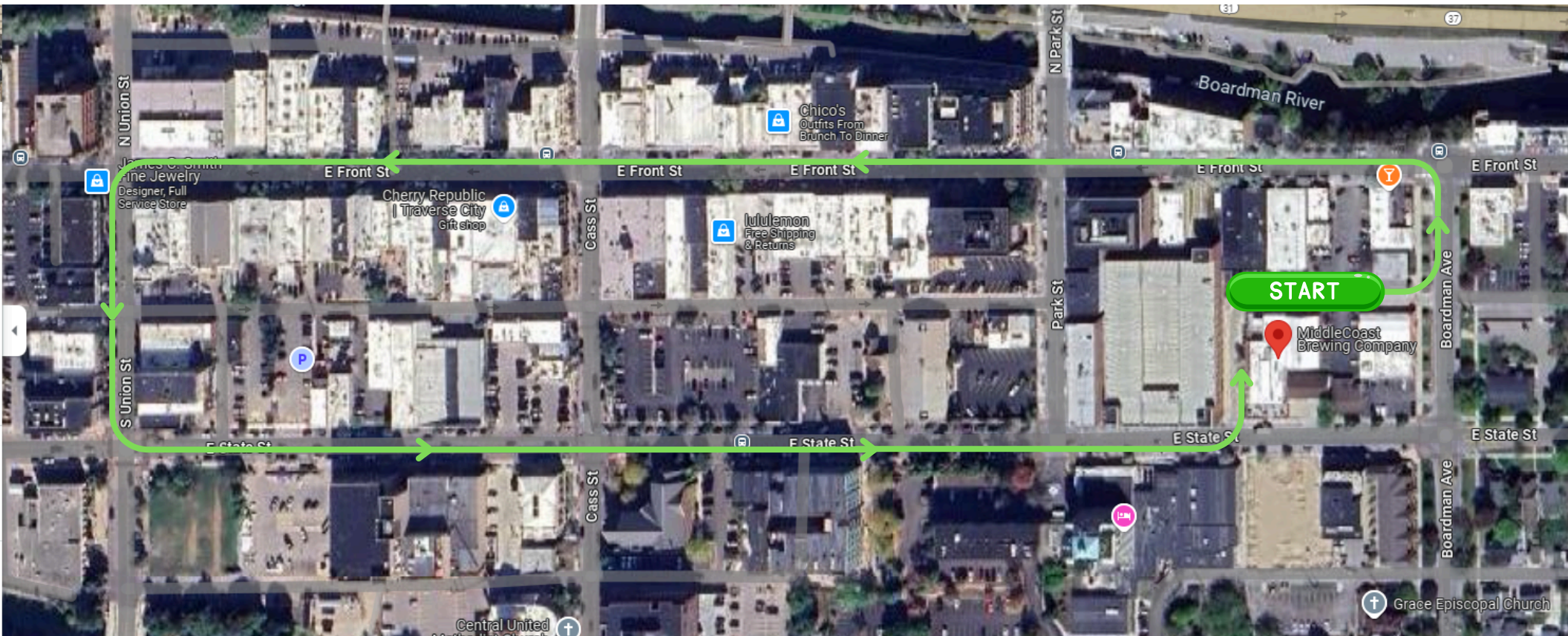
Rolling Closure Narrative for St. Patrick's Day Parade 2026

The Ancient Order of Hibernians will hold our annual St. Patrick's Day Parade on Saturday, March 14th, 2026, from 1:30 p.m. to 2:30 p.m. The epicenter for the event will be the Middle Coast Brewing Company, which is on the northwest corner of State Street and Boardman Street.

We will begin to get in the queue at 1:00 p.m. with our floats and cars in the alley directly behind Middle Coast. At this point we are anticipating a couple of floats and at least six cars carrying our members, and honorary figures. We do not require any street closures, per se, but like last year we would like to have a patrol car leading the parade and to pause traffic at intersections for us as we proceed down the parade route, and another patrol car at the rear to protect our flank.

Like last year, we will begin by exiting the alley at the rear of Middle Coast on to Boardman heading north and joining Front Street, then heading east to Union Street, going south to State Street, then east back to the point of beginning. Our floats and vehicles will unload in the alley as they return. Following the parade the majority of the participants will go back into Middle Coast Brewing Company for a continuation of the day's festivities.

St. Patrick's Day Parade Route 2025



The parade will stage in the Middle Coast Brewing lot, and go counter clockwise around the 300, 200 & 100 blocks:

Start at Middle Coast > Boardman Ave. (north) > Front St. (west) > Union St. (south) > State St. (east) > return to Middle Coast