



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 on:

- **Friday August 1, 2025 from 5:00am to 11:00pm**
- **Friday August 8, 2025 from 4:30pm to 10:30pm**

Streets:

- **100 & 200 Blocks of E. Front St. between Park St. and Union St.**
- **Cass St. between the alleys to the North and South of E. Front.**

Event Name: **Downtown Street Sale & Friday Night Live**

Event Organizer: **DTCA (Sara Klebba – Applicant)**

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.

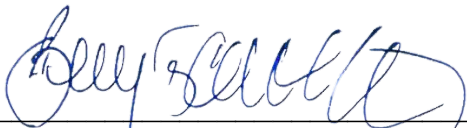
The obligations to defend indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.

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: June 13, 2025

Issued by: 
Benjamin Marentette, City Clerk

If necessary, date Approved by City Commission: N/A

Attached:

x Application

x Site Plan

x Narrative

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: Downtown Street Sale & Friday Night Live

General Nature of your Event: Merchant Inventory Close-outs and Sales & Community Block Party

Name of For Profit Organization, if any: _____

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

Expected Number of Participants: 10,000+

Authorized Representative (Applicant): Sara Klebba

Business Address: 303 E State St. Suite C

Email: sara@downtowntc.com Phone Number: 231.360.0234

Authorized Co-Representative (If applicable): Harry Burkholder

Business Address: See above

Email: harry@downtowntc.com Phone Number: 231.922.2050

Additional Contact Person(s) during Event – **name & phone:** Harry Burkholder / 269.303.1979

Restriction regarding number of High Impact Events:

Below are the major 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.
- For Clinch Park and the Open Space, other than the National Cherry Festival and Traverse City Film Festival, High Impact Events are prohibited in July.

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

Name of park s or public lands requested _____

Official Date s and Time s of Event _____

All Date s requested includin set u and tear down _____

For Streets:

Street s section s requested to be closed _____

Front St from Union to Park AND Cass St from the alley north and south of E Front

Official Date s and Time s of Event Aug 1, 2025, 8am-9pm; Aug 8, 2025, 6-9pm

All Date s and Time s requested includin set u and tear down Aug 1, 2025, 5am-11pm; Aug 8, 2025, 4:30-10:30pm

1. Will you be settin u significant infrastructure such as tents lar e structures sta es 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 __various -- FIRE LANE WILL REMAIN OPEN; 15' max depth (List tent size here)

☐ No

2. Will you be stakin or drivin anythin into the round such as tents
☐ As of Se tember 2019 for safety reasons as a result in the rocedures for markin under round utilities the city rohibits drivin anythin into the round within any city ark e. . stakin until we have identified e actly where all under round 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) If needed, weighted with water or sand by GJ's/Merchants
☐ No
4. Are you setting up equipment such as tables, portable toilets, public address systems, chairs, etc.?
☒ Yes
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
9. Will you be utilizing a generator?
☐ Yes, *Contact Bruce Remai at Grand Traverse County Construction Code. 231-995-6047 or bremai@grandtraverse.org.*
☒ No -- **NOT SURE YET IF VENDORS HAVE THEIR OWN**
10. Will you need to rent barricades from the City?
☒ Yes, indicate quantity: 8 wooden – without Meridian; 4 with Meridian_____, *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. – A-frames*
☐ 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.traversecitymi.gov/userfiles/filemanager/8yij3n088tzzdvzem0x8/> to view this map.*
- ☐ No

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

15. 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:

Alcohol being served and/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, c/o City Clerk, 400 Boardman Avenue, Traverse City, MI 49684.

16. 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
17. 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.***

18. 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
☒ N/A
19. ***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 indicate which quadrant(s) your event will be utilizing (maximum of 2):
 North _____ Y/N
 South _____ Y/N
 East _____ Y/N
 West _____ Y/N
20. A detailed narrative which fully describes **all activities** of your event **is required**. Did you attach the detailed narrative that fully describes all activities of your event?
☒ Yes
☐ No
21. **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;
 (D) Stages;
 (E) Flames/fires/pyrotechnics;
 (F) Vending;
 (G) Barricades;
 (H) Police;
 (I) Vehicle/Trailer Parking at event site – ***include the purpose of the vehicles/trailers;***
 (J) Portable Toilets - to the greatest extent possible, they shall be located so that they cannot be seen by outside spectators;
22. Will you be closing any sections of streets?
☒ Yes
☐ No
If yes, you will need to contact Fire Chief Jim Tuller at (231) 922-4930 x 2, and Police Department Captain Adam Gray at (231) 995-5159, and work with them to develop an acceptable barricade plan. Did you do so?
 X No: Awaiting group meeting with municipal leads (re: Meridian barricades)
☐ Not Applicable

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 an 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

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.

- (c) For winter events, the Applicant shall contact the Street Division Superintendent to address removal of snow
- (d) For Street Use Permits, at least two weeks before the event, the Applicant shall notify in writing all affected property owners and occupants along the route of the closure. 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.
- (e) The Applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
- (f) The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the Michigan Building Code. On-site inspection will be done by the Fire Marshal. The Applicant must contact the Fire Marshal at least 7 days before the event.
- (g) If displaying pyrotechnics, a unique site plan which meets regulatory requirements as well as an on-site inspection by the Fire Marshal is required.
- (h) For Street Use Permits, 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).
- (i) The Applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant; the Applicant will be billed accordingly.
- (j) The Applicant is responsible for any cleanup needed following the event and any damage done to City property will be billed accordingly.
- (k) 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.
- (l) If issued, a permit may not be transferred or assigned.
- (m) Unless otherwise waived in writing by the City Clerk, the applicant shall not place anything on the sides of non-motorized pathways that would create less than a 2' clear zone on both sides.

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, he/she will comply with all provisions of the ordinances and policies of the City of Traverse City (hereafter "City") relative to the operation, service or act for which the permit is requested, and agrees to hold the City free and harmless from all liability which may be imposed upon it, to reimburse the 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 undersigned acknowledges that the City may revoke a permit if the city determines information regarding the event was not accurately conveyed to the City on this application document or if the City's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the City should a permit be revoked.

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.

Authorized Applicant Representative:

Sara Klebba
(Please print name)
Sara Beth Klebba
(Signature)

Date: 4/29/25



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
sara@downtowntc.com
231-922-2050

Street Sale 2025

Event Description

Friday, August 1, 8am-9pm

A Downtown tradition since 1958! The street shuts down, merchants will set up displays right on the street, and the shopping will go strong from sunup to sundown. Score some deals, find covetable gifts, and get out and about in the energetic vibes of downtown TC. It's a local favorite!

Street closing: 100 & 200 blocks of E Front St/Cass St to alley north and south of E Front St

- Street closed 6am-11pm
- DTCA merchants to set up product along route for the annual Street Sale event
- Friday Night Live begins at 6pm till 9pm

Minor details are subject to change during the planning process. City Clerk will be notified of any major changes to event details. A sample diagram on vendors and street use from 2024 has been attached. We are building our vendor/partner list.

Friday Night Live 2025

Event Description

Friday, August 1 & 8, 6-9pm

Friday Night Live is a perennial local favorite – a block party celebrating community and camaraderie to wind down the summer season. This FREE event features live music and performances, nonprofit organizations providing interactive games, food and beverage vendors, and a variety of entertainment.

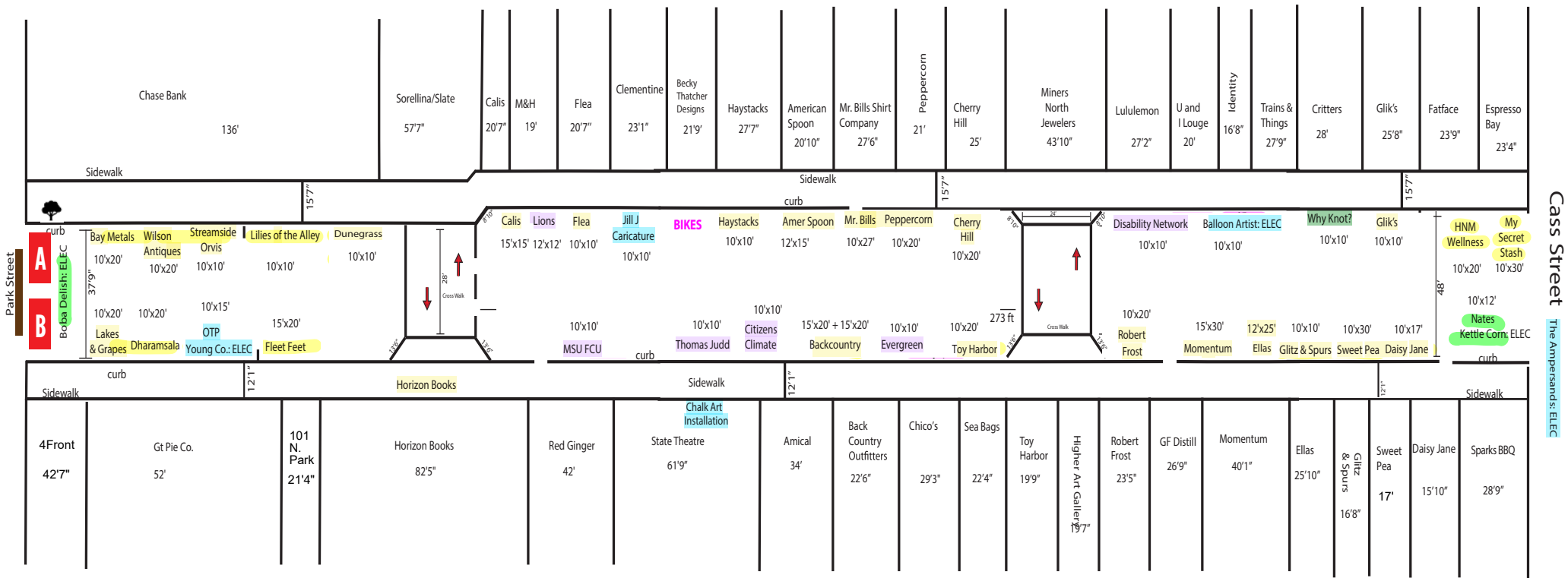
Street closing: 100 & 200 block of E Front St/Cass St to alley north and south of E Front St
Street closed 4:30-10:30pm

- Entertainment (still TBD, but will include nonprofit organizations, food/bev vendors, entertainers, etc.) to be spaced out along the closed route
- Musicians/music to be placed at Park, Cass, and Union Street intersections

Minor details are subject to change during the planning process. City Clerk will be notified of any major changes to event details. A sample diagram on vendors and street use from 2023 has been attached. We are building our vendor/partner list.

South alley

200 E. Front St.



- Downtown Businesses
- Food Vendors
- Entertainment Vendors
- Non-Profit Organizations

Street Sale & Friday Night Live, Aug 2, 2024:
Participating Vendors

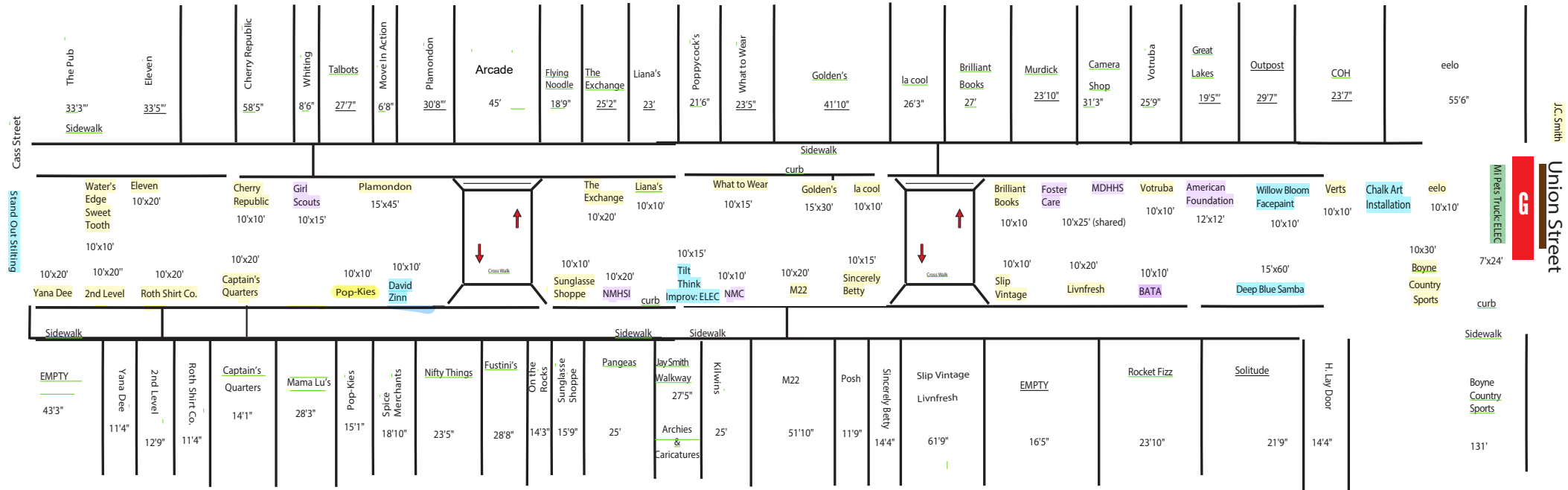
- Wood Barricade
- Car

North alley/
entrance

South alley

D

100 E. FRONT STREET



North alley/entrances

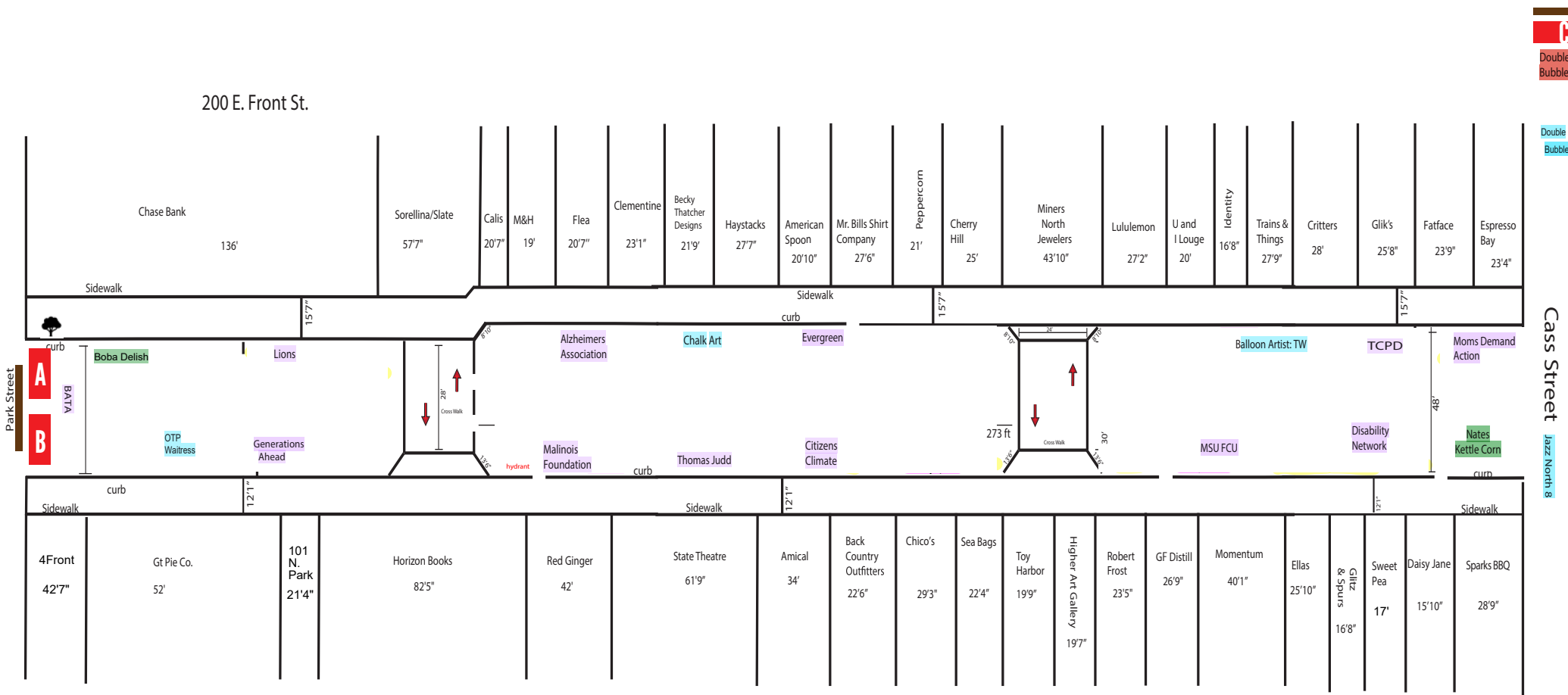
Wood Barricade

Car

Street Sale & Friday Night Live

South alley

200 E. Front St.



- Downtown Businesses
- Food Vendors
- Entertainment Vendors
- Non-Profit Organizations

Wood Barricade
Car

Aug 9, 2024 Friday Night Live:
Participating Vendors

North alley/
entrance

South alley

D

Boba (Truck)

Cass Street
Stand Out Stirling



Union Street
CS

North alley/entrances

Nate's KC

F

- Downtown Businesses
- Food Vendors
- Entertainment Vendors
- Non-Profit Organizations

Aug 9, 2024 Friday Night Live

Wood Barricade
Car