

# City of Traverse City Street Closing Permit - Community Event/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 have a rolling closure on: Friday, September 19 from 5pm to 10pm

Streets: Portions of Cottageview Drive, Brooks Street, 6<sup>th</sup> Street, Madison St, Willow St, Monroe Street, Bay Street, Cedar Street, Randolph St, Elmwood Ave, Spruce St, and 7<sup>th</sup> St. (Map attached.)

Event Organizer: Thomas Judd Care Center, Munson (Heidi Lovy - Applicant)

Event Title: Northern Lights Fun Run 5k

Shall have exclusive use and supervisory and control 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 Certificate in the amount of \$1 million per occurrence along with an endorsement to the policy 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 along with an endorsement to the policy 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 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).
- 6. The Applicant shall notify in writing all affected property owners and occupants at least two (2) weeks before the event. This may include an area surrounding the event. The Notice shall include the name of the event, a description of the event, time period, and the name and telephone number of a contact person.
- 7. If located within the Central Business District / boundaries of the Downtown Development Authority and not an event which continuously moves and closes a segment of street(s) for no greater than one (1) hour, the applicant shall submit a supporting petition signed by at least 50 percent of the occupiers of the footage fronting on the public street on both sides of the street by block. For buildings with more than one (1) business, this calculation will be determined by counting the number of ground floor units, or the building owner may sign on behalf of the entire building.
- 8. The application is attached hereto and made a part of this permit.
- 9. The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the State Building Code. On-site inspection will be done by the Fire Marshal; it is the responsibility of the Permit Holder to arrange such inspection at least seven (7) days prior to the event.

- 10. The Applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.
- 11. 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.
- 12. This permit may not be transferred or assigned.

Date: August 5, 2025 Iss

November 29, 2011



10.

# 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: Northern Lights Fun Run 5K
2.	Sponsoring group or organization: Thomas Judd Care Center, Munsa
3.	Primary Contact/Applicant Name: + EIDI LOVY
	Phone: 231 632 2553 Email: 610vy2@mhc.net
4.	Emergency Contact/Co-Applicant Name: Leanne Chou nowd
	Phone: 2313420018 Email: Choumard 20 mhc. nct
5.	Official Date(s) and Times of Event: 9-19-25 5-10 pm
6.	Total Date(s) and Times, including Set-up & Tear-down 9-19-25 8pm
7.	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
8.	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.
9.	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

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

For emergency vehicles, the applicant shall maintain a 20' wide center lane (10' of width on both sides

- 11. For Non-Residential Street Use, a \$50 fee is required to process your application.
- 12. 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.

- 13. 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.
- 14. 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).
- 15. 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.

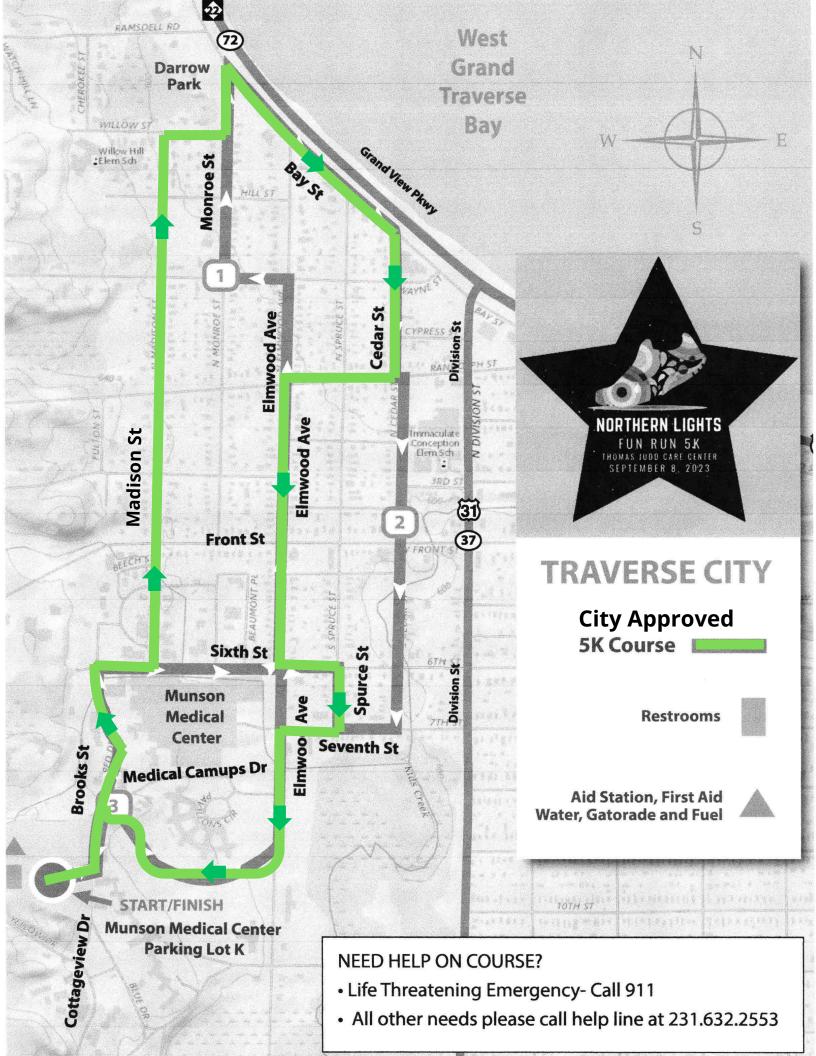
The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the ordinances of the City of Traverse City relative 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: 7 22 25

Please allow 2 weeks for processing.

XIMM

Signature



# **Rolling Closure Narrative**

Munson Healthcare's Thomas Judd Care Center will hold our annual Northern Lights Fun Run 5K on Friday, Sept. 19, 2025 at 8 pm. The run staging area, start and finish line will be in Parking Lot K behind Munson Medical Center (see map).

We do not require any street closures, but would like to have police officers leading the run, pausing traffic at intersections for us as we go, and one officer tailing us for safety.

#### Communication to attendees:

# Place

Munson Medical Center- Parking Lot K 889 Cottage View Dr Traverse City Mi 49684

# Description

#### Get Ready to Glow!

Thomas Judd Care Center's 8th Annual Northern Lights 5K Fun Run Friday, September 19 | 8:00 PM

Start & Finish: Parking Lot K, Munson Medical Center Campus

Lace up your sneakers and light up the night! Join us for an unforgettable evening at the Northern Lights 5K Fun Run, hosted by the Thomas Judd Care Center to raise awareness for HIV care and prevention resources across Northern Michigan.

Whether you're running or walking, this 5K course offers glowing fun, community spirit, and a chance to make a difference!

#### Registration Includes:

- Neon event tee (limited to early registrants—don't wait!)
- Timed event
- Post-race snacks
- Finisher medals

#### Cash Prizes!

Top Overall Male & Female Finisher: \$300 Male & Female Division:

1st Place: \$1502nd Place: \$1003rd Place: \$50

# We're turning up the excitement this year with new cash prize drawings:

- Northern Lights Finisher Drawing All race finishers (run, walk, crawl) will be entered to win one of three \$50 cash prizes!
- Northern Lights Spirit Drawing Show off your glow! Embrace the theme and light up the night with your best neon, LED, or glow-in-the-dark gear. All creatively lit-up and enthusiastically dressed racers will be entered to win \$100 cash prize!

Come prepared with extra clothes and time to cheer on other runners as they cross the finish line. Celebrate wellness and support for others! You must be present to win drawings at the completion of the race!

### **Important Dates:**

- Registration Opens: Friday, April 18 at 8:00 AM
- Registration Closes: Friday, September 11 at 11:59 PM
  There is no race-day registration—don't miss your chance!
- Packet Pickup: Wednesday, September 17 | 4:00 PM 7:00 PM 5041 N. Royal Drive, Suite 1, Traverse City

Course map coming soon!



The Thomas Judd Care Center works to promote wellness and prevent HIV transmission by providing holistic, compassionate care for individuals affected by HIV/AIDS in Northern Michigan. Your participation helps support life-changing services in our community.

#### **Thomas Judd Care Center**

# Northern Lights Fun Run 5k

Thomas Judd Care Center (TJCC), a department of Munson, is pleased to be hosting our eighth annual Northern Lights Fun Run 5K at 8 p.m. Friday, September 19, 2025. The run begins and ends in Parking Lot K on Munson's campus. You are receiving this communication because your home or business is along the route. It is a festive, nighttime run, and participants will be donning glow-in-the-dark clothing and lighted swag.

At no time will any streets be completely closed – runners and walkers will be using one lane and will have Traverse City Police officers leading the group. We will have Course Marshals stationed along the route at various points, to help guide our participants. We anticipate being cleared out of all streets at approximately 9 p.m.

TJCC strives to promote wellness and prevent transmission of HIV by providing holistic-based services in Northern Michigan.

Thanks in advance for your patience, and feel free to cheer on our walkers and runners! Please call 231-935-7548 if you have questions or would like more information.

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