



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### SPECIAL EVENTS COMMITTEE MEETING MINUTES

August 17, 2021, 10:00 AM  
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Toy Villa, Jonathan Jones, Gerard Ellis.

1. **Call to Order**

The meeting was called to order at 10:03 AM by President Rohrscheib.

2. **Approval of minutes**

*Upon a motion by Rohrscheib and seconded by Villa the minutes from the previous meeting held on August 3rd, 2021, were approved unanimously.*

3. **Approval of Special Event Permits**

a. September 4, 2021-September 4, 2021

The Committee discussed the proposed Block Party on Haney Street. This was the third application for the summer at this location. The organizer included the necessary signatures from affected neighbors with her application. The requested street closure is on Haney from Columbia to Fellows. Villa requested to see a map of the location. No issues have been noted from previous block parties at this location this summer.

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

b. Lewis Block Party-September 6, 2021

Jay Lewis joined the meeting virtually to answer any questions the Committee had about a proposed block party for the neighborhood on the triangle bounded by Coquillard/Cherry Tree/Rockne. This neighborhood has held a block party for the past 17 years in varying sizes. As the number of children in the neighborhood have increased, they organizer realized the need for a street closure. The event was cancelled in 2020 and this year's event will allow the neighbors to re-connect and meet new neighbors. The organizer requested closure of N Coquillard Dr from Rockne to Cherry Tree for the hours of 2:00 pm to 8:00 pm. Rohrscheib explained the procedure for cones and signs drop-off and prior to the event and where to leave them after the event is over. No questions or concerns were brought up by the Committee.

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

c. Reach Out and Touch Faith Baptist Church Praise Party-September 11, 2021

Ian Thompson joined the meeting virtually to discuss the ministry outreach neighborhood event scheduled for September 11, 2021. Event will have various Gospel singing groups, games for kids, a few vendors. Church is across from Muessel School and will not involve any houses. The organizer requested the closure of Blaine from California to Vassar to accommodate vendors in front of Muessel School and those attending the event. Rohrscheib explained the procedure for cone and sign drop-off by Traffic & Lighting prior to Friday events to the organizer. As this is a Notre Dame home game weekend, Traffic & Lighting will have limited resources. The event organizers will be responsible for moving closure signs and cones to the curb at the conclusion of the event. Finally, the Committee instructed the organizer to update Michelle Adams on any additional of merchandise or food vendors added after Transient Merchant License was approved. The Committee had no additional questions or concerns.

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

d. Let's Go to Church Celebration-September 12, 2021

Olivet AME Church is celebrating its reopening since 2020. However, with the resurgence of Covid 19 cases, the event has been planned for outdoors. Chairs and an audio system will be set outside for music and speaking. The organizer is requesting the closure of N Notre Dame Ave from South Bend Avenue to Almond Ct to facilitate outside setup. Villa recommended a soft closure at Sorin as Almond Ct is a very narrow area and this would deter motorists from inadvertently turning onto Almond from Sorin. The nearby apartments will still have access with the proposed closure. The Committee had no further concerns.

*Upon a motion by Rohrscheib and seconded by Ellis the permit was approved unanimously.*

e. NNN Arts Café-September 26, 2021

Discussion on this event was tabled at the meeting held on July 20<sup>th</sup> to allow the organizer time to obtain signatures from potentially affected neighbors. The organizer provided (5) signatures from the (10) homes impacted. Of the remaining (5) homes, (4) homes are currently vacant. The applicant has also provided door fliers that will be distributed throughout the impacted area. As this is the 3<sup>rd</sup> or 4<sup>th</sup> year for this event with no apparent complaints the Committee was satisfied that the organizer had made a diligent attempt to notify potentially affected homes. The Committee voiced no further concerns for this event.

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

f. South Bend Riley Homecoming Parade-October 8, 2021

Kathy Johnson from Riley High School joined the meeting virtually to describe the annual Riley Homecoming Parade scheduled for October 8, 2021. The parade will leave the

parking lot of Christian Center on Ireland Rd and proceed to Miami. The parade will proceed to Jackson Rd and travel to Jackson Field. Only half of the road will be blocked off and a police car will lead the parade while a volunteer will follow the parade. All participants of the parade will be at the football or soccer field by 7:00 pm. Rohrscheib explained the procedure used in the past for this event. No further questions or concerns were brought up by the Committee.

*Upon a motion by Rohrscheib and seconded by Ellis the permit was approved unanimously.*

4. Other Business - None
5. Privilege of the Floor – None
6. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Ellis seconded. The meeting ended at 10:31 AM.