



City of Carmel

CARMEL BOARD OF PUBLIC WORKS MEETING AGENDA

WEDNESDAY, AUGUST 19, 2026 - 10:00 AM
COUNCIL CHAMBERS/CITY HALL/ONE CIVIC SQUARE

1. MEETING CALLED TO ORDER

2. AGENDA APPROVAL

3. MINUTES

- a. **Minutes from the August 5, 2026, Regular Meeting**

4. BID OPENINGS AND QUOTES

- a. **Bid Opening for 2027 Rock Salt for Drinking Water Softening;** Lane Young, Director of Utilities
- b. **Request for Quotes for Well Flow Test and Annual Pump Motor Maintenance;** Lane Young, Director of Utilities
- c. **Request for Quotes for Headworks Boiler Replacement with Installation;** Lane Young, Director of Utilities

5. TABLED ITEMS

- a. **Request for Water Quality Preservation Easement; 12550 Spring Mill Rd; Property Owners**
TABLED 08-05-26

6. CONTRACTS

- a. **Request for Professional Services; CrossRoad Engineers, P.C.; (\$75,000.00); On-Call Engineering/Inspection Services; Additional Services Amendment #12;** Brad Pease, Director of Engineering
- b. **Request for Professional Services; CrossRoad Engineers, P.C.; (\$100,000.00); On-Call Plan Review; Additional Services Amendment #13;** Brad Pease, Director of Engineering
- c. **Request for Professional Services; HWC Engineering; (\$67,500.00); 24-ENG-22 Flower District Design; Additional Services Amendment #1;** Brad Pease, Director of Engineering
- d. **Request for Purchase of Goods and Services; JDH Contraction,d/b/a JDH Infrastructure Group; (\$7,500.00); 96th Street - Illinois to Michigan Fiber Placement;**

CO#1; Brad Pease, Director of Engineering

- e. **Request for Fifth Amendment to Lease Agreement; GTE Mobilnet of Indiana Limited Partnership d/b/a Verizon Wireless; Lease Agreement;** Kevin Cusimano, Director of Information and Technologies

7. REQUEST TO USE CITY STREETS/PROPERTY

- a. **Request to Use Civic Square Gazebo and Lawn; International Dance Festival; September 12, 2026; 8:00 AM to 9:00 PM;** Parool Patel
- b. **Request to Use Veterans Memorial Plaza; Annual 9/11 Remembrance Ceremony; September 11, 2026; 7:00 AM to 10:00 PM;** Renee Butts, Carmel Fire Department
- c. **Request to Use/Close City Streets; College Avenue Block Party; September 17, 2026; 12:00 PM to 10:00 PM;** Sondra Schwieterman, Sweet Event Planning
- d. **Request to Use/Close City Streets; Cool Creek North HOA Street Party; September 19, 2026; (Rain Date September 26, 2026); 4:00 PM to 10:00 PM;** Nichole Kammers, Cool Creek North Neighborhood Association
- e. **Request to Use/Close City Streets; Run(317) Village of WestClay; September 24, 2026; 12:00 PM to 10:00 PM;** Jay Druba, Full Circle Events
- f. **Request to Use Civic Square Gazebo and Lawn and Use/Close City Streets; Freedom Rising 5k; Septemeber 27, 2026; 10:00 AM to 7:00 PM;** Andrew Sveum, Freedom Rising
- g. **Request to Use Midtown Plaza and Use/Close City Streets; Special Request to Use Electricity; Carmel Homecoming Pep Rally; October 1, 2026; 3:00 PM to 8:00 PM;** Emily Bauer, Carmel Clay Schools
- h. **Request to Use/Close City Streets; Carmel High School Homecoming Parade; October 2, 2026; 12:45 PM to 1:30 PM;** Brittany Wiseman, Carmel High School
- i. **Request to Use/Close City Streets; Everyone Deserves Their Morning Sun; November 1, 2026; 8:45 AM to 9:20 AM;** Renee Butts, Carmel Fire Department
- j. **Request to Use Carter Green and Allied Solutions Center for Performing Arts East Patio; Special Request to Use Electricity and James Building Restrooms; Carmel Farmers Market; May 1, 2027 through September 25, 2027; 6:00 AM to 1:30 PM;** Lisa McLaughlin
- k. **Request to Use/ Close City Streets; Carmel Japan SpringFest 2027; May 2, 2027; (RAIN DATE July 10, 2027); 7:00 AM to 6:00 PM;** Evan Kreutzer, Carmel Sisters Cities, Inc.
- l. **Request to Use Allied Solutions Center for Performing Arts East Patio; Special Request to Use Electricity; Wedding Ceremony; Rehearsal May 7, 2026; 4:00 PM to**

5:30 PM; Wedding Day May 8, 2027; 12:00 PM to 3:00 PM ; Sarah Salinas, Hotel Carmichael

- m. **Request to Use Allied Solutions Center for the Performing Arts East Patio; Wedding Ceremony; Rehearsal June 4, 2027; 4:00 PM to 6:00 PM; Wedding Day June 5, 2027; 2:30 PM to 6:30 PM; Mallory Davis, Hotel Carmichael**

8. OTHER

- a. **Request for Consent to Encroach; 532 Twin Oaks Dr; Property Owners**
- b. **Request for Consent to Encroach; 14470 Smickle Lane; Property Owners**
- c. **Request for Secondary Plat; 2525 W 141st Street; Derek Snyder, CrossRoad Engineers**
- d. **Request for DORA Designation; Old Town Tavern; Kevin Cammack; B&O Corporation**

9. ADD-ONS AND DEPARTMENT DIRECTOR COMMENTS

10. ADJOURNMENT

Board of Public Works Members

Laura Campbell,
Presiding Officer
Appointed by Mayor Finkam
Term January 17, 2024,
Until a Successor is Appointed

Alan Potasnik
Appointed by Mayor Finkam
Term January 17, 2024,
Until a Successor is Appointed

James Barlow
Appointed by Mayor Finkam
Term August 27, 2025,
Until a Successor is Appointed

Next Meeting: September 2, 2026



City of Carmel

CARMEL BOARD OF PUBLIC WORKS MEETING MINUTES

WEDNESDAY, AUGUST 5, 2026 - 10:00 AM
COUNCIL CHAMBERS/CITY HALL/ONE CIVIC SQUARE

MEETING CALLED TO ORDER

Board Member Campbell called the meeting to order at 10:04 am.

AGENDA APPROVAL

Board Member Barlow moved to approve. Board Member Potasnik seconded. Agenda Approved 3-0.

MINUTES

Minutes from the July 15, 2026, Regular Meeting. Board Member Potasnik moved to approve. Board Member Barlow seconded. Minutes Approved 3-0.

CONTRACTS

Request for Third Amendment Agreement; Axon Enterprise, Inc.; (\$52,044.36); Cradlepoint Single Modem Kit; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request Approved 3-0.

Request for Professional Services; American Structurepoint, Inc.; (\$449,993.60); 20-ENG-04-College Ave Rd Improvement - 96th to 106th Street; Additional Services Amendment #3a; Board Member Barlow moved to approve. Board Member Potasnik seconded. Request Approved 3-0.

Request for Purchase of Goods and Services; Community Container Solutions, LLC; (\$8,063.26); 24-CFD-02 - CFD Training Facility; CO #2; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request Approved 3-0.

Request for Professional Services; CrossRoad Engineers, P.C.; (\$264,800.00); 22-ENG-12 & 17-SW-15 Westfield Blvd Path & Structure Replacement-Inspection; Additional Services Amendment #7b; Board Member Barlow moved to approve. Board Member Potasnik seconded. Request Approved 3-0.

Request for Professional Services; The Etica Group, Inc.; (\$90,000.00); Station 46 Renovation and Station 42 Renovation; Additional Services Amendment #1 and #2; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request Approved 3-0.

Resolution BPW 08-05-26-01; A Resolution of the Board of Public Works and Safety of the City of Carmel; Acknowledging Agreement Between City and Vendor; INDOT - LPA Project Coordination Project; (\$2,681,702.00); Bike/Pedestrian Facilities - 116th Street between Hoover Road and Spring Mill Road; Board Member Barlow moved to approve. Board Member Potasnik seconded. Resolution Approved 3-0.

Request for Purchase of Goods and Services; Morphe Construction, Inc.; (- \$2,875.40); Carmel School Zone Flashers CO #1; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request Approved 3-0.

Request for Acknowledgment of Interlocal Agreement; Hamilton County Solid Waste Board and the City of Carmel; (\$37,352.00); 2027 Hazardous Waste Collection; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request Approved 3-0.

Request for Purchase of Goods and Services; Thieneman Construction, Inc.; (\$22,875.00); West Ground Storage Tank Booster Pump Station; CO #1; Board Member Barlow moved to approve. Board Member Potasnik seconded. Request Approved 3-0.

Request for Purchase of Goods and Services; Thieneman Construction, Inc.; (\$17,544.00); West Ground Storage Tank Booster Pump Station; CO #2; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request Approved 3-0.

REQUEST TO USE CITY STREETS/PROPERTY

Request to Use Midtown Plaza; Carmel HS Class of 1981-45th Reunion Social Get Together; September 11, 2026; 4:00 PM to 10:00 PM; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request Approved 3-0.

Request to Use Midtown Plaza, Civic Square Fountain Area, and Monon and Main Plaza; Statewide Weekend of Witness; August 30, 2026; 4:00 PM to 10:00 PM; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request Approved 3-0.

OTHER

Request for Consent to Encroach; 709 Howe Drive; Board Member Barlow moved to approve. Board Member Potasnik seconded. Request Approved 3-0.

63 Request for Consent to Encroach; 12510 Brooknell Ct; Board Member Barlow moved to approve.
64 Board Member Potasnik seconded. Request Approved 3-0.
65 Request for Consent to Encroach; 0 Mitchel Ln; Board Member Barlow moved to approve. Board
66 Member Potasnik seconded. Request Approved 3-0.
67 Request for Consent to Encroach; 5874 E 126th Street; Board Member Barlow moved to approve.
68 Board Member Potasnik seconded. Request Approved 3-0.
69 Request for Water Quality Preservation Easement; Board Member Potasnik moved to table. Board
70 Member Barlow seconded. Tabling Approved 3-0. **TABLED 08-05-26**
71 Request for Stormwater Technical Standards Waiver; 220 W 106th Street; Board Member
72 Barlow moved to approve. Board Member Potasnik seconded. Request Approved 3-0.
73 Request for Stormwater Technical Standards Waiver; 2911 E Smokey Row Road; Board Member
74 Barlow moved to approve. Board Member Potasnik seconded. Request Approved 3-0.
75 Request for Stormwater Technical Standards Waiver; 10475 Hussey Lane; Board Member Barlow
76 moved to approve. Board Member Potasnik seconded. Request Approved 3-0.

77 **ADD-ONS AND DEPARTMENT DIRECTOR COMMENTS**

78 **ADJOURNMENT**

79 Board Member Campbell adjourned the meeting at 10:20 am.
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83 **APPROVED:**

84 _____
Jacob Quinn – City Clerk
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87 _____
Chairwoman Laura Campbell
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91 **ATTEST:**

92 _____
Jacob Quinn – City Clerk
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August 5, 2026

Board of Public Works and Safety
One Civic Square
Carmel, Indiana 46032

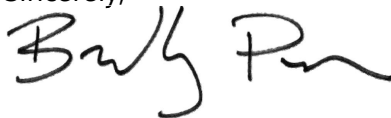
**RE: GRANT OF WATER QUALITY PRESERVATION EASEMENT - RESIDENCE AT 12550
SPRING MILL RD**

Dear Board Members:

William J. and Jennifer N. Hurre, property owners, have requested the city accept a Grant of Water Quality Preservation Easement associated with the construction of a new residence at 12550 Spring Mill Rd.

Attached are the required Grant of Water Quality Preservation Easement documents. The Department of Engineering has reviewed the attached forms and found them sufficient for Board signatures.

Sincerely,



Brad Pease, P.E.
City Engineer

Cross Reference to Prior Deed of Record: Instrument No. 2024005038, in the Hamilton County, Indiana Recorder's Office

WATER QUALITY PRESERVATION EASEMENT

APPROVED
By Sergey Gorchakoff at 10:41 am, Aug 05, 2025

This Water Quality Preservation Easement ("Agreement") is by and between William J. Hurre Jr. a/k/a William J. Hurre and Jennifer N. Hurre, husband and wife (collectively, "Grantor"), and the City of Carmel, Indiana, by and through its Board of Public Works & Safety ("Grantee") and shall have as its effective date the later of the date on which Grantor executes this Agreement or the date on which Grantee executes this Agreement.

RECITALS

A. Grantor is the owner of the real estate conveyed by the deed identified in the cross reference above abutting or containing a stream (the "Grantor Parcel") located in Hamilton County, Indiana.

B. Per the City of Carmel Unified Development Ordinance, Section 7.10(F) Easement Standards, Water Quality Preservation Easements, as may be amended from time to time, Grantor is required to grant a Water Quality Preservation Easement in favor of Grantee, in connection with the construction of Grantor's residence (the "Project"). The required easement is over a portion of the Grantor Parcel (herein referred to as the "Easement Area"), and is more particularly described and depicted as follows:

See **Exhibit A** attached hereto and incorporated herein by this reference.

NOW, THEREFORE, in consideration of the foregoing recitals, all of which are incorporated herein by this reference, the parties hereto agree as follows:

1. **Grant of Easement.** Grantor hereby grants and conveys to Grantee a non-exclusive, perpetual easement over, under, through, across and upon the Easement Area for the purpose of water quality preservation in and around a natural stream contained on the Grantor Parcel (the "Easement").

2. **Grantor Obligations.** Except as otherwise provided herein, the Easement Area is hereby designated and restricted as a "no-build," "no-disturb" zone, and no man-made structures, changes in grade, plant material installation, or hardscape features shall be constructed or placed on or in the Easement Area, except for the existing landscaping, plant material permitted by the Department of Community Services Director or his/her designee, those certain permitted trees and plants as listed on **Exhibit B** and **Exhibit C**, respectively, attached hereto and incorporated herein by reference, and that certain approved perimeter fencing. Turf grass shall not be planted or maintained in the Easement Area, nor shall fertilizer, herbicide or insecticide of any type be applied; provided, however, notwithstanding anything to the contrary contained herein, Grantor shall be permitted to treat and maintain the existing landscaping and permitted plant material as well as cut, trim, and maintain the grass in the Easement Area, including but not limited to any seeding or aerating. Native plants shall be maintained. Up to ten percent (10%) of the entire boundary with the stream may be managed such that access can be gained to the water's edge.

However, no man-made materials, gravel, sand, or turf grass shall be used to provide that access. Stepping stones or mowed/trimmed native grasses may be used when approved by the Department of Community Services Director or his/her designee. Grantor shall allow for the drainage of surface water over and across Easement Area. Grantor shall comply with all applicable federal, state, and local water quality preservation and environmental requirements, rules and regulations.

3. Maintenance and Restoration of Easement Area. Subject to the terms described in Paragraph 2 herein, during and after construction, Grantor or its successors, heirs or assigns, including any established homeowners associations or similar entities, shall restore the Easement Area, to the extent practicable, to the condition as existed prior to the commencement of the Project, or maintenance, repair, or replacement thereto. In the event Grantee, its employees, or contractors are required to come upon the Easement Area to replace, restore, or clear any damage, deterioration, debris or other obstacles contained therein, Grantee shall be required to restore the Grantor Parcel to such condition as existed prior to its entry, including, but not limited to restoring it to its previous grade, reseeding or repaving, and/or undertaking erosion control measures as are required by 327 IAC 15-5, as amended. Grantor shall allow Grantee access to the Easement Area and the immediately surrounding area for any required maintenance, repair, replacement, service and updates; provided, however, except in the case of an emergency, Grantee shall provide Grantor advance written notice of any needed access at least forty-eight (48) hours prior thereto, and Grantor has the right to be present during any such access.

4. Rights Retained by Grantor. Grantor shall retain unto itself, and its grantees, heirs, successors and assigns, and all others to whom Grantor may grant rights or easements, the right to use the Easement Area for any and all purposes and uses not inconsistent with the Easement and/or Grantee's rights and privileges thereunder.

5. Easement and Covenants Appurtenant. The Easement granted, established and made herein, together with the benefits and privileges thereof, shall run with the Grantor Parcel and inure to the benefit of Grantee and its grantees, successors and assigns. All covenants and agreements of Grantor and Grantee hereunder, together with the benefits and burdens thereof, shall be deemed to be real covenants which touch and concern the Easement Area and the Grantor Parcel, as applicable, shall run with the Grantor Parcel, and shall inure to the benefit of and be binding upon Grantor and Grantee, as applicable, and their respective grantees, heirs, successors, and assigns. All covenants and agreements hereunder may be enforced by an action for specific performance, and in the event that a party breaches any such covenant or agreement, the other party may further exercise any remedy available hereunder, at law or in equity.

6. [Intentionally Omitted].

7. Jurisdiction. Grantor and the Grantor agree that any litigation associated with or arising from this Agreement shall be filed with a court of competent jurisdiction within the State of Indiana.

8. [Intentionally Omitted].

9. Amendment. Grantor and Grantee agree that this Agreement shall only be modified or released by the express, written consent of both Grantor and Grantee. Said consent, when duly recorded, shall run with the Grantor Parcel.

10. Complete Understanding. Grantor and Grantee agree that this Agreement, and the documents incorporated herein, represent the entire understanding between Grantor and Grantee in regards to the subject matter hereof.

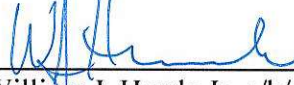
11. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Indiana.

IN WITNESS WHEREOF, Grantor and Grantee have executed this Agreement as of the date first written above.

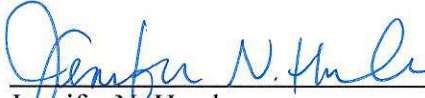
[signature page follows]

**GRANTOR'S SIGNATURE PAGE TO
WATER QUALITY PRESERVATION EASEMENT**

GRANTOR

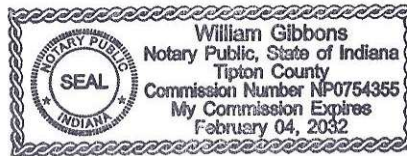

William J. Hurre Jr. a/k/a William J. Hurre

Date: 7-27-26


Jennifer N. Hurre

Date: 7-27-26

STATE OF INDIANA)
) SS:
COUNTY OF HAMILTON)



Before me, a Notary Public in and for said County and State, personally appeared William J. Hurre Jr. a/k/a William J. Hurre and Jennifer N. Hurre, husband and wife, and who, have been duly sworn, acknowledged the truth and accuracy of the representations made herein and the execution of the foregoing Agreement.

Witness my hand and Notarial Seal this 27 day of July, 2026.

My commission expires: 02/04/2032

I am a resident of Tipton County, Indiana


Notary Public

William Gibbons
Printed Name

**GRANTEE'S SIGNATURE PAGE TO
WATER QUALITY PRESERVATION EASEMENT**

GRANTEE

CITY OF CARMEL BOARD OF PUBLIC WORKS & SAFETY

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

STATE OF INDIANA)
) SS:
COUNTY OF HAMILTON)

Before me, a Notary Public in and for said County and State, personally appeared LAURA CAMPBELL, JAMES BARLOW and ALAN POTASNIK, by me known, and by me known to be the Members of the City of Carmel Board of Public Works and Safety, and JACOB QUINN, Clerk of THE CITY OF CARMEL, acknowledged the truth and accuracy of the representations made herein and the execution of the foregoing Agreement on behalf of the City of Carmel, Indiana.

Witness my hand and Notarial Seal this ____ day of _____, 2026.

My commission expires: _____

I am a resident of _____ County, Indiana

Notary Public

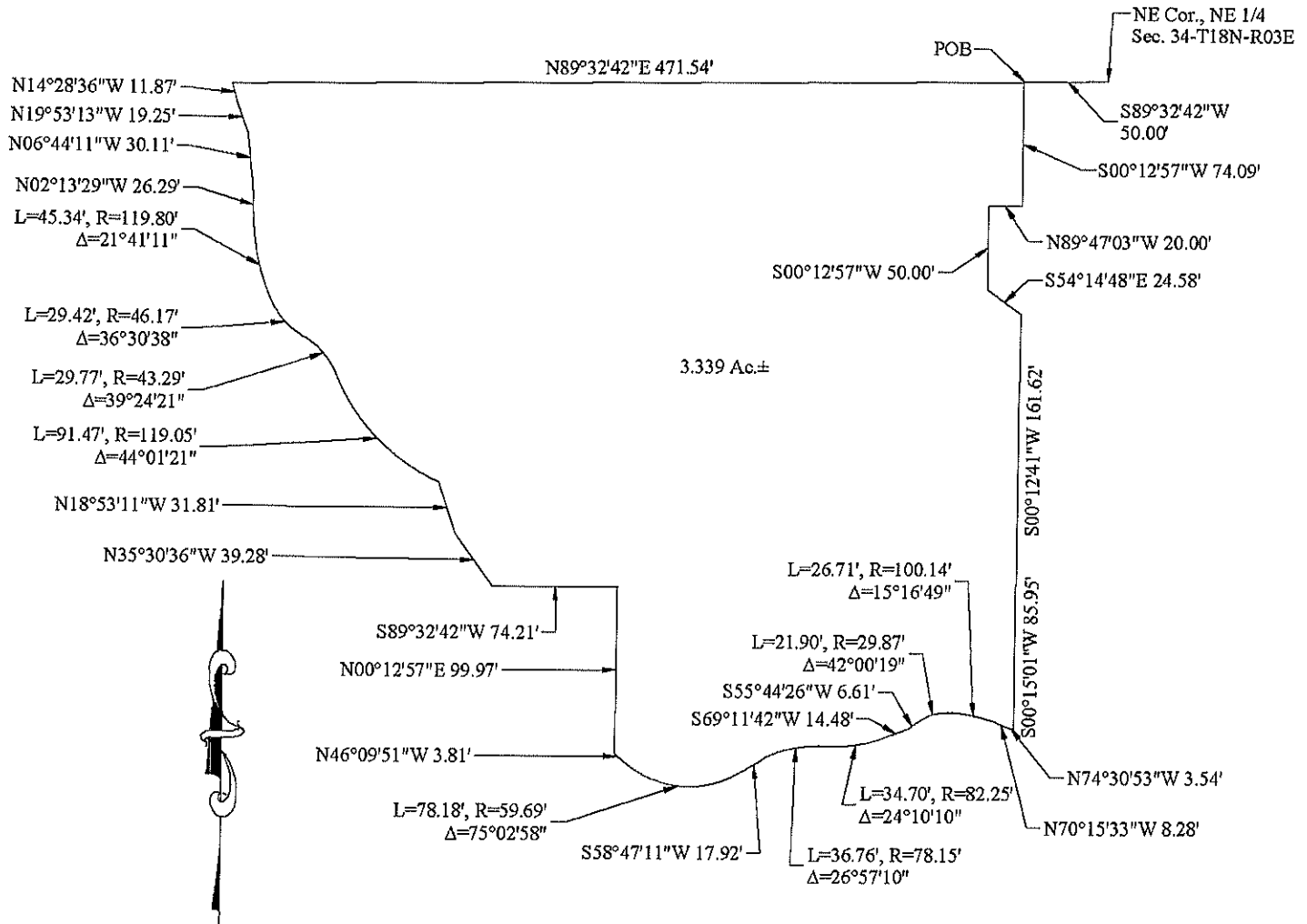
Printed Name

This instrument was prepared by Sergey Grechukhin, Transactions Chief, City Hall, One Civic Square, Carmel, Indiana 46032

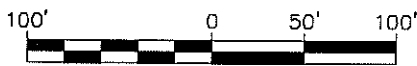
I affirm, under the penalties for perjury, that I have taken reasonable care to redact each and every Social Security number in this document, unless it is required by law. Sergey Grechukhin

Exhibit A

Prepared for: Will Hurre
Stormwater Management Easement



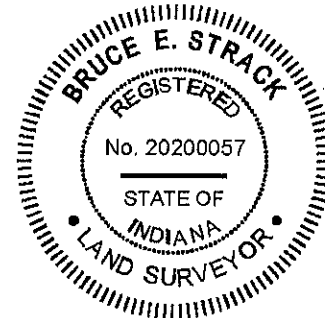
GRAPHIC SCALE



(IN FEET)

1" = 100 FT

Bruce E. Strack
Bruce E. Strack
Registered Land Surveyor
Indiana No. 20200057
Date: July 14, 2026



THIS DRAWING IS NOT INTENDED TO BE REPRESENTED AS A RETRACEMENT OR ORIGINAL BOUNDARY SURVEY, A ROUTE SURVEY OR A SURVEYOR LOCATION REPORT.

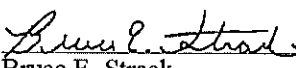
	STOEPPELWERTH		DRAWN BY: PAH		PAGE 1 OF 2 SHEETS JOB NO. 111103
	ALWAYS ON		CHECKED BY: BES		
	7965 East 106th Street, Fishers, IN 46038-2565 phone: 317.849.5935 fax: 317.849.5942		DATE DRAWN: 6-16-2026		
			FIELDWORK DATE: N/A		

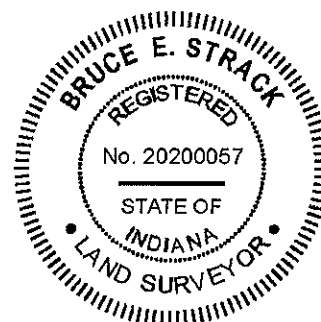
Exhibit A
Prepared for: Will Hurtle
Stormwater Management Easement

Easement Description:

A part of the Northeast Quarter of Section 34, Township 18 North, Range 03 East of the Second Principal Meridian, Clay Township, Hamilton County, Indiana. This description prepared by: Bruce E. Strack, Indiana LS 20200057, working for Stoepfelwerth and Associates, Inc. as part of Project 111103, being more particularly described as follows:

Commencing at the Northeast corner of said Quarter Section; thence South 89 degrees 32 minutes 42 seconds West (assumed bearing), along the North line of said Quarter Section, a distance of 50.00 feet to the westerly Right-of-Way of Spring Mill Road as described in Instrument Number _____ in the Office of the Recorder of Hamilton County, Indiana and the POINT OF BEGINNING of this description; thence with said west Right of Way line for the following six courses and distances: 1) South 00 degrees 12 minutes 57 seconds West, a distance of 74.09 feet; 2) thence North 89 degrees 47 minutes 03 seconds West, a distance of 20.00 feet; 3) thence South 00 degrees 12 minutes 57 seconds West, a distance of 50.00 feet; 4) thence South 54 degrees 14 minutes 48 seconds East, a distance of 24.58 feet; 5) thence South 00 degrees 12 minutes 41 seconds West, a distance of 161.62 feet; 6) thence South 00 degrees 15 minutes 01 seconds West, a distance of 85.95 feet; thence, departing said west Right-of-Way line, the following 11 courses and distances: 1) North 74 degrees 30 minutes 53 seconds West, a distance of 3.54 feet; 2) thence North 70 degrees 15 minutes 33 seconds West, a distance of 8.28 feet to a point on a curve concave southerly, the radius point of which bears South 19 degrees 44 minutes 27 seconds West, a distance of 100.14 feet from said point; 3) thence westerly along said curve, an arc length of 26.71 feet to a point on said curve, said point being North 04 degrees 27 minutes 39 seconds East, a distance of 100.14 feet from the radius point of said curve, said point also being the point of compound curvature of a curve concave southerly, the radius point of which bears South 04 degrees 27 minutes 39 seconds West, a distance of 29.87 feet from said point; 4) thence westerly along said curve, an arc length of 21.90 feet to a point on said curve, said point being North 37 degrees 32 minutes 41 seconds West, a distance of 29.87 feet from the radius point of said curve; 5) thence South 55 degrees 44 minutes 26 seconds West, a distance of 6.61 feet; 6) thence South 69 degrees 11 minutes 42 seconds West, a distance of 14.48 feet to a point on a curve concave northerly, the radius point of which bears North 20 degrees 48 minutes 18 seconds West, a distance of 82.25 feet from said point; 7) thence westerly along said curve, an arc length of 34.70 feet to a point on said curve, said point being South 03 degrees 21 minutes 52 seconds West, a distance of 82.25 feet from the radius point of said curve, said point also being the point of reverse curvature of a curve concave southerly, the radius point of which bears South 03 degrees 21 minutes 52 seconds West, a distance of 78.15 feet from said point; 8) thence westerly along said curve, an arc length of 36.76 feet to a point on said curve, said point being North 23 degrees 35 minutes 18 seconds West, a distance of 78.15 feet from the radius point of said curve; 9) thence South 58 degrees 47 minutes 11 seconds West, a distance of 17.92 feet to a point on a curve concave northerly, the radius point of which bears North 31 degrees 12 minutes 49 seconds West, a distance of 59.69 feet from said point; 10) thence westerly along said curve, an arc length of 78.18 feet to a point on said curve, said point being South 43 degrees 50 minutes 09 seconds West, a distance of 59.69 feet from the radius point of said curve; 11) thence North 46 degrees 09 minutes 51 seconds West, a distance of 3.81 feet to the West line of the first described parcel in Instrument Number 2024005038 in said Recorder's Office; thence North 00 degrees 12 minutes 57 seconds East, along said line, a distance of 99.97 feet to the South line of the second described parcel in said Instrument; thence South 89 degrees 32 minutes 42 seconds West, along said line, a distance of 74.21 feet; thence departing said South line, the following ten courses and distances: 1) North 35 degrees 30 minutes 36 seconds West, a distance of 39.28 feet; 2) thence North 18 degrees 53 minutes 11 seconds West, a distance of 31.81 feet to a point on a non-tangent curve concave northeasterly, the radius point of which bears North 24 degrees 01 minute 40 seconds East, a distance of 119.05 feet from said point; 3) thence northwesterly along said curve, an arc length of 91.47 feet to a point on said curve, said point being South 68 degrees 3 minutes 1 second West, a distance of 119.05 feet from the radius point of said curve, said point also being the point of reverse curvature of a curve concave southwesterly, the radius point of which bears South 68 degrees 3 minutes 1 second West, a distance of 43.29 feet from said point; 4) thence northwesterly along said curve, an arc length of 29.77 feet to a point on said curve, said point being North 28 degrees 38 minutes 40 seconds East, a distance of 43.29 feet from the radius point of said curve, said point also being the point of reverse curvature of a curve concave northeasterly, the radius point of which bears North 28 degrees 38 minutes 40 seconds East, a distance of 46.17 feet from said point; 5) thence northwesterly along said curve, an arc length of 29.42 feet to a point on said curve, said point being South 65 degrees 9 minutes 18 seconds West, a distance of 46.17 feet from the radius point of said curve, said point also being the point of compound curvature of a curve concave easterly, the radius point of which bears North 65 degrees 9 minutes 18 seconds East, a distance of 119.80 feet from said point; 6) thence northerly along said curve, an arc length of 45.34 feet to a point on said curve, said point being South 86 degrees 50 minutes 29 seconds West, a distance of 119.80 feet from the radius point of said curve; 7) thence North 2 degrees 13 minutes 29 seconds West, a distance of 26.29 feet; 8) thence North 6 degrees 44 minutes 11 seconds West, a distance of 30.11 feet; 9) thence North 19 degrees 53 minutes 13 seconds West, a distance of 19.25 feet; 10) thence North 14 degrees 28 minutes 36 seconds West, a distance of 11.87 feet to the North line of said Quarter Section; thence North 89 degrees 32 minutes 42 seconds East, along said line, a distance of 471.54 feet to the Point of Beginning, Containing 3.339 acres, more or less.


Bruce E. Strack
Registered Land Surveyor
Indiana No. 20200057
Date: July 14, 2026



 STOEPPELWERTH ALWAYS ON 7965 East 106th Street, Fishers, IN 46038-2525 phone: 317.849.5935 fax: 317.849.5942	DRAWN BY: PAH	PAGE 2 OF 2 SHEETS JOB NO. 111103
	CHECKED BY: BES	
	DATE DRAWN: 6-16-2026	
	FIELDWORK DATE: N/A	

Exhibit B

Permitted Woody Riparian Vegetation List

Common name	Scientific name	Region 3 status	Type of plant	Tree, Shrub, Vine	Region (N, C, S)	Coefficient of Conservatism	Comment
Box Elder	<i>Acer negundo</i>	FAC	Large Understory Tree	T	N, C, S	1	Only occasionally recommended
Black Maple	<i>Acer nigrum</i>	FACU	Large Canopy Tree	T	N, C, S	6	
Red Maple	<i>Acer rubrum</i>	FAC	Large Canopy Tree	T	N, C, S	5	
Silver Maple	<i>Acer</i>	FACW	Large Canopy Tree	T	N, C, S	1	Only
Maple	<i>saccharinum</i>		Tree				occasionally recommended
Sugar Maple	<i>Acer saccharum</i>	FACU	Large Canopy Tree	T	N, C, S	4	
Ohio Buckeye	<i>Aesculus glabra</i>	FAC	Large Understory Tree	T	N, C, S	5	
Indigobush	<i>Amorpha fruticosa</i>	FACW	Medium Shrub	S	S	3	FACW
Common Paw Paw	<i>Asimina triloba</i>	FAC	Small Understory Tree	T	N, C, S	6	
River Birch	<i>Betula nigra</i>	FACW	Small Canopy Tree	T	N, S	2	
American Hornbeam	<i>Carpinus caroliniana</i>	FAC	Medium Understory Tree	T	N, C, S	5	
Bitternut Hickory	<i>Carya cordiformis</i>	FACU	Large Canopy Tree	T	N, C, S	5	
Pecan	<i>Carya illinoensis</i>	FACW	Large Canopy Tree	T	S*	4	Extreme southwestern counties
Shellbark Hickory	<i>Carya laciniosa</i>	FACW	Large Canopy Tree	T	N, C, S	8	
Shagbark Hickory	<i>Carya ovata</i>	FACU	Large Canopy Tree	T	N, C, S	4	
Sugarberry	<i>Celtis laevigata</i>	FACW	Large Understory Tree	T	S	7	
Hackberry	<i>Celtis occidentalis</i>	FAC	Large Canopy Tree	T	N, C, S	3	
Buttonbush	<i>Cephalanthus occidentalis</i>	OBL	Medium Shrub	S	N, C, S	5	
Redbud	<i>Cercis canadensis</i>	FACU	Small Understory Tree	T	N, C, S	3	
Alternate-leaf Dogwood	<i>Cornus alternifolia</i>	FAC	Small Understory Tree	T	N, C, S	8	
Roughleaf Dogwood	<i>Cornus drummondii</i>	FAC	Medium Shrub	S	N, C, S	2	
Flowering Dogwood	<i>Cornus florida</i>	FACU	Small Understory Tree	T	N, C, S	4	Susceptible to dogwood anthracnose
Pale Dogwood (formerly Silky Dogwood)	<i>Cornus obliqua</i>	FACW	Medium Shrub	S	N, C, S	5	
Gray Dogwood	<i>Cornus racemosa</i>	FAC	Medium Shrub	S	N, C, S	2	
Red-osier Dogwood	<i>Cornus sericea</i> (aka <i>C. alba</i>)	FACW	Medium Shrub	S	N	4	
Hazelnut	<i>Corylus americana</i>	FACU	Medium Shrub	S	N, C, S	4	
Cockspur Hawthorn	<i>Crataegus crus-galli</i>	FAC	Small Understory Tree	T	N, C, S	4	
Downy Hawthorn	<i>Crataegus mollis</i>	FAC	Small Understory Tree	T	N, C, S	2	
Dotted Hawthorn	<i>Crataegus punctata</i>		Small Understory	T	N, C, S	2	Okay in floodplains: not
			Tree				in extreme southwestern counties

Persimmon	<i>Diospyros virginiana</i>	FAC	Medium Understory Tree	T	S	2	
American Beech	<i>Fagus grandifolia</i>	FACU	Large Canopy Tree	T	N, C, S	8	
Honey Locust	<i>Gleditsia triacanthos</i>	FACU	Small Canopy Tree	T	N, C, S	1	
Kentucky Coffeetree	<i>Gymnocladus dioica</i>		Large Canopy Tree	T	N, C, S	4	
Witch Hazel	<i>Hamamelis virginiana</i>	FACU	Medium Shrub	T	N, C, S	5	
Smooth Hydrangea	<i>Hydrangea arborescens</i>	FACU	Small Shrub	S	N, C, S	7	
Common Winterberry	<i>Ilex verticillata</i>	FACW	Medium Shrub	S	N, C, S	8	
Butternut (White Walnut)	<i>Juglans cinerea</i>	FACU	Small Canopy Tree	T	N, C, S	5	Scattered within range; susceptible to butternut canker
Black Walnut	<i>Juglans nigra</i>	FACU	Large Canopy Tree	T	N, C, S	2	
Spicebush	<i>Lindera benzoin</i>	FACW	Medium Shrub	S	N, C, S	5	
Sweet Gum	<i>Liquidambar styraciflua</i>	FACW	Large Canopy Tree	T	S	4	
Tuliptree	<i>Liriodendron tulipifera</i>	FACU	Large Canopy Tree	T	N, C, S	4	
Wild Sweet Crabapple	<i>Malus coronaria</i>		Medium Understory Tree	T	N, C, S		
Black Gum	<i>Nyssa sylvatica</i>	FAC	Medium Canopy Tree	T	N, C, S	5	
Hop Hornbeam	<i>Ostrya virginiana</i>	FACU	Medium Understory Tree	T	N, C, S	5	
Purple Chokeberry	<i>Photinia floribunda</i> (formerly <i>Aronia prunifolia</i>)	FACW	Medium Shrub	S	N	8	
Black Chokeberry	<i>Photinia melanocarpa</i> (formerly <i>Aronia melanocarpa</i>)	FACW	Medium Shrub	S	N, C, S	8	
Common Ninebark	<i>Physocarpus opulifolius</i>	FACW	Small Shrub	S	N, C, S	7	
American Sycamore	<i>Platanus occidentalis</i>	FACW	Large Canopy Tree	T	N, C, S	3	
Eastern Cottonwood	<i>Populus deltoides</i>	FAC	Large Canopy Tree	T	N, C, S	1	Only occasionally recommended
Swamp Cottonwood	<i>Populus heterophylla</i>	OBL	Large Canopy Tree	T	N, S	8	Scattered within its range
Quaking Aspen	<i>Populus tremuloides</i>	FAC	Small Canopy Tree	T	N	2	
American Plum	<i>Prunus americana</i>	UPL	Small Understory Tree	T	N, C, S	4	Also along riverbanks
Black Cherry	<i>Prunus</i>	FACU	Small Canopy Tree	T	N, C, S	1	
Cherry	<i>serotina</i>		Tree				
Common Hop-tree	<i>Ptelea trifoliata</i>	FACU	Medium Shrub	S	N, C, S	4	
White Oak	<i>Quercus alba</i>	FACU	Large Canopy Tree	T	N, C, S	5	
Swamp White Oak	<i>Quercus bicolor</i>	FACW	Large Canopy Tree	T	N, C, S	7	
Southern Red Oak	<i>Quercus falcata</i>	FACU	Med.-Lg. Canopy Tree	T	S*	5	Far southern and southwestern counties
Shingle Oak	<i>Quercus imbricaria</i>	FACU	Medium Canopy Tree	T	N, C, S	3	

Overcup Oak	<i>Quercus lyrata</i>	OBL	Medium Canopy Tree	T	S*	7	Extreme southwestern counties
Bur Oak	<i>Quercus macrocarpa</i>	FAC	Large Canopy Tree	T	N, C, S	5	
Swamp Chestnut Oak	<i>Quercus michauxii</i>	FACW	Med.-Lg. Canopy Tree	T	S*	7	Far southern and southwestern counties
Chinkapin Oak	<i>Quercus muehlenbergii</i>	FACU	Med.-Lg. Canopy Tree	T	N, C, S	4	Also along well-drained riverbanks
Pin Oak	<i>Quercus palustris</i>	FACW	Small Canopy Tree	T	N, C, S	3	
Northern Red Oak	<i>Quercus rubra</i>	FACU	Large Canopy Tree	T	N, C, S	4	
Shumard Oak	<i>Quercus shumardii</i>	FACW	Large Canopy Tree	T	C, S	7	
Post Oak	<i>Quercus stellata</i>	FACU	Sm.-Med. Canopy Tree	T	S*	5	Seasonally swampy woods in SW counties
Staghorn Sumac	<i>Rhus typhina</i>		Large Shrub	S	N	2	
Pasture Gooseberry	<i>Ribes cynosbati</i>	FAC	Small Shrub	S	N, C, S	4	
Carolina Rose	<i>Rosa carolina</i>	FACU	Small Shrub	S	N, C, S	4	
Peachleaf Willow	<i>Salix amygdaloides</i>	FACW	Small Understory Tree	T	N	4	
Sandbar Willow	<i>Salix interior</i>	FACW	Medium Shrub	S	N, C, S	1	
Black Willow	<i>Salix nigra</i>	OBL	Large Understory Tree	T	N, C, S	3	
Elderberry	<i>Sambucus canadensis</i> (or <i>S. nigra</i> ssp. <i>canadensis</i>)	FAC	Medium Shrub	S	N, C, S	2	
American Bladdernut	<i>Staphylea trifolia</i>	FAC	Medium Shrub	S	N, C, S	5	
Bald Cypress	<i>Taxodium distichum</i>	OBL	Large Canopy Tree	T	S*	10	Only in portions of Vanderburgh, Posey, Warrick, Knox, Gibson Co.
American Basswood	<i>Tilia americana</i>	FACU	Large Canopy Tree	T	N, C, S	5	
Nannyberry	<i>Viburnum lentago</i>	FAC	Medium Shrub	S	N	5	
Black Haw	<i>Viburnum prunifolium</i>	FACU	Medium Shrub	S	N, C, S	4	
Prickly ash	<i>Zanthoxylum americanum</i>	FACU	Medium Shrub	S	N	3	

Permitted Plant List

Page 18 of 148

*** WET LAND INDICATOR (probability of occurring in a wetland):**

OBL	Obligate wetland species	99%
FACW	Faculative wetland species	67-99%
FACW	Faculative species	34-66%
FACU	Faculative upland species	1-33%
UPL	Upland species	1%
(+)	indicates that the species occurs in the higher portion of the range	
(-)	indicates that the species occurs in the lower portion of the range	

Those species with no wetland indicator are virtually intolerant of flooding or prolonged soil saturation during the growing season.

**** HYDROLOGIC ZONES**

Zone 1: Open water - Permanent pool (12 inches - 6 feet)

This zone is best colonized by submergent plants, if at all. This deep water zone is not usually planted for several reasons: there are few species that can grow in this zone, and many are not commercially available: open water areas provide unique habitat; and deep water aquatic plants may clog the stormwater facility outlet structure. The benefits of planting in this zone include the absorption of nutrients in the water column; enhanced sediment deposition; improved oxidation; and the creation of additional habitat.

Zone 2: Shallow water terrace/Aquatic bench (6 inches - 1 foot)

This zone offers ideal conditions for a wide variety of emergent wetland plants. These areas typically fringe the ponding area and are permanently inundated.

Zone 3: BMP Fringe - Low marsh (0-6 inches regular inundation)

This zone is typically the shore line of a pond or wetland - its width determined by the design slope. This zone is usually inundated except during periods of drought and is the interface between the emergent wetland plantings and the upland plantings. Plants must be able to withstand periods of inundation as well as periods of drought and should have some capacity for slope stabilization.

Zone 4: BMP Fringe - High Marsh (periodic inundation, saturated soils)

This zone extends upslope from zone 3 and may be inundated after storms. It constitutes the majority of the temporary extended detention area. Plants selected should be able to withstand periodic inundation after storms as well as significant drought during the summer.

Zone 5: Floodplain terrace (infrequent inundation, temporarily saturated soils)

Zone 5 is infrequently saturated by floodwaters that quickly recede in a day or less. Plants should be able to withstand infrequent inundation as well as drought and should offer some slope stabilization.

Zone 6: Upland (never inundated)

This zone extends above the maximum design water surface elevation. Plant selection should be based on local soil and light conditions, and on the amount of available space for plantings.

WATER QUALITY PRESERVATION EASEMENT - 12550 SPRING MILL RD - HURRLE

Final Audit Report

2026-08-06

Created:	2026-08-05
By:	Karla Holdcraft (kholdcraft@carmel.in.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmRY9Hpebb0Dx20Df8yMKRV-MYTuWuaC1

"WATER QUALITY PRESERVATION EASEMENT - 12550 SPRING MILL RD - HURRLE" History

-  Document created by Karla Holdcraft (kholdcraft@carmel.in.gov)
2026-08-05 - 7:40:42 PM GMT
-  Document emailed to Bradley Pease (bpease@carmel.in.gov) for signature
2026-08-05 - 7:43:04 PM GMT
-  Email viewed by Bradley Pease (bpease@carmel.in.gov)
2026-08-06 - 6:39:02 PM GMT
-  Document e-signed by Bradley Pease (bpease@carmel.in.gov)
Signature Date: 2026-08-06 - 6:39:14 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Agreement completed.
2026-08-06 - 6:39:14 PM GMT

CrossRoad Engineers, P.C.
Engineering Department – 2026
Appropriation #2200 2200 43-401.00 Motor Vehicle Highway Fund; P.O. #119935
Contract Not To Exceed \$75,000.00

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") entered into by and between the City of Carmel and CrossRoad Engineers, P.C. (the "Professional"), as City Contract dated January 23, 2025 shall amend the terms of the Agreement by adding the additional services to be provided by Professional consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

CrossRoad Engineers, P.C.

By:

By:

Laura Campbell, Presiding Officer

Authorized Signature

Date: _____

Printed Name

James Barlow, Member

Title

Date: _____

Alan Potasnik, Member

FID/TIN: _____

Date: _____

ATTEST:

Date: _____

Jacob Quinn, Clerk

Date: _____



July 30, 2026

Mr. Brad Pease, P.E.
City Engineer
City of Carmel
1 Civic Square
Carmel, IN 46032

RE: On-Call Engineering and Inspection Services
Funds Request

Dear Brad:

As we discussed, we have prepared this proposal to continue providing professional services for the City of Carmel. Crossroad Engineers, P.C. will provide these services as an extension of the City's Engineer's staff on an hourly basis.

The specific services which we expect to provide include survey, design, inspection, and management services on various miscellaneous projects as your office requests. All work tasks will be completed at the direction of the City Engineer.

We would suggest increasing the current contract ceiling to **\$75,000** against which we would invoice, which is consistent with the previous supplemental request in November 2024. Attached are our 2026 Hourly Billing Rates. Rates used will be the actual Hourly Billing Rates in effect for CRE at the time services are performed.

We value the City's confidence in our ability to provide engineering services and appreciate the opportunity to continue our involvement in the City's improvements. If you should have any questions or need further assistance, please do not hesitate to call me at 780-1555 ext. 140.

Sincerely,

CrossRoad Engineers, P.C.

A handwritten signature in black ink, which appears to read "William Hall II", is written over the printed name.

William Hall, P.E.
Vice President



HOURLY BILLING RATES

PERSONNEL CLASSIFICATION	HOURLY RATE
--------------------------	-------------

DESIGN

Director	\$ 206.00
Senior Project Manager	181.00
Project Manager	162.00
Senior Project Engineer	153.00
Project Engineer	144.00
Assistant Project Engineer	125.00
CADD Manager	144.00
Senior CADD Technician / Assistant CADD Manager	134.00
CADD Technician	125.00
Assistant CADD Technician	106.00
Senior Plan Reviewer	144.00
Plan Reviewer	125.00
R/W Manager	180.00
R/W Buyer	180.00

INSPECTION

Director	\$ 206.00
Senior Project Manager	181.00
Senior Resident Project Representative	172.00
Resident Project Representative	162.00
Asst Resident Project Representative	152.00
Project Inspector	144.00
Assistant Project Inspector	102.00

SURVEY

Survey Manager	\$ 181.00
Assistant Survey Manager	153.00
Project Surveyor	139.00
Survey Crew – 1 Person	145.00
Crew Chief	125.00
Survey Crew Member	100.00
Researcher	112.00
Survey Technician	125.00

MISCELLANEOUS

Mileage (per mile)	Current IRS Rate
Other Direct Costs	at cost +15%

Rates Effective through December 2026

CROSSROAD ENGINEERS, PC

115 N. 17th AVE, BEECH GROVE, IN 46107 // 317.780.1555 // CROSSROADENGINEERS.COM

**CITY OF CARMEL, INDIANA**ONE CIVIC SQUARE
CARMEL, INDIANA 46032-2584**INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0****FEDERAL EXCISE TAX EXEMPT
35-6000972**

Page 1 of 1

PURCHASE ORDER NUMBER

119935THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION
7/31/2026			068025	26-03 - ASA 12 - On-Call Engineering/Inspection Services 26/27

CROSSROAD ENGINEERS, PC	City Engineering's Office
VENDOR 115 N 17TH AVE	SHIP TO 1 Civic Square
BEECH GROVE, IN 46107 -	Carmel, IN 46032-
	Laurie Slick

PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS	FREIGHT
111697				

QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	EXTENSION
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Department: **2200** Fund: **2200 Motor Vehicle Highway**Account: **43-401.00**

1 Each	26-04 - On-Call Engineering/Inspection Services - 26/27	\$75,000.00	\$75,000.00
Sub Total			\$75,000.00

Send Invoice To:

City Engineering's Office**Laurie Slick****1 Civic Square****Carmel, IN 46032-****PLEASE INVOICE IN DUPLICATE**

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
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SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, AC
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THER**PAYMENT****\$75,000.00*** A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE
A PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Bradley Pease
Director

TITLE

Zac Jackson
CFOCONTROL NO. **119935**

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") entered into by and between the City of Carmel and CrossRoad Engineers, P.C. (the "Professional"), as City Contract dated January 23, 2025 shall amend the terms of the Agreement by adding the additional services to be provided by Professional consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

CrossRoad Engineers, P.C.

By:

By:

Laura Campbell, Presiding Officer

Authorized Signature

Date: _____

Printed Name

James Barlow, Member

Title

Date: _____

Alan Potasnik, Member

FID/TIN: 35-1963331

Date: _____

ATTEST:

Date: 8/4/2026

Jacob Quinn, Clerk

Date: _____

Exhibit A

August 3, 2026

Mr. Bradley Pease, City Engineer
City of Carmel
One Civic Square
Carmel, IN 46032



RE: On-Call Plan Review
Updated Consultant Fee Request

Dear Mr. Pease,

We have prepared this updated proposal to continue providing professional services for the City of Carmel. CrossRoad Engineers will provide these services as an extension of the City Engineer's staff on an hourly basis. The specific service we shall provide per this scope includes the technical drainage review of developer-prepared plans as your office requests in conjunction with private developer related projects.

Our July 1, 2026 invoice of \$12,411.93 reduces the remaining balance of PO #118593 to \$45,978.71. To continue work through the calendar year of 2026 and into 2027, we formally request an additional amount of \$100,000 be added to the contract ceiling against which we would invoice. This amount is based on the workload already performed by our office in 2026, and an expectation that the intensity of workload will remain consistent through the remainder of 2026 and into 2027. We will continue to work as efficiently as possible to minimize the City's expenditures on these developer-driven projects. When the supplemental amount becomes depleted in the 2027 calendar year, we shall contact you immediately to request additional funds for these services.

As discussed above, please accept our formal request for an additional amount of **\$100,000** to be added to our contract ceiling to continue our work through the 2026 calendar year and into 2027.

We appreciate the City's trust in our ability to provide these services and look forward to continuing working closely with your staff and helping you keep the ever-growing list of projects moving through your office. If you should have any questions or need any further information. Please do not hesitate to call me.

Sincerely,

CrossRoad Engineers, P.C.

A handwritten signature in black ink, appearing to read "William Hall II", is written over the printed name.

William Hall, P.E.
Vice President

HOURLY BILLING RATES

PERSONNEL CLASSIFICATION

HOURLY RATE



DESIGN

Director	\$ 206.00
Senior Project Manager	181.00
Project Manager	162.00
Senior Project Engineer	153.00
Project Engineer	144.00
Assistant Project Engineer	125.00
CADD Manager	144.00
Senior CADD Technician/Assistant CADD Manager	134.00
CADD Technician	125.00
Assistant CADD Technician	106.00
Senior Plan Reviewer	144.00
Plan Reviewer	125.00
R/W Manager	180.00
R/W Buyer	180.00

INSPECTION

Director	\$ 206.00
Senior Project Manager	181.00
Senior Resident Project Representative	172.00
Resident Project Representative	162.00
Asst Resident Project Representative	152.00
Project Inspector	144.00
Assistant Project Inspector	102.00

SURVEY

Survey Manager	\$ 181.00
Assistant Survey Manager	153.00
Project Surveyor	139.00
Survey Crew – 1 Person	145.00
Crew Chief	125.00
Survey Crew Member	100.00
Researcher	112.00
Survey Technician	125.00

MISCELLANEOUS

Mileage (per mile)	Current IRS Rate
Other Direct Costs	at cost +15%

Rates Effective through December 2026

CROSSROAD ENGINEERS, PC

115 N. 17th AVE, BEECH GROVE, IN 46107 // 317.780.1555 // CROSSROADENGINEERS.COM



CITY OF CARMEL, INDIANA

ONE CIVIC SQUARE
CARMEL, INDIANA 46032-2584

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119936

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION
8/3/2026			068025	ASA 13 - 26-03 - On Call Plan Review 26/27

CROSSROAD ENGINEERS, PC	City Engineering's Office
VENDOR 115 N 17TH AVE	SHIP TO 1 Civic Square
BEECH GROVE, IN 46107 -	Carmel, IN 46032-
	Laurie Slick

PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS	FREIGHT
111724				

QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	EXTENSION
Department: 2200	Fund: 250	Storm Water		
Account: 43-509.00				
1 Each		ASA 13 - 26-03 - On Call Plan Review 26/27	\$100,000.00	\$100,000.00
			Sub Total	\$100,000.00

Send Invoice To:

City Engineering's Office
Laurie Slick
1 Civic Square
Carmel, IN 46032-

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
------------	---------	---------	-----------------	--------

SHIPPING INSTRUCTIONS

*SHIP PREPAID.
*C.O.D. SHIPMENT CANNOT BE ACCEPTED.
*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING
*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, AC
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THER

ORDERED BY

TITLE

PAYMENT

\$100,000.00

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE
A PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

Bradley Pease
Director

Zac Jackson
CFO

CONTROL NO. 119936

HWC Engineering, Inc.
Engineering Department – 2026
Appropriation #2200 0 44-628.71 2024 Bond Fund; P.O. #119952
Contract Not To Exceed \$67,500.00

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) entered into by and between the City of Carmel and HWC Engineering, Inc. (the “Professional”), as City Contract dated July 1, 2026 shall amend the terms of the Agreement by adding the additional services to be provided by Professional consistent with the Scope of Work attached hereto and incorporated herein as Exhibit “A”. The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

By:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

HWC Engineering, Inc.

By:

By: 

Authorized Signature

Cory Whitesell

Printed Name

Vice President

Title

FID/TIN: _____

08/11/2026
Date: _____

Exhibit A

SERVICES BY HWC

General Description of Services

In general, the scope of services for this project consists of HWC Engineering (**HWC**) assisting the City of Carmel (OWNER) and Carmel Redevelopment Commission (**CLIENT**) with implementing planned components of the Flower District, an area of approximately 350-acres along Old Meridian Street on the west side of Carmel, Indiana. Although the long-term vision includes floral focused landscaping, walls and signage, gateway features, and pedestrian accommodations to improve walkability, this first phase will include a more limited scope comprised of lighting, decorative crosswalks, low sign walls, and planting along the Old Meridian Street corridor. Planting for future medians along Pennsylvania Street will also be included. **HWC** will provide design plans, construction documents, schematic lighting layout, and construction administration services.

Project Understanding

- **Project Budget:** The project budget is set at \$600,000 for design, construction, and inspection.
- **Funding:** The project will be paid for using local funds.
- **Phasing:** The project will be divided into two (2) phases:
 - Phase 01: Landscaping to be installed through a combination of OWNER and volunteer labor along Old Meridian Street and Pennsylvania Street within the district. Landscape will include perennial planting installations within medians and along sidewalks.
 - Phase 02: Hardscape/Lighting to be implemented via a contractor selected by the **CLIENT** through a quote process led by the **CLIENT**.
 - Lighting: Pedestrian-scale (15') decorative light poles within median.
 - Decorative Crosswalks: Custom thermoplastic crosswalks at (3) intersections within the district.
 - Low Sign Walls: Low sign walls at two (2) roundabout locations within the district.

The detailed Scope of Services is outlined below:

Phase 01: Landscape Design Package

In order to meet a schedule that allows planting this fall, **HWC** will develop a design package for landscape along Old Meridian Street and Pennsylvania Street medians using high resolution aerial imagery provided by the **CLIENT** and field measurements. Tasks for this phase will include the following:

- **HWC** will prepare the following Landscape Plans and Details
- **HWC** will submit draft plans and final plans to the **CLIENT** for review.
- Cost estimates will be updated at each submittal by the design team.
- Technical specifications will be provided.
- **HWC** will facilitate up to (2) virtual meetings with **CLIENT** and OWNER during this phase.

Phase 02: Hardscape and Lighting Construction Documents Package

HWC will develop a set of construction documents developed over high resolution aerial imagery provided by the **CLIENT**. Plans will include hardscape and lighting locations along Old Meridian Street within the district. Tasks for this phase will include the following:

- **HWC** will prepare the following plan sheets:
 - Demolition Plan
 - Site Improvements Plan
 - Site Construction Details and Specifications (low monument walls, decorative crosswalks, etc.)
 - Lighting Location Plans
- **HWC** will submit plans to the **CLIENT** for review at 60/100 percent complete.
- Cost estimates will be updated at each submittal by the design team.
- Technical specifications will be provided.
- **HWC** will facilitate up to (2) virtual meetings with **CLIENT** and OWNER during this phase.

Construction Administration Services

HWC will provide limited construction administration services as outlined below:

- Attend one (1) virtual preconstruction meeting.
- Review shop drawings and submittals.
- Review requests for change orders.
- Review requests for information from the contractor.
- Attend one (1) project walk-through.
- Develop a punch list based on outstanding issues identified at the project walk-through.

Notations, Exceptions, and Assumptions

This Agreement is based on critical assumptions, including:

1. Survey is excluded. All work will be developed over available online aerial imagery.
2. Bidding services are excluded as the **CLIENT** will handle procuring quotes and selecting contractors.
3. Irrigation design is excluded.
4. Schematic lighting locations will be provided. Full lighting design and electrical engineering services are excluded. It is understood the **CLIENT** plans to install lights through the City Street Department, will do final locates in the field, and understand that there may be utility conflicts they will work around.
5. Utility locations will not be located as a part of this scope. The **CLIENT** will be responsible for confirming and adjusting lighting layout and/or other design elements to respond to any conflicts in the field
6. Design of future medians on Pennsylvania Street is excluded—landscape design is the only component along Pennsylvania included in this scope.
7. Any costs for legal publishing and permit fees shall be paid by the **CLIENT**.
8. Detention and water quality is not required for this project.
9. Permitting is not anticipated and is excluded from this scope.

The following tasks are excluded from this Scope of Services but can be made available as an additional service:

1. Environmental, historical or archaeological reviews or investigations.
2. Preparation of 3D renderings or perspective renderings.
3. Public presentations or stakeholder meetings.

APPENDIX “B”

INFORMATION AND SERVICES TO BE FURNISHED BY THE CLIENT

If requested by **HWC**, the **CLIENT** shall, within a reasonable time, so as not to delay the Services of **HWC**:

1. Provide full information as to **HWC's** requirements for the Project.
2. Assist **HWC** by placing at **HWC's** disposal all available information pertinent to the Services, including previous reports and any other data relative thereto.
3. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by **HWC**, obtain advice of an attorney, insurance counselor, and other engineers as **CLIENT** deems appropriate for such examination, and render in writing decisions pertaining thereto within a reasonable time or as provided in an agreed schedule so as not to delay the Services of **HWC**.
4. Give prompt written notice to **HWC** whenever **CLIENT** observes or otherwise becomes aware of any defect in the Project.
5. Furnish true and accurate copies of all existing approvals or permits from all governmental authorities having jurisdiction over the Project. **HWC** will assist the **CLIENT** in identifying and procuring any additional permits associated with this Project or as identified in this Agreement.
6. Arrange for access to and make all provisions for **HWC** to enter upon public and private property as required for **HWC** to perform Services under this Agreement.
7. Obtain necessary easements and right-of-way for construction of the Project, including easement and right-of-way descriptions, property surveys and boundary surveys.
8. Furnish to **HWC**, as requested by **HWC** or as required by this Agreement, data prepared by or services of others, including exploration and tests of subsurface conditions at or contiguous to the Project site, drawings of physical conditions in or relating to existing surface or subsurface structures at, or contiguous to, the Project Site.

APPENDIX “C”

NOTICE TO PROCEED AND SCHEDULE

HWC acknowledges the importance to the **CLIENT** of the Project schedule and agrees to put forth reasonable efforts in performing the Services with due diligence under this Agreement in a manner consistent with the schedule below:

Phase	Tasks	Completion Date	Timeframe
	Anticipated notice to proceed	August 1 st , 2026	-
Phase 01	Landscape Package	September 15 th , 2026	6 weeks
	Planting Installation (CLIENT/Volunteer led)	October 1 st , 2026	2 weeks
Phase 02	Hardscape/Lighting Construction Documents	November 15 th , 2026	12 weeks

APPENDIX “D”

COMPENSATION

HWC shall receive payment from **CLIENT** for the Services performed under this Agreement, as listed below:

Activity	Fee	Compensation Type
Phase I: Landscape Design Package	\$28,000	Lump Sum
Phase II: Hardscape/Lighting Construction Documents	\$24,000	Lump Sum
Construction Administration	\$15,500	Hourly, Not to Exceed
TOTAL:	\$67,500	

When “Lump Sum”, “Hourly Not-to-Exceed (NTE)” or “Hourly No Limit” compensation types are listed above, labor and expenses will be billed in accordance with Section V.7 of this Agreement.

The “Hourly Billing Rates and Reimbursable Expenses Schedule” identified in this Appendix “D” is subject to change each December 31st without notification or modification to this Agreement.

2026 Hourly Billing Rates

Position	Hourly Rate (\$)
Principal	300.00
Director	270.00
Sr. Team Lead	240.00
Sr. Project Manager	220.00
Inspection Manager	190.00
Project Manager	185.00
Sr. Project Engineer	180.00
Sr. Planner	165.00
Project Engineer I	150.00
CAD Production Manager	150.00
Sr. Inspector	145.00
Project Surveyor I	145.00
Sr. Designer/Technician	145.00
Landscape Architect	140.00
Planner	135.00
Survey Crew Lead I	135.00
Project Engineer II	130.00
Project Surveyor II	130.00
Construction Inspector I	125.00
Designer/Technician	120.00
Survey Crew Lead II	120.00
Construction Inspector II	115.00
Project Landscape Architect	115.00
Project Planner	115.00
Project Coordinator	105.00
Graduate Landscape Architect	100.00
Graduate Planner	100.00
Survey Technician I	95.00
Clerical Support	85.00
Survey Technician II	85.00
Intern	75.00

REIMBURSABLE EXPENSES

- Direct Travel Expense - including mileage (the current rate allowed by the IRS), air fare, car rental, lodging, meals, large blueprint and copying runs, etc.
- Large format black and white prints at \$.40 per square foot.
- Plots at \$2.00 per square foot.
- Black and white copies at \$.10 per sheet.
- Color copies at \$.50 per sheet.
- USBs at \$25.00 each.
- Actual cost photographs and postage and other expenses.
- Expenses will be billed at cost plus a 10% administrative fee.
- Hours worked in excess of 8 hours per day or 40 hours per week will be billed at an overtime rate of 1.5 times the rates listed for non-exempt employees.

City of Carmel Redevelopment Commission
Flower District – Old Meridian Corridor
Appendix “D”

 CITY OF CARMEL, INDIANA ONE CIVIC SQUARE CARMEL, INDIANA 46032-2584	INDIANA RETAIL TAX EXEMPT CERTIFICATE NO. 003120155 002 0	Page 1 of 1
	FEDERAL EXCISE TAX EXEMPT 35-6000972	PURCHASE ORDER NUMBER 119952
	THIS NUMBER MUST APPEAR ON INVOICES, A/P VOUCHER, DELIVERY MEMO, PACKING SLIPS, SHIPPING LABELS AND ANY CORRESPONDENCE	

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION
8/6/2026			366795	Professional Services Agreement 7/1/26 - ASA 1 - 24-ENG-22 - Flower District

H W C ENGINEERING VENDOR 15075 ALLISONVILLE RD NOBLESVILLE, IN 46060	City Engineering's Office SHIP TO 1 Civic Square Carmel, IN 46032- Laurie Slick
---	--

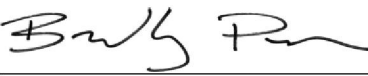
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS	FREIGHT
111798				

QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	EXTENSION
Department: 2200 Fund: 0 2024 Bond				
Account: 44-628.71				
1 Each		ASA 1 - 24-ENG-22 - Flower District - Design	\$67,500.00	\$67,500.00
Sub Total				\$67,500.00

Send Invoice To:
City Engineering's Office
Laurie Slick
1 Civic Square
Carmel, IN 46032-

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
------------	---------	---------	-----------------	--------

SHIPPING INSTRUCTIONS *SHIP PREPAID. *C.O.D. SHIPMENT CANNOT BE ACCEPTED. *PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING *THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, AC AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THER	PAYMENT * A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.  ORDERED BY  Director CFO	\$67,500.00
--	--	--------------------

City of Carmel Project

96th St, Illinios to Michigan Fiber Placement PO #119774

CHANGE ORDER #1

Price difference for Corning 72 Fiber due to availability

Contract Price prior to this Change Order	\$142,537.86
Contract Price will be increased/decreased by this Change Order	\$7500.00
New Contract Price including this Change Order	\$150,037.86

	Amount	Adjusted Contract Price	Cumulative % Change from Original Contract
Original Contract	\$142,537.86	\$142,537.86	N/A
CO1	\$7500.00	\$150,037.86	5%



TO:

CONTRACT CHANGE ORDER NO.: 1
DATE: 8/6/26
PROJECT NAME: 96th St, Illinois to Michigan Fiber Placement
CITY REQ. NO.:
CITY PO NO.: 119774
CITY PO DATE: 6/9/26

I. You are directed to make the following changes in this Contract:

(Brief Description) Alternate priced Corning 72F Cable due to Availability

SCHEDULED ADJUSTMENT

ITEM Corning 72 Fiber AMOUNT 7,500.00 (+) OR (-) DAYS

II. The following referenced Documents further describe the changes outlined in Paragraph I, and are to be considered a part of this Change Order: R.F.P.: W.D.C. No.:

Other:

The changes result in the following adjustment of Contract Price and Contract Time:

Contract Price prior to this Change Order \$ 142,537.86

Contract Price will be increased/decreased by this Change Order \$ 7500.00

New Contract Price including this Change Order \$ 150,037.86

Contract Time Prior to this Change Order Days Completion Date

Net increased/decreased resulting from this Change Order Days

Current Contract Time including this Change Order Days Completion Date

This Change Order is for full and final settlement of all direct, indirect, impact costs and time extensions incurred at any time resulting from the performance of the changed work.

The Above Changes Are

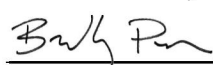
The Above Changes Are

Approved:

Recommended

Accepted:

Morgan Rinehart

ENGINEER	JDH Contraction dba, JDH Infrastructure Group	
CONTRACTOR		Laura Campbell, Presiding Officer
8109 Network Dr		
Address	Address	James Barlow, Member
Plainfield IN 46168		
City/State/Zip	City/State/Zip	Alan Potasnik, Member
317-839-0520		
Phone	Phone	Brad Pease, PE, City Engineer
7-Aug-2026	8/6/26	ATTEST:
Date	Date	
		Jacob Quinn, Clerk
Signature	Signature	
		Date

VZW Site Name: GN CARMEL CITY - **MDG ID:** 5000302363

FIFTH AMENDMENT TO LEASE AGREEMENT

APPROVED
By Sergey Gorchukhin at 10:51 am, Aug 05, 2020

THIS FIFTH AMENDMENT TO LEASE AGREEMENT (the “**Fifth Amendment**”) is made and shall be effective, as of the last date of the signatures below (“**Effective Date**”), between **City of Carmel, Indiana**, acting by and through its Board of Public Works and Safety (“**LANDLORD**”) and **GTE Mobilnet of Indiana Limited Partnership d/b/a Verizon Wireless** (“**TENANT**”). LANDLORD and TENANT (or their predecessors in interest) entered into that certain Lease Agreement dated August 27, 1997, as may have been previously amended and/or assigned (the “**Agreement**”), pursuant to which TENANT is leasing from LANDLORD a portion of that certain property located at 473 3rd Ave. SW, Carmel, IN 46032, as more particularly described in the Agreement. LANDLORD and TENANT may be referenced in this Fifth Amendment individually as a “**Party**” or collectively as the “**Parties.**”

In consideration of the mutual covenants and promises contained in this Fifth Amendment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree to amend the Agreement as follows:

1. TENANT shall be allowed to make the equipment additions or removals necessary to configure TENANT’s equipment as shown on Attachment A, attached hereto. For all purposes under the Agreement as amended hereby, the descriptions and specifications of TENANT’s equipment set forth in the Agreement, including, without limitation, any equipment descriptions and specifications with respect to TENANT’s equipment set forth in any schedules, exhibits or attachments to the Agreement, are hereby deleted and replaced with the specifications of TENANT’s equipment described in Attachment A, attached hereto.

2. The notice address for TENANT in the Agreement is hereby amended as follows:

If to TENANT: Verizon Wireless
 Basking Ridge Mail Hub
 Attn: Legal Intake
 One Verizon Way
 Basking Ridge, NJ 07920

3. Unless otherwise provided herein, all defined terms shall have the same meaning as ascribed to such terms in the Agreement.

4. In the event of any conflict or inconsistency between the terms of this Fifth Amendment and the Agreement, the terms of this Fifth Amendment shall govern and control.

5. Except as otherwise provided for in this Fifth Amendment, the Agreement shall remain in full force and effect in accordance with the original terms of the Agreement.

VZW Site Name: GN CARMEL CITY - **MDG ID:** 5000302363

6. TENANT agrees that TENANT's equipment will be painted to match the tower paint color.
7. If any road or right-of-way closures are required to install TENANT's equipment, TENANT shall coordinate the scheduling, logistics, and maintenance of traffic with LANDLORD during a mandatory pre-installation on-site meeting. TENANT shall submit its proposed installation schedule and traffic control plan to LANDLORD at least 10 business days in advance of the work. This notice period is required to facilitate coordination with neighboring businesses and tenants, and to ensure the installation does not conflict with scheduled public events or municipal operations in the area.

SIGNATURE PAGE TO FOLLOW

VZW Site Name: GN CARMEL CITY - **MDG ID:** 5000302363

IN WITNESS WHEREOF, this Fifth Amendment is effective and entered into as of the date last written below:

LANDLORD:

City of Carmel, Indiana,
acting by and through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

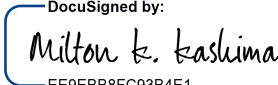
Jacob Quinn, Clerk

Date: _____

TENANT:

GTE Mobilnet of Indiana Limited Partnership
d/b/a Verizon Wireless

By: Verizon Americas LLC
Its: General Partner

By:  _____
EE9EBB8FC93B4E1...

Name: Milton K. Kashima

Title: Assoc Dir-Ntwk Reg/RE

Date: Aug 5, 2026

VZW Site Name: GN CARMEL CITY - **MDG ID:** 5000302363

ATTACHMENT A

EQUIPMENT SPECIFICATIONS

List of Authorized Equipment

(2) NN-65C-HG-R1B-V2, (2) AIR3283, (3) KRC161746/1, (2) AIR6449, (1) MS-MBA-4.4.2-C4-H4-L4, (6) AVA7-50, (4) DBC0129F1V1-1, (3) HD-12X6GA-24SM-220, (3) SXX1092165/2, (3) RHSDC-6627-PF-48, (4) 8863, (3) 4890, (3) 4449, (1) 8843, (1) 4490

Location of Equipment (Approved RAD Center):

Transmit Frequency:

776-787, 880-890, 1975-1980, 1980-1985, 2170-2180, 2120-2130, 2145-2155, 891.5-894

Receive Frequency:

746-757, 835-845, 1895-1900, 1900-1905, 1770-1780, 1720-1730, 1745-1755, 846.5-849



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 07/08/2026

Department Review:

MAC: yes

CFD: yes

ENG: yes

STREETS: yes

CPD: yes

PARKS: yes

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☒ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Midtown Plaza

☐ Reflecting Pool

☐ Other

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

International Dance Festival

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

9/12/2026

Event Date End *

9/12/2026

Rain Date *

9/12/2026

If multiple dates, please list

Set-Up time: *

8:00:00 AM

Tear Down (End) time: *

9:00:00 PM

Event Start time: *

5:00:00 PM

Event End time: *

8:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

100

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood Name/Streets to be closed

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure**3. SPECIAL REQUESTS:****Requests:**

- ☐ Electricity
☐ Reflecting Pool Restrooms
☐ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ Bounce House
☐ N/A
☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:**Vendors**

- ☒ Vendors Present
☒ Food Served (May be subject to Hamilton County Health Department Inspection)
☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
☐ N/A

Vendors Present*

Approximately how many vendors will be present?

2

7. CONTACT INFORMATION:**Contact Person***

PAROOL PATEL

Email*

[REDACTED]

Phone Number:*

[REDACTED]

Cell Number:**Name/Organization:****Address**

Street Address

[REDACTED]

Address Line 2

City

Carmel

Postal / Zip Code

46033

State / Province / Region

IN

Country

United States

Organization Type:*

Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes☐ No**SECURITY DEPOSIT AND FEE:**

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits **must** be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

DISCLAIMER:

The Carmel Board of Public Works and Safety reserves the right, in its sole discretion, to deny any facility use request and/or revoke any previously granted request to use a City facility for any lawful reason.

Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

I have read and understand the City of Carmel, Indiana ("City") [Special Event/Facility Use Policy](#) and agree to be bound by all the terms and conditions set forth therein.

I will leave the City facility I use in the same condition that it was immediately prior to my use thereof. I agree to pay for any damage, repair or clean-up costs incurred by the City as a result of my use of a City facility.

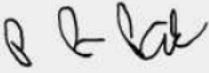
I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Special Event/Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Namaste Carmel
Name of Organization/Applicant

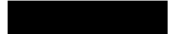
*



Signature of Authorized Agent/Applicant

PAROOL PATEL
Printed Name and Title (If applicable)

*



Phone Number (Required)



Address of Organization/Applicant

9/12/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 7/24/26

Department Review:

MAC: yes

ENG: yes

CPD: yes

CFD: yes

STREETS: yes

PARKS: yes

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Monon & Main Plaza

☐ Reflecting Pool

☐ Civic Square Gazebo / Lawn

☐ Midtown Plaza

☒ Other

Veterans Memorial Plaza

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

Carmel Fire Department annual 9/11 Remembrance Ceremony

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

~~9/30/2026~~ 9/11/26

Event Date End *

~~7/30/2026~~ 9/11/26

Rain Date *

~~9/30/2026~~

If multiple dates, please list

Set-Up time: *

7:00:00 AM

Tear Down (End) time: *

10:00:00 AM

Event Start time: *

8:00:00 AM

Event End time: *

10:00:00 AM

Rehearsal

☒ No ☐ Yes

Number of People

100

Expected: *

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood

n/a

Name/Streets to be closed

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure**3. SPECIAL REQUESTS:****Requests:**

- ☐ Electricity
☐ Reflecting Pool Restrooms
☐ N/A
☒ Other Flags at half staff for ceremony

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☒ Other Area in front of plaza for the Tiller to raise the Garrison flag

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ Bounce House
☐ N/A

- ☒ Other one table each for Carmel Fire Dept and Carmel Police Dept and a podium

Carmel Fire Department and Carmel Police Department

Name of Merchants(s) doing the setup

3175082809

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☐ Vendors Present
- ☐ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☒ N/A

7. CONTACT INFORMATION:**Contact Person ***

Renee Butts

Email *

rbutts@carmel.in.gov

Phone Number: *

3175714245

Cell Number:

317-508-2809

Name/Organization:

Carmel Fire Department

Address

Street Address

210 Veterans Way

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

USA

Organization Type: *

Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes☐ No**SECURITY DEPOSIT AND FEE:**

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits **must** be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

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Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Renee L Butts
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Renee L Butts, Public Education Officer
Printed Name and Title (If applicable)

*

317-508-2809
Phone Number (Required)

210 Veterans Way
Carmel IN 46032
Address of Organization/Applicant

7/24/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 07/15/2026

Department Review:

MAC: yes

ENG: yes

CPD: yes

CFD: yes

STREETS: yes

PARKS: yes

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Monon & Main Plaza

☐ Reflecting Pool

☐ Civic Square Gazebo / Lawn

☐ Midtown Plaza

☒ Other: STREETS + STAGE

◦ Please click [here](#) to request [the Carter Green or East Patio](#).

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

The City of Carmel is hosting the College Avenue Block Party located at Rosie's Landscaping to give back to the community for their patience while College Ave was reconstructed.

Block Party will include a short program, band, City booths, beer vendor and food vendor. The event will take place from 5:30 - 8 pm, with the band performing from 6 - 8 pm.

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☐ Yes ☒ No

Event Date Start *

9/17/2026

Event Date End *

9/17/2026

Rain Date *

9/17/2026

If multiple dates, please list

Set-Up time: *

12:00:00 PM

Tear Down (End) time: *

10:00:00 PM

Event Start time: *

5:00:00 PM

Event End time: *

8:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

300

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood

College Avenue. No street closure needed.

Name/Streets to be closed

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

College Ave Block Party Map.pdf

235.96KB

Type of Closure:

- ☐ Rolling closure
- ☐ Total closure
- ☐ Lane restrictions - explain below
- ☐ Other - explain below
- ☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

3. SPECIAL REQUESTS:

Requests:

- ☐ Electricity
- ☐ Reflecting Pool Restrooms
- ☒ N/A
- ☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

- ☒ Cones/Barricades (signed agreement required)
- ☐ Detour/Traffic Redirection Signs (signed agreement required)
- ☐ Emergency Medical Services (EMS) (Extra fees may apply)
- ☐ Extra Patrol During Event (when available)
- ☒ Traffic Control (Extra fees may apply)
- ☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
- ☒ No Parking Signs (Pick up at Carmel Police Department)
- ☒ Trash Trailer (\$150 fee may be applied for use)
- ☐ N/A
- ☒ Other We will only need traffic control if we think there will be an issue with people blocking College to turn into the event.

Cones*

Agreement must be signed with Carmel Street Department before delivery/pickup

- ☒ Standard Cones
- ☐ Tall Skinny Cones
- ☒ Barricades (used to close roads)
- ☒ Crowd-Control Gates

Barricades*

Please note the number of Barricades needed

6

Crowd-Control Gates*

Please note the number of Crowd-Control Gates needed

6

Standard Cones*

Please note the number of Standard Cones needed

25

No Parking Signs*

Please note the number of NO PARKING SIGNS needed

25

5. EVENT SET UP:

- ☒ Stage

City Stage

Size of Stage



- ☒ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

10x10

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☐ N/A

☐ Other

Name of Merchants(s) doing the setup

3176578263

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☒ Vendors Present
- ☒ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☒ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☐ N/A

Vendors Present *

Approximately how many vendors will be present?

2

7. CONTACT INFORMATION:

Contact Person *

Sondra Schwieterman

Email *

Sondra_schwieterman@outlook.com

Phone Number: *

3176578263

Cell Number:

Name/Organization:

Sweet Event Planning

Address

Street Address

3508 East Carmel Drive

Address Line 2

City

Carmel

Postal / Zip Code

46033

State / Province / Region

IN

Country

United States

Organization Type: *

Individual

Residency

Is the requestor a citizen of the City of Carmel?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:

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Mayor's Office

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Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Sweet Event Planning/Sondra Schwieterman
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sondra Schwieterman/Event Planner
Printed Name and Title (If applicable)

*

3176578263
Phone Number (Required)

Address of Organization/Applicant

7/15/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

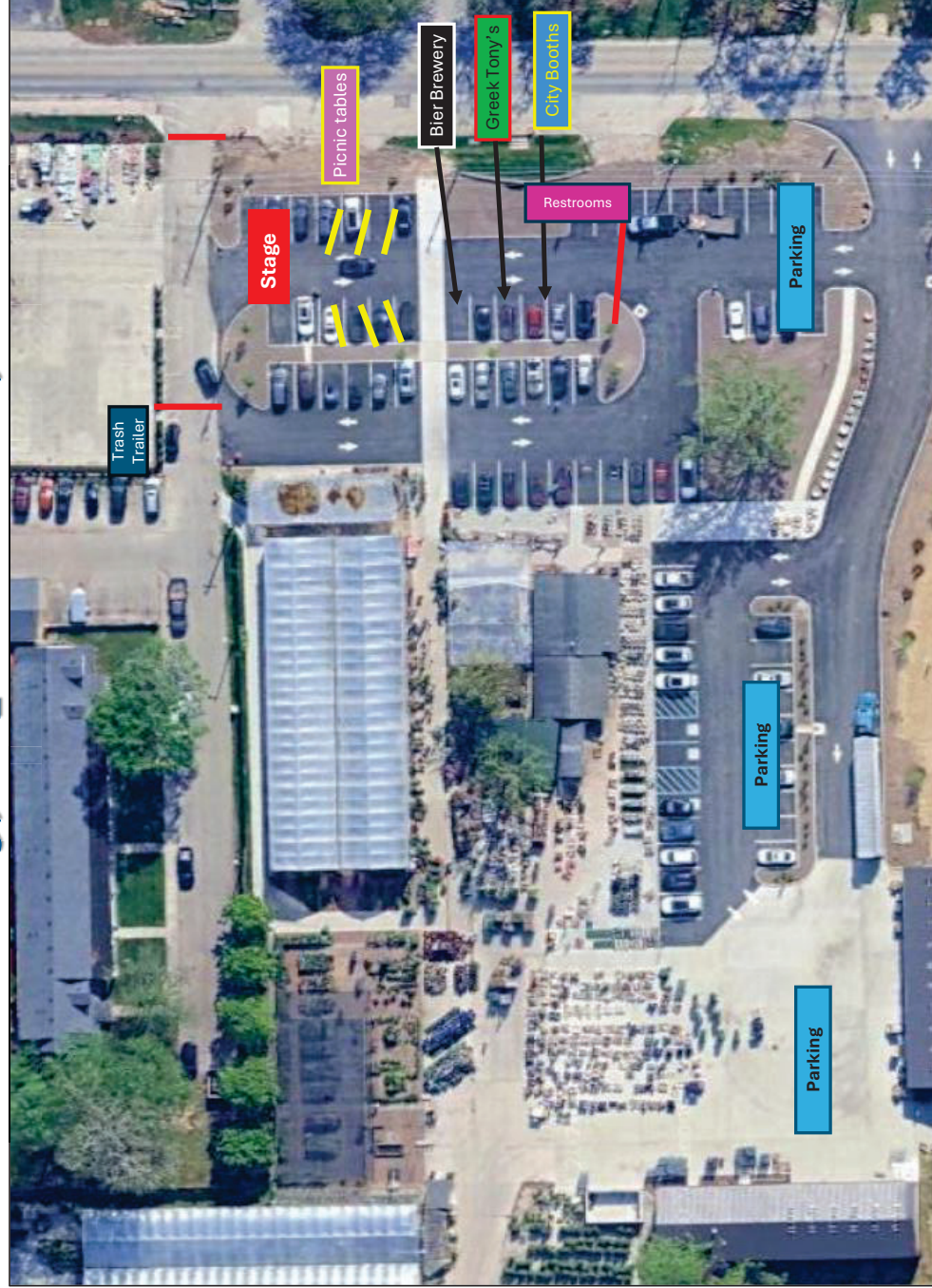
ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

College Avenue Block Party Thursday, September 17, 2026



- Lot used for event will need to be cleared of cars by Noon
- Stage set by 1 pm
- Main Event to arrive at 1:30 pm
- Vendors can arrive between 4 – 5 pm

Event time: 5:30 – 8 pm
Mayor/Speakers: 5:45 pm
Band: 6 – 8 pm

— Road Closure/Barricades



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 07/12/2026

Department Review:

MAC: yes

ENG: yes

CPD: yes

CFD: yes

STREETS: yes

PARKS: yes

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Monon & Main Plaza

☐ Reflecting Pool

☐ Civic Square Gazebo / Lawn

☐ Midtown Plaza

☒ Other

Street party on Ironwood Ct

- Please click [here](#) to request [the Carter Green or East Patio](#).

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

Cool Creek North HOA street party

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

9/19/2026

Event Date End *

9/19/2026

Rain Date *

9/26/2026

If multiple dates, please list

Set-Up time: *

4:00:00 PM

Tear Down (End) time: *

10:00:00 PM

Event Start time: *

5:00:00 PM

Event End time: *

10:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

100

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood Name/Streets to be closed

The end of Ironwood Ct

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Screenshot 2026-07-12 104408.png

99.75KB

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☒ Other - explain below
☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

Homeowners will still be able to get to their homes. We will have tents set up along the edges of the caul-de-sac

3. SPECIAL REQUESTS:**Requests:**

- ☐ Electricity
☐ Reflecting Pool Restrooms
☒ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☒ N/A
☐ Other

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ Bounce House

- ☐ N/A

- ☒ Other We will have 3-4 small tents set up around the court

privately owned canopy tents

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:**Vendors**

- ☒ Vendors Present
☐ Food Served (May be subject to Hamilton County Health Department Inspection)
☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
☐ N/A

Vendors Present*

Approximately how many vendors will be present?

2

7. CONTACT INFORMATION:**Contact Person***

Nichole Kammers

Email*

coolcreeknorth@gmail.com

Phone Number:*

3176060632

Cell Number:

3176060632

Name/Organization:

Cool Creek North Neighborhood Association

Address

Street Address

1375 Sumac Ct

Address Line 2

City

Carmel

Postal / Zip Code

46033

State / Province / Region

In

Country

Organization Type:*

Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes☐ No**SECURITY DEPOSIT AND FEE:**

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Mayor's Office

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Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Cool Creek North Neighborhood Association
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Nichole Kammers - President
Printed Name and Title (If applicable)

*

3176060632
Phone Number (Required)

1375 Sumac Ct, Carmel, In 46033
Address of Organization/Applicant

7/12/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

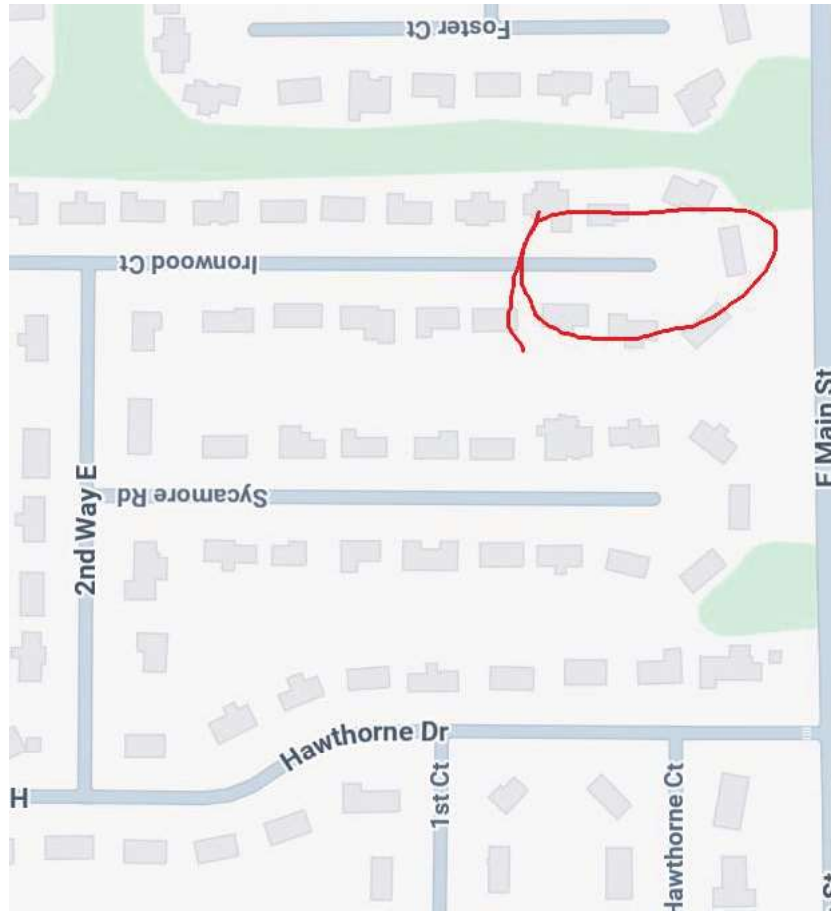
Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____





SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 07/20/2026

Department Review:

MAC: yes

CFD: yes

ENG: yes

STREETS: yes

CPD: yes

PARKS: yes

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Midtown Plaza

☐ Reflecting Pool

☒ Other

- Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

RUN(317) Carmel Village of WestClay includes a 5k run/walk and post-race party.

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

9/24/2026

Event Date End *

9/24/2026

Rain Date *

9/24/2026

If multiple dates, please list

No rain / contingency date

Set-Up time: *

12:00:00 PM

Tear Down (End) time: *

10:00:00 PM

Event Start time: *

7:00:00 PM

Event End time: *

9:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

1,600

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☒ Yes ☐ No

Fees (cont'd)

Purpose of fee

Various

2. STREET(S) REQUESTED:

Neighborhood

Name/Streets to be closed

Various streets in the Village of WestClay. Course map can be viewed here:

<https://runsignup.com/Race/RUN317Carmel/Page/CourseMap>

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

RUN(317) Carmel Village of WestClay Course Marshall
and Police Officer Map.pdf

395.77KB

Type of Closure:

- ☒ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

Rolling closures beginning at 6:50pm and fully open by 8:15pm along the route.

3. SPECIAL REQUESTS:**Requests:**

- ☐ Electricity
☐ Reflecting Pool Restrooms
☐ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☒ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☒ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

No Parking Signs *

Please note the number of NO PARKING SIGNS needed

40

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ Bounce House
☐ N/A
☐ Other

Name of Merchants(s) doing the setup

8124935525

Phone Number of Merchant(s) doing set up:

6. VENDORS:



Vendors

- ☒ Vendors Present
- ☒ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☒ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☐ N/A

Vendors Present *

Approximately how many vendors will be present?

12

7. CONTACT INFORMATION:



Contact Person *

Jay Druba

Email *



Phone Number: *

Cell Number:

Name/Organization: Full Circle Events

Address

Street Address



Address Line 2

City

Fishers

Postal / Zip Code

46040

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:



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Full Circle Events

Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Jay Druba

Printed Name and Title (If applicable)

*



Phone Number (Required)



Address of Organization/Applicant

7/18/2026

Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

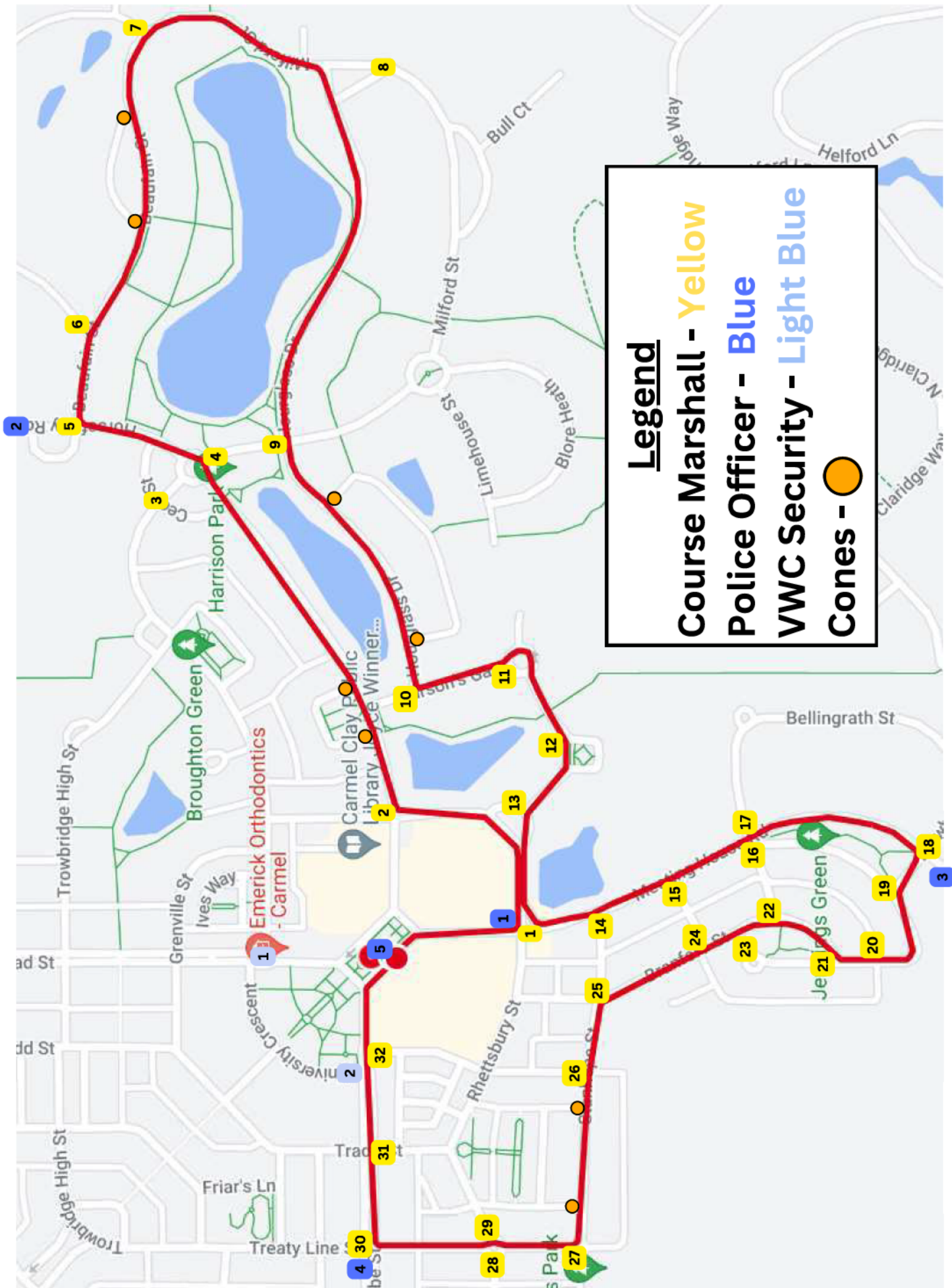
ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

2026 RUN(317) Carmel Village of WestClay Course Marshall and Police Officer Map





SPECIAL EVENT / FACILITY USE REQUEST

Information

Request submission date:

Department Review:

MAC: yes

ENG: yes

CPD: yes

CFD: yes

STREETS: yes

PARKS: yes

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Monon & Main Plaza

☐ Reflecting Pool

☒ Civic Square Gazebo / Lawn

☐ Midtown Plaza

☐ Other

- Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

Freedom Rising is 501(c)(3) located in Anderson, IN. My Co-Executive Director is a Carmel resident. The Freedom Rising 5K is a community run and walk organized to raise awareness and funds to combat human trafficking. Proceeds from the event will support Freedom Rising's programs that provide protection, education, safe housing, vocational training, and other services for trafficking survivors and vulnerable individuals. The event is open to participants of all ages and fitness levels and is intended to bring the community together in support of freedom, safety, and hope for those affected by human trafficking.

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☐ Yes ☒ No

Event Date Start *

9/27/2026

Event Date End *

9/27/2026

Rain Date *

9/27/2026

If multiple dates, please list

Set-Up time: *

10:00:00 AM

Tear Down (End) time: *

7:00:00 PM

Event Start time: *

3:00:00 PM

Event End time: *

6:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

200

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☒ Yes ☐ No

Fees (cont'd)

Purpose of fee

Fundraising for Nonprofit Organization

2. STREET(S) REQUESTED:

**Neighborhood
Name/Streets to be
closed**

Gradle Dr., Third Ave SW, Civic Center Dr., S Gulford Rd., Main Street.
Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☒ Lane restrictions - explain below
☐ Other - explain below
☐ N/A

Explain lane restrictions needed and other needed below:

**Further Info for type
of closure**

Temporary lane restrictions and traffic control are requested along portions of the 5K course located on public streets. Where possible, runners will use the curb lane traveling in the direction of the race, while at least one lane will remain open for local and through traffic. Brief rolling traffic holds may be required at intersections, roundabouts, and pedestrian crossings as participants pass. A temporary full closure may be needed near the start and finish area immediately before the race begins and until the final participant finishes. Police officers, course marshals, barricades, cones, and appropriate traffic-control signage will be used as directed by the City of Carmel.

3. SPECIAL REQUESTS:

Requests:

- ☐ Electricity
☐ Reflecting Pool Restrooms
☐ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

- ☒ Cones/Barricades (signed agreement required)
☒ Detour/Traffic Redirection Signs (signed agreement required)
☒ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☒ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

Cones *

Agreement must be signed with Carmel Street Department before delivery/pickup

- ☒ Standard Cones
☒ Barricades (used to close roads)
☐ Tall Skinny Cones
☐ Crowd-Control Gates

Barricades *

Please note the number of Barricades needed

8

Standard Cones *

Please note the number of Standard Cones needed

50

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☒ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☐ N/A

☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☒ Vendors Present
- ☐ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under “General Terms and Conditions” in the Special Event/Facility Use Policy)
- ☐ N/A

Vendors Present*

Approximately how many vendors will be present?

4

7. CONTACT INFORMATION:

Contact Person*

Andrew Sveum

Email*

andrew@freedomrisingnow.org

Phone Number:*

7656107434

Cell Number:

7656107434

Name/Organization:

Freedom Rising

Address

Street Address

P.O. Box 6

Address Line 2

City

Anderson

Postal / Zip Code

46015

State / Province / Region

IN

Country

USA

Organization Type:*

Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits must be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

DISCLAIMER:



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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

I have read and understand the City of Carmel, Indiana ("City") [Special Event/Facility Use Policy](#) and agree to be bound by all the terms and conditions set forth therein.

I will leave the City facility I use in the same condition that it was immediately prior to my use thereof. I agree to pay for any damage, repair or clean-up costs incurred by the City as a result of my use of a City facility.

I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Special Event/Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Freedom Rising Inc.
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Andrew Sveum
Printed Name and Title (If applicable)

*

7656107434
Phone Number (Required)

P.O. Box 6, Anderson, IN, 46015
Address of Organization/Applicant

7/23/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____





SPECIAL EVENT / FACILITY USE REQUEST

Information

Additional request to close
Elm between Monon &
Veterans (CITY REQUEST)

Request submission date: 07/14/2026

Department Review:

MAC: yes

ENG: yes

CPD: yes

CFD: yes

STREETS: yes

PARKS: yes

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Monon & Main Plaza

☐ Reflecting Pool

☐ Civic Square Gazebo / Lawn

☒ Midtown Plaza

☐ Other

◦ Please click [here](#) to request [the Carter Green or East Patio](#).

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

Carmel Homecoming Pep Rally

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☐ Yes ☒ No

Event Date Start *

10/1/2026

Event Date End *

10/1/2026

Rain Date *

10/1/2026

If multiple dates,
please list

Set-Up time: *

3:00:00 PM

Tear Down (End) time: *

8:00:00 PM

Event Start time: *

5:30:00 PM

Event End time: *

8:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

500

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood

5201 E Main St

Name/Streets to be closed

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure**3. SPECIAL REQUESTS:****Requests:**

- ☒ Electricity
☐ Reflecting Pool Restrooms
☐ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

5. EVENT SET UP:

- ☒ Stage MIDTOWN STAGE - Not Mobile Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ Bounce House
☐ N/A
☒ Other Sound system and use of the television screen

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:**Vendors**

- ☐ Vendors Present
☐ Food Served (May be subject to Hamilton County Health Department Inspection)
☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
☐ N/A

7. CONTACT INFORMATION:



Contact Person * Emily Bauer

Email * ebauer@ccs.k12.in.us

Phone Number: * 3178449961

Cell Number: 8182054553

Name/Organization: Carmel Clay Schools

Address

Street Address
5201 E Main St
Address Line 2
City State / Province / Region
Carmel Indiana
Postal / Zip Code Country
46033

Organization Type: * Non-Profit Organization

Residency Is the Organization based within the City of Carmel city limits?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:



A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits **must** be received prior to application review or processing.

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Acknowledgement and Agreement

Mayor's Office

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I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Special Event/Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Carmel Clay Schools/Emily Bauer
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Emily Bauer, Director of Community Relations
Printed Name and Title (If applicable)

*

8182054553
Phone Number (Required)

5201 E. Main Street, Carmel, IN 46033
Address of Organization/Applicant

7/14/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 07/15/2026

Department Review:

MAC: yes

ENG: yes

CPD: yes

CFD: yes

STREETS: yes

PARKS: yes

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Monon & Main Plaza

☐ Reflecting Pool

☐ Civic Square Gazebo / Lawn

☐ Midtown Plaza

☐ Other

- Please click [here](#) to request [the Carter Green or East Patio](#).

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

Annual Carmel High School Homecoming Parade. CHS students will walk the route, there may be one fire truck, and possibly two decorated cars. Adults will be supervising those in the parade. Community may watch on the route.

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☐ Yes ☒ No

Event Date Start *

10/2/2026

Event Date End *

10/2/2026

Rain Date *

10/2/2026

If multiple dates, please list

Cancel if raining

Set-Up time: *

12:45:00 PM

Tear Down (End) time: *

1:30:00 PM

Event Start time: *

1:00:00 PM

Event End time: *

1:30:00 AM

Rehearsal

☒ No ☐ Yes

Number of People

300

Expected: *

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

**Neighborhood
Name/Streets to be
closed**

The parade begins at the front circle of Carmel High School (520 E. Main Street). We will travel west on Main Street and will end at the intersection of the Monon Trail and Main Street (by Bubs). Parade participants will walk back to CHS using 1st Street to Richland Ave.

We will need assistance blocking of Main Street going West at the start of the parade, blocking Rangeline to cross as we go West, and then between Main between Rangeline/2nd Ave(Monon Trail area), and then again as the large group walks back we would like to stop traffic to let them all cross at Rangeline and 1st St as they travel east.

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

ParadeCHS 2026.jpg

163.04KB

Type of Closure:

- ☐ Rolling closure
- ☒ Total closure
- ☐ Lane restrictions - explain below
- ☐ Other - explain below
- ☐ N/A

Explain lane restrictions needed and other needed below:

**Further Info for type
of closure**

We would like to utilize our SROs to assist with the parade/road closures.

3. SPECIAL REQUESTS:

Requests:

- ☐ Electricity
- ☐ Reflecting Pool Restrooms
- ☒ N/A
- ☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

- ☐ Cones/Barricades (signed agreement required)
- ☐ Detour/Traffic Redirection Signs (signed agreement required)
- ☐ Emergency Medical Services (EMS) (Extra fees may apply)
- ☐ Extra Patrol During Event (when available)
- ☐ Traffic Control (Extra fees may apply)
- ☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
- ☐ No Parking Signs (Pick up at Carmel Police Department)
- ☐ Trash Trailer (\$150 fee may be applied for use)
- ☒ N/A
- ☐ Other

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☒ N/A

☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

☐ Vendors Present

☐ Food Served (May be subject to Hamilton County Health Department Inspection)

☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)

☒ N/A

7. CONTACT INFORMATION:

Contact Person * Brittany Wiseman

Email * bwiseman@ccs.k12.in.us

Phone Number: * 3175715919

Cell Number: 4077131818

Name/Organization: Carmel High School

Address

Street Address

520 East Main Street

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

USA

Organization Type: * Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits **must** be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

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Acknowledgement and Agreement

Mayor's Office

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Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Carmel High School
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Brittany Wiseman, Assistant Principal CHS
Printed Name and Title (If applicable)

*

3175715919
Phone Number (Required)

520 East Main Street, Carmel, IN 46032
Address of Organization/Applicant

7/15/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

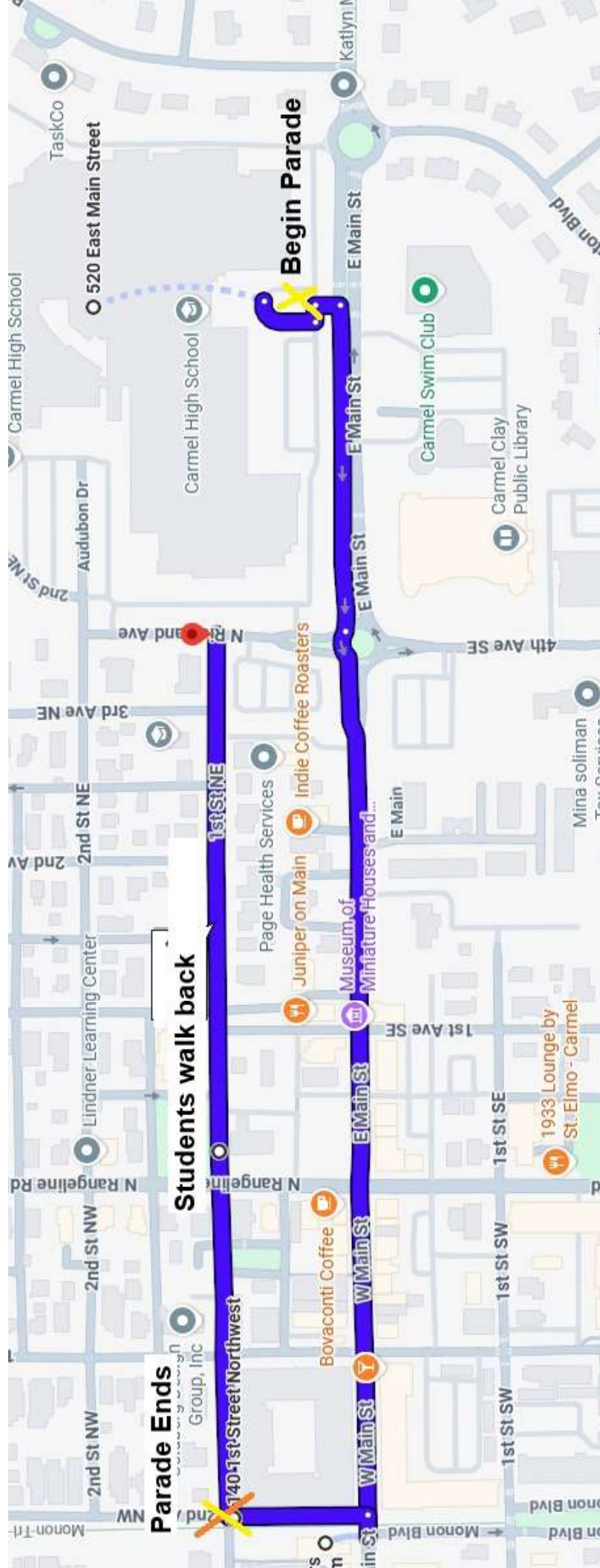
Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____





SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 7/23/26

Department Review:

MAC: yes

ENG: yes

CPD: yes

CFD: yes

STREETS: yes

PARKS: yes

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Monon & Main Plaza

☐ Reflecting Pool

☐ Civic Square Gazebo / Lawn

☐ Midtown Plaza

☒ Other

Everyone Deserves Their
Morning Sun Roundabout

- Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

Press conference on a call to action to raise awareness on Movember-Men's Health. The centerpiece of our event will be the temporary closure of the roundabout where the "Everyone Deserves Their Morning Sun" artwork is located, transforming it into a hub of activity dedicated to our cause. Media personalities and health experts will be on-site, shooting live footage to highlight the importance of men's health and to educate the public on these critical issues. Their presence and expertise will draw attention to the campaign, ensuring that the message reaches a wide audience. We are inviting the public to donate by using the provided/advertised QR code and blue flags, will be placed in the roundabout showing support for men's health, creating a powerful and visually striking display of solidarity and support. Our goal is for the roundabout, adorned with these flags, to become a symbol of the cause and poignant photo opportunity for survivors and supporters alike. Additionally we will endeavor to make the "Everyone Deserves Their Morning Sun" roundabout the most adored roundabout in Carmel

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

11/1/2026

Event Date End *

11/1/2026

Rain Date *

11/1/2026

If multiple dates,
please list

Set-Up time: *

8:45:00 AM

Tear Down (End) time: *

9:20:00 AM

Event Start time: *

9:00:00 AM

Event End time: *

9:20:00 AM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

100

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No**2. STREET(S) REQUESTED:****Neighborhood
Name/Streets to be
closed**Roundabout at Clay Terrace Blvd, N. Rangeline Road and Lowes Way
Include addresses as appropriate**Upload Map**

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☒ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☐ N/A

Explain lane restrictions needed and other needed below:

**Further Info for type
of closure**Road closures southbound from Clay Terrace Blvd, northbound from Rangeline
Road, keeping Lowes Way open into Clay Terrace Blvd.**3. SPECIAL REQUESTS:****Requests:**

- ☐ Electricity
☐ Reflecting Pool Restrooms
☐ N/A

- ☒ Other Placing flags in roundabout correlating dollars raised to be
donated to a local mens health charity

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☒ Cones/Barricades (signed agreement required)
☒ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

Cones*

Agreement must be signed with Carmel Street Department before delivery/pickup

- ☒ Standard Cones ☐ Tall Skinny Cones
☒ Barricades (used to close roads) ☐ Crowd-Control Gates

Barricades*

Please note the number of Barricades needed

4

Standard Cones*

Please note the number of Standard Cones needed

10

5. EVENT SET UP:

- ☐ Stage

n/a

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

n/a

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☐ N/A

☐ Other

Carmel Fire Department

Name of Merchants(s) doing the setup

3175082809

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☐ Vendors Present
- ☐ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☒ N/A

7. CONTACT INFORMATION:

Contact Person *

Renee Butts

Email *

rbutts@carmel.in.gov

Phone Number: *

3175714245

Cell Number:

317-5082809

Name/Organization:

Carmel Fire Department

Address

Street Address

210 Veterans Way

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

USA

Organization Type: *

Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits must

be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

DISCLAIMER:



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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

I have read and understand the City of Carmel, Indiana ("City") [Special Event/Facility Use Policy](#) and agree to be bound by all the terms and conditions set forth therein.

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Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Carmel Fire Department
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Renee L Butts Public Education Officer
Printed Name and Title (If applicable)

*

317-508-2809
Phone Number (Required)

210 Veterans Way
Carmel IN 46032
Address of Organization/Applicant

7/23/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Request submission date: 07/22/2026

Department Review:

MAC: yes

CFD: yes

ENG: yes

STREETS: yes

CPD: yes

PARKS: yes

Information

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

- ☒ **CARTER GREEN (area between Center for the Performing Arts & James Building)**
- ☒ **ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)**

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Carmel Farmers Market

The Board of Directors of the Carmel Farmers Market, an Indiana non-profit corporation, respectfully requests from the Carmel Board of Public Works and Safety the following:

Exclusive use, for the purpose of conducting the Carmel Farmers Market, on Carter Green, the adjacent drives, and the adjacent sidewalks, along with non-exclusive use of the James Building and Veterans Way parking structures, along with the lobby and restroom facilities in the James Building, from 6 AM until 1:30 PM each Saturday from May 01, 2027, through September 30, 2027.

In addition, the Carmel Farmer Market requests to use and to have control of the following spaces and amenities:

- A 20' x 20' area on the south lawn of the Veterans Memorial, adjacent to the center walkway and the east sidewalk, to be designated as a Public Expression Space.
 - The parking spaces on the east side of 3rd Avenue SW, north of the exit drive from the James Building Parking Garage to the south edge of the exit for Carter Green Drive. This is for the purpose of temporarily designating these parking spaces, as the need arises; as handicapped, parcel unloading and loading, or vendor and short-term parking for the Farmers Market or vendor spaces. However, if there is a Saturday morning event in the Tarkington for which extra specialized parking is needed by the Center, Carmel Farmers Market will coordinate with the Center for the Performing Arts regarding the use of only the parking spaces on the east side of 3rd Ave SW running south from the entrance to Carter Green Drive to the exit from the James Building Parking Garage.
 - Outside faucet and hot water at Tarkington Garage.
 - Install ground receivers for umbrellas (9) on the NE Green and for handicap signs (3) on 3rd Ave.
 - Use of the bollards.
 - Water faucets on the NE and SE Green.
 - People Barrier Gates for the Monon Side.
- Attach additional pages if needed-SEE BELOW

Event Date Start *

5/1/2027

Event Date End *

9/25/2027

Rain Date *

9/25/2027

**If multiple dates,
please list**

No Rain Dates Needed

Set-Up time *

6:00:00 AM

**Tear Down End
time ***

1:30:00 PM

**Event Start
time: ***

8:00:00 AM

**Event End
time: ***

11:30:00 AM

Rehearsal *

☒ No ☒ Yes

**Number of People
Expected: ***

8,000

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:



**Neighborhood
Name/Streets to be
closed**

NONE

Include addresses as appropriate

UPLOAD MAP

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☒ N/A

Explain lane restrictions needed and other needed below:

**Further Info for type
of closure**

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

- ☒ ELECTRICITY
☒ JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply
☐ N/A
☒ Other See Attached

5. CITY SERVICES NEEDED:

Mark all that apply



**CITY SERVICES
NEEDED:**

- ☒ Cones/Barricades (signed agreement required)
- ☐ Detour/Traffic Redirection Signs (signed agreement required)
- ☐ Emergency Medical Services (EMS) (Extra fees may apply)
- ☒ Extra Patrol During Event (when available)
- ☐ Traffic Control (Extra fees may apply)
- ☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
- ☐ No Parking Signs (Pick up at Carmel Police Department)
- ☒ Trash Trailer (\$150 fee may be applied for use)
- ☐ N/A
- ☐ Other

Cones *

Agreement must be signed with Carmel Street Department before delivery/pickup

- ☒ Standard Cones
- ☐ Tall Skinny Cones
- ☐ Barricades (used to close roads)
- ☒ Crowd-Control Gates

**Crowd-Control
Gates ***

Please note the number of Crowd-Control Gates needed

30

Standard Cones *

Please note the number of Standard Cones needed

25

EVENT SET UP:

Mark all that apply



☐ **Stage**

Size of Stage

- ☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☐ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☒ **VENDORS PRESENT**
- ☒ **FOOD SERVED (May be subject to Hamilton County Health Department inspection.)**
- ☐ **ALCOHOL SERVED - Please see Section R under “General Terms and Conditions” in the Public Use Policy.**
- ☐ **N/A**

Vendors Present *

Approximately how many vendors will be present?

85

6. CONTACT INFORMATION:



Contact Person

Lisa McLaughlin

Email Imclaughlin@arcwoodenviro.com

Phone Number: 8125985265

Cell Number:

Name/Organization:

Address Street Address
2 Carter Green
Address Line 2
City State / Province / Region
Carmel IN
Postal / Zip Code Country
46032 United States

Organization Type: * Non-Profit Organization

Residency Is the Organization based within the City of Carmel city limits?

☒ **Yes**

☐ **No**

SECURITY DEPOSIT AND FEE:

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Age Confirmation * ☒ **I confirm that I am 18 years of age or older.**

Special Event/Facility Use Policy * ☒ **By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.**

Carmel Farmers Market
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Lisa McLaughlin, President
Printed Name and Title (If applicable)

*

8125985265
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 6/26/2026

Department Review:

MAC: yes

ENG: yes

CPD: yes

CFD: yes

STREETS: yes

PARKS: yes

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Monon & Main Plaza

☐ Reflecting Pool

☒ Civic Square Gazebo / Lawn

☐ Midtown Plaza

☒ Other

Japanese Garden, City Hall
Parking lot, ancillary lot, and
Veteran's way

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose & Description: *

Provide a brief description of event

Carmel Japan SpringFest 2027

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

5/2/2027

Event Date End *

5/2/2027

Rain Date *

7/10/2027

If multiple dates,
please list

Set-Up time: *

7:00:00 AM

Tear Down (End) time: *

6:00:00 PM

Event Start time: *

11:00:00 AM

Event End time: *

5:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

15,000

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood Name/Streets to be closed

Veteran's way

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☒ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure festival with pedestrian traffic

3. SPECIAL REQUESTS:**Requests:**

- ☐ Electricity
☐ Reflecting Pool Restrooms
☐ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☒ Cones/Barricades (signed agreement required)
☒ Detour/Traffic Redirection Signs (signed agreement required)
☒ Emergency Medical Services (EMS) (Extra fees may apply)
☒ Extra Patrol During Event (when available)
☒ Traffic Control (Extra fees may apply)
☒ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☒ No Parking Signs (Pick up at Carmel Police Department)
☒ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

Cones*

Agreement must be signed with Carmel Street Department before delivery/pickup

- ☒ Standard Cones
☒ Tall Skinny Cones
☒ Barricades (used to close roads)
☒ Crowd-Control Gates

Barricades*

Please note the number of Barricades needed

3

Crowd-Control Gates*

Please note the number of Crowd-Control Gates needed

10

Standard Cones*

Please note the number of Standard Cones needed

40

Tall Skinny Cones*

Please note the number of Tall Skinny Cones needed

20

No Parking Signs*

Please note the number of NO PARKING SIGNS needed

40

5. EVENT SET UP:

- ☒ Stage

City's Truck Stage

Size of Stage

- ☒ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

10X10 and 10X20

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☐ N/A

☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☒ Vendors Present
- ☒ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☐ N/A

Vendors Present*

Approximately how many vendors will be present?

40

7. CONTACT INFORMATION:

Contact Person*

Evan Kreutzer

Email*

carmelsistercities@gmail.com

Phone Number:*

[REDACTED]

Cell Number:

Name/Organization: Carmel Sister Cities, Inc.

Address

Street Address

[REDACTED]

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

USA

Organization Type:* Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☐ No

SECURITY DEPOSIT AND FEE:

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Acknowledgement and Agreement

Mayor's Office

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Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Carmel Sister Cities Inc.
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Evan Kreutzer, President
Printed Name and Title (If applicable)

*

[Redacted]

Phone Number (Required)

1 [Redacted]

Address of Organization/Applicant

6/26/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

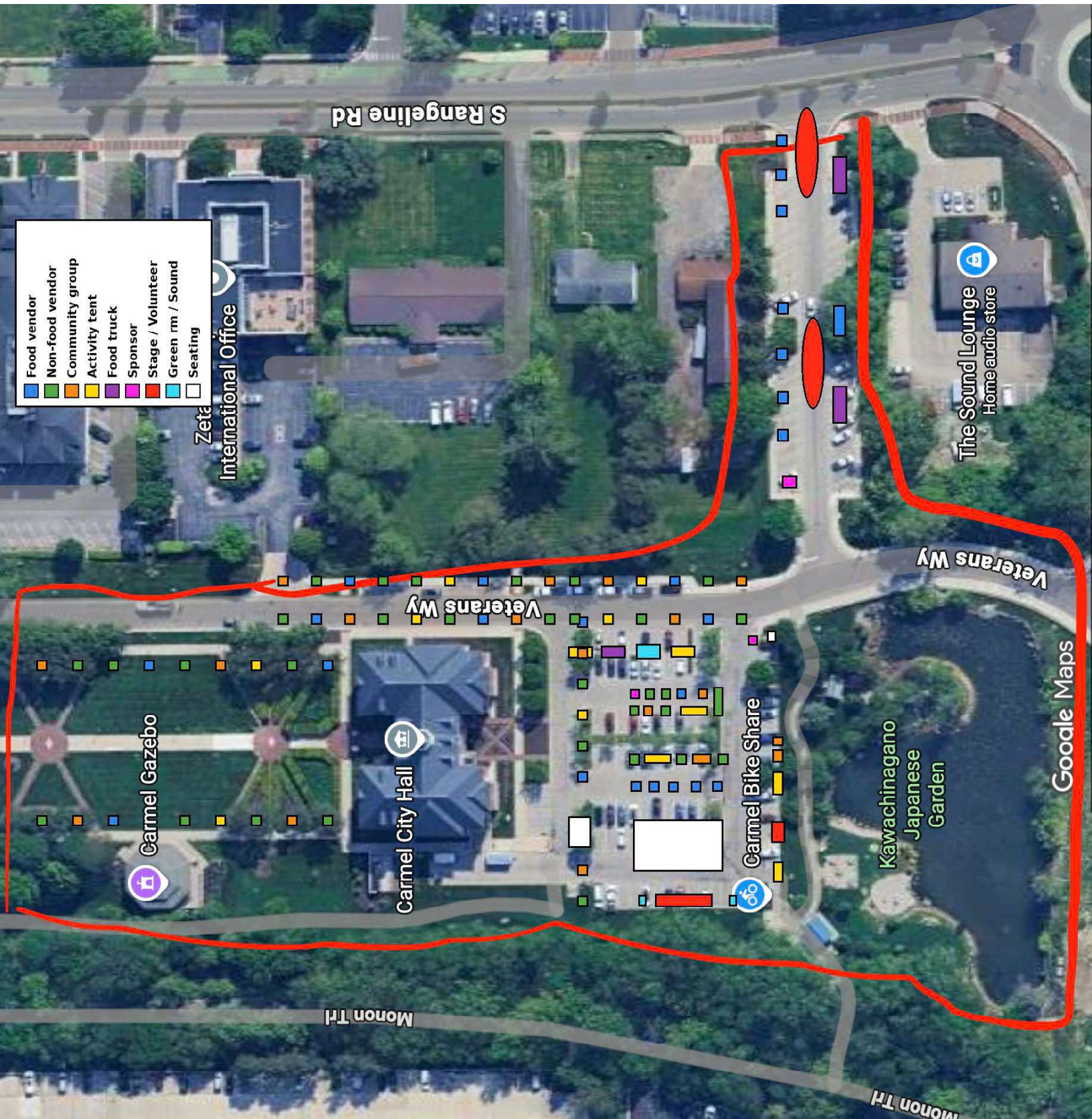
Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____



- Food vendor
- Non-food vendor
- Community group
- Activity tent
- Food truck
- Sponsor
- Stage / Volunteer
- Green rm / Sound
- Seating

Zeta
International Office

S Rangeline Rd

Veterans Wy

Veterans Wy

The Sound Lounge
Home audio store

Carmel Gazebo

Carmel City Hall

Carmel Bike Share

Kawachinagano
Japanese
Garden

Monon Trl

Monon Trl

Google Maps

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Farmers Market OK with the Time
07/23/2026 - Leah York

Request submission date: 05/11/2026

Department Review:

MAC: yes

ENG: yes

CPD: yes

CFD: yes

STREETS: yes

PARKS: yes

Information

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY *

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

wedding ceremony

Attach additional pages if needed-SEE BELOW

Event Date Start *

5/8/2027

Event Date End *

5/8/2027

If multiple dates,
please list

Set-Up time *

12:00:00 PM

Tear Down End time *

3:00:00 AM

Event Start time: *

1:30:00 PM

Event End time: *

2:00:00 PM

Rehearsal *

☐ No ☒ Yes

Rehearsal Date:

5/7/2027

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:30:00 PM

Number of People Expected: *

10

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

**Neighborhood
Name/Streets to be
closed**

Include addresses as appropriate

UPLOAD MAP

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
- ☐ Total closure
- ☐ Lane restrictions - explain below
- ☐ Other - explain below
- ☐ N/A

Explain lane restrictions needed and other needed below:

**Further Info for type
of closure**

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

- ☒ **ELECTRICITY**
- ☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**
- ☐ **N/A**
- ☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

**CITY SERVICES
NEEDED:**

- ☐ **Cones/Barricades (signed agreement required)**
- ☐ **Detour/Traffic Redirection Signs (signed agreement required)**
- ☐ **Emergency Medical Services (EMS) (Extra fees may apply)**
- ☐ **Extra Patrol During Event (when available)**
- ☐ **Traffic Control (Extra fees may apply)**
- ☐ **On-site Security (Assigned off-duty CPD officers, extra fees will apply)**
- ☐ **No Parking Signs (Pick up at Carmel Police Department)**
- ☐ **Trash Trailer (\$150 fee may be applied for use)**
- ☒ **N/A**
- ☐ **Other**

EVENT SET UP:

Mark all that apply

- ☐ **Stage**

Size of Stage

- ☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ **Bounce House**

- ☐ **N/A**

- ☒ **Other**

Hotel Carmichael

Name of Merchants(s) doing the setup



3176889612

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:



Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Square

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

Indiana

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:

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Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Salinas - Senior Catering Sales
Manager
Printed Name and Title (If applicable)

*

317.618.9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Information

Request submission date: 06/05/2026

Department Review:

MAC: yes

CFD: yes

ENG: yes

STREETS: yes

CPD: yes

PARKS: yes

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY *

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Ceremony for Wedding at Hotel Carmichael on Saturday, June 5th, 2027 from 4 PM - 6 PM.

Hotel will provide White Wooden Chairs & Table for DJ. Set up will occur at 2:30 PM once vendors have left the farmer's market.

No additional equipment or assistance required.

Attach additional pages if needed-SEE BELOW

Event Date Start *

6/5/2027

Event Date End *

6/5/2027

Rain Date *

6/5/2027

If multiple dates, please list

Set-Up time *

2:30:00 PM

Tear Down End time *

6:30:00 PM

Event Start time: *

4:30:00 PM

Event End time: *

6:00:00 PM

Rehearsal *

☐ No ☒ Yes

Rehearsal Date:

6/4/2027

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

6:00:00 PM

Number of People Expected: *

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

**Neighborhood
Name/Streets to be
closed**

Include addresses as appropriate

UPLOAD MAP

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☐ N/A

Explain lane restrictions needed and other needed below:

**Further Info for type
of closure**

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

- ☐ ELECTRICITY
☐ JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply
☐ N/A
☐ Other

5. CITY SERVICES NEEDED:

Mark all that apply

**CITY SERVICES
NEEDED:**

- ☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☒ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

No Parking Signs *

Please note the number of NO PARKING SIGNS needed

3

EVENT SET UP:

Mark all that apply

☐ Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☐ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

☐ **VENDORS PRESENT**

☐ **FOOD SERVED (May be subject to Hamilton County Health Department inspection.)**

☐ **ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.**

☒ **N/A**

6. CONTACT INFORMATION:

Contact Person Mallory Davis

Email mdavis@hotelcarmichael.com

Phone Number: 3176889611

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Square

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ **Yes**

☐ **No**

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing *within* Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing *outside* of Carmel city limits must be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #A0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

DISCLAIMER:

The Carmel Board of Public Works and Safety reserves the right, in its sole discretion, to deny any facility use request and/or revoke any previously granted request to use a City facility for any lawful reason.

Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

I have read and understand the City of Carmel, Indiana ("City") [Special Event/Facility Use Policy](#) and agree to be bound by all the terms and conditions set forth therein.

I will leave the City facility I use in the same condition that it was immediately prior to my use thereof. I agree to pay for any damage, repair or clean-up costs incurred by the City as a result of my use of a City facility.

I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Special Event/Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Age Confirmation * ☒ **I confirm that I am 18 years of age or older.**

Special Event/Facility Use Policy * ☒ **By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.**

Hotel Carmichael/Mallory Davis
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Mallory Davis, Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9611
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

1 Carmichael Sq
Carmel, IN 46032
Address of Organization/Applicant

6/4/2026
Date

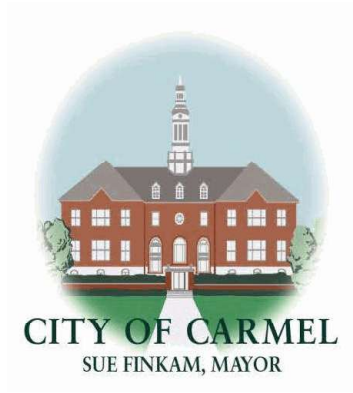
GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety



8/6/2026

Board of Public Works and Safety
One Civic Square
Carmel, IN 46032

Re: Consent to Encroach (Deck and stairs) at 532 Twin Oaks Dr

Dear Board Members:

A Consent to Encroach document signed by Becherer, Frank H & Julie D, owners of the property with the common address 532 Twin Oaks Dr , is submitted to the Board for signatures. A variance for the encroachment is also submitted to the Board of Public Works for approval during the 08/19/2026 BPW meeting.

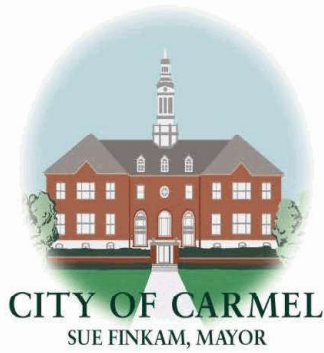
The Department of Engineering has reviewed and approved the encroachment document. Upon approval and signature by the Board Members the document will be recorded with the Hamilton County Recorder's Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Bradley Pease", written in a cursive style.

Bradley Pease, PE
City Engineer

ATTACHMENT: CONSENT TO ENCROACH DOCUMENT



8/6/2026

Board of Public Works and Safety
One Civic Square
Carmel, IN 46032

Re: Request for Variance (Deck and stairs) at 532 Twin Oaks Dr

Dear Board Members:

Becherer, Frank H & Julie D, owner of the property with the common address 532 Twin Oaks Dr, have requested a variance from the Carmel City Code Section 6-227(a)(4) for the installation of a Deck and stairs within a portion of the lot designated as an easement. Generally, the improvement is proposed to be installed at the location indicated on the attached exhibit.

It is not expected that the improvements at the proposed location will result in a Detriment (as defined by City Code) to the subject property or the adjacent properties (provided the petitioner adheres to the conditions recommended below). The Engineering Department recommends that the Board approve the variance conditioned upon the following (as discussed with the petitioners):

- Petitioners enter into a Consent-to-Encroach Agreement with the City and record the Agreement. (we will record the agreement for you).
- Petitioners (and successors and assigns) agree to remedy any drainage issues resulting from the installation of the improvement that, in the opinion of the City, represents a Detriment as defined in City Code.
- Petitioners shall obtain approval from the HOA for installation of the improvement if such approval is required by the restrictive covenants of the development.

Respectfully,

Bradley Pease, PE
City Engineer

CONSENT TO ENCROACH

APPROVED
By Sergey Greshchukhin at 3:36 pm, Aug 06, 2020

THIS CONSENT TO ENCROACH (hereinafter the "Agreement") is entered into by and between Becherer, Frank H & Julie D, 532 Twin Oaks Dr, Carmel, Hamilton County, Indiana 46032, (individually and collectively, "Owner"), and the City of Carmel, Hamilton County, Indiana, by and through its Board of Public Works and Safety ("City").

WITNESSETH:

WHEREAS, Owner owns in fee simple Lot 33 ("Lot") in PONDS WEST, section 1, which is located within the corporate limits of the City of Carmel, Indiana ("Subdivision"), which real estate is more particularly described in Exhibit A, attached hereto and incorporated herein by the reference; and

WHEREAS, the official plat of the Subdivision was recorded in PC 1 SLIDE 332, Instrument Number 9337670 in the Office of the Hamilton County Recorder on 08/05/1993, as PONDS WEST, section 1 (the "Plat"); and

WHEREAS, the current Owner wishes to install a Deck and stairs on the Lot (the "Site Improvement"); and

WHEREAS, Owner has given the City a sketch ("Sketch") depicting the location of the Site Improvement on the Lot, a copy of which is attached hereto and incorporated herein by this reference as Exhibit B; and

WHEREAS, the Site Improvement will be constructed on portions of the Lot designated as 30-foot drainage easement , identified as "30' Drainage Easement" on Exhibit B (the "Easement"); and

WHEREAS, the Easement is beneficial to the City and its residents; and

WHEREAS, as indicated on the Sketch, the Site Improvement will encroach (the "Encroachment") upon the Easement, which Encroachment is crosshatched on Exhibit B; and

WHEREAS, City of Carmel Board of Public Works and Safety approves the Owner's request for a variance from Carmel City Code Section 6-227(4); and

WHEREAS, Owner and City acknowledge the location of the Encroachment; and

WHEREAS, Owner acknowledges that this Agreement does not imply any approval of existing or future improvements not indicated by Owner on Exhibit B; and

WHEREAS, the location of the Site Improvement as indicated by the Owner on Exhibit B should not materially interfere with the City's use of the Easement.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties mutually promise, agree and covenant as follows:

1. The foregoing preambles, recitations and definitions are made a part hereof as though such were fully set forth herein.
2. The City consents to the Encroachment for only so long as
 - (i) the Encroachment exists; and
 - (ii) Owner complies with all of the terms and provisions of this Agreement.
3. Owner covenants and agrees not to extend, increase, modify, alter, landscape, reconfigure or otherwise change the Site Improvement from what is depicted on Exhibit B, and to maintain the Site Improvement in good condition and repair.
4. Owner agrees that City shall have the right to remove any portion of the Site Improvement as City deems necessary, in City's sole discretion, to install, protect and/or repair any utility lines, sewer lines or drainage ditches located in the Easement, or for any other lawful purpose, and that, should the City take such action, the City shall incur no obligation to repair, replace or reimburse Owner for the cost of any damages thereby caused to the Site Improvement, the Lot, or to Owner
5. Owner agrees and acknowledges that the City's consent to encroach upon the Easement, as provided in this instrument, regards the City's Easement interests only, and does not constitute permission or authority for the Owner to otherwise enter on, in, under, over, or upon the property interests of any other person without that person's consent even if such property interests are also located within the Easement.
6. Owner agrees to indemnify and hold harmless City, its officers, officials, members, employees, invitees, licensees and agents, from and against any and all losses, liabilities, damages, claims, judgments, attorney fees and costs arising from any bodily injury and/or death, and from any destruction or damage to any property or improvements, located on the Lot, or otherwise, and/or for any failure of proper disclosure pursuant to Paragraph 12 hereof, which results directly or indirectly from any act of Owner, its employees, contractors and/or agents in, on, under, across or to the Easement.
7. Owner agrees to reimburse City for any and all costs and expenses incurred by City to replace or repair any damage to the Easement and any improvements located therein caused by the installation, construction, maintenance and/or operation of the Site Improvement.
8. The parties agree that the terms of this Agreement shall be binding upon and inure to the benefit of their respective heirs, administrators, successors and assigns.
9. The parties executing this Agreement represent and warrant that they are authorized to enter into and execute this Agreement for and on behalf of the party which they represent.
10. This Agreement shall be effective as of the date on which it is last executed by a party hereto.

11. The Owner agrees to provide full disclosure of this Agreement to all persons, entities and others who acquire by or through Owner any interest in the Lot on and after the effective date of this Agreement.
12. Owner agrees not to alter the ground surface elevation within the limits of the easement at any time.
13. Owner agrees to remedy any drainage problems or issues, saturated soil or standing water on the Lot or adjacent properties determined by the City to be resulting from the Encroachment.

"OWNER"

PROPERTY OWNER

FRANK H. BECHERER

Printed Name

Frank H. Becherer

Signature

Date: 08/06/26

PROPERTY OWNER

Julie D Becherer

Printed Name

Julie D Becherer

Signature

Date: 08/06/26

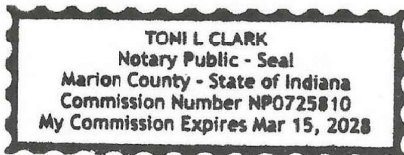
STATE OF INDIANA)
) SS:
COUNTY OF Hamilton)

Before me, a Notary Public in and for said County and State, personally appeared Frank H & Julie D Becherer
by me known, and who acknowledged the execution of the foregoing "CONSENT TO ENCROACH" as his or
her voluntary act and deed.

Witness my hand and Notarial Seal this 6 day of August, 2026

My Commission Expires:

March 15, 2028



NOTARY PUBLIC

Toni L Clark

Printed Name

My County of Residence: Marion

"CITY"

CITY OF CARMEL, INDIANA,
BY AND THROUGH ITS BOARD OF
PUBLIC WORKS AND SAFETY

BY: _____
Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

Jacob Quinn, Clerk

Date: _____

STATE OF INDIANA)
) SS:
COUNTY OF HAMILTON)

Before me, a Notary Public in and for said County and State, personally appeared JAMES BARLOW, LAURA CAMPBELL and ALAN POTASNIK, by me known, and by me known to be the Members of the City of Carmel Board of Public Works and Safety, and Jacob Quinn, Clerk of THE CITY OF CARMEL, who acknowledged the execution of the foregoing "CONSENT TO ENCROACH" on behalf of the City of Carmel, Indiana.

Witness my hand and Notarial Seal this ____ day of _____, 20__.

My Commission Expires:

NOTARY PUBLIC

Printed Name

My County of Residence: _____

This instrument was prepared by Sergey Grechukhin, Esquire, Transactions Chief, One Civic Square, Carmel, Indiana 46032.

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law. Sergey Grechukhin, Esquire

Exhibit A

CERTIFICATE OF SURVEY
Ponds West Section I

I, the undersigned, do hereby certify the attached plat to be true and correct to the best of my knowledge and belief, representing a survey of part of the Northeast Quarter of Section 22, Township 18 North, Range 3 East of the Second Principal Meridian, Clay Township in Hamilton County, Indiana, more particularly described as follows:

Commencing at the Southeast Corner of said Northeast Quarter; thence North 00°02'16" West along the east line of said Northeast Quarter 1166.49 feet to the Point of Beginning; thence South 89°57'44" West 95.37 feet to a point on a curve concave Northerly having a central angle of 13°53'43" and a radius of 870.00 feet; thence Westerly along said curve a distance of 210.99 feet (said curve being subtended by a chord having a bearing of North 83°05'25" West and a distance of 210.47 feet); thence South 60°34'55" West 119.11 feet; thence South 14°47'03" West 53.43 feet; thence South 36°37'21" West 129.53 feet to a point on a non-tangent curve concave Northeasterly having a central angle of 54°37'12" and a radius of 275.00 feet; thence Northwesterly and Northerly along said curve a distance of 262.16 feet (said curve being subtended by a chord having a bearing of North 27°20'53" West and a distance of 252.34 feet); thence North 87°49'17" West 50.04 feet to a point on a non-tangent curve concave Northeasterly having a central angle of 34°19'35" and a radius of 225.00 feet; thence Southerly and Southeasterly along said curve a distance of 194.71 feet (said curve being subtended by a chord having a bearing of South 17°12'04" East and a distance of 191.81 feet); thence South 55°38'09" West 76.68 feet; thence South 12°08'15" West 75.60 feet; thence South 28°48'00" East 105.74 feet; thence South 19°51'09" West 197.86 feet to a non-tangent curve concave Southerly having a central angle of 11°45'04" and a radius of 235.00 feet; thence Westerly along said curve an arc distance of 48.20 feet (said curve being subtended by a chord having a bearing of North 76°01'23" West and a distance of 48.11 feet; thence South 08°06'05" West 50.00 feet; thence North 81°53'55" West 23.42 feet; thence South 00°39'49" East 158.15 feet; thence South 89°20'11" West 671.21 feet; thence South 00°04'20" West 31.00 feet; thence South 89°20'11" West 721.57 feet; thence North 07°01'57" East 148.01 feet; thence North 01°17'00" East 282.67 feet; thence North 03°54'21" West 222.66 feet; thence North 26°04'42" East 71.60 feet; thence North 85°17'58" East 196.70 feet to a point on a curve concave Southerly having a central angle of 25°12'51" and a radius of 275.00 feet; thence Easterly along said curve a distance of 121.02 feet (said curve being subtended by a chord having a bearing of South 82°05'37" East and a distance of 120.04 feet) to the point of curvature of a curve concave Southwesterly having a central angle of 06°43'11" and a radius of 775.00 feet; thence Southeasterly along said curve an arc distance of 90.89 feet (said curve being subtended by a chord having a bearing of South 66°07'36" East and a distance of 90.84 feet); thence North 51°53'28" East 54.67 feet to a point on a non-tangent curve concave Northerly having a central angle of 71°52'07" and a radius of 20.00 feet; thence Southeasterly, Easterly, and Northeasterly along said curve a distance of 25.09 feet (said curve being subtended by a chord having a bearing of North 82°52'59" East and a distance of 23.47 feet); thence South 69°13'42" East 56.81 feet; thence North 46°56'56" East 112.59 feet; thence South 57°40'37" East 167.84 feet; thence North 46°06'19" East 376.50 feet; thence North 58°20'03" East 321.80 feet; thence North 34°11'20" East 56.06 feet; thence South 70°17'38" East 173.69 feet to a point on a non-tangent curve concave Easterly having a central angle of 19°44'38" and a radius of 275.00 feet; thence Southerly along said curve a distance of 94.76 feet (said curve being subtended by a chord having a bearing of South 09°50'03" West and a distance of 94.30 feet); thence South 00°02'16" East 28.95 feet; thence South 88°47'41" East 50.01 feet; thence North 00°02'16" East 30.03 feet to a point on a curve concave Easterly having a central angle of 47°16'11" and a radius of 225.00 feet; thence Northerly along said curve a distance of 185.63 feet (said curve being subtended by a chord having a bearing of North 23°35'49" East and a distance of 180.41 feet); thence South 31°44'58" East 145.46 feet; thence North 58°15'02" East 120.00 feet; thence South 31°44'58" East 114.78 feet; thence North 86°49'35" East 309.26 feet; thence North 89°57'44" East 45.00 feet to a point on the East line of said Northeast Quarter; thence South 00°02'16" East along said East line 283.38 feet to the Point of Beginning, containing 33.05 acres more or less, subject to all rights-of-way, restrictions, easements and legal drains.

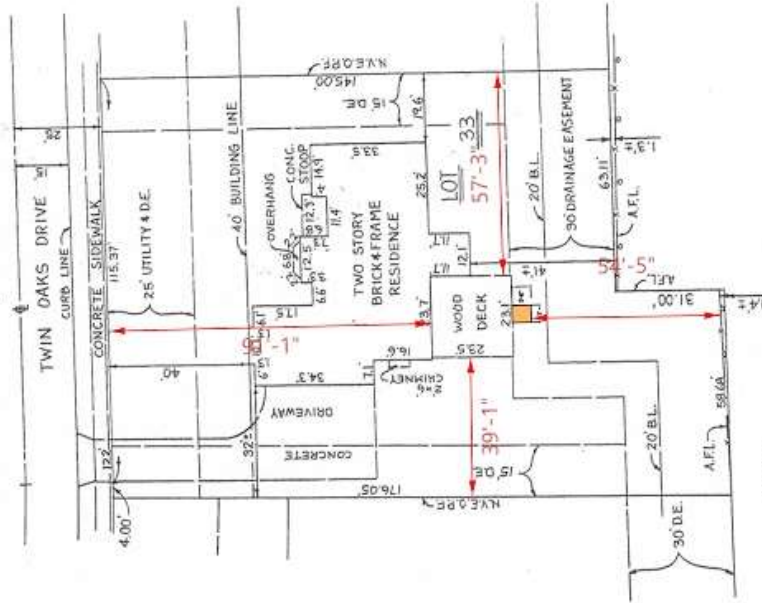
Exhibit B

PROPERTY ADDRESS: 532 Twin Oaks Drive, Carmel, Indiana

PROPERTY DESCRIPTION: Lot Numbered 33 in Ponds West, Section 1, an addition in Hamilton County, Indiana, as per plat thereof recorded as Instrument Number 9337670, in the Office of the Recorder of Hamilton County, Indiana.

SCALE:

1 INCH = 40 FEET



NOTE: Wood deck extends 0.8' ± into easement area.

NOTE: A.F.L. denotes Approximate Fence Location

N.V.E.O.P.F. denotes No Visible Evidence of Possession Found

DESIGNATED PARTIES: FRANK H. BECHERER AND JULIE D. BECHERER

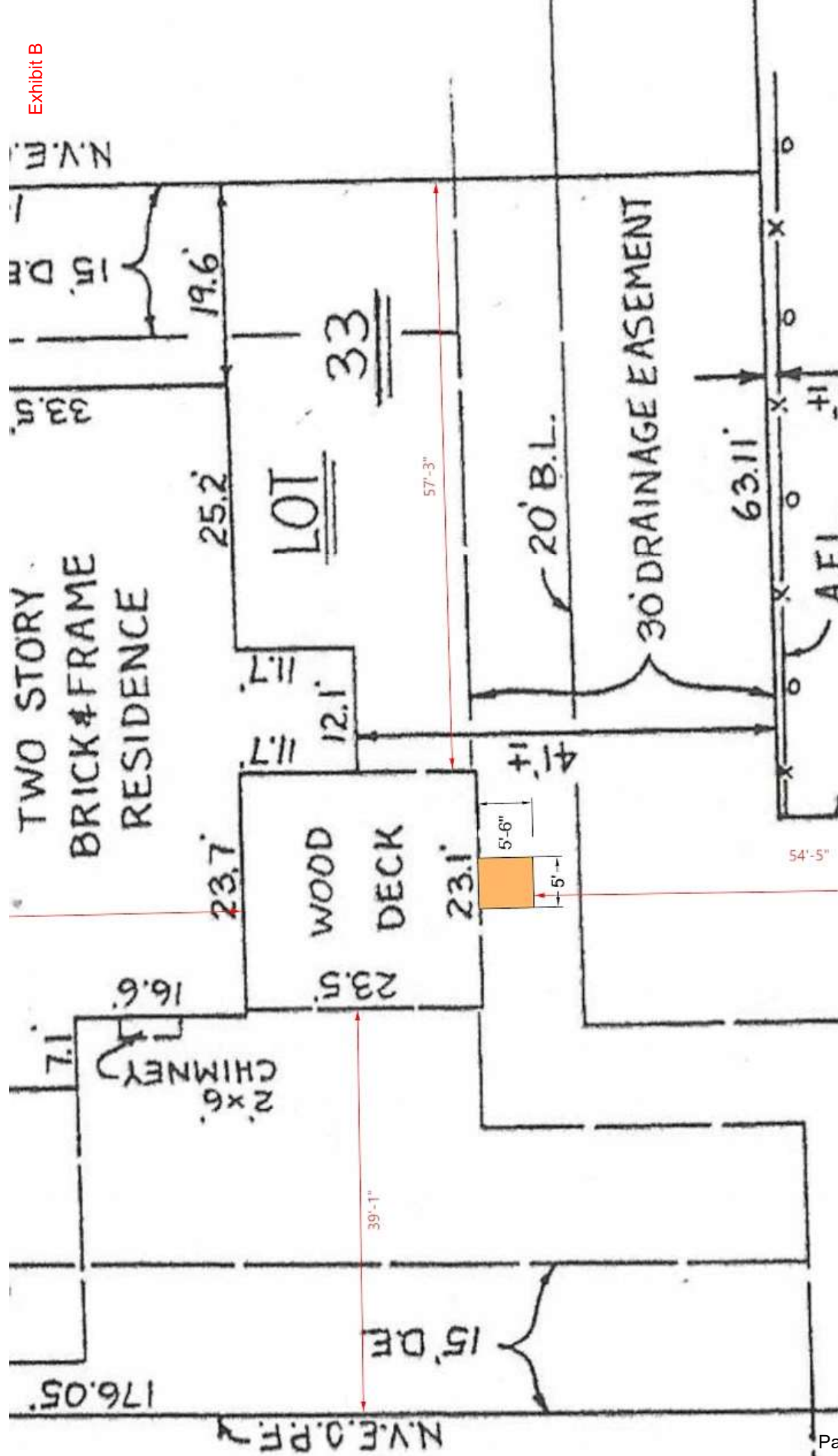
REFERENCE NO.

MORTGAGEE: MERRILL LYNCH CREDIT CORPORATION

OR ASSIGNEES: OLD REPUBLIC TITLE COMPANY OF INDIANA

TITLE CO.: INDIANAPOLIS, INDIANA

OTHER: INDIANAPOLIS, INDIANA



CTE - 532 TWIN OAKS DR - BECHERER

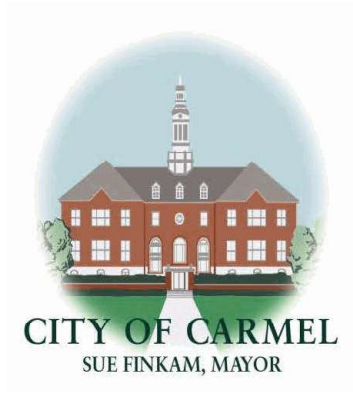
Final Audit Report

2026-08-06

Created:	2026-08-06
By:	Karla Holdcraft (kholdcraft@carmel.in.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkOPdzkuBUUrzpHu8MiCOHviwljLhk7zE

"CTE - 532 TWIN OAKS DR - BECHERER" History

-  Document created by Karla Holdcraft (kholdcraft@carmel.in.gov)
2026-08-06 - 7:51:16 PM GMT
-  Document emailed to Bradley Pease (bpease@carmel.in.gov) for signature
2026-08-06 - 7:51:52 PM GMT
-  Email viewed by Bradley Pease (bpease@carmel.in.gov)
2026-08-06 - 8:06:04 PM GMT
-  Document e-signed by Bradley Pease (bpease@carmel.in.gov)
Signature Date: 2026-08-06 - 8:06:16 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Agreement completed.
2026-08-06 - 8:06:16 PM GMT



8/3/2026

Board of Public Works and Safety
One Civic Square
Carmel, IN 46032

Re: Consent to Encroach (concrete decking around new pool) at 14470 Smickle Ln

Dear Board Members:

A Consent to Encroach document signed by Chen, Steve & Laura Chen h&w, owners of the property with the common address 14470 Smickle Ln , is submitted to the Board for signatures. A variance for the encroachment is also submitted to the Board of Public Works for approval during the 08/19/2026 BPW meeting.

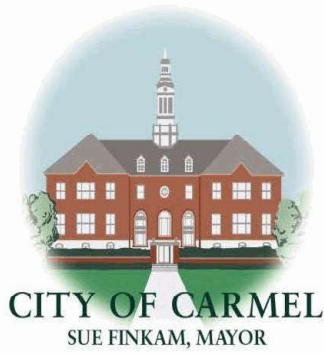
The Department of Engineering has reviewed and approved the encroachment document. Upon approval and signature by the Board Members the document will be recorded with the Hamilton County Recorder's Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Bradley Pease", written in a cursive style.

Bradley Pease, PE
City Engineer

ATTACHMENT: CONSENT TO ENCROACH DOCUMENT



8/3/2026

Board of Public Works and Safety
One Civic Square
Carmel, IN 46032

Re: Request for Variance (concrete decking around new pool) at 14470 Smickle Ln

Dear Board Members:

Chen, Steve & Laura Chen h&w, owner of the property with the common address 14470 Smickle Ln, have requested a variance from the Carmel City Code Section 6-227(a)(4) for the installation of a concrete decking around new pool within a portion of the lot designated as an easement. Generally, the improvement is proposed to be installed at the location indicated on the attached exhibit.

It is not expected that the improvements at the proposed location will result in a Detriment (as defined by City Code) to the subject property or the adjacent properties (provided the petitioner adheres to the conditions recommended below). The Engineering Department recommends that the Board approve the variance conditioned upon the following (as discussed with the petitioners):

- Petitioners enter into a Consent-to-Encroach Agreement with the City and record the Agreement. (we will record the agreement for you).
- Petitioners (and successors and assigns) agree to remedy any drainage issues resulting from the installation of the improvement that, in the opinion of the City, represents a Detriment as defined in City Code.
- Petitioners shall obtain approval from the HOA for installation of the improvement if such approval is required by the restrictive covenants of the development.

Respectfully,

Bradley Pease, PE
City Engineer

CONSENT TO ENCROACH

APPROVED
By Sergey Grechukhin at 12:51 pm, Aug 03, 2008

THIS CONSENT TO ENCROACH (hereinafter the "Agreement") is entered into by and between Chen, Steve & Laura Chen h&w, 14470 Smickle Ln, Carmel, Hamilton County, Indiana 46033, (individually and collectively, "Owner"), and the City of Carmel, Hamilton County, Indiana, by and through its Board of Public Works and Safety ("City").

WITNESSETH:

WHEREAS, Owner owns in fee simple Lot 13 ("Lot") in CHERRY TREE GROVE, section , which is located within the corporate limits of the City of Carmel, Indiana ("Subdivision"), which real estate is more particularly described in Exhibit A, attached hereto and incorporated herein by the reference; and

WHEREAS, the official plat of the Subdivision was recorded in PC 4 SLIDE 486, Instrument Number 2008-41419 in the Office of the Hamilton County Recorder on 08/11/2008, as CHERRY TREE GROVE, section (the "Plat"); and

WHEREAS, the current Owner wishes to install a concrete decking around new pool on the Lot (the "Site Improvement"); and

WHEREAS, Owner has given the City a sketch ("Sketch") depicting the location of the Site Improvement on the Lot, a copy of which is attached hereto and incorporated herein by this reference as Exhibit B; and

WHEREAS, the Site Improvement will be constructed on portions of the Lot designated as 15' drainage, utility and sewer easement , identified as "15' D.U.&S.E." on Exhibit B (the "Easement"); and

WHEREAS, the Easement is beneficial to the City and its residents; and

WHEREAS, as indicated on the Sketch, the Site Improvement will encroach (the "Encroachment") upon the Easement, which Encroachment is crosshatched on Exhibit B; and

WHEREAS, City of Carmel Board of Public Works and Safety approves the Owner's request for a variance from Carmel City Code Section 6-227(4); and

WHEREAS, Owner and City acknowledge the location of the Encroachment; and

WHEREAS, Owner acknowledges that this Agreement does not imply any approval of existing or future improvements not indicated by Owner on Exhibit B; and

WHEREAS, the location of the Site Improvement as indicated by the Owner on Exhibit B should not materially interfere with the City's use of the Easement.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties mutually promise, agree and covenant as follows:

1. The foregoing preambles, recitations and definitions are made a part hereof as though such were fully set forth herein.
2. The City consents to the Encroachment for only so long as
 - (i) the Encroachment exists; and
 - (ii) Owner complies with all of the terms and provisions of this Agreement.
3. Owner covenants and agrees not to extend, increase, modify, alter, landscape, reconfigure or otherwise change the Site Improvement from what is depicted on Exhibit B, and to maintain the Site Improvement in good condition and repair.
4. Owner agrees that City shall have the right to remove any portion of the Site Improvement as City deems necessary, in City's sole discretion, to install, protect and/or repair any utility lines, sewer lines or drainage ditches located in the Easement, or for any other lawful purpose, and that, should the City take such action, the City shall incur no obligation to repair, replace or reimburse Owner for the cost of any damages thereby caused to the Site Improvement, the Lot, or to Owner
5. Owner agrees and acknowledges that the City's consent to encroach upon the Easement, as provided in this instrument, regards the City's Easement interests only, and does not constitute permission or authority for the Owner to otherwise enter on, in, under, over, or upon the property interests of any other person without that person's consent even if such property interests are also located within the Easement.
6. Owner agrees to indemnify and hold harmless City, its officers, officials, members, employees, invitees, licensees and agents, from and against any and all losses, liabilities, damages, claims, judgments, attorney fees and costs arising from any bodily injury and/or death, and from any destruction or damage to any property or improvements, located on the Lot, or otherwise, and/or for any failure of proper disclosure pursuant to Paragraph 12 hereof, which results directly or indirectly from any act of Owner, its employees, contractors and/or agents in, on, under, across or to the Easement.
7. Owner agrees to reimburse City for any and all costs and expenses incurred by City to replace or repair any damage to the Easement and any improvements located therein caused by the installation, construction, maintenance and/or operation of the Site Improvement.
8. The parties agree that the terms of this Agreement shall be binding upon and inure to the benefit of their respective heirs, administrators, successors and assigns.
9. The parties executing this Agreement represent and warrant that they are authorized to enter into and execute this Agreement for and on behalf of the party which they represent.
10. This Agreement shall be effective as of the date on which it is last executed by a party hereto.

11. The Owner agrees to provide full disclosure of this Agreement to all persons, entities and others who acquire by or through Owner any interest in the Lot on and after the effective date of this Agreement.
12. Owner agrees not to alter the ground surface elevation within the limits of the easement at any time.
13. Owner agrees to remedy any drainage problems or issues, saturated soil or standing water on the Lot or adjacent properties determined by the City to be resulting from the Encroachment.

"OWNER"

PROPERTY OWNER

Laura Chen

Printed Name

Laura Chen

Signature

Date: 7/31/2026

PROPERTY OWNER

Steve Chen

Printed Name

[Signature]

Signature

Date: 7/31/2026

STATE OF INDIANA)
) SS:
COUNTY OF Hamilton)

Before me, a Notary Public in and for said County and State, personally appeared Laura Chen & Steve Chen
by me known, and who acknowledged the execution of the foregoing "CONSENT TO ENCROACH" as his or
her voluntary act and deed.
Witness my hand and Notarial Seal this 31st day of JULY, 2026.

My Commission Expires:

11/24/2028

Adam P Ruberry
Notary Public - Seal
State of Indiana
Hamilton County
My Commission Expires 11/24/2028
Commission No. NP0730154

NOTARY PUBLIC

[Signature]

Printed Name

Adam P Ruberry

My County of Residence:

Hamilton

"CITY"

CITY OF CARMEL, INDIANA,
BY AND THROUGH ITS BOARD OF
PUBLIC WORKS AND SAFETY

BY: _____
Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

Jacob Quinn, Clerk

Date: _____

STATE OF INDIANA)
) SS:
COUNTY OF HAMILTON)

Before me, a Notary Public in and for said County and State, personally appeared JAMES BARLOW, LAURA CAMPBELL and ALAN POTASNIK, by me known, and by me known to be the Members of the City of Carmel Board of Public Works and Safety, and Jacob Quinn, Clerk of THE CITY OF CARMEL, who acknowledged the execution of the foregoing "CONSENT TO ENCROACH" on behalf of the City of Carmel, Indiana.

Witness my hand and Notarial Seal this ____ day of _____, 20__.

My Commission Expires:

NOTARY PUBLIC

Printed Name

My County of Residence: _____

This instrument was prepared by Sergey Grechukhin, Esquire, Transactions Chief, One Civic Square, Carmel, Indiana 46032.

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law. Sergey Grechukhin, Esquire

Exhibit A

CHERRY TREE GROVE

A part of the West Half of the Northeast Quarter of Section 22, Township 18 North, Range 4 East, Clay Township, Hamilton County, Indiana, being more particularly described as follows:

Commencing at the Southwest corner of the Northwest Quarter of said Northeast Quarter Section being marked by a pipe; thence North 00 degrees 02 minutes 24 seconds East along the West line of said Half Quarter Section 45.00 feet to a MAG nail with washer stamped "S & A Firm #0008" (hereafter referred to as a MAG nail), the centerline of Cherry Tree Road and the POINT OF BEGINNING of this description; thence along said centerline by the following (4) calls; 1) North 16 degrees 44 minutes 52 seconds East 52.54 feet to a MAG nail; 2) North 26 degrees 53 minutes 43 seconds East 132.80 feet to a MAG nail; 3) North 35 degrees 34 minutes 19 seconds East 81.80 feet to a MAG nail; 4) North 38 degrees 11 minutes 37 seconds East 102.55 feet to a MAG nail and the Southwest corner of real estate described in Instrument No. 2001-36075 in the Office of the Recorder of Hamilton County, Indiana; thence along the boundary lines of said real estate by the following (3) calls; 1) North 89 degrees 50 minutes 30 seconds East 469.84 feet to a 4" x 4" x 36" long precast concrete monument with a cross cast in the top (hereafter referred to as a concrete monument); 2) North 01 degrees 00 minutes 12 seconds West 225.57 feet to a concrete monument; 3) South 89 degrees 50 minutes 30 seconds West 288.06 feet to a MAG nail and the centerline of said Cherry Tree Road; thence North 36 degrees 53 minutes 48 seconds East along said centerline 154.16 feet to a MAG nail and the Southwest corner of the real estate described in Instrument No. 2000-51124 in said Recorder's Office; thence North 89 degrees 50 minutes 30 seconds East along the South line of said real estate 859.92 feet to a concrete monument and the East line of said Half Quarter Section; thence South 00 degrees 04 minutes 03 seconds West along said East line 975.18 feet to a concrete monument and the Northeast corner of Cherry Creek Estates, Section 6A as recorded in Instrument Number 2006-34032 in Plat Cabinet 4, Slide 81 in said Recorder's Office; thence South 89 degrees 23 minutes 59 seconds West along the North line of said Cherry Creek Estates, Section 6A a distance of 809.56 feet to a concrete monument; thence North 00 degrees 36 minutes 01 seconds West 335.09 feet to a concrete monument; thence North 89 degrees 53 minutes 58 seconds West 269.02 feet to a concrete monument; thence South 05 degrees 45 minutes 52 seconds West 20.49 feet to a concrete monument; thence South 89 degrees 35 minutes 45 seconds West 233.46 feet to the place of beginning, containing 20.656 acres, more or less.

This subdivision consists of 30 lots numbered 1-30 (all inclusive), 5 Common Areas labeled 1-5 (all inclusive) and 1 Block labeled Block A. The size of lots and width of streets are shown in feet and decimal parts thereof.

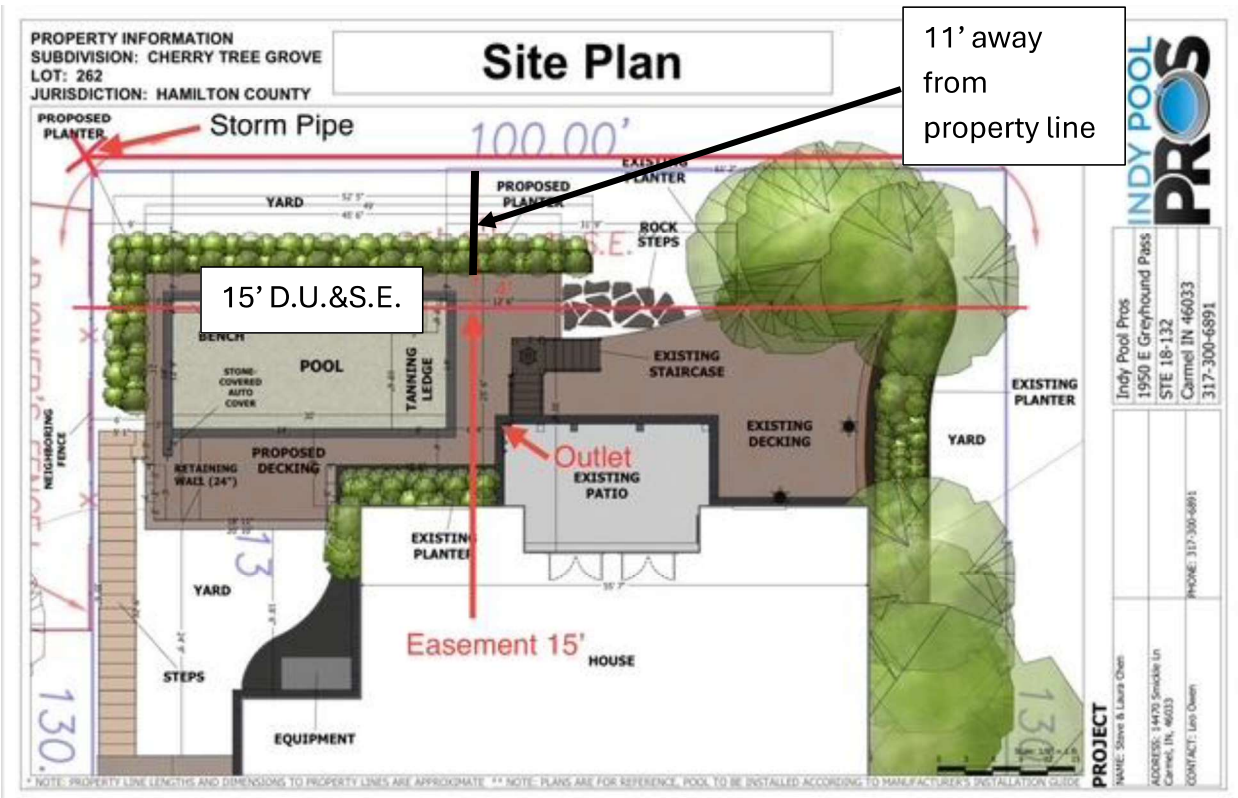
Cross-Reference is hereby made to a survey plat dated December 15, 2006 prepared by Hahn Surveying Group, Inc., Job Number 061201, Certified by Richard A. O'Brien and recorded as Instrument Number 2007-058004 in the Office of the Recorder of Hamilton County, Indiana.

I, the undersigned, hereby certify that I am a Registered Land Surveyor, licensed in compliance with the laws of the State of Indiana and that the within plat represents a subdivision of the lands surveyed within the cross referenced survey plat, and that to the best of my knowledge and belief there has been no change from the matters of survey revealed by the cross-reference survey on any lines that are common with the new subdivision.

Witness my signature this 25th day of July, 2008.

S:\5279051\Legal\Plat\PLAT.rtf
July 24, 2008, 10

Exhibit B



CTE - 14470 SMICKLE LANE - CHEN

Final Audit Report

2026-08-03

Created:	2026-08-03
By:	Karla Holdcraft (kholdcraft@carmel.in.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKqNL8VCTXjbFBz7NoahfkdzgcD450A4w

"CTE - 14470 SMICKLE LANE - CHEN" History

-  Document created by Karla Holdcraft (kholdcraft@carmel.in.gov)
2026-08-03 - 6:09:20 PM GMT
-  Document emailed to Bradley Pease (bpease@carmel.in.gov) for signature
2026-08-03 - 6:11:04 PM GMT
-  Email viewed by Bradley Pease (bpease@carmel.in.gov)
2026-08-03 - 8:51:05 PM GMT
-  Document e-signed by Bradley Pease (bpease@carmel.in.gov)
Signature Date: 2026-08-03 - 8:51:19 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_IMAGE
-  Agreement completed.
2026-08-03 - 8:51:19 PM GMT

August 7, 2026

Board of Public Works and Safety
One Civic Square
Carmel, Indiana 46032

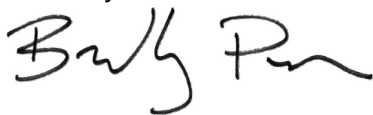
RE: 2525 W 141ST STREET – SKWARCAN MINOR SUBDIVISION – SECONDARY PLAT

Dear Board Members:

Derek Snyder with Crossroad Engineers has requested a secondary plat for the Skwarczan Minor Subdivision at 2525 W 141st Street to be placed on the Board of Public Works and Safety agenda for approval and signatures.

The plat has been reviewed and signed by the Department of Community Services and reviewed by the Department of Engineering with approval. Therefore, I recommend the Board approve and sign this plat.

Sincerely,



Bradley Pease, P.E.
City Engineer

ATTACHMENT: MYLAR PLAT

SECONDARY PLAT - 2525 W 141ST STREET - SKWARCAN MINOR SUBDIVISION

Final Audit Report

2026-08-08

Created:	2026-08-07
By:	Karla Holdcraft (kholdcraft@carmel.in.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA17-QAN_kIHdvMk1vO3WcROdMzahVXWb1

"SECONDARY PLAT - 2525 W 141ST STREET - SKWARCAN MINOR SUBDIVISION" History

-  Document created by Karla Holdcraft (kholdcraft@carmel.in.gov)
2026-08-07 - 5:25:40 PM GMT
-  Document emailed to Bradley Pease (bpease@carmel.in.gov) for signature
2026-08-07 - 5:26:17 PM GMT
-  Email viewed by Bradley Pease (bpease@carmel.in.gov)
2026-08-08 - 1:08:19 AM GMT
-  Document e-signed by Bradley Pease (bpease@carmel.in.gov)
Signature Date: 2026-08-08 - 1:08:30 AM GMT - Time Source: server - Signature Appearance Selected: MOBILE_IMAGE
-  Agreement completed.
2026-08-08 - 1:08:30 AM GMT



DESIGNATED OUTDOOR REFRESHMENT AREA (DORA) DESIGNATION

State Form 57288 (6-23)

INDIANA ALCOHOL AND TOBACCO COMMISSION

302 West Washington Street, Room E-114

Indianapolis, IN 46204

(317) 232-2430

<http://www.in.gov/atc>

INSTRUCTIONS

1. Please type or print clearly.
2. There is no charge or fee to be designated as part of a designated outdoor refreshment area (DORA).
3. If you already hold a retail permit within a DORA and are requesting a DORA permittee designation, please complete Sections 1, 3, and 4 below.
4. If you will be obtaining a temporary beer and wine permit, requesting supplemental catering authority, or are a craft manufacturer requesting to operate within a DORA on a temporary basis, please complete Sections 2, 3, and 4 below.

SECTION 1: RETAIL PERMITTEES

Permittee name (as printed on permit) B&O Corporation	Permittee number RR2998391	
Doing business as (d/b/a) Old Town Tavern	Permit expiration date (mm/dd/yyyy) 11/17/2026	
Permit address (number and street, city, state, and ZIP code) 29 W Main St., Carmel IN 46033		
Name of person making application Kevin Cammack	Telephone number 317-435-1908	E-mail address kccammack@gmail.com
Has the DORA already been approved by the ATC? ☒ Yes ☐ No	DORA Reference Number (approved DORAs only) DA2900044	

SECTION 2: TEMPORARY VENDORS, SUPPLEMENTAL CATERERS & CRAFT MANUFACTURERS

Please select one:

☐ Temporary beer and wine permit ☐ Supplemental catering permit ☐ Craft manufacturer (artisan distiller, farm winery, small brewer)

Permittee name	Permit number (catering and manufacturing permits only)	
Doing business as (d/b/a)	Permit expiration date (mm/dd/yyyy) (catering and manufacturing permits only)	
Address (number and street, city, state, or ZIP code) or description of designated vendor/caterer area		
Name of person making application	Telephone number	E-mail address
DORA Reference Number	Start date (mm/dd/yyyy)	End date (mm/dd/yyyy)

SECTION 3: LOCAL JURISDICTION APPROVAL

Printed name of city or town official	Date (mm/dd/yyyy)
Signature	Title

SECTION 4: CERTIFICATION AND SIGNATURE

I hereby certify that I have reviewed this application form prior to signing, and that all information provided herein is true and correct. I acknowledge and understand that it is a felony under Indiana law to misrepresent or falsify any portion of this application or attached documents.

Printed name of applicant Kevin Cammack	Date (mm/dd/yyyy) 08/12/2026
Signature 	Title President