



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: April 1, 2026

Time: 1:02 pm - 1:50 pm

Members Present:

- Amy Roush
- Derek Erquhart
- Coby Deal
- Brad Rohrscheib

Members Absent:

- Kyle Ludlow

Agenda Items & Discussion Highlights

1. Call to Order

The meeting was called to order at 1:02 pm.

2. Approval of Minutes

Motion to Approve Minutes: Ms Roush initiated a motion to approve the minutes from the previous meeting, which was seconded and passed without opposition, confirming the official record.

3. Approval of Special Events

Event Day at Eddy Street – 4/18, 9/4, 9/12, 9/19, 10/10, 11/7, 11/14, 11/21/26

- **Applicant:** Kite Realty Group
- **Details:** Multiple event days associated with Notre Dame game days and concerts. Applicant to provide all street-closure equipment. Police to assist with traffic flow only. Bike-rack style barricades allow emergency access.
- **Action:** Approved unanimously.

May First Fridays – 5/1/26

- **Event Date:** May 1, 2026
- **Applicant:** Downtown South Bend

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- **Details:** Event layout consistent with prior years. Barricades and partial street closures near Studebaker Plaza and Michigan Street while maintaining traffic flow.
- **Action:** Approved unanimously.

Corpus Christi Procession – 6/7/26

- **Event Date:** June 7, 2026
- **Applicant:** Our Lady of Hungary Parish
- **Details:** Religious walking procession from Our Lady of Hungary Parish to Saint Matthew’s Church on Miami Street. Police assistance requested for traffic control at street crossings using rolling stops.
- **Action:** Approved unanimously.

Leeper Park Art Fair – 6/20/26 thru 6/21/26

- **Event Dates:** June 19–22, 2026 (Event June 20–21)
- **Applicant:** St. Joe Valley Watercolor Society
- **Details:** Annual art fair with over 100 artists, food vendors, and security. Road closure on Riverside Drive (US-933 to Lafayette) beginning Friday at approximately 11:00 AM. Event teardown completed by Monday at 1:00 PM. Coordination required to keep food trucks off park grass.
- **Action:** Approved unanimously.

Bacon Around the Bend 5K – 6/20/26

- **Event Date:** June 20, 2026
- **Applicant:** Event Organizer
- **Details:** Annual 5K run with road closures beginning at 6:00 AM. Event runs from 8:00 AM to approximately 1:00 PM using the established route.
- **Action:** Approved unanimously.

Kid’s Triathlon – 7/18/26

- **Event Date:** July 18, 2026
- **Applicant:** Venues, Parks & Arts
- **Details:** Youth triathlon using a previously approved route. Start time moved to 9:00 AM. Opening and closing ceremonies and vendors relocated to the teacher parking lot for improved flow.
- **Note:** Presenter recused from vote.
- **Action:** Approved unanimously.

Angel of Hope Memorial Ride – 8/15/26

- **Proposed Event Date:** August 15, 2026
- **Details:** Potential conflicts identified with multiple community events scheduled the same weekend.
- **Action:** Application tabled until the May 13, 2026 Special Event Committee meeting.

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4. Other Business

- **Hahn Auctioneers Parking Request (May 19, 2026):**
Committee determined the request falls outside the Special Event Committee's purview. Applicant directed to pursue a right-of-way permit.
- **Mayor's Vibrant City One-Day Cleanup:**
Scheduled for April 17, 2026. No road closures or special event application required. Shared for departmental awareness.

5. Privilege of the Floor

6. Adjournment

With no further business, a motion to adjourn was made and approved.

Summary captured by AI.