



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### SPECIAL EVENTS COMMITTEE MEETING MINUTES

April 18, 2023, 10:00 AM  
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Darwin Shipley, Amy Roush, Charlotte Brach, Gerard Ellis

#### 1. Call to Order

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

#### 2. Approval of minutes

*Upon a motion by Ms Roush and seconded by Mr Shipley, the minutes from the previous meeting held on March 21st, 2023, were approved unanimously.*

#### 3. Approval of Special Event Permits

##### a. Corpus Christi Procession-June 11 2023

*Upon a motion by Ms Roush and seconded by Mr Shipley, the permit was tabled until the next meeting unanimously.*

##### b. Back to the Bricks Promo Tour-June 12 2023

Kylie Carter joined the meeting to give details on a new event proposed for South Bend. This event is part of a large car show that is held yearly in Flint, Michigan. Cars featured in the yearly show travel thru 5-6 cities in the weeks prior to the event to promote the main show. This year will be the first time that the Promo Tour will stop in any Indiana cities. The Tour will be bringing 250 cars along with 50 local drivers. The cars will start arriving at 2 pm. In addition to the cars, food trucks and entertainment will be available. Employees of Visit South Bend and the Studebaker Museum will assist with parking as the cars arrive. Closures requested are similar to those previously used for Art Beat. A procedure to clear vehicles in the No Parking Areas has been agreed upon with SBPD. Mr Shipley clarified when the streets will re-open after the event. The committee had no further questions or concerns.

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*Upon a motion by Ms Roush and seconded by Mr Ellis, the permit was approved unanimously.*

**c. Leeper Park Art Fair-June 16-18 2023**

The event organizer joined the meeting to give details on this annual event. The Leeper Park Art Fair is held yearly on Father's Day weekend and is sponsored by the St Joseph Valley Watercolor Society. Various vendors are scheduled to be on hand including sculptors, jewelry makers, woodworkers, photographers, and painters. Food vendors and music will also be featured at the event. Ms Roush told the event organizer that she would pass along her contact information to a VPA representative to provide support with the event. Mr Ellis inquired about additional provisions for attendees should the temperature become extreme. The event organizer responded that the venue is shaded and a substantial amount of bottled water will be on hand. The members of the committee had no further questions or concerns.

*Upon a motion by Mr Shipley and seconded by Ms Roush, the permit was approved unanimously.*

**d. Fallen Heroes Ride-June 25 2023**

*Upon a motion by Mr Shipley and seconded by Ms Roush, the permit was tabled until the next meeting unanimously.*

**e. Sanchez Sweet 16 Party-July 1 2023**

The event organizer is asking for the closure of Dunham between Olive & Meade to accommodate guests attending the party. The event is scheduled for 12 noon to 11:30 pm. The application for the event included the required neighbor signatures. One of the committee members asked if there was a need to require security for the event if alcohol would be served. It was pointed out by another member that this is not a requirement for Neighborhood Events. The committee didn't foresee any conflicts in the area of the event and had no further comments or concerns.

*Upon a motion by Mr Shipley and seconded by Ms Brach, the permit was approved unanimously.*

**f. March to the Memorial-September 11 2023**

*Upon a motion by Mr Ellis and seconded by Mr Shipley, the permit was tabled until the next meeting unanimously.*

**4. Other Business**

**a. Finalize Cinco de Mayo Festival-May 6 2023**

*Upon a motion by Mr Shipley and seconded by Ms Brach, the festival was approved unanimously.*

b. First Fridays-June 2 2023

Ms Carter asked the committee to approve an extra block for parking. An updated map was available for the committee to consider. The Studebaker Club requested additional parking to accommodate the additional vehicles and the procession of the vehicles.

*Upon a motion by Mr Ellis and seconded by Ms Roush, the amended closure was approved unanimously.*

c. Legal Review of Event Applications

The committee suggests that Michael Schmidt review the current Neighborhood Event application and give recommendations to the committee on clarifications or additional items that he feels are in the best interest of safety for the City residents and also what the City feels comfortable with in setting guidelines for future events.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Ms Roush motioned for adjournment and Mr Shipley seconded. The meeting ended at 10:56 AM.