



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 be closed or utilized on: **August 30, 2025 from 8am to 4pm**

Streets: Bay Street, between Division Street & Randolph Street

**Event Organizer: Traverse City Elks Lodge #323
(Walter Muellenhagen - Applicant)**

Event Title: Elk Camino Car Show

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

Issued by:



Sarah Lutz, Interim City Clerk

City of Traverse City
Application for High Impact Community Events
In Parks and Public Land,
and/or City Streets



(For events in streets that are conducted for a residential purpose or where a street closure is not needed, a Non-Major Street Use Permit Application should be completed instead of this application)

Please submit 90 days prior to event (application must be submitted sooner for reservation requests – see Parks and Public Land Use Policy and Street Use Policy for Community Events).

Title of Event: FIRST ANNUAL ELKS CAR SHOW - "ELK CAMINO"

General Nature of your Event CAR SHOW

Name of For-Profit Organization, if any: N/A

Name of Non-Profit Organization, if any (a non-profit organization is required for Street Use applications):

TRAVERSE CITY ELKS LODGE #323

Expected Number of Participants: 200-300

Authorized Representative (Applicant): WALTER MEYERHAGEN

Business Address: 625 BAY STREET, TRAVERSE CITY, MI 49684

Email: waltermeyers@traversecitymi.com Phone Number: 231.632.1207

Authorized Co-Representative (If applicable): _____

Business Address: _____

Email: tc323@tcelks.org Phone Number: 231.946.6171

Additional Contact Person(s) during Event (name & phone): WALTER MEYERHAGEN
231-632-1207

Restrictions regarding the number of High Impact Events allowed in City Parks/Public Land according to City Policy:

- High Impact Events are prohibited in all city parks on Memorial Day and Labor Day and the preceding Friday, Saturday and Sunday and on July 3, July 4 and July 5 of each year.
- Aside from the National Cherry Festival, High Impact Events are prohibited in July in Clinch Park and the Open Space.

For Parks/Public Land (such as parking lots), excluding streets:

Name of Park(s) or Public Land(s) Requested: _____

Official Date(s) and Time(s) of Event: _____

All Date(s) requested, including set up and tear down: _____

For Streets:

Street(s) section(s) requested to be closed: BAY STREET FROM DIVISION STREET
EAST TO THE EAST END OF THE SMITH BUILDING

Official Date(s) and Time(s) of Event: AUGUST 30, 2025

8:00 AM - 4:00 PM (11am - 2pm event times)

All Date(s) and Time(s) requested, including set up and tear down: AUGUST 30, 2025

8:00 AM - 4:00 PM

1. Will you be setting up significant infrastructure, such as tents, large structures, stages, or amusements? *If setting up tents or large structures, the structure's material shall be non-combustible, flame resistant or treated in an approved manner in accordance with the Michigan Building Code. If a tent or structure has an area in excess of 200 square feet or a canopy is used that is in excess of 400 square feet, it may not be erected before first obtaining a permit from the Fire Marshal. You must contact the Fire Marshal to obtain information regarding a site plan that meets regulatory requirements as well as to schedule an on-site inspection, at least 7 days before your event.*

☒ Yes - Tent Size(s): 10x10 Other Structures: _____

☐ No

SET UP ON LOOSE FRONT LAWN

2. Will you be staking or driving anything into the ground such as tents?

☐ As of September 2019, for safety reasons, as a result in the procedures for marking underground utilities, the city prohibits driving anything into the ground within any city park (e.g. staking) until we have identified exactly where all underground utilities are located.

☒ No

3. Do you have any tents or other structures that need to be held down?
☐ Yes If yes, recognizing that, as outlined in Question 2, staking in city parks is prohibited, how will you weigh down the tents or other structures (i.e. using sand bags or water weights) _____
☒ No
4. Are you setting up equipment such as tables, portable toilets, public address systems, chairs, etc.?
☒ Yes *Are on Lodge Property*
☐ No
5. Will there be any water events?
☐ Yes, *DNR Permits may need to be obtained; please contact the local DNR Office.*
☒ No
6. Are you using Flames/Fires/Pyrotechnics?
☐ Yes, *additional insurance may be required as well as a hold harmless waiver. Please contact the City Clerk's Office to obtain specific requirements in advance. You shall also contact the Fire Marshal to obtain information regarding regulatory requirements.*
☒ No
7. Do you need electricity services?
☐ Yes, *some parks do not offer electricity; please confirm with Parks and Recreation. **Open Space electrical panels contact National Cherry Festival at (231) 947-4230*
☒ No
8. Will there be any entertainment or amplified music?
☒ Yes, *Compliance with the City's Noise Ordinance is required. For questions, please contact the Noise Control Officer. ON THE LODGE PATIO*
☐ No
9. Will you be utilizing a generator?
☐ Yes, *Contact Bruce Remail at Grand Traverse County Construction Code. 231-995-6047 or bremai@grandtraverse.org.*
☒ No
10. Will you need to rent barricades from the City?
☒ Yes, indicate quantity: _____, *Please contact the Streets Division Superintendent to rent your barricades. All barricades must be picked up and returned to Streets Division at 625 Woodmere Avenue. Please indicate placement on the site plan.*
☐ No
11. Will you be utilizing signs for your event?
☒ Yes, *approval must be provided by Zoning Administrator.*
☐ No
12. Will you be selling any merchandise/food/drink on sidewalk?
☐ Yes, *a Sidewalk Display of Merchandise Permit is required – contact City Clerk's office*
☒ No

13. Will there be any food served, sold, or will there be Mobile Food Vendors?
- ☐ Yes, served, NOT sold. *You may need a permit from the Grand Traverse County Environmental Health Department Office.*
- ☐ Yes, sold utilizing a Mobile Food Vendor. *For Mobile Food Vendors a permit is required. *Note: Mobile Food Vendors are not permitted in City Parks or on City property unless the City Park or Property is listed on the Map of City Property where Mobile Food Vending is Generally Allowed. Visit <https://www.traverscitymi.gov/userfiles/filemanager/h6uqfw5sp5uo000mtrvf/> to view this map.*

☒ No *INSIDE LODGE ONLY*

14. Will there be alcohol? *Please note that some parks do not allow alcohol and that glass is not permitted on beaches; See attached regulation summary.*

☒ Yes, served and/or sold.

☐ No

Additionally, if the entity that will be serving the alcohol is different from the applicant, please provide the following information:

Contact person's name: _____

Organization name: _____

Organization mailing address: _____

Contact telephone number: _____

Insurance Requirements for Alcohol being served or sold:

A Certificate of Liquor Liability Insurance in the amount of \$1 million per occurrence, naming the City of Traverse City as additional insured is required. The certificate must list the following as certificate holder: City of Traverse City, 400 Boardman Avenue, Traverse City, MI 49684.

15. Will you be providing shuttle bus services?
- ☐ Yes, *please contact Parking Administration to coordinate services and also describe pick up and drop off points in narrative.*

☒ No

16. Is this a free event to the public? **Note: An event is not granted exclusive right to a City Park and shall be open to the general public without charge. A participant fee may be charged – for example, a person may walk through a vendor showcase, but would be charged a fee to participate in activities associated with the vendors.*

☒ Yes

☐ No, ***please include an outline of ticketed events and prices in the Narrative.***

17. If charging a fee for activities associated with your event within a park, do you acknowledge that the park cannot be completely closed to the general public?

☐ Yes

☒ Not applicable

18. ***For Open Space Only:*** No High Impact Event in the Open Space may use more than two quadrants. Please refer to the attached map *Open Space Quadrant Layout*. Please circle which quadrant(s) your event will be utilizing (maximum of 2): **North South East West**

19. A detailed Narrative which fully describes all activities of your event, including a timeline from set-up to tear-down, is required. Did you attach the required Narrative?
- ☒ Yes
☐ Not yet, but I understand the requirements
☐ I need guidance, please
20. ☒ **A site plan is required.** Please attach a site plan depicting the location of all of the following, including any other relevant information:
- | | |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| (A) Tents; | |
| (B) Table and Chairs; | |
| (C) Public Address system; | (I) Vehicle/Trailer Parking at event site – include the purpose of the vehicles/trailers; |
| (D) Stages; | |
| (E) Flames/fires/pyrotechnics; | (J) Portable Toilets - to the greatest extent possible, they shall be located so that they cannot be seen by outside spectators; |
| (F) Vending; | |
| (G) Barricades; | |
| (H) Police; | |
- 21a. Will you be closing any sections of streets?
- ☒ Yes
☐ No

If yes, you will need to work with the City Clerk's Office to submit a barricade plan that is logistically viable, and deemed acceptable by the Police, Fire, and Streets Departments. Did you do so?

- ☒ Yes, I have verified my barricade plan with the City Clerk's Office
☐ Not yet, but I know exactly what is required for my plan
☐ I need guidance, please
☐ Not applicable

- 21b. Are you closing street(s) within the boundaries of the Downtown Development Authority (DDA)/Central Business District?
- ☐ Yes
☒ No

If yes, the city requires that you submit a petition of support; the City Clerk's Office will provide you with a database and instructions on what is required. This requirement does not apply to events which close the street for less than one hour or events conducted/sponsored by the Downtown Traverse City Association.

ALL HIGH IMPACT EVENT HOLDERS – Please read and adhere to the following requirements:

- (a) With the exception of Low Impact Events where nothing is being set up in the park, the Applicant shall furnish to the City a certificate of insurance for Comprehensive General Liability in the amount of \$1 million per occurrence along with a separate page Endorsement to the policy naming the City of Traverse City as Additional Insured. If alcohol is being served or sold, the Applicant shall furnish to the City a certificate of insurance for liquor liability in the amount of \$1 million per occurrence policy, naming the City of Traverse City as additional insured. The City Clerk may require additional insurance coverage.
- (b) 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

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: 4/30/2025

Authorized Applicant Representative:

Walter L. Hunsicker
(Please print name)

[Signature]
(Signature)

Elk Camino Car Show



Meridian Hard Closure



Meridian Gate Closure



**Wooden Barricade
with Vehicle Backup**



**Wooden Barricade Soft Closure
with NO THRU TRAFFIC Sign**

19. Detailed Narrative

The Traverse City Elks Lodge (Elks) plans to hold its first annual Car Show on August 30, 2025. The location will be on Bay Street from Division Street to the east end of the Smith-Johnson building next door. There is a shared entrance to the Elks parking lot on the east end of the Smith-Johnson building that will provide ingress and egress to the Elks parking lot for visitors. The entrance to the parking lot located on Randolph Street will also remain open.

The plan is to park the cars on Bay Street diagonally on the south side of the street and parallel on the north side. We will utilize only the portion of Bay Street that is blocked off for the show cars.

Show hours are from 11:00 AM to 2:00 PM, with setup beginning at 8:00 AM. Tear down will be completed by 4:00 PM.

The event will be open to the public. The Elks Lodge has a Members Only restaurant and lounge operating under a Club License issued by the Michigan Liquor Control Commission (MLCC). Under rules of the MLCC for Club Liquor Licenses we are allowed twelve special/public licenses per calendar year. We have applied for a public license for this event.

We have a patio that is fenced in with access from the Lodge building. We will be fencing off a portion of our front yard (facing Bay Street) so Members, guests and visitors can eat and drink on the lawn too. We have done this for many events in the past.

The Lodge will also be grilling and selling hot dogs/brats and hamburgers on the patio for consumption on the premises. We will also have either a DJ or live music positioned on the patio. It is anticipated that performance hours will be from 11:00 AM to 3:00 PM. The Lodge has an entertainment endorsement from the MLCC for such events.

Because this is an event open to the public, we will have trained security at the main entrance to the Lodge to ensure no alcohol leaves the building into the open yard.

The Lodge is partnering with Hagerty Insurance for logistical and operational support only. Hagerty Insurance will receive no remuneration for its support, and they are not a sponsor of the event.



A Fraternal Organization

2750 N. Lakeview Avenue, Chicago, IL 60614-1889 • Phone: (773) 755-4708 • Fax: (773) 755-4709

BRYAN R. KLATT
Grand Secretary

To Whom it may Concern:

This is to certify that Traverse City, Michigan Lodge No. 0323 is a duly chartered Lodge in good standing of the Benevolent and Protective Order of Elks of the United States of America.

A Charter was granted to Traverse City, Michigan Lodge No. 0323 on November 5, 1895, and they were included in the Group exemption letter issued to the Order on October 18, 1951. Under section 501(c)(8) of the Internal Revenue Code (copy enclosed herewith).

Given under my hand and seal
This 30th day of December, 2022
in the City of Chicago, in the
County of Cook, State of Illinois



BRYAN R. KLATT
Grand Secretary



FEDERAL SECTION 501(c)(8) TAX EXEMPT STATUS
GRAND LODGE AND SUBORDINATE LODGES OF BENEVOLENT AND
PROTECTIVE ORDER OF ELKS OF THE UNITED STATES OF AMERICA

Background

1. Benevolent and Protective Order of Elks of the United States of America ("BPOE") is a fraternal order operating under the lodge system, consisting of a central organization (Grand Lodge) and more than 2,000 subordinate lodges chartered by the Grand Lodge. BPOE has been in existence since June 1885.

2. By letter dated February 21, 1939, to BPOE from John H. Kirk, Deputy Commissioner of Internal Revenue, the ruling was issued that: "In view of the foregoing, it is held that you come within the exemption provisions of Section 101(3) of the Revenue Act of 1938 and similar provisions of prior revenue acts. You will accordingly be relieved of the duty of filing returns of annual income so long as your purposes and actual activities remain unchanged." [Section 101(3) was the predecessor of present Section 501(c)(8), re-numbered in Internal Revenue Code of 1954].

3. By letter dated October 18, 1951 to BPOE from E. I. McLarney, Deputy Commissioner of Internal Revenue, it was stated that: "It is the opinion of this office, based upon the evidence presented that your subordinate lodges appearing in your 1951-1952 Directory are entitled to exemption from Federal income tax under the provisions of Section 101(3) of the Code." Accordingly, a group exemption was issued under Section 101(3). [Group number 1156.]

4. The Grand Lodge has annually provided to the Internal Revenue Service in the prescribed form a list of all additions and deletions in its subordinate lodges.

5. The determinations dated February 21, 1939 and October 18, 1951 issued by the Internal Revenue Service remain in effect and have not been modified. Those rulings establish that that the BPOE Grand Lodge and all listed subordinates are exempt from Federal income tax under Section 501(c)(8) of the Internal Revenue Code.

6. The exempt status of Grand Lodge and subordinate lodges was not changed by enactment of Section 501(c)(10) by Tax Reform Act of 1969. BPOE tax attorney Edward W. McCabe had a meeting on February 5, 1970 with four representatives of Internal Revenue Service Exempt Organizations Office. As reported by Mr. McCabe, "It was the consensus of those attending the conference that the Elks should continue to be exempt under Section 501(c)(8) rather than change to 501(c)(10)."¹

¹ Mr. McCabe reported those in attendance for Internal Revenue Service as Mr. Dunn, John Barber, Robert Maginnis, and Ed Coleman.

7. That position was confirmed by Exempt Organizations Office as shown by letter dated June 17, 1981 from Donald E. Bergherm, District Director, Internal Revenue Service which stated as follows:

Our National Office has advised us that since the benefits provided by the Grand Lodge are available to the members of the individual lodges, those benefits are considered other benefits to the members under I. R. C. 501 (c) (8)(B).

The Grand Lodge and its subordinate Lodges will continue to be recognized under section 501 (c) (8) of the Internal Revenue Code if they meet the requirements of (A) and (B) as mentioned above.

Conclusions

A. There can be no question that each subordinate lodge of BPOE, listed in the group exemption, is exempt under Section 501(c)(8). As stated in Internal Revenue Manual, 25.7.3.1 (09-20-2006), "A central organization that is tax exempt under IRC 501(c) may obtain recognition of exemption, on a group basis, for subordinate organizations that are under its general supervision and control. The purpose of the group exemption is to relieve subordinate organizations from filing their own exemption applications." (Also stated in Publication 557, "Tax-Exempt Status for Your Organization," at page 6: If there is a central organization group exemption letter, "you do not have to file a separate application unless your organization no longer wants to be included in the group exemption.")

B. Determination of tax exempt status and group exemption is the responsibility of TE/GE Headquarters (HQ) in Cincinnati, Ohio or the Area Office (AO) which has jurisdiction for the area in which the central organization's principal place of business is located. (Internal Revenue Manual 25.7.3.1.2 (12-01-2002))

C. BPOE Grand Lodge and its subordinate lodges have been granted exemption under Section 501(c)(8) of the Internal Revenue Code by the Internal Revenue Service officials having the responsibility and authority for examining and issuing tax exemption determinations. These rulings establish that that BPOE Grand Lodge and all its listed subordinates are exempt from Federal income tax under Section 501(c)(8) of the Internal Revenue Code.