



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

June 12, 2024, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Amy Roush, Brad Rohrscheib, Susie Krill, Kyle Ludlow.

1. Call to Order

The meeting was called to order at 1:05 PM 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 May 22, 2024 were approved unanimously.

3. Approval of Special Event Permits

3a. Family and Friends 3 Annual Picnic-July 4 2024

Lu'Dina Wallace joined the committee meeting on Teams to discuss and answer questions concerning the special events application for the annual 4th of July picnic. Ms Wallace told the members this will be the third year for the event. Family and friends are invited to share food and fellowship. The closure of Elmer Street between LWW & Vassar for the hours of 10:00 am to 11:00 pm was requested to accommodate parked vehicles, tables, and kids games.

The committee explained to the organizer that the event will need to end by 10:00 pm, with the area being cleaned up and free flow of traffic restored by 11:00 pm.

Mr Ludlow asked if a fire truck would be able to get thru the area. Ms Wallace assured Mr Ludlow that there would be enough room to allow for emergency vehicles.

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Ms Wallace was told that cones to be used for the street closure would be delivered on July 3rd and should be returned the drop off location when the event concludes.

The committee had no further questions or concerns about the event application.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Family and Friends 3 Annual Picnic was approved unanimously.

3b. Clark Block Party-July 4 2024

The Special Events Committee discussed the block party application in the absence of the applicant. The event is a repeat from 2023 and the closure only effects the applicants sister's residence.

The committee members directed the committee secretary to remind the applicant of the City Ordinance that states that the event will need to conclude by 10:00 pm and the street re-opened by 11:00 pm.

Committee members clarified that the proposed street closure would not affect the entire block of Haney.

Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for Clark Block Party was approved unanimously.

3c. Light Up the Sky-July 4 2024

The committee members discussed Mr Bromeling's event application in his absence. The street closure was requested to allow for a light fireworks display for friends and family. The application included the necessary number of neighbors signatures. The committee secretary was directed to tell the applicant that the street needs to be re-opened no later than 11:00 pm.

As this is a repeat request from 2023, the committee members had no concerns about the event.

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

3d. Our Lady of Hungary Parish Festival-July 13 2024

The committee members discussed the festival application in the absence of the applicant. Once it was determined that the details of this year's festival are the same as past events, the members had no concerns regarding the event. Activities include Hungarian and Hispanic foods, music, beverages, and games.

The application included a detailed drawing of the venue. The street closure is to allow for safe pedestrian crossing to and from the festival.

Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for Our Lady of Hungary Parish Festival was approved unanimously.

3e. Cory Block Party-July 20 2024

The committee reviewed the application for this year's annual neighborhood block party. The hosts provide Martin's chicken, access to their pool and an ice cream truck. Guests are asked to bring sides, deserts, or drinks to share. The event is scheduled for 1:00 pm to 8:00 pm.

Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for Cory Block Party was approved unanimously.

3f. March to the Memorial-September 11 2024

The event is a walk thru the South Bend Metro area towards the 9/11 Memorial located the the St Joseph County Park to commemorate the attacks and loss of life on 9/11. Participants remain on the sidewalks or grassy areas and may join at any point along the route. Rest stops are located at fire stations along the route starting near Ireland & Fellows and continuing to the St Joseph County Park. The walk begins at 9:11 am.

The committee members are familiar with the event and had no further questions or concerns.

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

4. Other Business

4a. Updated application examples

Updated examples or the City/Regional Event Application and Neighborhood Event Application were available online and the committee members where asked for feedback on the updates. The members were happy with the updates and noted that the information on the City website pertaining to Special Events will also need to be updated.

4b. 4th of July Applications

In the absence of an representative for Traffic & Lighting, it was mentioned on their behalf, that the number of approved events for holiday specific parties may need to be limited in number. This would also apply to events during graduation season.

If this approach were to be adopted, the event applications would still be considered, however the applicants would be made aware that strained resources may influence the timing of drop off or pickup of road closure cones.

The committee decided to defer to the Legal Department for recommendations on how to still be a conduit to have safe events in City spaces without being an overburdensome task for City employees.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Ms. Roush motioned for adjournment, and Mr. Ludlow seconded. The meeting concluded at 1:51 PM.