



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

August 18, 2020, 11:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Darwin Shipley, Jonathan Jones

1. Call to Order

The meeting was called to order at 11:10 AM by President Rohrscheib.

2. Approval of minutes

Upon a motion by Rohrscheib and seconded by Shipley the minutes from the previous meeting July 21st was approved unanimously

3. Approval of Special Event Permits

a. DTSB Tree Lighting Ceremony – December 4th

Same route as last year. Had no issues with it in past. No construction concerns. Requesting closure of Washington St from MLK to Michigan St. Procession will travel from Century Center parking lot to gridiron on Washington St through SB Chocolate Café parking lot. Closure will occur from 3:00 PM to 11:00 PM

Upon a motion by Rohrscheib and seconded by Jones the permit was approved unanimously

b. DTSB Holiday Light Parade – December 11th

Same route as last year. No concerns in past. No construction issues. Staging area is Notre Dame Ave from Washington to Wayne. Procession starts at Jefferson/Notre Dame and travels west on Jefferson, north on Niles, east on Washington and ends at St. Louis. Closure from 6:00 PM to 8:00 PM. Reconfirm staging closure with DTSB.

Upon a motion by Rohrscheib and seconded by Shipley the permit was approved unanimously

Block Parties –

- a. Elwood – Meade to Kaley – September 5th
Requesting closure from 12:00 PM to 11:00 PM, signatures were obtained from neighbors. No issues from committee with event. T/L will pick drop off cones at the applicants address on Friday afternoon and pick them up on Monday morning.

Upon a motion by Rohrscheib and seconded by Shipley the permit was approved unanimously

4. Other Business – Amend the agenda to add one new event – DTSB September First Fridays.

- a. September First Fridays – September 4th
Using the same closure as (August First Fridays). Michigan St from Wayne to Jefferson. T/L will post no parking 24 hours in advance. Closure will occur 12:00 PM to 11:30 PM. T/L will drain jersey walls at the end of event.

Upon a motion by Rohrscheib and seconded by Shipley the permit was approved unanimously

5.

1. Privilege of the Floor – None

2. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded. The meeting ended at 11:30 AM.