



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

August 2, 2022, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 10:08 AM by Rohrscheib.

2. Approval of minutes

Upon a motion by Rohrscheib and seconded by Jones, the minutes from the previous meeting held on July 19th 2022, were approved unanimously.

3. Approval of Special Event Permits

a. Lake Reunion 2022-August 6, 2022

The application for this event was submitted by Lynn Coleman. It is a re-occurring event for the past and present neighbors in the surrounding community on W Washington between Dundee and Falcon. In the interest of time, the application was submitted to the Board of Public Works and approved contingent upon approval by the Special Events Committee. Mr Villa questioned if there might be a possible conflict with a scheduled construction project at the site of the event. The contractor has agreed to delay the start of construction until the end of August to facilitate the event. After much discussion over the timing of the submission of the application, the Special Events Committee focused on the requested closure of W Washington between Dundee and Falcon. It was determined that the proposed street closures would not interfere with the remediation project scheduled for the area. The committee consensus was that the closure should be granted in the interest of the safety of event attendees.

Upon a motion by Rohrscheib and seconded by Villa the permit was approved contingent upon final approval by the Board of Public works along with further discussion on issues with application deadlines, unanimously.

b. Birthday Dinner-August 20, 2022

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

1316 County-City Building | 227 W. Jefferson Blvd. | South Bend, Indiana 46601 | p 574.235.9251 | f 574.235.9171 | www.southbendin.gov

This application was submitted by Deloris Clark as a dinner get together for friends and family. The applicant hosted (3) similar events in 2021. She is requesting the closure of Haney Street between Fellows and Columbia from 4:00 pm to 10:00 pm for the safety of children attending the dinner. Signatures of affected neighbors were submitted along with the application. The committee and no questions or concerns.

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

c. Classic Car Show-August 27, 2022

Diania Franks from the South Bend Farmer's Market joined the meeting to discuss an application for a classic car show scheduled to be held in the parking lot of the Farmer's Market. She told the committee that 100 cars are expected to be on display this year. Diania also stated that they had also decided not to have alcohol available for the event. Rohrscheib remembered this re-occurring event from years past. No issues are anticipated for the small street closure near the Market. The committee had no further questions or concerns.

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

d. Block Party N Coquillard Dr-September 5, 2022

James Lewis attended the meeting to answer questions concerning his application for a block party on the triangle of Coquillard/Cherry Tree/Rockne. The event is a yearly non-alcoholic event for the neighbors on the triangle. He is asking for the closure of Coquillard between Cherry Tree and Rockne from 2:00 pm to 8:00 pm to facilitate the party. The application included neighborhood signatures of those effected by a closure. The committee had no further questions or concerns.

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

e. Best Wednesday Ever-September 28, 2022

Juan Constantino, representing La Casa de Amistad joined the meeting to briefly describe the proposed event and to answer questions from the committee. LaCasa is requesting the closure of W Western Ave between Kaley and Dundee for the protection of the festival attendees. Save the Date cards have been sent out to local businesses. Mr Constantino explained that the festival is a great way to activate the West Side by bringing out music and culture. A vaccine clinic will also be available to attendees. This event has an anticipated attendance of 2500. Food vendors, a beer tent and street vendors are expected at the event. Rohrscheib mentioned that in the past, signage began at Olive & Western along with a message board all the way to Mayflower. The hours of the event will be 11:00 am to 8:0 pm. Rohrscheib commented that a couple of officers will be on hand at the event. The committee had no further questions or concerns.

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

f. NNN Arts Café-October 2, 2022

Kathy Schuth joined the meeting to give a brief explanation of the proposed event for 2022. She described the event as a one-day festival featuring music, outdoor food and art vendors. The proposed closure will include 2 blocks of California Ave and keeping Portage open. In addition, closures will be at Harrison/California and Sherman/California. Estimated attendance for the event is 800-1000. Alcoholic beverages will not be available at this event. The event will take place rain or shine. Neighbors with special needs will be contacted ahead of the event to ensure safe passage should the need arise. Otherwise, most residents have alley access to their homes. The committee had no further questions or concerns.

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

4. Other Business

Mr Jones reference an email shared with the Special Events Committee regarding a proposed rain date for the Kids Triathlon that was forced to cancel due to inclement weather on 7/23/22. Jones is proposing rescheduling the event for 8/27/22 if the date is agreed upon by the committee. SBPD and Traffic & Lighting can accommodate the change of date. The timing of the closure of the zoo parking lot will be adjusted to accommodate visitors and employees to the zoo. Moving forward, Rohrscheib suggested that all events submitted should include a rain date.

5. Privilege of the Floor

None

6. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded. The meeting ended at 11:08 AM.