

1316 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/235-9251
FAX 574/235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

October 14, 2025

Ms. Vicky Cano
452 S. Illinois St.
South Bend, IN 46619

RE: Request for Traffic Control Device – Handicapped Accessible Parking Space Sign

Dear Ms. Cano:

At its October 14, 2025 meeting, the Board of Public Works **approved** your request for the installation of a handicapped accessible parking space sign in front of your home at 452 S. Illinois St.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk

Enclosures
HH

HANDICAPPED PARKING REQUEST

Ms. Vicky Cano
452 S Illinois St
Field Checked: 07/25/2025
Field Checked By: Caitlin Wyant, EI



Notes:

- Driveway off Huron St that is currently used for vehicle access
- Garage off Huron St that appears to be unused for vehicle access
- Backdoor is directly accessible from driveway
- Parking allowed on both sides of S Illinois
- Ramp recently added to front of house
- 1 handicap space already existing on 400 block S Illinois St



BOARD OF PUBLIC WORKS
Request for Approval of
Traffic Control Device(s)

Date: October 14, 2025

I hereby submit the following installation or change of traffic control devices for review:

<input checked="" type="checkbox"/> New Installation	<input type="checkbox"/> Removal	<input type="checkbox"/> Revision
<input type="checkbox"/> Stop Sign	<input type="checkbox"/> Stop Sign	<input type="checkbox"/> Stop Sign
<input type="checkbox"/> Yield Sign	<input type="checkbox"/> Yield Sign	<input type="checkbox"/> Yield Sign
<input type="checkbox"/> Speed Limit, ___ mph	<input type="checkbox"/> Speed Limit, ___ mph	<input type="checkbox"/> Speed Limit, ___ mph
<input checked="" type="checkbox"/> Other, List	<input type="checkbox"/> Other, List	<input type="checkbox"/> Other, List

Residential Handicapped _____
Parking _____

Location(s): 452 S Illinois St

This has been submitted:

- ☒ In response to request by a citizen/ neighbor/ passerby: **Resident**
☐ In response to contracted reconstruction or improvements
☐ In response to developer-provided reconstruction or improvement
☐ In response to an internally-generated concern from

Remarks: Ms. Vicky Cano has met all the requirements. See attached memo.

Submitted by:
(Field Checked 07/25/2025)

Caitlin M Wyant
Caitlin Wyant, EI
Project Engineer

Recommend Approval Denial:
Reviewed by:

Leslie Biek
Leslie Biek, PE
Assistant City Engineer

☒ APPROVED ☐ DENIED

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

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Breana Micou
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Hillary R. Horvath
Attest: Hillary R. Horvath, Clerk

Date: October 14, 2025

Distribution:

Bureau of Traffic and Lighting
Police Department Traffic Division



**CITY OF SOUTH BEND
DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING**

TO: Board of Public Works
FROM: Caitlin Wyant, EI
SUBJECT: 452 S Illinois St Handicap Parking Application
DATE: 10/14/2025

Board Members,

I'm writing to recommend that you approve Ms. Vicky Cano's handicap parking application. In the time since I recommended denial at the August 26th, 2025 BPW meeting, I have learned that Ms. Cano no longer uses either the garage or the breezeway at her home. Additionally, her grandson helps her get in and out of her home and this is not possible with the lack of space at the back of her home. I overlooked these factors in my initial inspection.

Again, I am recommending approval in this case. It is important to note, however, that when the signs are installed in front of Ms. Cano's residence, Engineering will have to deny subsequent applications on the 400 block of S Illinois St or subject these applications to legal review. There are also handicap parking signs at 428 S Illinois St and city ordinance allows for only two on the same side of the block.

In partnership,

Caitlin Wyant, EI
Project Engineer

BOARD OF PUBLIC WORKS AGENDA ITEM REVIEW REQUEST FORM

Date	10/02/2025		
Name	Caitlin Wyant, EI	Department	Public Works
BPW Date	10/14/2025	Phone Extension	7483

Required Prior to Submittal to Board

BPW Attorney	<input type="checkbox"/>	Attorney Name	_____
Dept. Attorney	<input type="checkbox"/>	Attorney Name	_____
Purchasing	<input type="checkbox"/>	_____	

Check the Appropriate Item Type – *Required for All Submissions*

<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise
<input type="checkbox"/> Quote Opening	<input type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input type="checkbox"/> PCA
<input type="checkbox"/> Chg. Order, No. _____	<input checked="" type="checkbox"/> Traffic Control:	<input type="checkbox"/> Resolution
	<u>Residential Handicap</u>	
	<u>Parking</u>	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach
		<input type="checkbox"/> Title Sheet

Required Information

Company or Vendor Name	<input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing		
New Vendor	<input type="checkbox"/> No		
MBE/WBE Contractor	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	Completed E-Verify Form Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Name	452 S Illinois St Residential Handicap Parking		
Project Number			
Funding Source			
Account No.			
Amount			
Terms of Contract			
Purpose/Description	Recommend Approval		

For Change Orders Only

Amount of	<input type="checkbox"/>	Increase	\$
	<input type="checkbox"/>	Decrease	(\$)
Previous Amount			\$
		Increase	%
Current Percent of Change:		Decrease	(%)
New Amount			\$
		Increase	%
Total Percent of Change:		Decrease	(%)
Time Extension Amount:			
New Completion Date:			