



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### SPECIAL EVENTS COMMITTEE MEETING MINUTES

August 1, 2023, 10:00 AM  
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib; Amy Roush, Gerard Ellis, Darwin Shipley, Charlotte Brach, Coby Deal, Michael Schmidt

#### 1. Call to Order

The meeting was called to order at 10:09AM by Ms Roush.

#### 2. Approval of minutes

*Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the minutes from the previous meeting held on July 18th, 2023, were approved unanimously.*

#### 3. Approval of Special Event Permits

##### a. Classic Car Show-August 19 2023

Diania Franks joined the committee meeting to discuss the Farmer's Market Annual Classic Car Show and answer questions from the committee. Diania told the committee that the car show will be held at the Farmer's Market and she was asking for the closure of Eddy Street between Beyer and the dead end. Ninety-two cars participated in the show in 2022 and one hundred are expected for 2023. Food will be served outside the Farmer's Market Café and a DJ will provide music for the event. Ms Roush clarified the requested time and street closure requested for the event. No conflicts were identified despite multiple events scheduled for this same date.

The members of the committee had no further questions or concerns for the event.

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

##### b. Tim's Birthday-August 19 2023

Ms Miller gave the committee a quick explanation of the annual event requesting the closure of Golden Ave between Riverside and Woodward. The applicant hosts a yearly

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party to celebrate her husband's birthday with friends and family. Times requested for the closure are 9:00 pm to 12:00 pm. No conflicts were identified by the committee.

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

#### 4. Other Business

##### a. Revised Special Event Signature Sheets and Applications

A summer intern with VPA drafted updated sheets and applications based on notes from previous committee meetings. The proposed updates to the Neighborhood Signature Sheet and Business Signature Sheet were discussed first by the committee. Mr Rohrscheib commented that he liked that the sheets included options for "agree" or "disagree", however the initial sentence on the sheets will need to be re-worded. Mr Schmidt asked for an explanation of how the committee uses the number of affected neighbors that agree to the event in the decision-making process. Mr Rohrscheib commented that the committee wants to see at least 50% of affected neighbors be in favor of the event. Mr Ellis pointed out that the updated sheets give a better view of actual contact with affected neighbors.

The committee also discussed differences between Neighborhood Events vs Block Parties and how "start" and "end" times should be defined on the application. The conversation also covered the differences between attendees bringing alcoholic beverages vs event applicants planning on selling alcoholic beverages. Rules requiring a \$400.00 fee, private security, and a temporary license for alcohol sales were established for events planning on serving alcoholic beverages to discourage sales of alcoholic beverages at smaller neighborhood events.

In addition, the committee agreed that verbiage should be added to the Neighborhood Event Application describing the drop/pickup off timeline of traffic control equipment, parties responsible for street closure and re-opening, and applicants responsibility for maintenance and the return of undamaged equipment. This would include potential financial liability for missing equipment.

The Motorcycle Ride Application was the next draft discussed by the committee. The members discussed the benefits from a public safety standpoint of having a 60 days notice for submission of applications.

Updated application drafts for City and Regional Events included changes to verbiage referring to mobile food vendors, information related to temporary vendors, and inclusion of City and County licensing contact information. Mr Deal also suggested changes to the application that would state more clearly the applicants responsibility for returning traffic control equipment used for events and potential charges associated with missing City items.

Section H of the City and Regional Application was discussed in regard to defining and displaying a link on the City website for pre-approved routes for races or parades. Currently a sample route is displayed on the City website, but no actual routes.

Other proposed updates to the City and Regional Applications include: application submission dates, definition of equipment, accuracy of information listed on Certificates of Insurance, and inclusion of a line on the application for Rain Dates.

**b. Patel/Patel Wedding Procession**

The Special Events Committee discussed an application for a wedding procession scheduled for August 5 2023. The application was received on July 18 2023. Due to the application being submitted less than 30 days prior to the event, the committee noted that more notice would be needed to organize off duty officers to assist a procession of 300. Based on the short timeframe between the submission of the application and event, the committee motioned to deny the application.

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

**c. Clark Birthday Party-August 20 2023**

Ms Clark requested the date of the event to be changed to August 19 2023. The committee had no issues with the change.

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

**5. Privilege of the Floor**

None

**6. Adjournment**

With no additional business to discuss, Ms Roush motioned for adjournment and Mr Rohrscheib seconded. The meeting ended at 11:54 AM.