



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

June 20, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib; Amy Roush, Charlotte Brach

1. Call to Order

The meeting was called to order at 10:12 AM by Mr Rohrscheib.

2. Approval of minutes

Upon a motion by Mr Rohrscheib and seconded by Ms Roush, the minutes from the previous meeting held on June 6th, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. West Side BBQ & Craft Festival-July 23 2023

The West Side BBQ & Craft Festival is a repeat community event that includes food, music, and visual arts. The event benefits the SB Culinary Foundation and Unity Gardens. The event organizer requested the closure of Prast Blvd between Ardmore Trail and N Bendix Dr during the hours of 7:00 am to 6:00 pm. Security personnel will be hired for the event. The committee agreed to proceed with this event as a block party and cones will be used for the closure. The committee members had no further concerns or comments.

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

b. East Washington Block Party-July 29 2023

The event organizers have requested the closure of E Washington between Jacob & Sunnyside for the safety of the annual block party. Neighbors are encouraged to bring drinks and food to share. A cornhole tournament is planned along with a visit by an ice cream truck and a kid's shaving cream fight. The application includes the required signatures. The committee had no additional questions or concerns.

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

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

c. Art Beat-August 18-20 2023

Representatives from DTSB were present to offer details and answer questions on Art Beat 2023. The organizers would like to have a street closure the day prior to the event to assist the vendors and facilitate setup. The proposed closure of Jefferson between St Louis and MLK Dr would be from noon on Friday to Sunday at 3:00 pm was discussed by the committee. Ms Carter said leaving St Louis open should be fine and she was open to a shorter closure time on Friday. Mr Deal voiced a concern over the length of time of the closure, considering that LaSalle is already closed for construction. Ms Brach commented that a few extra hours shouldn't pose any problems. The committee agreed to a Friday night closure of Jefferson between MLK and Hill St at 6:00 pm and the re-opening of Jefferson between MLK and St Louis at noon on Sunday after the cleanup of the venue. Ms Carter will obtain County approval for the use of the bridge and approval from the effected merchants. Mr Rohrscheib proposed having a meeting a week prior to the event to finalize the setup of the closures. The committee members had no further questions at this time.

Upon a motion by Mr Rohrscheib and seconded by Ms Roush, the permit was approved pending bridge approval, unanimously.

4. Other Business

a. First Fridays Revised Closures

Ms Carter is asking to change the closure from Jefferson and Wayne to Washington and Jefferson. The closure will only be for one block. DTSB is planning on placing A-Frames to direct traffic away from the parking garage.

Upon a motion by Mr Rohrscheib and seconded by Ms Roush, the amendment was approved unanimously.

b. Re-schedule next meeting to July 11 2023

The committee agreed to re-schedule the next meeting from July 4 to July 11 2023.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Mr Rohrscheib motioned for adjournment and Ms Roush seconded. The meeting ended at 10:51 AM.