



City of Traverse City Event Permit – Social District

Pursuant to Section 1020.05 of the Codified Ordinances of the City of Traverse City, Michigan, the following streets are hereby permitted to be used on:

Tuesday, September 30, 2025 from 5pm – 9pm

Streets: E. Eighth Street Blvd, north side barricaded portion of East Side Social District

Event Name: Boardman Review Launch Party

Event Organizer: Common Good Bakery (Applicant: Joy Martin Omar)

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:

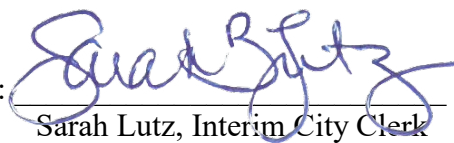
1. The Applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or 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.
2. 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.
3. The Applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
4. 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).
5. 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.

6. 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.
7. The application is attached hereto and made a part of this permit.
8. 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.
9. The Applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.
10. 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.
11. This permit may not be transferred or assigned.

Date: **September 29, 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: BOARDMAN REVIEW LAUNCH PARTY
2. Sponsoring group or organization: COMMON GOOD BAKERY (HOSTING PARTNERS: BOARDMAN REVIEW + MICHIGAN OUTDOOR SUMMIT)
3. Primary Contact/Applicant Name: JOY MARTIN OMAR
Phone: 734-223-2447 Email: JOY@COMMONGOODBAKERY.COM
4. Emergency Contact/Co-Applclicant Name: JASON COLLAN
Phone: 231-871-1722 Email: JASON@COMMONGOODBAKERY.COM
5. Official Date(s) and Times of Event: TUES 9/30/25 ; 6-8 PM
6. Total Date(s) and Times, including Set-up & Tear-down: TUES 9/30/25 5-9 PM
7. Street(s) you are requesting to use: EAST SIDE SOCIAL DISTRICT MEDANS ON 8TH
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

USING EXISTING MLC LICENSES FOR EAST SIDE SOCIAL DISTRICT

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: 9/17/25
Please allow 2 weeks for processing.

ELIZABETH JOI MARTIN OVAR
Authorized Applicant Representative (printed)

E. J. Martin Ovar
Signature

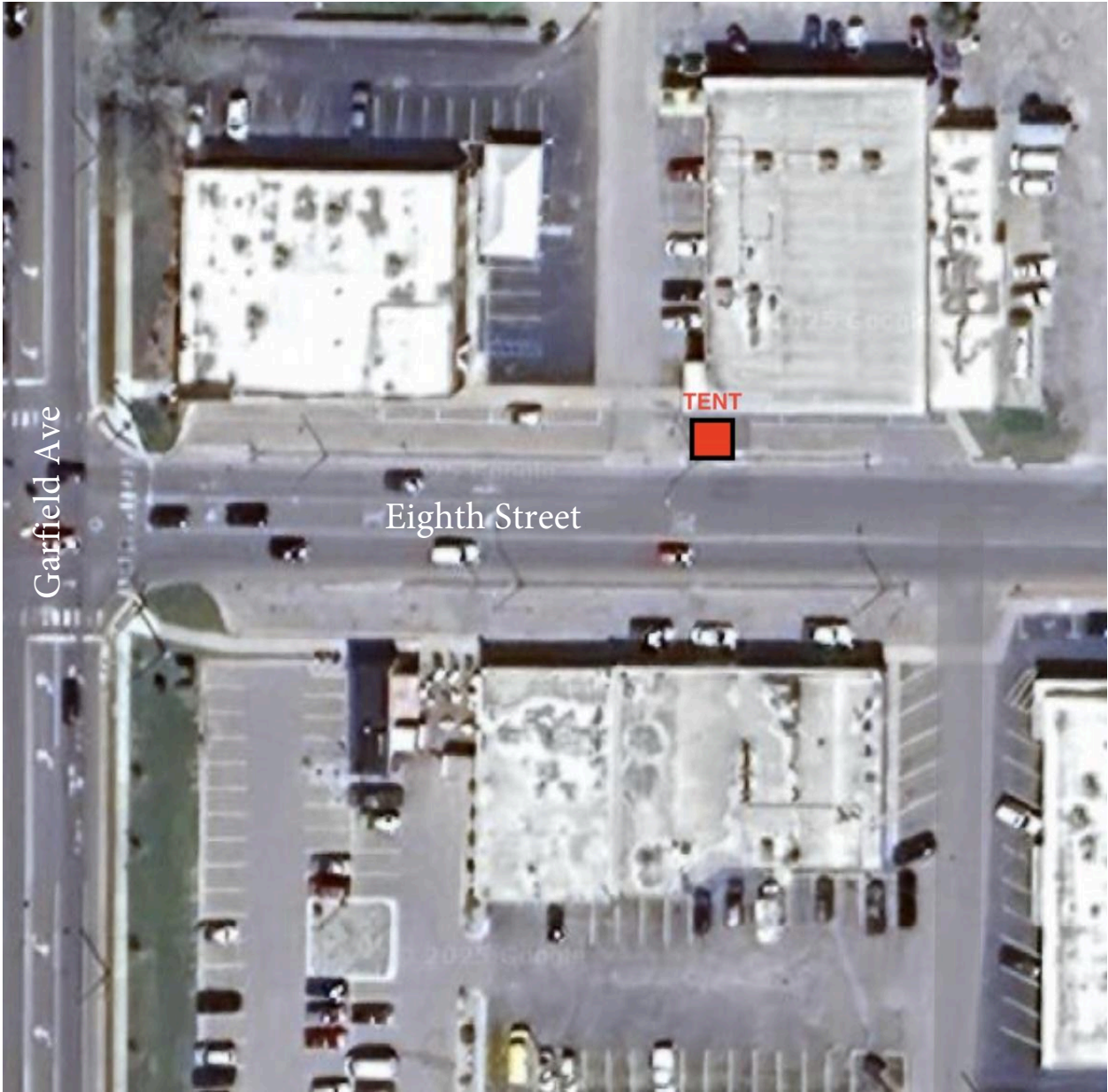
**NARRATIVE & SITE PLAN:
Boardman Review Launch Party
at Common Good Bakery/East Side Social District**

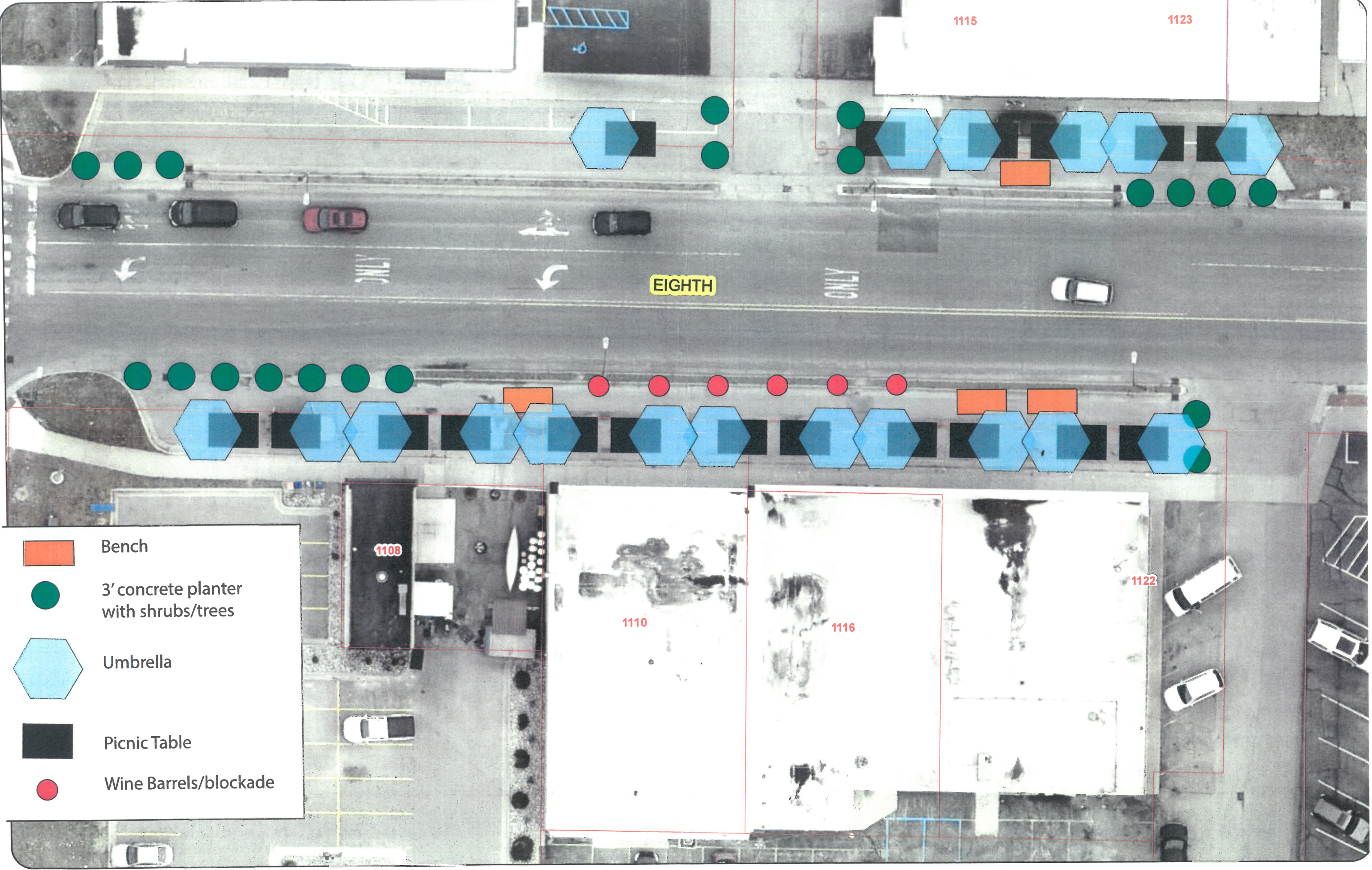
Common Good Bakery would like to host a community block party to celebrate the launch of the Boardman Review's Fall Issue and the 2025 Michigan Outdoor Summit. The event would take place Tuesday September 30th, from 6-8pm both inside the bakery and within the East Side Social District median seating areas. The event is open to the public, with 80-120 people expected to attend.

Other than utilizing the existing Social District tables/seating, the only infrastructure we're planning to have is a small (8 or 10 ft) tent in Common Good's median area, where DJ Ras Marco will play vinyl records. All food and drink will be sold and served by Common Good, Tank Space, and Oakwood Proper Burgers in accordance with MLCC Social District licensing requirements.

While attendants are invited to purchase food and enjoy both sides of the district, Common Good will serve as the central host of the evening, and attendants will be invited inside the bakery for a short program around 6:30-7pm featuring live readings from the Boardman Review's Fall Issue, which may also be played on speakers for attendants in Common Good's social district outdoor seating area. Readers include several local organizations including Green Door Folk School, National Writers Series, and several Outdoor Summit partners.

Set-up of the music tent will start between 5-5:30pm and the teardown will wrap up by 8:30-9pm at the latest. No street closure is requested, and guests will be directed on proper parking and crosswalk use in advance.

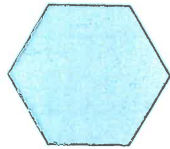




Bench



3' concrete planter
with shrubs/trees



Umbrella



Picnic Table



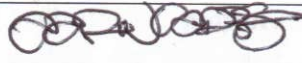
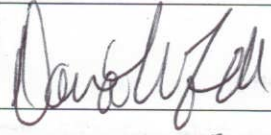
Wine Barrels/blockade

Street Use/Street Closure Permit
Petition of Support for Street Closure

Date and Times street(s) will be ^{used} closed: TUES 9:30 ^{EVENT: 6-8 PM} ^{SET-UP/} ^{TEARDOWN: 5:30 - 8:30}

Street(s) to be ^{used} closed: Social District - 8th Street Access Drive (North side)

By our signature below, we indicate our support of the above street closure.

Business Address:	Business Name:	Signature:	Printed name:
1105 E Eighth St	Pratt Financial Design		Beth Shier
1108 E 4th	PAKWOOD		Jeff Bray
1121 E 8th St	GT VAPOR		AARON CARABBA
1123 E 8th St	Kauai Prand Gallery		Dana Fall
1110 E 8th St	Tenk Specc		Zee Zeigler