



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

June 7, 2022, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Darwin Shipley, Gerard Ellis, Toy Villa, Jonathan Jones
Committee Attorney: Clara McDaniels

1. Call to Order

The meeting was called to order at 10:07 AM by Rohrscheib.

2. Approval of minutes

Upon a motion by Rohrscheib and seconded by Villa the minutes from the previous meeting held on May 17th, 2022, were approved unanimously.

3. Approval of Special Event Permits

a. July 4th Block Party-July 4th, 2022

The Events Committee discussed the application for a block party on Kalarama Street between Turnock Street and Louis Street. Villa clarified that the closure of the street could only be the day of the event and not an additional day for setup listed on the application as July 3rd. The committee noted that this area has little traffic but wanted to make it clear to the organizer that the closure would only be granted for July 4th, 2022. Otherwise, the application was in order and the members had no further questions or concerns.

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

b. Ellsworth Block Party-July 3rd, 2022

Members of the committee discussed the application for the Ellsworth Block Party. This is an annual block party where neighbors gather for fellowship, food, and games. This year's party is scheduled for July 3rd. The event will also feature a parade and fireworks. The application contains all the required neighborhood signatures. Ms Krill mentioned that the organizers requested a fire engine for "sprinklers". Mr Rohrscheib requested

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that the organizer be notified that approval of the event was contingent upon the parade and staging remaining within the block.

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

c. Family and Friends-July 4th, 2022

The event applicant joined the Special Events Committee meeting via Teams to discuss his event and answer any questions from the committee. The purpose of the event is for family and neighbors to gather and enjoy the 4th of July. Mr White requested the closure of Allen Street between LWW and Lindsey along with Lindsey Street between Allen Street and Sherman Street during the times of 8:00 am to 10:00 pm. The event will affect four addresses and signatures are included with the application. Mr Jones verified that the street(s) will re-open at 10:00 pm. The event will not include planned fireworks. Mr White stated that he would take responsibly and dis-allow any fireworks brought to the event. Rohrscheib explained the cone and signage drop off procedure to the event organizer. The members of the committee had no further questions or concerns.

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

d. 2022 Graduation Celebration-July 9th, 2022

Ms McKenna joined the meeting virtually on Teams to discuss her event application and answer any questions members of the committee may have concerning the event. Ms McKenna described this celebration as being open to all the graduating students in the neighborhood. The application has been approved by the affected neighbors in the 200 block of Napoleon Street. Between St Joseph Street and Foster Street. The celebration will not include any catered food, alcohol, or fireworks. The applicant has requested closure of the 200 block of Napoleon Street during the hours of 9:00 am to 9:00 pm, which will allow for setup and take-down and will re-open the street earlier if the event ends earlier than anticipated. Jones asked if the owner of the rental property in this block had been notified. Ms McKenna spoke with the owner and was given approval. She has also notified the neighbors on the cross streets of the requested closure. Committee members had no further questions or concerns.

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

e. Our Lady of Hungary Parish Festival-July 16th, 2022

This annual event is a church fundraiser featuring Hungarian and Mexican food, beverages, a live band and games. Private security has been hired for the event. No surrounding neighbors are affected by the closure of Chapin Street between Calvert Street and Bruce Street. All necessary information was included in the application and committee members were familiar with the event.

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

unanimously.

f. Party for a Purpose-Stop the Violence-August 13, 2022

Kim Clowers on behalf of the Fremont Youth Foundation joined the meeting via Teams to discuss the application for the closure of Fremont Street between Marquette Blvd and Hamilton Street to accommodate an event taking place in Fremont Park on August 13th. Kim described the event as a re-occurring block party mainly for the neighborhood but also open to the public. The event will be alcohol free as it is for kids and will include games, activities, and a bounce house. South Bend Chocolate Factory will be making a food donation. Another licensed food truck has been contacted but hasn't responded to date. The application contains signatures from all affected residents in the block. The event organizers have been working with VPA to secure the use of the park. VPA is discussing having the rock wall available at the event. Ellis asked the organizers to make sure all food trucks are registered with the City and County and positioned to allow fire access to the apartment complexes. Ms Clowers stated that one side of the street will be clear for emergency purposes. The committee had no further questions or comments.

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

g. SBC 5K Peace Run-August 13th, 2022

The 5K route proposed for the walk/run had a construction conflict per Villa. The event organizer was notified that he would need to submit an alternate route to proceed with discussion of approval for the event.

Upon a motion by Rohrscheib and seconded by Jones the permit was tabled pending a revised route.

4. Other Business

Mr Jones mentioned to the committee that VPA was denied access by the County to Colfax Bridge for a fitness activity planned to take place on the bridge. Mr Jones asked the members of the committee for thoughts on alternative sites to use for firework displays.

Mr Jones suggested adding documentation to the Events Application to obtain affected businesses permission to close streets.

Mr Rohrscheib mentioned an application submitted too late for the 30 day deadline required for street closures. The application submitted for March for Our Lives scheduled for June 11th for street closures couldn't be accepted but the march will take place on the sidewalk and Hunt Plaza as part of a National movement.

5. Privilege of the Floor

6. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Villa seconded. The meeting ended at 11:15 AM.