

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.

Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	09/06/12	Requested Meeting Date:	09/17/12
		Confirmed Meeting Date:	09/17/12
Received by:			
Contact Information: Please provide all requested information in the fields below. (Print or Type)			
On Behalf of Organization or Individual:		Franklin Chamber of Commerce	
Name:	Beth Hart	Telephone:	317-736-6334
Title or Position:	Assistant Director		
E-Mail:	www.franklincoc.org		
Address:	370 E. Jefferson Street		
City:	Franklin	State:	IN
ZIP:	46131		
Who will attend the meeting and present the request?			
Name:	Beth Hart	Telephone:	317-736-6334
Title or Position:	Assistant Director		
E-Mail:	www.franklincoc.org		
Please describe the purpose or title of your presentation.			
Request Approval of Street Closures and Blocking of Parking Spaces for Holiday Lighting Ceremony on December 1, 2012 from 4:00 to 9:30 p.m.			
Supporting documents: All supporting documents should be submitted with the request form.			
1. Map of Parade Route			
2. List of Streets & Parking Areas to be blocked			
3.			
4.			

370 E. Jefferson St.
Franklin, IN 46131
Phone: (317) 736-6334
Fax: (317) 736-9553
www.franklincoc.org



Linking Business With Community

September 6, 2012

City of Franklin
Mayor's Office
70 E. Monroe St.
Franklin, IN 46131

Dear City of Franklin Board of Works Members, Department Heads, & City Attorney:

The Franklin Chamber of Commerce Holiday Lighting Committee is once again planning a daylong event on Saturday, December 1, 2012 to celebrate the kick-off to the Holiday season. This year marks the 54th annual celebration hosted by the Chamber in partnership with the City of Franklin and several other local organizations. Similar to last year, the 2012 celebration will include a lighted parade, carriage, fire truck, and bus rides, choral & dance performances, a movie at the Artcraft Theater, extended business hours, a pipe organ concert, Holiday Cookie Baking Contest, Winter Market, and Santa at the Museum.

In order for everything to run smoothly, we are asking permission for East and West Court Streets to be closed from 4:00 p.m. to 9:30 p.m. on December 1st, with parking spaces also blocked off during that time, to allow for carriage and fire truck rides. (We will also be seeking permission from the County Commissioners for these street closures.)

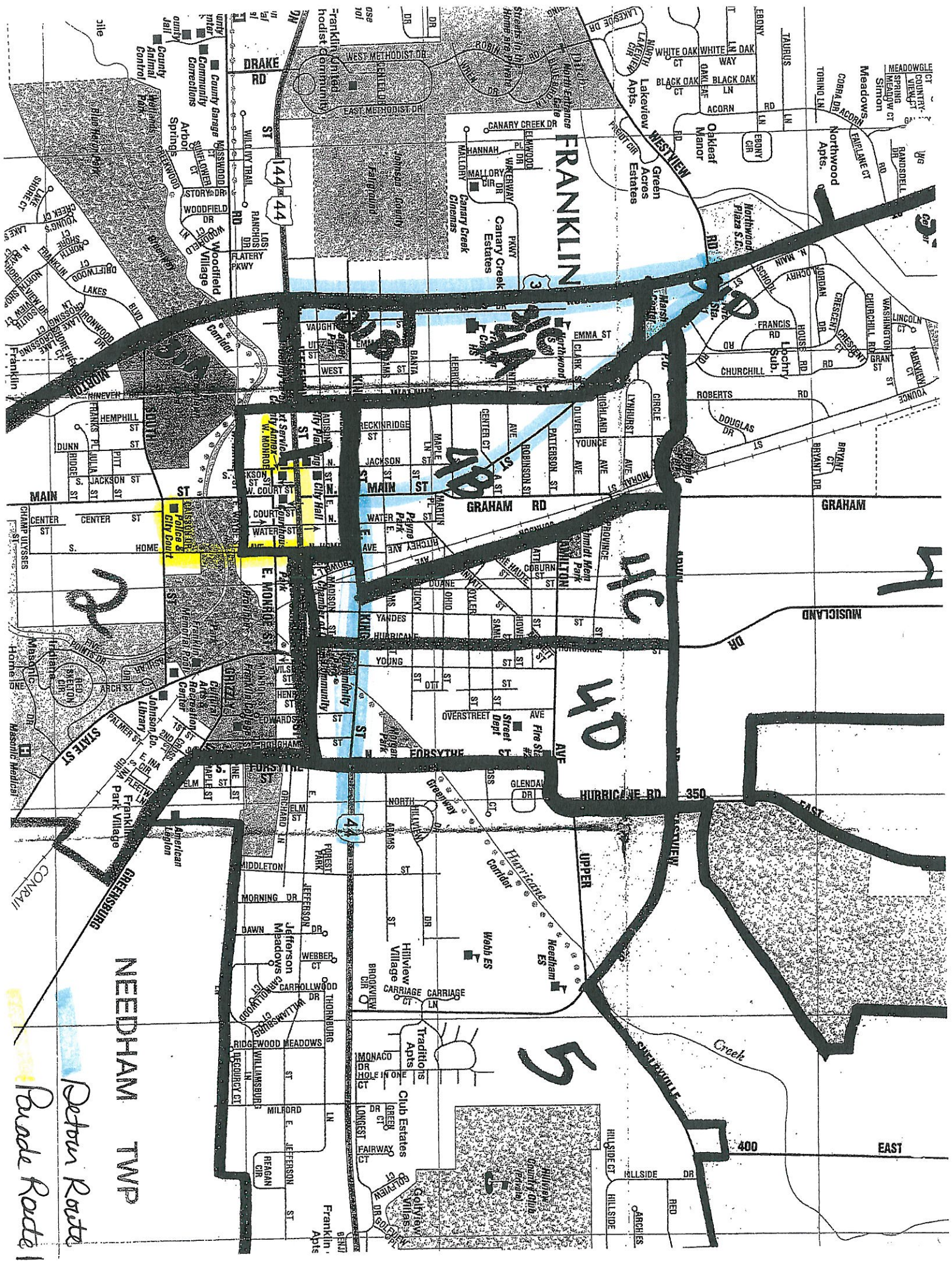
The lighted parade will begin at 5:30 P.M. We will seek permission from the Redevelopment Commission to utilize the parking lot of the former Oren Wright Building for the line-up area. Street closures for the parade will be coordinated with the Franklin Police Dept. I would also ask the Street Department to have the Street Sweeper follow along the end of the parade for street clean-up, as is standard procedure with other parades.

This has been a coordinated effort with the Franklin City Police Department, Fire Department, Mayor's Office, and Street Department. If you have any questions, please direct them to the Franklin Chamber of Commerce Office at 736-6334.

Thank you for your consideration of this request. We look forward to another successful community celebration this year.

Sincerely,

Beth Hart
Assistant Director



NEEDHAM TWP

Return Route
Route 1