



# OFFICE OF THE CITY CLERK

## BIANCA L. TIRADO, CITY CLERK

### MEMORANDUM

**TO:** MEMBERS OF THE COMMON COUNCIL  
**FROM:** BIANCA L. TIRADO, CITY CLERK  
**DATE:** THURSDAY, NOVEMBER 20, 2025  
**SUBJECT:** COMMITTEE MEETING NOTICE

The following Common Council Committee Meetings have been scheduled for **Monday, November 24, 2025:**

Council Chambers  
3<sup>rd</sup> Floor City Hall  
215 S. Dr. Martin Luther King Jr. Blvd.  
South Bend, IN 46601

The Council Chambers will be Open to the Public. Members of the Public may Attend this Meeting Virtually via Microsoft Teams Meeting app here: <https://tinyurl.com/112425CC>

**4:00 P.M.**      **ZONING & ANNEXATION**      **CHAIRPERSON, DR. DAVIS**

1. [Bill No. 69-25](#) - Amending the Zoning Ordinance for Property Located at 1011 Howard Street
2. [Bill No. 73-25](#) - Amending the Zoning Ordinance for Property Located at 725 West LaSalle Avenue
3. Update – Zoning Ordinance Amendment Package Review

Council President Canneth Lee has called an **Informal Meeting** of the Council which will commence immediately after the adjournment of the Zoning & Annexation Committee Meeting.

**INFORMAL MEETING OF THE COMMON COUNCIL**

**PRESIDENT, C. LEE**

1. Discussion of Council Agenda
2. Update and Announcements
3. Adjournment

cc: Mayor James Mueller  
Committee Meeting List  
Media

**NOTICE FOR HEARING AND SIGHT IMPAIRED PERSONS**  
Auxiliary Aid or Other Services may be Available upon Request at No Charge.  
Please give Reasonable Advance Request when Possible

INTEGRITY | SERVICE | ACCESSIBILITY

Jasmine Jackson  
CHIEF DEPUTY CITY CLERK / CHIEF OF STAFF

Matthew Neal  
DEPUTY CITY CLERK / DIRECTOR OF POLICY

Margaret Gotsch  
DIRECTOR OF SPECIAL PROJECTS

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

300 City Hall | 215 S. Martin Luther King, Jr. Blvd. | South Bend, Indiana 46601 | p. 574.235.9221 | f. 574.235.9173 | [www.southbendin.gov](http://www.southbendin.gov)





## **SOUTH BEND COMMON COUNCIL**

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### **MEETING AGENDA**

Monday, November 24, 2025

7:00 P.M.

The South Bend Common Council meeting will be open to the public at the Council Chambers on the 3<sup>rd</sup> floor of the South Bend City Hall, 215 S. Dr.

Martin Luther King Jr. Blvd., South Bend, IN 46601

or available by way of a virtual meeting using the Microsoft Teams Meeting App. Public access to the meeting can be granted by this Microsoft Teams Link:

<https://tinyurl.com/SBCC112425>

1. **INVOCATION**

PASTOR DOUG NEAL | CHRISTIAN LIFE CENTER SOUTH BEND

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

4. **REPORT FROM THE SUB-COMMITTEE ON MINUTES**

NOVEMBER 10, 2025

5. **SPECIAL BUSINESS**

6. **REPORTS FROM CITY OFFICES**

7. **COMMITTEE OF THE WHOLE**

**TIME:** \_\_\_\_\_

BILL NO.

45-25 A READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, ANNEXING TO AND BRINGING WITHIN THE CITY LIMITS OF SOUTH BEND, INDIANA, AND AMENDING THE ZONING ORDINANCE FOR PROPERTY LOCATED IN CLAY TOWNSHIP, CONTIGUOUS THEREWITH; COUNCILMANIC DISTRICT NO. 4, FOR 54528, 54550, 54570, 54606, 54610, 54638, 54650 WILLIS AVENUE, SOUTH BEND, INDIANA **(COUNCIL ACTION ONLY)**

[69-25](#) PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING THE ZONING ORDINANCE FOR PROPERTY LOCATED 1011 HOWARD STREET COUNCILMANIC DISTRICT NO. 4 IN THE CITY OF SOUTH BEND, INDIANA

[73-25](#) PUBLIC HEARING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING THE ZONING ORDINANCE FOR PROPERTY LOCATED 725 WEST LASALLE AVENUE COUNCILMANIC DISTRICT NO. 1 IN THE CITY OF SOUTH BEND, INDIANA

8. **BILLS ON THIRD READING**  
BILL NO.

TIME: \_\_\_\_\_

[45-25](#) THIRD READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, ANNEXING TO AND BRINGING WITHIN THE CITY LIMITS OF SOUTH BEND, INDIANA, AND AMENDING THE ZONING ORDINANCE FOR PROPERTY LOCATED IN CLAY TOWNSHIP, CONTIGUOUS THEREWITH; COUNCILMANIC DISTRICT NO. 4, FOR 54528, 54550, 54570, 54606, 54610, 54638, 54650 WILLIS AVENUE, SOUTH BEND, INDIANA

[69-25](#) THIRD READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING THE ZONING ORDINANCE FOR PROPERTY LOCATED 1011 HOWARD STREET COUNCILMANIC DISTRICT NO. 4 IN THE CITY OF SOUTH BEND, INDIANA

[73-25](#) THIRD READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING THE ZONING ORDINANCE FOR PROPERTY LOCATED 725 WEST LASALLE AVENUE COUNCILMANIC DISTRICT NO. 1 IN THE CITY OF SOUTH BEND, INDIANA

9. **RESOLUTIONS**

10. **BILLS ON FIRST READING**

11. BILL NO.

[74-25](#) FIRST READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROVING A PETITION OF THE ADVISORY BOARD OF ZONING APPEALS FOR THE PROPERTY LOCATED AT 1005 WHITE OAK DR COUNCILMANIC DISTRICT NO. 4 IN THE CITY OF SOUTH BEND, INDIANA

- [75-25](#) FIRST READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROPRIATING ADDITIONAL FUNDS FOR CERTAIN DEPARTMENTAL AND CITY SERVICES OPERATIONS FOR THE YEAR 2025 OF \$2,098,300 FROM THE GENERAL FUND (#101), \$625,608 FROM THE MOTOR VEHICLE HIGHWAY FUND (#202), \$2,000 FROM THE GIFT, DONATION, BEQUEST FUND (#217), \$20,000 FROM THE LAW ENFORCEMENT CONTINUING EDUCATION FUND (#220), \$4,166 FROM THE COVID-19 RESPONSE FUND (#264), \$30,000 FROM THE MVH RESTRICTED FUND (#266), \$18,099 FROM THE INNOVATION & TECHNOLOGY FUND (#279), \$116,800 FROM THE MORRIS PERFORMING ARTS CENTER CAPITAL FUND (#416), \$255,000 FROM THE PARKING GARAGES FUND (#601), \$365,000 FROM THE SOLID WASTE OPERATIONS FUND (#610), \$236,000 FROM THE WATER WORKS OPERATIONS FUND (#620), \$362,000 FROM THE WATER WORKS CAPITAL FUND (#622), \$75,000 FROM THE SEWAGE WORKS OPERATIONS FUND (#641), \$400,000 FROM THE SEWAGE WORKS CAPITAL FUND (#642), \$2,500 FROM THE PROJECT RELEAF FUND (#655), \$150,000 FROM THE POLICE PENSION FUND (#702), AND \$17,820 FROM THE UNEMPLOYMENT COMPENSATION FUND (#713)
- [76-25](#) FIRST READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, FOR BUDGET TRANSFERS FOR VARIOUS DEPARTMENTS WITHIN THE CITY OF SOUTH BEND, INDIANA FOR THE YEAR 2025
- [77-25](#) FIRST READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING ORDINANCE NO. 11233-25, WHICH FIXES MAXIMUM SALARIES AND WAGES OF APPOINTED OFFICERS AND NON-BARGAINING EMPLOYEES OF EXECUTIVE DEPARTMENTS OF THE CITY OF SOUTH BEND FOR CALENDAR YEAR 2026, TO ADD A POSITION IN THE HUMAN RIGHTS COMMISSION, UPDATE SALARIES FOR CERTAIN POSITIONS IN PUBLIC WORKS, VENUES PARKS & ARTS, AND ADMINISTRATION & FINANCE, REMOVE CERTAIN POSITIONS IN PUBLIC WORKS, VENUES PARKS & ARTS, AND ADMINISTRATION & FINANCE, AND ADD POSITIONS IN PUBLIC WORKS INADVERTENTLY OMITTED FROM THE 2026 SALARY ORDINANCE
- [78-25](#) FIRST READING ON AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING CHAPTER 14, ARTICLE 15, SECTION 14-175 TO INCREASE THE AMOUNT OF SOUTH BEND POLICE OFFICER TIME INCLUDED AS AN ABSORBED EXPENSE FOR A SPECIAL EVENT

79-25 FIRST READING ON AN ORDINANCE OF COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING AND REPLACING ORDINANCE NO. 11237-25 IN ITS ENTIRETY TO FIX MAXIMUM SALARIES AND WAGES OF DEPUTIES AND NON-BARGAINING EMPLOYEES APPOINTED BY THE CITY CLERK OF THE CITY OF SOUTH BEND, INDIANA, FOR THE CALENDAR YEAR 2026, AND TO ESTABLISH ONE NEW FULL-TIME POSITION

12. UNFINISHED BUSINESS

13. NEW BUSINESS

14. PRIVILEGE OF THE FLOOR

15. ADJOURNMENT

TIME: \_\_\_\_\_

**Notice for Hearing and Sight Impaired Persons**  
**Auxiliary Aid Or Other Services Are Available Upon Request At No Charge.**  
**Please Give Reasonable Advance Request When Possible.**

*In the interest of providing greater public access and to promote greater transparency, the South Bend Common Council agenda has been translated into Spanish. All agendas are available online from the Council's website, and also in paper format in the Office of the City Clerk, 4<sup>th</sup> Floor County-City Building. Reasonable efforts have been taken to provide an accurate translation of the text of the agenda, however, the officiate is the English version. Any discrepancies which may be created in the translation are not binding. Such translations do not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the Common Council or the City of South Bend, Indiana.*



## 2025 COMMON COUNCIL STANDING COMMITTEES (Rev. 06-18-2025)

### COMMUNITY INVESTMENT COMMITTEE

Oversees the various activities of the Department of Community Investment. This Committee reviews all real and personal tax abatement requests and works closely with the Business Development Team.

Troy Warner, Chairperson  
Karen L. White, Vice-Chairperson  
Ophelia Gooden-Rodgers, Member

Sherry Bolden-Simpson, Member  
Thomas Gryp, *Citizen Member*  
Kaine Kanczuzewski, *Citizen Member*

### COMMUNITY RELATIONS COMMITTEE

Oversees the various activities of the Engagement and Economic Empowerment, Neighborhood Development, and Community Resources Teams within the City's Department of CI and is charged with facilitating partnerships and ongoing communications with other public and private entities operating within the City.

Ophelia Gooden-Rodgers, Chairperson  
Karen L. White, Vice-Chairperson  
Alice Marie Pickens, *Citizen Member*

Sheila Niezgodski, Member  
Sherry Bolden-Simpson, Member  
*Citizen Member*

### COUNCIL RULES COMMITTEE

Oversees the regulations governing the overall operation of the Common Council, as well as all matters of public trust. Its duties are set forth in detail in Section 2-10.1 of the *South Bend Municipal Code*.

Canneth Lee, Member  
Rachel Tomas Morgan, Member

Troy Warner, Member

### HEALTH AND PUBLIC SAFETY COMMITTEE

Oversees the various activities performed by the Fire and Police Departments, EMS, Department of Code Enforcement, ordinance violations, and related health and public safety matters.

Rachel Tomas Morgan, Chairperson  
Troy Warner, Vice-Chairperson  
Sheila Niezgodski, Member  
*Citizen Member*

Sharon McBride, Member  
Dr. Oliver Davis, Member  
Savino Rivera Jr., *Citizen Member*

### INFORMATION AND TECHNOLOGY COMMITTEE- Innovation

Oversees the various activities of the City's Department of Innovation, which includes the Divisions of Information Technology and 311 so that the City of South Bend remains competitive and on the cutting edge of developments in this area. Reviewing and proposing upgrades to computer systems and web sites, developing availability and access to GIS data and related technologies are just some of its many activities.

Rachel Tomas Morgan, Chairperson  
Sherry Bolden-Simpson, Vice-Chairperson  
*Citizen Member*

Sharon McBride, Member  
Dr. Oliver Davis, Member  
*Citizen Member*

### PARC COMMITTEE- Venues, Parks, and Arts (Parks, Recreation, Cultural Arts & Entertainment)

Oversees the various activities of the Century Center, College Football Hall of Fame, Four Winds Stadium, Morris Performing Arts Center, Studebaker National Museum, South Bend Regional Museum of Art, Potawatomi Zoo, My SB Trails, DTSB relations, and the many recreational and leisure activities offered by the Department of Venues Parks and Arts.



Sharon L. McBride, Chairperson  
Karen L. White, Vice- Chairperson  
*Citizen Member*

Ophelia Gooden-Rogers, Member  
Troy Warner, Member  
*Citizen Member*

#### **PERSONNEL AND FINANCE COMMITTEE**

Oversees the activities performed by the Department of Administration and Finance, and reviews all proposed salaries, budgets, appropriations, and other fiscal matters, as well as personnel policies, health benefits and related matters.

Sheila Niezgodski, Chairperson  
Karen L. White, Vice-Chairperson  
*Citizen Member*

Dr. Oliver Davis, Member  
Rachel Tomas Morgan, Member  
*Citizen Member*

#### **PUBLIC WORKS AND PROPERTY VACATION COMMITTEE**

Oversees the various activities performed by the Building Department, the Department of Public Works and related public works and property vacation issues.

Sheila Niezgodski, Chairperson  
Ophelia Gooden-Rodgers, Vice-Chairperson  
Carl Littrell, *Citizen Member*

Dr. Oliver Davis, Member  
Troy Warner, Member  
*Citizen Member*

#### **RESIDENTIAL NEIGHBORHOODS COMMITTEE**

Oversees the various activities and issues related to neighborhood development and enhancement.

Karen L. White, Chairperson  
Sheila Niezgodski, Vice-Chairperson  
Gabriel Murei, *Citizen Member*

Ophelia Gooden-Rodgers, Member  
Sharon McBride, Member  
*Citizen Member*

#### **UTILITIES COMMITTEE**

Oversees the activities of all enterprise entities including but not limited to the Bureau of Waterworks, Bureau of Sewers, and all related matters.

Sherry Bolden-Simpson, Chairperson  
Dr. Oliver Davis, Vice-Chairperson  
Firdia Johnson, *Citizen Member*

Sheila Niezgodski, Member  
Ophelia Gooden-Rodgers, Member  
Joseph Mayer, *Citizen Member*

#### **ZONING AND ANNEXATION COMMITTEE**

Oversees the activities related to the Board of Zoning Appeals, recommendations from the Area Plan Commission and the Historic Preservation Commission, as well as all related matters addressing annexation and zoning.

Dr. Oliver Davis, Chairperson  
Rachel Tomas Morgan, Vice-Chairperson  
Henry Davis Jr., *Citizen Member*

Troy Warner, Member  
Karen L. White, Member  
Stacey Odom, *Citizen Member*

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#### **SUB-COMMITTEE ON MINUTES**

Reviews the minutes prepared by the Office of the City Clerk of the regular, special, and informal meetings of the Common Council and makes a recommendation on their approval/modification to the Council.

Troy Warner, Member

Sherry Bolden-Simpson, Member



## **2025 COMMON COUNCIL STANDING COMMITTEES (Rev.03-10-2025)**

### **CANNETH LEE, 1<sup>ST</sup> District Council Member**

#### **President**

Council Rules Committee, Member

### **OPHELIA GOODEN-RODGERS, 2<sup>ND</sup> District Council Member**

#### **Community Relations Committee, Chairperson**

Public Works & Property Vacation Committee, Vice-Chairperson

Community Investment Committee, Member

PARC Committee, Member

Residential Neighborhoods Committee, Member

Utilities Committee, Member

### **SHARON L. MCBRIDE, 3<sup>RD</sup> District Council Member**

#### **PARC Committee, Chairperson**

Residential Neighborhoods Committee, Member

Health & Public Safety Committee, Member

Information & Technology Committee, Member

### **TROY WARNER, 4<sup>TH</sup> District Council Member**

#### **Chairperson, Committee of the Whole**

Community Investment Committee, Chairperson

Health and Public Safety, Vice-Chairperson

Council Rules Committee, Member

Public Works & Property Vacation, Member

PARC Committee, Member

Sub-Committee on the Minutes, Member

Zoning & Annexation Committee, Member

### **SHERRY BOLDEN-SIMPSON, 5<sup>TH</sup> District Council Member**

#### **Utilities Committee, Chairperson**

Community Relations Committee, Member

Information & Technology, Vice-Chairperson

Community Investment Committee, Member

Sub-Committee on Minutes, Member

### **SHEILA NIEZGODSKI, 6<sup>TH</sup> District Council Member**

#### **Personnel & Finance Committee, Chairperson**

#### **Public Works & Property Vacation, Chairperson**

Health & Public Safety Committee, Member

Residential Neighborhoods Committee, Vice-Chairperson

Community Relations Committee, Member

Utilities Committee, Member

### **DR. OLIVER DAVIS, AT LARGE Council Member**

#### **Zoning & Annexation Committee, Chairperson**

Public Works & Property Vacation Committee, Member

Utilities Committee, Vice-Chairperson

Information & Technology Committee, Member

Personnel & Finance Committee, Member

Health & Public Safety Committee, Member

### **RACHEL TOMAS MORGAN, AT LARGE Council Member**

#### **Vice-President**

#### **Health & Public Safety Committee, Chairperson**

Personnel & Finance Committee, Member

#### **Information & Technology Committee, Chairperson**

Zoning & Annexation Committee, Vice-Chairperson

Council Rules Committee, Member

### **KAREN L. WHITE, AT LARGE Council Member**

#### **Residential Neighborhoods Committee, Chairperson**

Personnel & Finance Committee, Vice-Chairperson

Community Investment Committee, Vice-Chairperson

Zoning & Annexation Committee, Member

Community Relations Committee, Vice-Chairperson

PARC Committee, Vice-Chairperson





City of South Bend  
**PLAN COMMISSION**

County-City Building  
227 W. Jefferson Blvd. 1400S  
South Bend, IN 46601  
(574) 235-7627  
[www.southbendin.gov/zoning](http://www.southbendin.gov/zoning)

**Filed in Clerk's Office**

**JUL 23 2025**  
Bianca Tirado  
City Clerk, South Bend, IN

July 23, 2025

Honorable Committee Chair Oliver Davis  
4<sup>th</sup> Floor, County-City Building  
South Bend, IN 46601

RE: 54528, 54550, 54570, 54606, 54610, 54638, 54650 WILLIS AVENUE PC#0264-25

Dear Committee Chair Dr. Davis:

Enclosed is an Ordinance for the proposed Annexation and Zone Map Amendment at the above referenced location. Please include the attached Ordinance on the Council agenda for first reading at your July 28, 2025, Council meeting and set it for second reading on September 22, 2025 and third reading on October 13, 2025 Council meetings. The petition is tentatively scheduled for public hearing at the August 18, South Bend Plan Commission meeting. The recommendation of the South Bend Plan Commission will be forwarded to the Office of the City Clerk by noon on the day following the public hearing.

The petitioner provided the following to describe the proposed project:

The Petitioners are requesting to annex and rezone the property including rights-of-way of Willis Avenue & Dunn Road to develop a residential project of approximately five (5) multi-story buildings having a maximum height of five (5) stories. Access to the site would be from Dunn Road and Willis Avenue and the proposed buildings would face both public streets. The project will have a streetscape with trees and landscaped buildings along with public sidewalks and interior pedestrian walks and landscaped grounds. A common area on the fifth floor of each building would take advantage of views towards the Notre Dame Campus.

If you have any questions, please feel free to contact our office.

Sincerely,

Tim Staub  
Zoning Specialist

CC: Bob Palmer

JUL 23 2025

BILL NO. 45-25

ORDINANCE NO. \_\_\_\_\_

Bianca Tirado  
City Clerk, South Bend, IN

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, ANNEXING TO AND BRINGING WITHIN THE CITY LIMITS OF SOUTH BEND, INDIANA, AND AMENDING THE ZONING ORDINANCE FOR PROPERTY LOCATED IN CLAY TOWNSHIP, CONTIGUOUS THEREWITH; COUNCILMANIC DISTRICT NO. 4, FOR 54528, 54550, 54570, 54606, 54610, 54638, 54650 WILLIS AVENUE, SOUTH BEND, INDIANA**

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**STATEMENT OF PURPOSE AND INTENT**

The Petitioner desires to annex and rezone seven properties at the southeast corner of Willis Avenue and Dunn Road from R Single Family District in unincorporated St. Joseph County to U3 Urban Neighborhood 3 District in South Bend.

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**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of South Bend, Indiana, as follows:

**SECTION I.** That the following described real estate is situated in St. Joseph County, Indiana, being contiguous by more than one-eighth (1/8) of its aggregate external boundaries with the present boundaries of the City of South Bend, Indiana, shall be and hereby is annexed to and brought within the City of South Bend:

A PART OF THE SOUTHEAST AND NORTHEAST QUARTERS OF SECTION 31, TOWNSHIP 38 NORTH, RANGE 3 EAST, CLAY TOWNSHIP, ST. JOSEPH COUNTY, INDIANA WHICH IS DESCRIBED AS: BEGINNING AT THE SOUTHEAST CORNER OF LOT # 40 IN THE PLAT OF "VANESS PLAT" SUBDIVISION AS RECORDED IN THE RECORDS OF THE ST. JOSEPH COUNTY, INDIANA RECORDER'S OFFICE; THENCE WEST (ALL BEARINGS ASSUMED) ALONG THE SOUTH LINE OF SAID LOT AND ITS' WESTERLY EXTENSION (CROSSING WILLIS AVENUE 60 FT. R/W), A DISTANCE OF 260 FEET MORE OR LESS TO THE WEST RIGHT-OF-WAY LINE OF SAID WILLIS AVENUE; THENCE NORTH ALONG SAID WEST LINE AND ITS' NORTHEASTERLY EXTENSION (CROSSING DUNN ROAD 40 FT. R/W), A DISTANCE OF 830.30 FEET MORE OR LESS TO A POINT WHICH IS THE INTERSECTION OF THE NORTH RIGHT-OF-WAY LINE OF DUNN ROAD WITH THE WEST RIGHT-OF-WAY LINE OF WILLIS AVENUE; THENCE EAST ALONG THE NORTH RIGHT-OF-WAY LINE OF SAID DUNN ROAD (CROSSING WILLIS AVENUE 40 FT. R/W), A DISTANCE OF 250 FEET MORE OR LESS TO A DIRECTLY NORTH OF THE NORTHEAST CORNER OF LOT # 35 IN SAID "VANESS PLAT" SAID POINT ALSO BEING ON THE PRESENT CITY OF SOUTH BEND CORPORATE LIMIT LINE; THENCE SOUTH ALONG SAID CORPORATE LINE (CROSSING DUNN ROAD 40 FT. R/W), A DISTANCE OF 40 FEET TO THE NORTHEAST CORNER OF SAID LOT; THENCE CONTINUING SOUTH ALONG SAID CORPORATE LIMIT LINE AND THE EAST LINE OF SAID "VANESS PLAT", A DISTANCE OF 778.80 FEET MORE OR LESS TO THE POINT OF BEGINNING.

CONTAINING 4.90 ACRES MORE OR LESS.

**SECTION II.** That the boundaries of the City of South Bend, Indiana, shall be and are hereby declared to be extended so as to include the real estate of the above-described parcel as part of the City of South Bend, Indiana.

**SECTION III.** Ordinance No. 10689-19, as amended, which ordinance is commonly known as the Zoning Ordinance of the City of South Bend, Indiana, be and the same hereby amended in order that the zoning classification of the above described real estate, with the exception of all adjacent rights-of-way, in the City of South Bend, St. Joseph County, State of Indiana be and the same is hereby established as U3 Urban Neighborhood 3 District.

**SECTION IV.** This Ordinance shall be in full force and effect 30 days from and after its passage by the Common Council, approval by the Mayor, and legal publication.

\_\_\_\_\_  
Canneth Lee, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Bianca Tirado, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock \_\_\_\_\_. m.

\_\_\_\_\_  
Bianca Tirado, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock \_\_\_\_\_.m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana



City of South Bend  
**Petition for Annexation and Rezoning  
or Combined Public Hearing**

Filed in Clerk's Office

JUL 23 2025

Bianca Tirado  
City Clerk, South Bend, IN

**Property Information**

**Tax Key Number:** 02-1106-5375, 02-1106-5368, 02-1106-5368.01, 02-1106-5364, 02-1106-5359, 02-1106-5354, 02-1106-5346

**Property Address:** 54650, 54638, 54610, 54606, 54570, 54550, 54528 Willis Avenue, South Bend, IN 46637

**Property Owner:** Trematerra Family Land Holdings Inc., 6231 Pga Blvd., Suite 109227, Palm Beach, FL. 33418-4033

**Legal Description of Annexation Area:** (include any adjacent rights of way not already in the City)

A PART OF THE SOUTHEAST AND NORTHEAST QUARTERS OF SECTION 31, TOWNSHIP 38 NORTH, RANGE 3 EAST, CLAY TOWNSHIP, ST. JOSEPH COUNTY, INDIANA WHICH IS DESCRIBED AS: BEGINNING AT THE SOUTHEAST CORNER OF LOT # 40 IN THE PLAT OF "VANESS PLAT" SUBDIVISION AS RECORDED IN THE RECORDS OF THE ST. JOSEPH COUNTY, INDIANA RECORDER'S OFFICE; THENCE WEST (ALL BEARINGS ASSUMED) ALONG THE SOUTH LINE OF SAID LOT AND ITS' WESTERLY EXTENSION (CROSSING WILLIS AVENUE 60 FT. BAY A DISTANCE OF 600 FEET MORE OR LESS TO THE WEST RIGHT OF WAY LINE OF SAID

**Project Summary**

The Petitioners are requesting to annex and rezone the property including rights of Willis Ave. & Dunn Road to development residential development in approximately Five (5) multi-story buildings having a maximum height of Five (5) stories. Access to the site would be from Dunn Road and Willis Avenue and the proposed buildings would face both public streets. The project will have a streetscape with trees and landscaped buildings along with public sidewalks and interior pedestrian

**Rezoning**

County Zoning Map at: <https://www.sjcindiana.com/996/Zoning-Map>

City Zoning Map at: <https://southbendin.gov/zoning>

**Current Zoning District (County):** R Single Family District

Select One

Additional Districts, if applicable

**Proposed Zoning District (City):** U3 Urban Neighborhood 3

Select One

Additional Districts, if applicable

*The Plan Commission and Council will consider the following in the review of a rezoning petition:*

- (1) The comprehensive Plan;
- (2) Current conditions and the character of the current structures and uses in each district;
- (3) The most desirable use for which the land in each district is adapted;
- (4) The conservation of property values throughout the jurisdiction; and
- (5) Responsible development and growth.

**Additional Requested Actions** (check all that apply and include additional required documentation)

- ☐ **Subdivision** - complete and attach Subdivision Application
- ☐ **Special Exception** - complete and attach Criteria for Decision Making
- ☒ **Variance(s)** - list variances below, complete and attach Criteria for Decision Making

## Annexation Application Checklist

- ☒ 1. Completed Application Form
- ☒ 2. Site Plan (drawn to scale)
- ☐ 3. Subdivision Application (if required)
- ☒ 4. Criteria for Decision Making (if required)
- ☒ 5. Filing Fee

## Contact Information

**Name:** Danch, Harner & Associates, Inc. Attn: Michael Danch/Matthew Kirkwood

**Address:** 1643 Commerce Drive, South Bend, IN 46628

**Phone Number:** 574-234-4003

**Email:** mdanch@danchharner.com, mjkirkwood@danchharner.com

## Property Owner Information (attach additional ownership list on separate page, if necessary)

**Property Owner:** Trematerra Family Land Holdings Inc.

**Property Owner Address:** 6231 Pga Blvd., Suite 104-227, Palm Beach Gardens, FL 33418-4033

**Property Owner:** \_\_\_\_\_

**Property Owner Address:** \_\_\_\_\_

By signing this petition, the Petitioner/Property Owner(s) of the above described Real Estate acknowledge(s) they are responsible for understanding and complying with the South Bend Zoning Ordinance and any other ordinance governing the property. Failure of staff to notify the petitioner of a requirement does not imply approval or waiver from anything contained within the ordinance.

The undersigned authorizes the contact person listed above to represent this petition before the South Bend Plan Commission and Common Council and to answer any and all questions related to this petition.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name Printed

\_\_\_\_\_  
Date

**Completed applications should be submitted in one of the following ways:**  
**Email:** [zoning@southbendin.gov](mailto:zoning@southbendin.gov)  
**Mail:** 227 W. Jefferson Blvd., Suite 1400S, South Bend, IN 46601

City of South Bend  
**BOARD OF ZONING APPEALS**

227 W. Jefferson - Suite 1400S  
South Bend, IN 46601  
zoning@southbendin.gov

**Petition for Variance - Special Exception**

**Property Information**

Tax Key Number: 02-1106-5375, 02-1106-5368, 02-1106-5368.01, 02-1106-5364, 02-1106-5359, 02  
Address: 1643 Commerce Drive, South Bend, IN 46628  
Owner: Trematerra Family Land Holdings Inc., 6231 Pga Blvd., Suite 109227, Palm Bea  
Zoning: U3 Urban Neighborhood 3

**Project Summary:**

he Petitioners are requesting to annex and rezone the property including rights of Willis Ave. & Dunn Road to development residential development in approximately Five (5) multi-story buildings having a maximum height of Five (5) stories. Access to the site would be from Dunn Road and Willis Avenue

**Requested Action**

☐ Special Exception/ Use Variance – *complete and attach Criteria for Decision Making*

Use requested: \_\_\_\_\_

☒ Variance(s) - *List variances below, complete and attach Criteria for Decision Making*

Variance(s) requested:

- A. From the 4 story Maximum Building Height to 5 stories;
- B. From the 120' Maximum Building Width to 282'

**Required Documents**

- ☐ Completed Application (including Criteria for Decision Making and Contact Information)
- ☐ Site Plan drawn to scale
- ☐ Filing Fee

## Criteria for Decision Making

### Variance(s) - if applicable

State statutes and the Zoning Ordinance require that certain standards must be met before a variance can be approved. Please address how the project meets the following criteria:

**(1) The approval will not be injurious to the public health, safety, morals and general welfare of the community, because:**

The proposed variances will not be injurious to the health, safety or general welfare of the community. The proposed development will have the appearance and character of separate buildings, consistent with the maximum building widths included in the Ordinance. The proposed rooftop feature is designed to have minimal visibility from the surrounding properties.

**(2) The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner, because:**

The use and value of adjacent properties should not be impacted by the variance. The portion of the building which connects the two sides is located about 30' from the front property line and even further from the public sidewalk and street. The ground floor will remain a transparent lobby, creating the look and feel of separate, pedestrian scaled buildings. The rooftop feature is setback from the upper parapet and is designed to limit visibility from surrounding

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**(3) The strict application of the terms of this Chapter would result in practical difficulties in the use of the property, because:**

Strict application of the Ordinance does not allow for creative design approach demonstrated on the site. The building is designed to have the appearance and pedestrian character of separate buildings but has a hallway connector from the upper floors to allow for efficient design and circulation. The Ordinance, itself, poses a practical difficulty in that it does not allow for higher density buildings in areas outside of the DT Downtown District. This area

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**(4) The variance granted is the minimum necessary, because:**

The building has been designed to meet the intent of the ordinance. The building connection is a hallway on the upper floors of the building and a glazed and transparent lobby at the ground floor. The separation between the functional portion of the building exceeds what would be permitted if these were buildings on separate parcels, which allows light and air into the interior units and reduces the impact a traditional building of this length would create. The rooftop feature

+

**(5) The variance does not correct a hardship caused by a former or current owner of the property, because:**

The height limitations established by the Ordinance do not recognize the potential for higher density and taller buildings outside the downtown district, even when designed to minimize impact and visibility to surrounding properties.

## Contact Information

### Property owner(s) of the petition site:

Name: Trematerra Family Land Holdings Inc.,

Address: 6231 PGA Blvd, Suite 104-227  
Palm Beach Gardens, FL, 33418

Name:

Address:

Name:

Address:

### Contact Person:

Name: Danch, Harner & Associates, Inc. Attn: Michael Danch/Matthew Kirkwood

Address: 1643 Commerce Drive  
South Bend, IN 46628

Phone Number: 574-234-4003.

E-mail: mdanch@danchharner.com, mjkirkwood@danchharner.com

**By signing this petition, the Petitioner/Property Owners of the above described Real Estate acknowledge they are responsible for understanding and complying with the South Bend Zoning Ordinance and any other ordinance governing the property. Failure of staff to notify the petitioner of a requirement does not imply approval or waiver from anything contained within the ordinance.**

**The undersigned authorizes the contact person listed above to represent this petition before the South Bend Plan Commission and Common Council and to answer any and all questions related to this petition.**

Property Owner (s) Signatures:

\_\_\_\_\_

\_\_\_\_\_

A PART OF THE SOUTHEAST QUARTER, SECTION 31, TOWNSHIP 38 N, RANGE 3 E,  
CLAY TOWNSHIP, ST JOSEPH COUNTY, INDIANA.



GENERAL SURVEY DISCLAIMER NOTES:

ALL UNDERGROUND UTILITIES MUST BE FIELD VERIFIED BY THE

FOUND:	5 (AMP) 10 (V) (MAX)
SET:	5
REAR:	10

- 1) Height for 2 slaves.
- 2) Self-check for 51 Resistorial properties.
- 3) Possibility for lengths of looking.

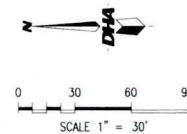
11. ADDRESS: 10501  
ADDRESS: 10501

PROPOSED LAND COVER/USE	SQUARE FEET/ACRE	% OF SITE
a. BUILDING(S)	58,336	7.9%
b. PARKING AND DRIVES	23,073	25.0%
c. SIDEWALKS/CURBS	14,072	7.8%
d. OPEN SPACE	87,312	43.0%
	734,464	100.0%

FOOD	1980	1985	1990	1995
BEER	4	14	1	-
WINE	12	26	5	-
ARD	12	26	5	-
HH	12	26	5	-
SH	-	-	-	4
TOTAL	40	92	16	148 UNITS

LIVING SPACE	
GARAGE	R6
QUIBB	1.36
QITA	222 SPAC15/F140 10BIS + 1.3 SPAC15/10B

- 3) BUILDINGS MUST BE DESIGNED BY MINIMUM TWO LICENSED ENGINEERS AND MINIMUM TWO WORKERS
- 4) LAND IS HANDED TO ASSOCIATES INC. (ASSOCIATES TO BE THE SOUTH BEND INDIANA CLUB)
- 5) SURFACE DRAINAGE TO BE HANDLED AS REQUIRED BY THE ELEVATED SOUTH BEND ENGINEERING DEPARTMENT
- 6) BUILDINGS SHOWN ARE TWO (2) STORES
- 7) DRIVEWAY OPTIONS SHALL CONFORM TO THE SOUTH BEND INDIANAS AS APPROVED BY THE ELEVATED ENGINEER
- 8) LAND IS APPLICABLE FOR FARMING, MANUFACTURE



DATE 7.15.25	DRAWN BY: MJK	REVISIONS	
SCALE 1" = 30'	CHECKED BY: MJD	DATE	BY
FILE #	PROJ. MANGR: MJK		

**DHA**

**Dauch, Harner & Associates, Inc.**  
Land Surveyors • Professional Engineers  
Landscape Architects • Land Planners

Office (314) 234-4003 • Fax (314) 234-4119  
1843 Commerce Drive • Suite 200 • St. Louis, MO 63103

SHEET  
C1.1



# City of South Bend PLAN COMMISSION

County-City Building  
227 W. Jefferson Blvd. 1400S  
South Bend, IN 46601  
(574) 235-7627  
[www.southbendin.gov/zoning](http://www.southbendin.gov/zoning)

**Filed in Clerk's Office**

Wednesday, August 20, 2025

South Bend Common Council  
227 W. Jefferson Blvd., 4<sup>th</sup> Floor  
South Bend, IN 46601

**AUG 20 2025**

**Bianca Tirado**  
City Clerk, South Bend, IN

Re: Bill#45-25 - A proposed ordinance of TREMATERRA FAMILY LAND HOLDINGS INC to zone from R Single Family District (County) to U3 Urban Neighborhood 3, property located at 54528 WILLIS AVE and 54638 WILLIS AVE and 54606 WILLIS AVE and 54570 WILLIS AVE and 54550 WILLIS AVE and 54528 WILLIS AVE and 54610 WILLIS AVE and 54650 WILLIS AVE, City of South Bend - PC# 0264-25

Dear Council Members:

I hereby Certify that the above referenced ordinance of TREMATERRA FAMILY LAND HOLDINGS INC was legally advertised on August 8, 2025 and that the South Bend Plan Commission at its public hearing on August 18, 2025 took the following action:

Upon a motion by Scott Ford, being seconded by Tyler Gillean and unanimously carried, a proposed ordinance of TREMATERRA FAMILY LAND HOLDINGS INC to zone from R Single Family District (County) to U3 Urban Neighborhood 3, property located at 54528 WILLIS AVE and 54638 WILLIS AVE and 54606 WILLIS AVE and 54570 WILLIS AVE and 54550 WILLIS AVE and 54528 WILLIS AVE and 54610 WILLIS AVE and 54650 WILLIS AVE, City of South Bend is TABLED.

The deliberations of the Plan Commission and points considered in arriving at the above decision are shown in the minutes of the public hearing, Minutes of the public hearing are available in our office and will be posted on our website once approved.

Sincerely,

A handwritten signature in black ink, appearing to read "TP Staub".

Timothy P. Staub  
Zoning Specialist

Attachment

CC: TREMATERRA FAMILY LAND HOLDINGS INC  
Bob Palmer

---

**Tim Corcoran**  
Planning Director

**Tim Corcoran**  
Interim Zoning Administrator

**Francisco Fotia**  
Commission President



# City of South Bend PLAN COMMISSION

County-City Building  
227 W. Jefferson Blvd. 1400S  
South Bend, IN 46601  
(574) 235-7627  
[www.southbendin.gov/zoning](http://www.southbendin.gov/zoning)

Filed in Clerk's Office

Wednesday, September 17, 2025

South Bend Common Council  
227 W. Jefferson Blvd., 4<sup>th</sup> Floor  
South Bend, IN 46601

SEP 17 2025

Bianca Tirado  
City Clerk, South Bend, IN

Re: Bill#45-25 - A proposed ordinance of TREMATERRA FAMILY LAND HOLDINGS INC to zone from R Single Family District (County) to U3 Urban Neighborhood 3, property located at 54528 WILLIS AVE and 54638 WILLIS AVE and 54606 WILLIS AVE and 54570 WILLIS AVE and 54550 WILLIS AVE and 54610 WILLIS AVE and 54650 WILLIS AVE, City of South Bend - PC# 0268-25

Dear Council Members:

I hereby Certify that the above referenced ordinance of TREMATERRA FAMILY LAND HOLDINGS INC was legally advertised on August 8, 2025 and that the South Bend Plan Commission at its public hearing on September 15, 2025 took the following action:

Upon a motion by Scott Ford, being seconded by Tyler Gillean and unanimously carried, a proposed ordinance of TREMATERRA FAMILY LAND HOLDINGS INC to zone from R Single Family District (County) to U3 Urban Neighborhood 3, property located at 54528 WILLIS AVE and 54638 WILLIS AVE and 54606 WILLIS AVE and 54570 WILLIS AVE and 54550 WILLIS AVE and 54610 WILLIS AVE and 54650 WILLIS AVE, City of South Bend is TABLED.

Minutes of the public hearing are available in our office and will be posted on our website once approved.

Sincerely,

Timothy P Staub  
Zoning Specialist

Attachment

CC: TREMATERRA FAMILY LAND HOLDINGS INC  
Bob Palmer

Tim Corcoran  
Planning Director

Tim Corcoran  
Interim Zoning Administrator

Francisco Fotia  
Commission President



# City of South Bend PLAN COMMISSION

City Hall  
215 S. Dr. Martin Luther King, Jr. Blvd.  
South Bend, IN 46601  
(574) 235-7627  
[www.southbendin.gov/zoning](http://www.southbendin.gov/zoning)

Filed in Clerk's Office

**Oct 21, 2025**

Tuesday, October 21, 2025

South Bend Common Council  
215 S. Dr. Martin Luther King, Jr. Blvd.  
South Bend, IN 46601

Bianca Tirado  
City Clerk, South Bend, IN

Re: Bill#45-25 - A proposed ordinance of TREMATERRA FAMILY LAND HOLDINGS INC to zone from R Single Family District (County) to U3 Urban Neighborhood 3, property located at 54528 WILLIS AVE and 54638 WILLIS AVE and 54606 WILLIS AVE and 54570 WILLIS AVE and 54550 WILLIS AVE and 54528 WILLIS AVE and 54610 WILLIS AVE and 54650 WILLIS AVE, City of South Bend - PC# 0277-25

Dear Council Members:

I hereby Certify that the above referenced ordinance of TREMATERRA FAMILY LAND HOLDINGS INC was legally advertised on August 8, 2025 and that the South Bend Plan Commission at its public hearing on October 20, 2025 took the following action:

Upon a motion by John Martinez, being seconded by Scott Ford and unanimously carried, a proposed ordinance of TREMATERRA FAMILY LAND HOLDINGS INC to zone from R Single Family District (County) to U3 Urban Neighborhood 3, property located at 54528 WILLIS AVE and 54638 WILLIS AVE and 54606 WILLIS AVE and 54570 WILLIS AVE and 54550 WILLIS AVE and 54528 WILLIS AVE and 54610 WILLIS AVE and 54650 WILLIS AVE, City of South Bend, is sent to the Common Council with a **FAVORABLE recommendation**.

The staff report is attached. The deliberations of the Plan Commission and points considered in arriving at the above decision are shown in the minutes of the public hearing. Minutes of the public hearing are available in our office and will be posted on our website once approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Killen".

Brian Killen  
Zoning Administrator

Attachment  
CC: Bob Palmer

---

Tim Corcoran  
Planning Director

Brian Killen  
Zoning Administrator

Francisco Fotia  
Commission President

**69-25**



## City of South Bend **PLAN COMMISSION**

County-City Building  
227 W. Jefferson Blvd. 1400S  
South Bend, IN 46601  
(574) 235-7627  
[www.southbendin.gov/zoning](http://www.southbendin.gov/zoning)

October 8, 2025

Honorable Committee Chair Davis  
4<sup>th</sup> Floor, County-City Building  
South Bend, IN 46601

Filed in Clerk's Office

**Oct 8, 2025**

Bianca Tirado  
City Clerk, South Bend, IN

RE: 1011 HOWARD ST – PC#0286-25

Dear Committee Chair Davis:

Enclosed is an Ordinance for the proposed Zone Map Amendment at the above referenced location. Please include the attached Ordinance on the Council agenda for first reading at your October 13, 2025, Council meeting, and set it for public hearing at your October 27, 2025, Council meeting. The petition is tentatively scheduled for public hearing at the October 20, 2025, South Bend Plan Commission meeting. The recommendation of the South Bend Plan Commission will be forwarded to the Office of the City Clerk by noon on the day following the public hearing.

The petitioner provided the following to describe the proposed project:

The purpose of this rezoning is to allow for the subdivision of property and construction of four single-family homes.

If you have any questions, please feel free to contact our office.

Sincerely,

Tim Staub  
Zoning Specialist

CC: Bob Palmer

---

**Tim Corcoran**  
*Planning Director*

**Brian Killen**  
*Zoning Administrator*

**Scott Ford**  
*Commission President*

Oct 8, 2025

Bianca Tirado  
City Clerk, South Bend, IN

**BILL NO. 69-25**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,  
INDIANA, AMENDING THE ZONING ORDINANCE FOR PROPERTY LOCATED  
1011 HOWARD ST COUNCILMANIC DISTRICT NO. 4 IN THE CITY OF SOUTH  
BEND, INDIANA**

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**STATEMENT OF PURPOSE AND INTENT**

The purpose of this rezoning is to allow for the subdivision of property and construction of four single-family homes.

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**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of South Bend, Indiana, as follows:

**SECTION I.** Ordinance No. 10689-19, which ordinance is commonly known as the Zoning Ordinance of the City of South Bend, Indiana, be and the same hereby amended in order that the zoning classification of the following described real estate in the City of South Bend, St. Joseph County, State of Indiana:

LOT B OF SORRIN'S SECTION ADDITION LOT LINE ADJUSTMENT, THE PLAT OF WHICH IS RECORDED BY INSTRUMENT NO.2023-27497, IN THE OFFICE OF RECORDER OF ST. JOSEPH COUNTY, INDIANA.

CONTAINING 0.46 ACRES MORE OR LESS.

SUBJECT TO ALL LEGAL HIGHWAYS, EASEMENTS AND RESTRICTIONS OF RECORD.

be and the same is hereby established as URBAN NEIGHBORHOOD 1 (U1)

**SECTION II.** This ordinance is and shall be subject to commitments as provided by Chapter 21-12.07(f)(7) Commitments, if applicable.

**SECTION III.** This Ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the mayor, and legal publication, and full execution of any conditions or Commitments placed upon the approval.

\_\_\_\_\_  
Canneth J. Lee, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock .m.

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock  
\_\_\_\_.m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana

## Petition for Rezoning or Combined Public Hearing

### Property Information

Tax Key Number: 018-5105-3686, 018-5105-3687, and 018-5105-3688

Address: 1007 Howard; and 1006 and 1018 Frances

Owner: University of Notre Dame Du Lac

#### Legal Description:

LOTS A, B, AND C OF SORRIN'S SECTION ADDITION LOT LINE ADJUSTMENT, THE PLAT OF WHICH IS RECORDED BY INSTRUMENT NO.2023-27497, IN THE OFFICE OF RECORDER OF ST. JOSEPH COUNTY, INDIANA.

### Project Summary

The proposed rezoning is to allow for the subdivision of the property and construction of four single-family homes.

Filed in Clerk's Office

Oct 8, 2025

Bianca Tirado  
City Clerk, South Bend, IN

### Requested Action

Application includes (check all that apply)

☒ Rezoning

Current District: U1 Urban Neighborhood 1

NC Neighborhood Center

Proposed District U1 Urban Neighborhood 1

Additional Districts, if applicable

*The Plan Commission and Council will consider the following in the review of a rezoning petition:*

- (1) The comprehensive Plan;
- (2) Current conditions and the character of the current structures and uses in each district;
- (3) The most desirable use for which the land in each district is adapted;
- (4) The conservation of property values throughout the jurisdiction; and
- (5) Responsible development and growth.

☒ Subdivision – complete and attach subdivision application

☐ Special Exception – complete and attach Criteria for Decision Making

Use requested: \_\_\_\_\_

☐ Variance(s) - List variances below, complete and attach Criteria for Decision Making

Variance(s) requested: \_\_\_\_\_

### Required Documents

- ☐ Completed Application (including Contact Information)
- ☐ Site Plan drawn to scale
- ☐ Filing Fee
- ☐ Additional documents as noted above

### Contact information

**Property owner(s) of the petition site:**

Name: University of Notre Dame Du Lac

Address: 415 Main Building  
Notre Dame, IN 46556

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Contact Person:**

Name: Jones Petrie Rafinski - Attn: Angela Smith

Address: 325 S. Lafayette Blvd.  
South Bend, IN 46601


Phone Number: 574-232-4388

E-mail: asmith@jpr1source.com

**By signing this petition, the Petitioner/Property Owners of the above described Real Estate acknowledge they are responsible for understanding and complying with the South Bend Zoning Ordinance and any other ordinance governing the property. Failure of staff to notify the petitioner of a requirement does not imply approval or waiver from anything contained within the ordinance.**

**The undersigned authorizes the contact person listed above to represent this petition before the South Bend Plan Commission and Common Council and to answer any and all questions related to this petition.**

Property Owner (s) Signatures:

 \_\_\_\_\_

Stephen Condrin, Asst. Vice President  
of Real Estate Strategy

City of South Bend  
PLAN COMMISSION

227 W. Jefferson - Suite 1400S  
South Bend, IN 46601  
zoning@southbendin.gov

Subdivision Application

Property Information

Tax Key Number: 018-5105-3686, 018-5105-3687, and 018-5105-3688

Project Summary

Subdivision Name: \_\_\_\_\_

Total Area of Subdivision: \_\_\_\_\_ Number of Buildable Lots: 4

Average Lot Size: \_\_\_\_\_ Number of Lots in original plat: 3

Linear Feet of New Streets: 0'

Requested Action

Application includes (check all that apply)

☒ Subdivision

Subdivision Type: Minor Subdivision

☐ Waivers from Chapter 21-11 - List waivers below

☒ Rezoning – complete and attach rezoning application

☐ Special Exception – complete and attach Criteria for Decision Making

Use requested: \_\_\_\_\_

☐ Variance(s) - List variances below, complete and attach Criteria for Decision Making

Variance(s) requested: \_\_\_\_\_

Required Documents

- ☐ Completed Application
- ☐ Plat Containing all information shown on pages 3 and 4 of this application
- ☐ Proof of Ownership
- ☐ Filing Fee
- ☐ Additional documents as noted above
- ☐ Approved drainage plan verification (for major subdivision only)

**FRANCES-HOWARD MINOR SUBDIVISION**  
BEING A REPLAT OF LOTS A, B, AND C, OF BORRIS SECOND ADDITION LOT LINE  
ADJUSTMENT, LOCATED IN THE NORTHEAST QUARTER OF  
SECTION 1, TOWNSHIP 37 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE  
TOWNSHIP, ST. JOSEPH COUNTY, INDIANA

**LEGAL DESCRIPTION**

LOTS A, B, AND C OF BORRIS SECOND ADDITION LOT LINE ADJUSTMENT, THE PLAT OF WHICH IS RECORDED IN INSTRUMENT NO. 2023-07497, IN THE OFFICE OF THE RECORDER OF ST. JOSEPH COUNTY, INDIANA, CONTAINING 0.77 ACRES, MORE OR LESS.

**DEED OF DEDICATION**

WE, THE UNDERSIGNED, OWNER(S) OF THE REAL ESTATE SHOWN AND DESCRIBED HEREIN, DO HEREBY LAYOFF, PLAT AND SUBDIVIDE SAID REAL ESTATE IN ACCORDANCE WITH THE REQUIREMENTS OF THE SUBDIVISION CONTROL ORDINANCE OF THE CITY OF SOUTH BEND, INDIANA. THIS SUBDIVISION SHALL BE KNOWN AND DESIGNATED AS FRANCES-HOWARD MINOR SUBDIVISION. ALL STREETS, RIGHTS-OF-WAY, ALLEYS, FUTURE ROADWAY EASEMENTS AND PUBLIC OPEN SPACES SHOWN AND NOT HEREIN BEFORE DEDICATED NOW ARE HEREBY DEDICATED TO THE PUBLIC FOR THE USES DESIGNATED HEREIN. THE AREA OF GROUND DESIGNATED ON THIS PLAT AND MARKED AS "EASEMENTS" ARE RESERVED FOR THE USES AS DESIGNATED BY THE UTILITIES AND INCLUDE, BUT ARE NOT LIMITED TO, THE INSTALLATION OF WATER AND SEWER MAINS, POLLS, DUCTS, LINES AND WIRES, DRAINAGE FACILITIES, AND ACCESS PRESENT OR FUTURE DEVELOPMENT, SUBJECT AT ALL TIMES TO THE PROPER AUTHORITIES AND TO THE EASEMENT. HEREIN RESERVED. NO PERMANENT OR OTHER STRUCTURES ARE TO BE ERRECTED OR MAINTAINED UPON SAID STRIPS OF LAND, BUT DIVISIONS OF LOTS IN THIS SUBDIVISION SHALL TAKE THEIR TITLES SUBJECT TO THE RIGHTS OF THE PUBLIC UTILITIES, AND TO THE RIGHTS OF THE OWNERS OF OTHER LOTS IN THIS SUBDIVISION.

**OWNER'S CERTIFICATION**

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE OWNER OF PROPERTY HEREIN DESCRIBED IN THE ABOVE CAPTION, AND HAVE CAUSED THE SAME TO BE SURVEYED AND SURVEYED AS INDICATED THEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH, THEREON INDICATED.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

THOMAS GROCOC, VICE PRESIDENT FOR FINANCE  
UNIVERSITY OF NOTRE DAME DU LAC

**NOTARY PUBLIC CERTIFICATE**

STATE OF INDIANA )  
COUNTY OF ST. JOSEPH ) SS:  
BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED \_\_\_\_\_ AND  
ACKNOWLEDGED THE EXECUTION OF THIS INSTRUMENT.

WITNESS MY HAND AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

NOTARY PUBLIC, RESIDING IN \_\_\_\_\_ COUNTY  
MY COMMISSION EXPIRES \_\_\_\_\_

**CERTIFICATE OF APPROVAL:**

PURSUANT TO INDIANA CODE SECTION 36-7-4, THE UNDERSIGNED CERTIFY THAT THE FRANCES-HOWARD MINOR SUBDIVISION WAS CONSIDERED AND GRANTED SECONDARY APPROVAL BY THE SOUTH BEND PLANNING COMMISSION ON \_\_\_\_\_ DETERMINING THAT THE SAID SUBDIVISION COMPLIES WITH THE STANDARDS SET FORTH IN THE CITY OF SOUTH BEND SUBDIVISION CONTROL ORDINANCE.

IN WITNESS WHEREOF, WE HAVE ATTACHED OUR SIGNATURE AND THE COMMISSION'S SEAL HEREUPON:

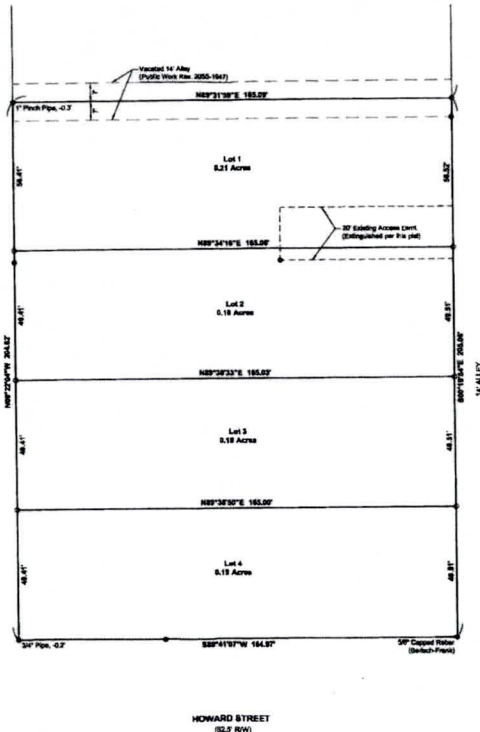
THOMAS GROCOC, SECRETARY OF THE COMMISSION

**Legend**

P.O.C. POINT OF COMMENCEMENT  
P.C.B. POINT OF BEGINNING  
B. EXISTING MONUMENT (DIRECTION UNKNOWN UNLESS OTHERWISE NOTED)  
O. 3/4" CAPTIVE REBAR SET (BARNESS 20200084)  
S. 1/4" CAPTIVE REBAR SET (BARNESS 20200084)  
S. 1/4" CAPTIVE REBAR SET (BARNESS 20200084)

**SURVEYOR**  
JONES PETRE RAPPINSKI  
308 SOUTH LAFAYETTE BLVD.  
SOUTH BEND, IN 46701  
574-323-6886  
WWW.JPR1SOURCE.COM

**SUBDIVIDER**  
UNIVERSITY OF NOTRE DAME DU LAC  
415 MAIN BUILDING  
NOTRE DAME, IN 46556



**NOTES:**

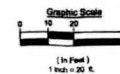
1. TOTAL AREA OF SUBDIVISION: 0.78 ACRES
2. ENGINEERING REPORT: ALL LOTS SHALL BE SERVICED BY CITY OF SOUTH BEND MUNICIPAL SANITARY SEWER AND WATER.
3. ACCORDING TO THE 1987 U.S. DEPARTMENT OF THE INTERIOR, FISH AND WILDLIFE SERVICE, INVENTORY MAPS, THERE ARE NO WETLANDS LOCATED ON THE SUBJECT PROPERTIES.
4. THERE ARE NO ENCROACHMENTS OF EXISTING PERMANENT STRUCTURES UPON LOTS LINES, BUILDING SETBACKS, OR EASEMENTS BEING CREATED IN THE PLATTING OF THIS SUBDIVISION.
5. BUILDING SETBACK LINES SHALL CONFORM TO THE APPLICABLE PROVISIONS OF THE CITY OF SOUTH BEND ZONING ORDINANCE.
6. ALL NEW LOT CORNERS AND COMMON LOT CORNERS WITHOUT FOUND MONUMENTS WILL BE MARKED WITH 3/4\"
7. THIS PROPERTY IS NOT LOCATED WITHIN THE FLOODPLAIN AS PER INFORMATION OBTAINED FROM FLOOD INSURANCE RATE MAP, NATIONAL FLOOD INSURANCE PROGRAM, COMMUNITY PANEL NUMBER 1841-02020, EFFECTIVE DATE JANUARY 8, 2011, ZONE X AREA OF MINIMAL FLOOD HAZARD.

**SURVEYOR'S CERTIFICATE**

I, JEFFREY S. BARNES, HEREBY CERTIFY THAT I AM A LAND SURVEYOR LICENSED IN COMPLIANCE WITH THE LAWS OF THE STATE OF INDIANA, THAT ALL THE MONUMENTS WILL BE INSTALLED IN ACCORDANCE WITH THE PRESCRIPTIONS OF THE PLATTING ORDINANCE, AND THAT THEIR LOCATION, SIZE, TYPE AND MATERIAL, ARE ACCURATELY SHOWN. THIS PLAT IS IN ACCORDANCE WITH TITLE 36, ARTICLE 1, CHAPTER 12 OF THE INDIANA ADMINISTRATIVE CODE WITH THE LINES OF THIS PLAT CONFORMING TO A SURVEY MADE BY BARNES & BARNES AND ASSOCIATES, INC., PROJECT NO. 20230330 DATED SEPTEMBER 15, 2023 AND BEING RECORDED NOVEMBER 21, 2023 IN THE OFFICE OF THE RECORDER OF ST. JOSEPH COUNTY, INDIANA IN INSTRUMENT NO. 2023-07497.

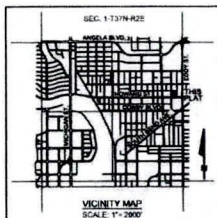
I AFFIRM, UNDER THE PENALTIES FOR PERJURY, THAT I HAVE TAKEN REASONABLE CARE TO REDACT EACH SOCIAL SECURITY NUMBER IN THIS DOCUMENT, UNLESS REQUIRED BY LAW.

*Jeffrey S. Barnes*  
J. S. BARNES, P.E. 20200084



SHEET 1 OF 1

		South Bend, IN p. 574-323-6886 jpr@jpr1source.com	
		South Bend, IN p. 574-323-6886 jpr@jpr1source.com	
CLIENT	UNIVERSITY OF NOTRE DAME DU LAC 415 MAIN BUILDING NOTRE DAME, IN 46556		
OWNER	UNIVERSITY OF NOTRE DAME DU LAC 415 MAIN BUILDING NOTRE DAME, IN 46556		
DATE	08/25/2023	CHECKED BY	RES
PROJECT	FRANCES-HOWARD MINOR SUBDIVISION		
DEED	PRIMARY PLAT		
LOC	NE 1/4 SEC. 1-T37N-R2E, PORTAGE TWP		
			X-3306P



# **STREET CLASSIFICATION**

FRANCES STREET (82.3' R/W) LOCAL  
HOWARD STREET (82.3' R/W) LOCAL

## **NOTES:**

1. TOTAL AREA OF SUBDIVISION: 0.78 ACRES;
2. ENGINEERING REPORT: ALL LOTS SHALL BE SERVICED BY CITY OF SOUTH BEND MUNICIPAL SANITARY SEWER AND WATER.
3. ACCORDING TO THE 1987 U.S. DEPARTMENT OF THE INTERIOR, FISH AND WILDLIFE SERVICES, INVENTORY MAPS, THERE ARE NO WETLANDS LOCATED ON THE SUBJECT PROPERTIES.
4. THERE ARE NO ENCROACHMENTS OF EXISTING PERMANENT STRUCTURES UPON LOTS LINES, BUILDING SETBACKS, OR EASEMENTS BEING CREATED IN THE PLATTING OF THIS SUBDIVISION.
5. BUILDING SETBACK LINES SHALL CONFORM TO THE APPLICABLE PROVISIONS OF THE CITY OF SOUTH BEND ZONING ORDINANCE.
6. ALL NEW LOT CORNERS AND COMMON LOT CORNERS WITHOUT FOUND MONUMENTS WILL BE MARKED WITH 3/4\"

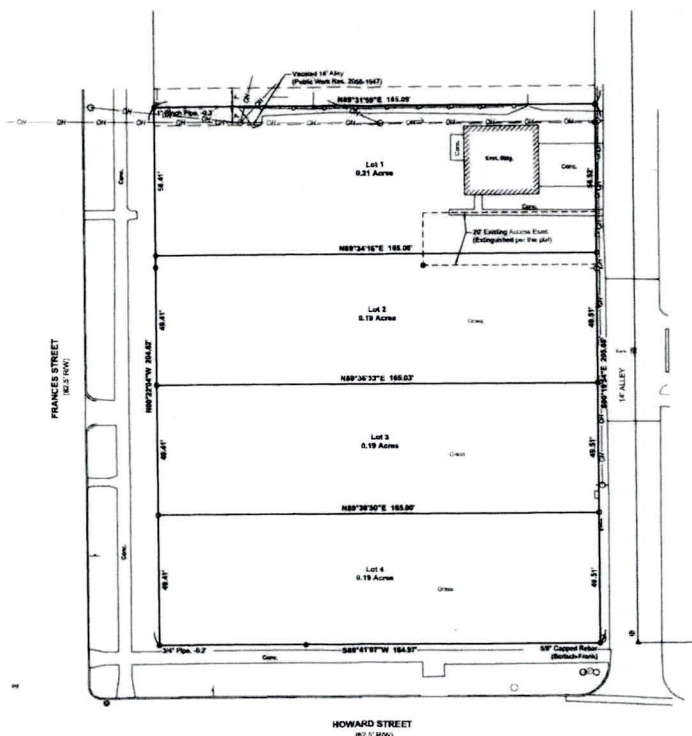
## **Legend**

- EXISTING MONUMENT (ORIGIN UNKNOWN UNLESS OTHERWISE NOTED)
- ▲ 3/4\"
- FL MIN. FLUSH WITH GROUND
- 0.1 ELEV. OF MON. ABOVE GROUND (TYP.)
- IRON MANHOLE
- 18\"
- ELECTRIC METER
- ELECTRIC PEDESTAL
- 5/8\"
- LIGHT POLE
- POWER POLE
- WATER VALVE
- SIGN
- STOP SIGN
- OVERHEAD LINE
- WOOD FENCE
- CHAIN LINK (TYP.) FENCE
- OTHER FENCE

# **FRANCES-HOWARD MINOR SUBDIVISION** BEING A REPLAT OF LOTS A, B, AND C, OF SORIN'S SECOND ADDITION LOT LINE ADJUSTMENT, LOCATED IN THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 37 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE TOWNSHIP, ST. JOSEPH COUNTY, INDIANA

## **LEGAL DESCRIPTION**

LOTS A, B, AND C OF SORIN'S SECOND ADDITION LOT LINE ADJUSTMENT, THE PLAT OF WHICH IS RECORDED IN INSTRUMENT NO. 2023-27407, IN THE OFFICE OF THE RECORDER OF ST. JOSEPH COUNTY, INDIANA, CONTAINING 0.77 ACRES, MORE OR LESS.



## **SURVEYOR'S CERTIFICATE**

I, JEFFREY S. BARNES, HEREBY CERTIFY THAT I AM A LAND SURVEYOR, LICENSED IN COMPLIANCE WITH THE LAWS OF THE STATE OF INDIANA, THAT ALL THE MONUMENTS WILL BE INSTALLED IN ACCORDANCE WITH THE PROVISIONS OF THE PLATTING ORDINANCE, AND THAT THEIR LOCATION, SIZE, TYPE AND MATERIAL ARE ACCURATELY SHOWN. THIS PLAT IS IN ACCORDANCE WITH TITLE 36, ARTICLE 1, CHAPTER 12 OF THE INDIANA ADMINISTRATIVE CODE WITH THE LINES OF THIS PLAT CONFORMING TO A SURVEY MADE BY WITTECHANK AND ASSOCIATES, P.C., PROJECT NO. 2234-202 DATED SEPTEMBER 15, 2023 AND BEING RECORDED NOVEMBER 21, 2023 IN THE OFFICE OF THE RECORDER OF ST. JOSEPH COUNTY, INDIANA IN INSTRUMENT NO. 2023-27497.

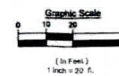
I AFFIRM, UNDER THE PENALTIES FOR PERJURY, THAT I HAVE TAKEN REASONABLE CARE TO REDACT EACH SOCIAL SECURITY NUMBER IN THIS DOCUMENT, UNLESS REQUIRED BY LAW.

*Jeffrey S. Barnes* DATE: 10/26/2023  
J. S. BARNES, P.S. 20200004



**SURVEYOR**  
JONES PETRE MAPWORKS  
325 SOUTH LAYETTE BLVD.  
SOUTH BEND, IN 46601  
574-224-4388  
WWW.JPMSOURCE.COM

**SUBDIVIDER**  
UNIVERSITY OF NOTRE DAME DU LAC  
415 MAIN BUILDING  
NOTRE DAME, IN 46556



SHEET 1 OF 1

		JONES PETRE MAPWORKS, INC. South Bend, IN p: 574.224.4388 Fax: 574.224.4389 www.jpmsource.com	
		CLIENT UNIVERSITY OF NOTRE DAME DU LAC 415 MAIN BUILDING NOTRE DAME, IN 46556 UNIVERSITY OF NOTRE DAME DU LAC 415 MAIN BUILDING NOTRE DAME, IN 46556	
DATE: 08/26/2023 DRAWN BY: JPB CHECKED BY: JPB JOB NO: 2023-01682	SCALE: 1" = 20' PROJECT: FRANCES-HOWARD MINOR SUBDIVISION SHEET: SUPPORT DATA SHEET LOC: NE 1/4 SEC. 1, T37N-R2E, PORTAGE TWP.	DATE: 10/26/2023 PROJECT: 2023-27497 SHEET: 04/10/2023 JOB NO: 2023-01682	X-3309SDS



# City of South Bend PLAN COMMISSION

City Hall  
215 S. Dr. Martin Luther King, Jr. Blvd.  
South Bend, IN 46601  
(574) 235-7627  
[www.southbendin.gov/zoning](http://www.southbendin.gov/zoning)

Filed in Clerk's Office

Tuesday, October 21, 2025

**Oct 21, 2025**

South Bend Common Council  
215 S. Dr. Martin Luther King, Jr. Blvd.  
South Bend, IN 46601

Bianca Tirado  
City Clerk, South Bend, IN

Re: Bill# 69-25 - A proposed ordinance of UNIVERSITY OF NOTRE DAME DU LAC to zone from NC Neighborhood Center to U1 Urban Neighborhood 1, property located at 1011 HOWARD ST, City of South Bend - PC# 0286-25

Dear Council Members:

I hereby Certify that the above referenced ordinance of UNIVERSITY OF NOTRE DAME DU LAC was not legally advertised on October 10, 2025 and that the South Bend Plan Commission at its public hearing on October 20, 2025 took the following action:

Upon a motion by Sarah Barber, being seconded by Tyler Gillean and unanimously carried, a proposed ordinance of UNIVERSITY OF NOTRE DAME DU LAC to zone from NC Neighborhood Center to U1 Urban Neighborhood 1, property located at 1011 HOWARD ST, City of South Bend is **TABLED**.

The staff report is attached. The deliberations of the Plan Commission and points considered in arriving at the above decision are shown in the minutes of the public hearing. Minutes of the public hearing are available in our office and will be posted on our website once approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Killen".

Brian Killen  
Zoning Administrator

Attachment  
CC: Bob Palmer

---

Tim Corcoran  
Planning Director

Brian Killen  
Zoning Administrator

Francisco Fotia  
Commission President

---

**Property Information**

Location: 1011 HOWARD ST  
Owner: UNIVERSITY OF NOTRE DAME DU LAC

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**Requested Action**

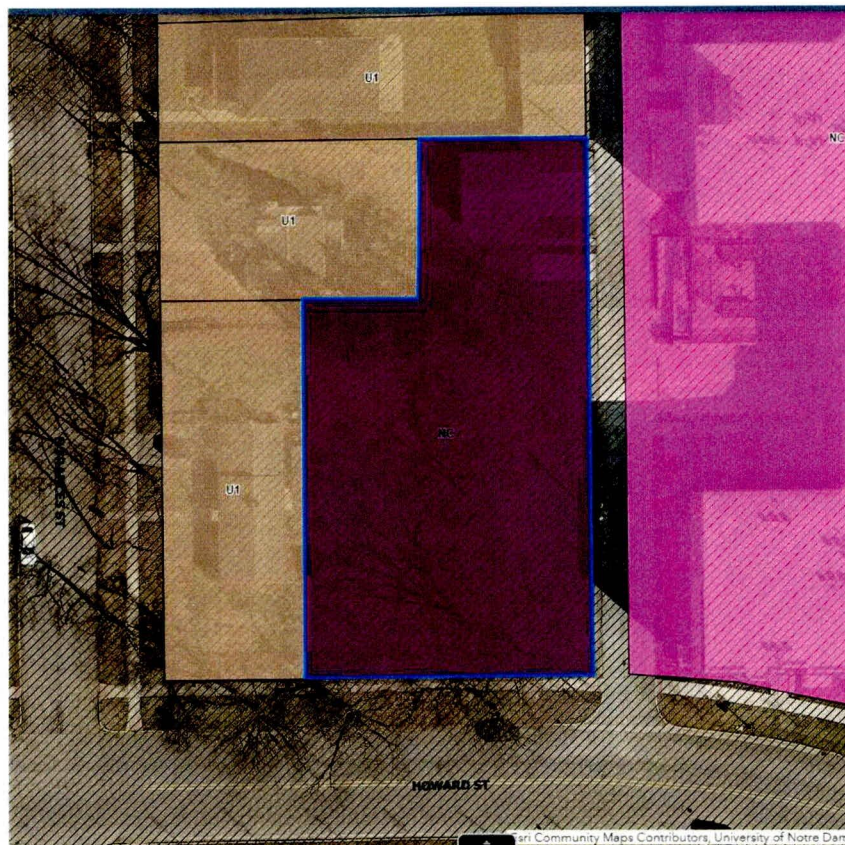
Rezone from NC Neighborhood Center to U1 Urban Neighborhood 1

---

**Project Summary**

Rezone a .46 acre parcel.

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**Location Map**

---

**Recommendation**

**Staff Recommendation:** Based on information available prior to the public hearing, the Staff recommends the Plan Commission send the rezoning petition to the Common Council with a favorable recommendation.

## Proposed Site Plan

[illegible]

## Site & Context

### Land Uses and Zoning:

On site: Vacant land except for one accessory structure (garage).  
 North: A one unit dwelling zoned Urban Neighborhood 1 (U1)  
 East: Stacked flats zoned Neighborhood Center (NC)  
 South: Townhouses zoned Neighborhood Center (NC)  
 West: One unit dwellings zoned Urban Neighborhood 1 (U1)

### District Intent:

The U1 District is established to provide for, promote, and maintain urban neighborhoods located in core and outlying areas of the City.

### Site Plan Description:

Subdivide the property into four lots for one unit dwellings.

### Zoning and Land Use History and Trends:

This area has been used for low density residential since single-family houses were built sometime between 1917 and 1945. A house stood on the property until around 2007, when the first demolition occurred. Presently, the southern end of the block is vacant except for one remaining accessory building.

### Traffic and Transportation Considerations:

Howard Street is a two lane collector with on-street parking. Frances Street is a two lane local with on-street parking with residential permit limitations. A public alley is accessible from Howard Street.

## Agency Comments

### Agency Comments:

None  
 None

### Staff Comments:

The Northeast Neighborhood Plan identifies this area as the Frances Street - Napoleon Street Area and a transition zone from the higher density Eddy Street Commons to the lower density residential development to the west. While the plan's future zoning map designates this parcel as U2, keeping this area low to medium density with U1 would not be inconsistent with the neighborhood plan.

## Criteria for Decision Making

### Rezoning

**Per State Law, the Plan Commission and Common Council shall pay reasonable regard to:**

#### 1. Comprehensive Plan:

##### Policy Plan:

This petition is consistent with the Northeast Neighborhood Plan (2022). The Frances Street - Napoleon Street Area focus is for medium-density residential buildings that transition from Eddy Street Commons to one unit dwellings to the west.

##### Land Use Plan:

The Northeast Neighborhood Plan as adopted in 2022 identifies this area for medium density housing. The plan envisions this area as a transition in housing density from Eddy Street Commons to one unit dwellings west of Frances Street.

**Plan Implementation/Other Plans:**

The Northeast Neighborhood Plan (2022) seeks to allow a greater quantity and diversity in housing units. New housing should be carefully designed and located to support and positively influence neighborhood character.

**2. Current Conditions and Character:**

The property is located within the NNZO Northeast Neighborhood Zoning Overlay district which serves to encourage high-quality design of new buildings and site development that preserves and enhances the character of a traditional neighborhood.

**3. Most Desirable Use:**

The most desirable use, at this time, is a range of low to medium density residential housing types that will seamlessly fit in the established character of the neighborhood.

**4. Conservation of Property Values:**

Allowing for the continued use of the property as residential uses should increase property values throughout the area and encourage future residential development along this section of Howard Street.

**5. Responsible Development and Growth:**

It is responsible development and growth to allow for a variety of housing options within this neighborhood.

## Analysis & Recommendation

**Commitments:** No commitments are proposed.

**Analysis:**

Rezoning the site to U1 will allow for residential growth and increased housing options in the neighborhood while not drastically changing the established character.

**Recommendation:**

Based on information available prior to the public hearing, the Staff recommends the Plan Commission send the rezoning petition to the Common Council with a favorable recommendation.

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**Property Information**

Subdivision Name: **Frances-Howard Minor Subdivision**

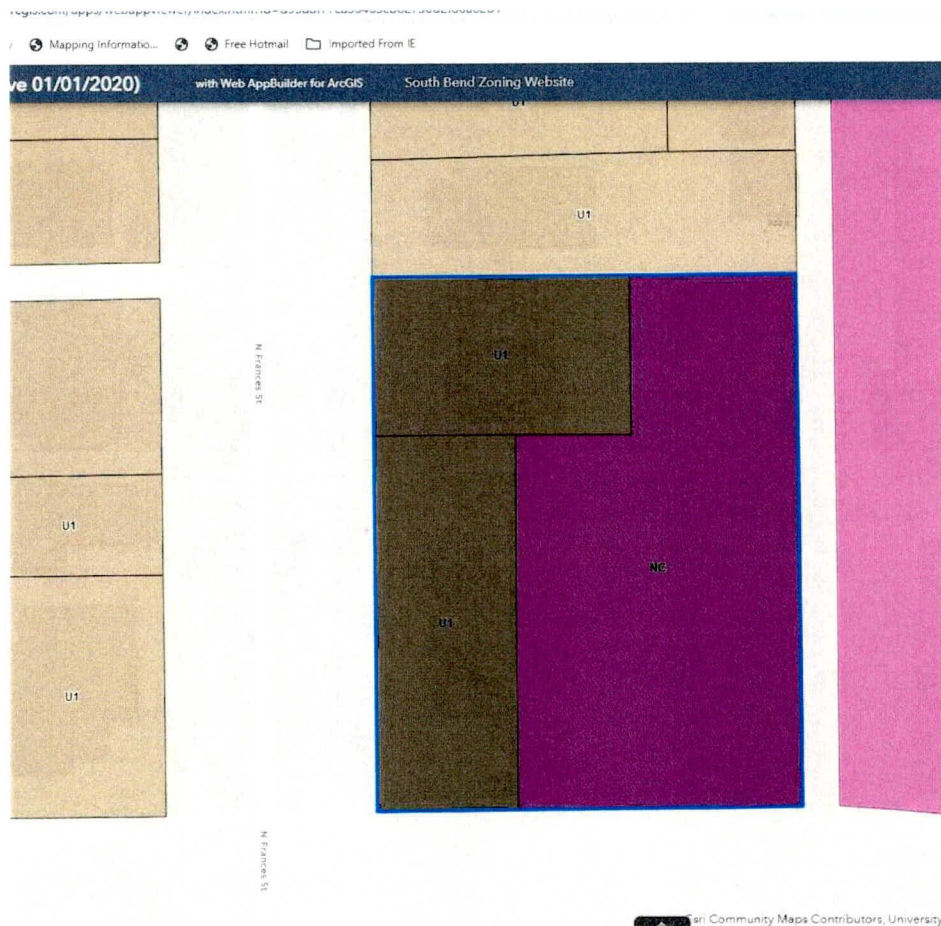
Location: Northeast corner of Frances Street and Howard Street

---

**Requested Action**

The total area of the subdivision is 0.78 acres and will consist of 4 building lots.

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**Location Map**

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**Recommendation**

**Staff Recommendation:** The Staff has reviewed this subdivision and finds it complies with the requirements for Approval as specified by the South Bend Subdivision Control Ordinance. The Staff therefore recommends that this subdivision be granted Approval.

[illegible]

Engineering – Access will be from alley, need to eliminate existing approach on Frances Street. Any curbs, curb ramps, or sidewalks in poor condition will need to be replaced.

## Page 2 of 9

**Staff Recommendation:** The Staff has reviewed this subdivision and finds it complies with the requirements for Approval as specified by the South Bend Subdivision Control Ordinance. The Staff therefore recommends that this subdivision be granted Approval.



# City of South Bend PLAN COMMISSION

County-City Building  
215 S. Dr. Martin Luther King Jr. Blvd.,  
Suite 500  
South Bend, IN 46601  
(574) 235-7627  
[www.southbendin.gov/zoning](http://www.southbendin.gov/zoning)

Filed in Clerk's Office

**Nov 18, 2025**

Bianca Tirado  
City Clerk, South Bend, IN

Tuesday, November 18, 2025

South Bend Common Council  
215 S. Dr. Martin Luther King Jr. Blvd., 3<sup>rd</sup> Floor  
South Bend, IN 46601

Re: Bill#69-25 - A proposed ordinance of UNIVERSITY OF NOTRE DAME DU LAC to zone from NC Neighborhood Center to U1 Urban Neighborhood 1, property located at 1011 HOWARD ST, City of South Bend - PC# 0286-25

Dear Council Members:

I hereby Certify that the above referenced ordinance of UNIVERSITY OF NOTRE DAME DU LAC was legally advertised on November 7, 2025 and that the South Bend Plan Commission at its public hearing on November 17, 2025 took the following action:

Upon a motion by Dr. Oliver Davis, being seconded by Scott Ford and unanimously carried, a proposed ordinance of UNIVERSITY OF NOTRE DAME DU LAC to zone from NC Neighborhood Center to U1 Urban Neighborhood 1, property located at 1011 HOWARD ST, City of South Bend, is sent to the Common Council with a FAVORABLE recommendation.

The staff report is attached. The deliberations of the Plan Commission and points considered in arriving at the above decision are shown in the minutes of the public hearing. Minutes of the public hearing are available in our office and will be posted on our website once approved.

Sincerely,

A handwritten signature in black ink, appearing to read "JP Staub".

Timothy Staub  
Zoning Specialist

Attachment

CC: UNIVERSITY OF NOTRE DAME DU LAC  
Bob Palmer

---

**Tim Corcoran**  
Planning Director

**Brian Killen**  
Zoning Administrator

**Francisco Fotia**  
Commission President

---

**Property Information**

Location: 1011 HOWARD ST  
Owner: UNIVERSITY OF NOTRE DAME DU LAC

---

**Requested Action**

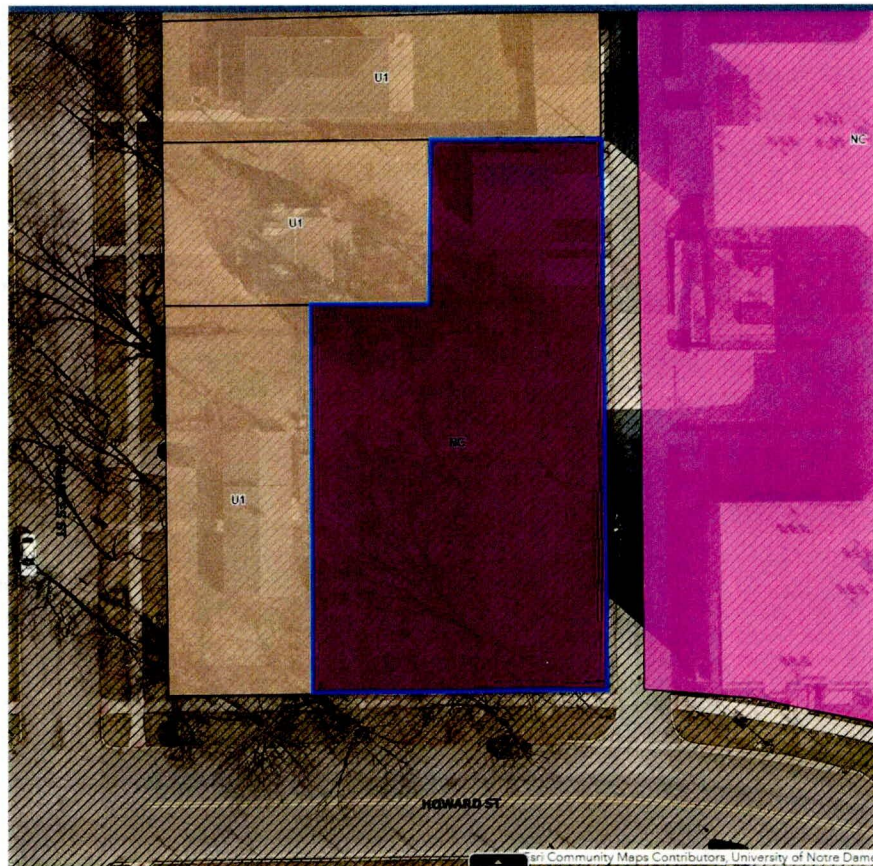
Rezone from NC Neighborhood Center to U1 Urban Neighborhood 1

---

**Project Summary**

Rezone a .46 acre parcel.

---

**Location Map**

---

**Recommendation**

**Staff Recommendation:** Based on information available prior to the public hearing, the staff recommends the Plan Commission send the rezoning petition to the Common Council with a favorable recommendation.

## Proposed Site Plan

**FRANCES-HOWARD MINOR SUBDIVISION**  
 RINGING A REPLAT OF LOTS 4 & 8 AND C OF SONNAR'S SECOND ADDITION TO THE  
 ADJUSTMENT, LOCATED IN THE NORTHWEST CORNER OF  
 SECTION 1, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE  
 TOWNSHIP, ST. JOSEPH COUNTY, INDIANA

**LEGAL DESCRIPTION**

WITH A 5.0' BOUNDARY ADJUSTMENT TO THE WEST LINE ADJUSTMENT THE PLAT OF  
 AREA IS LOCATED IN PORTAGE TOWNSHIP AND ADJACENT TO THE SOUTH OF THE  
 REPLAT OF C. SONNAR'S SECOND ADDITION, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, INDIANA

**DEED OF DEDICATION**

THE UNDERSIGNED, LAMBERTSON OF THE REAL ESTATE BROKERAGE COMPANY, INC.,  
 10000 N. W. 10TH AVENUE, SUITE 100, MIAMI, FLORIDA 33157, HEREBY CERTIFIES  
 THAT THE FOLLOWING IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD OF THE  
 DEED OF DEDICATION, AS THE SAME APPEARS IN THE PUBLIC RECORDS OF THE  
 COUNTY OF ST. JOSEPH, INDIANA, AND THAT THE SAME IS A TRUE AND CORRECT  
 COPY OF THE ORIGINAL RECORD OF THE DEED OF DEDICATION, AS THE SAME APPEARS  
 IN THE PUBLIC RECORDS OF THE COUNTY OF ST. JOSEPH, INDIANA, AND THAT THE  
 SAME IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD OF THE DEED OF  
 DEDICATION, AS THE SAME APPEARS IN THE PUBLIC RECORDS OF THE COUNTY OF  
 ST. JOSEPH, INDIANA, AND THAT THE SAME IS A TRUE AND CORRECT COPY OF THE  
 ORIGINAL RECORD OF THE DEED OF DEDICATION, AS THE SAME APPEARS IN THE  
 PUBLIC RECORDS OF THE COUNTY OF ST. JOSEPH, INDIANA, AND THAT THE SAME IS  
 A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD OF THE DEED OF DEDICATION,  
 AS THE SAME APPEARS IN THE PUBLIC RECORDS OF THE COUNTY OF ST. JOSEPH,  
 INDIANA.

**OWNER'S CERTIFICATION**

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE OWNER OF THE PROPERTY HEREIN  
 DESCRIBED IN THE ABOVE CERTIFICATION, AND HAS CAUSED THE SAME TO BE SURVEYED  
 AND ADJUSTED IN ACCORDANCE WITH THE DEED OF DEDICATION, AND THAT THE  
 SAME IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD OF THE DEED OF  
 DEDICATION, AS THE SAME APPEARS IN THE PUBLIC RECORDS OF THE COUNTY OF  
 ST. JOSEPH, INDIANA.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1988

**NOTARY PUBLIC CERTIFICATE**

STATE OF INDIANA )  
 ) ss.  
 I, \_\_\_\_\_, a Notary Public in and for the County of \_\_\_\_\_,  
 do hereby certify that the above and foregoing is a true and correct copy of the  
 original record of the deed of dedication, as the same appears in the public  
 records of the County of \_\_\_\_\_, Indiana.

NOTARY PUBLIC RESIDING IN \_\_\_\_\_ COUNTY,  
 IN COMMISSION EXPIRING \_\_\_\_\_

**CERTIFICATE OF APPROVAL:**

APPROVED TO BE RECORDED BY THE CLERK OF THE COUNTY OF ST. JOSEPH, INDIANA,  
 AND TO BE FILED IN THE PUBLIC RECORDS OF THE COUNTY OF ST. JOSEPH, INDIANA,  
 AND TO BE ADJUSTED IN ACCORDANCE WITH THE DEED OF DEDICATION, AS THE SAME  
 APPEARS IN THE PUBLIC RECORDS OF THE COUNTY OF ST. JOSEPH, INDIANA.

IN WITNESS WHEREOF, WE HAVE AFFIXED OUR SIGNATURES AND THE COMMON SEAL OF THIS  
 OFFICE.

THE UNDERSIGNED, SECRETARY OF THE TOWNSHIP

FRANCES-HOWARD  
 MINOR SUBDIVISION

FRANCES-HOWARD  
 20.00 ACRES

**NOTES:**

1. TOTAL AREA OF SUBDIVISION IS 20.00 ACRES.
2. ADJUSTMENT REPORT: ALL LOTS SHALL BE BOUNDARY TO CITY OF SOUTH BEND, INDIANA, TOWNSHIP 35 NORTH, RANGE 2 EAST.
3. ADJUSTMENT TO THE WEST LINE: ADJUSTMENT OF THE WEST LINE SHALL BE MADE TO THE WEST LINE OF THE ADJUSTMENT, LOCATED IN THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE TOWNSHIP, ST. JOSEPH COUNTY, INDIANA.
4. ADJUSTMENT TO THE WEST LINE: ADJUSTMENT OF THE WEST LINE SHALL BE MADE TO THE WEST LINE OF THE ADJUSTMENT, LOCATED IN THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE TOWNSHIP, ST. JOSEPH COUNTY, INDIANA.
5. ADJUSTMENT TO THE WEST LINE: ADJUSTMENT OF THE WEST LINE SHALL BE MADE TO THE WEST LINE OF THE ADJUSTMENT, LOCATED IN THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE TOWNSHIP, ST. JOSEPH COUNTY, INDIANA.
6. ADJUSTMENT TO THE WEST LINE: ADJUSTMENT OF THE WEST LINE SHALL BE MADE TO THE WEST LINE OF THE ADJUSTMENT, LOCATED IN THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE TOWNSHIP, ST. JOSEPH COUNTY, INDIANA.
7. ADJUSTMENT TO THE WEST LINE: ADJUSTMENT OF THE WEST LINE SHALL BE MADE TO THE WEST LINE OF THE ADJUSTMENT, LOCATED IN THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE TOWNSHIP, ST. JOSEPH COUNTY, INDIANA.
8. ADJUSTMENT TO THE WEST LINE: ADJUSTMENT OF THE WEST LINE SHALL BE MADE TO THE WEST LINE OF THE ADJUSTMENT, LOCATED IN THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE TOWNSHIP, ST. JOSEPH COUNTY, INDIANA.
9. ADJUSTMENT TO THE WEST LINE: ADJUSTMENT OF THE WEST LINE SHALL BE MADE TO THE WEST LINE OF THE ADJUSTMENT, LOCATED IN THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE TOWNSHIP, ST. JOSEPH COUNTY, INDIANA.
10. ADJUSTMENT TO THE WEST LINE: ADJUSTMENT OF THE WEST LINE SHALL BE MADE TO THE WEST LINE OF THE ADJUSTMENT, LOCATED IN THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 35 NORTH, RANGE 2 EAST, CITY OF SOUTH BEND, PORTAGE TOWNSHIP, ST. JOSEPH COUNTY, INDIANA.

**SURVEYOR'S CERTIFICATE**

I, \_\_\_\_\_, a Licensed Surveyor, do hereby certify that the above and foregoing is a true and correct copy of the original record of the deed of dedication, as the same appears in the public records of the County of \_\_\_\_\_, Indiana.

\_\_\_\_\_  
 SURVEYOR

**Legend**

1.00 AC	FRANCES-HOWARD MINOR SUBDIVISION
2.00 AC	NOTRE DAME
3.00 AC	ADJUSTMENT
4.00 AC	DEED OF DEDICATION
5.00 AC	ADJUSTMENT
6.00 AC	DEED OF DEDICATION
7.00 AC	ADJUSTMENT
8.00 AC	DEED OF DEDICATION
9.00 AC	ADJUSTMENT
10.00 AC	DEED OF DEDICATION

**SURVEYOR**  
 SURVEYOR OF NOTRE DAME DU LAC  
 415 MARK BUILDING  
 NOTRE DAME, IN 46556

**SURVEYOR**  
 SURVEYOR OF NOTRE DAME DU LAC  
 415 MARK BUILDING  
 NOTRE DAME, IN 46556

**UNIVERSITY OF NOTRE DAME DU LAC**  
 415 MARK BUILDING  
 NOTRE DAME, IN 46556

**UNIVERSITY OF NOTRE DAME DU LAC**  
 415 MARK BUILDING  
 NOTRE DAME, IN 46556

**UNIVERSITY OF NOTRE DAME DU LAC**  
 415 MARK BUILDING  
 NOTRE DAME, IN 46556

## Site & Context

### Land Uses and Zoning:

On site: Vacant land except for one accessory structure (garage).  
North: A one unit dwelling zoned Urban Neighborhood 1 (U1)  
East: Stacked flats zoned Neighborhood Center (NC)  
South: Townhouses zoned Neighborhood Center (NC)  
West: One unit dwellings zoned Urban Neighborhood 1 (U1)

### District Intent:

The U1 District is established to provide for, promote, and maintain urban neighborhoods located in core and outlying areas of the City.

### Site Plan Description:

No site plan details provided.

### Zoning and Land Use History and Trends:

This area has been used for low density residential since single-family houses were built sometime between 1917 and 1945. A house stood on the property until around 2007, when the first demolition occurred. Presently, the southern end of the block is vacant except for one remaining accessory building.

### Traffic and Transportation Considerations:

Howard Street is a two lane collector with on-street parking. Frances Street is a two lane local street with on-street parking with residential permit limitations. A public alley is accessible from Howard Street.

## Agency Comments

### Agency Comments:

No additional comments.

### Staff Comments:

The Northeast Neighborhood Plan identifies this area as the Frances Street - Napoleon Street Area and a transition zone from the higher density Eddy Street Commons to the lower density residential development to the west. While the plan's future zoning map designates this parcel as U2, keeping this area low to medium density with U1 would not be inconsistent with the neighborhood plan's concept.

## Criteria for Decision Making

### Rezoning

Per State Law, the Plan Commission and Common Council shall pay reasonable regard to:

#### 1. Comprehensive Plan:

##### Policy Plan:

This petition is consistent with the Northeast Neighborhood Plan (2022). The Frances Street - Napoleon Street Area focus is for medium-density residential buildings that transition from Eddy Street Commons to one unit dwellings to the west.

##### Land Use Plan:

The Northeast Neighborhood Plan as adopted in 2022 identifies this area for medium density housing. The plan envisions this area as a transition in housing density from Eddy Street Commons to one unit dwellings west of Frances Street.

##### Plan Implementation/Other Plans:

The Northeast Neighborhood Plan (2022) seeks to allow a greater quantity and diversity in housing units. New housing should be carefully designed and located to support and positively influence neighborhood character.

**2. Current Conditions and Character:**

The property is located within the NNZO Northeast Neighborhood Zoning Overlay district which serves to encourage high-quality design of new buildings and site development that preserves and enhances the character of a traditional neighborhood.

**3. Most Desirable Use:**

The most desirable use, at this time, is a range of low to medium density residential housing types that will seamlessly fit in the established character of the neighborhood.

**4. Conservation of Property Values:**

Allowing for the continued use of the property as residential uses should increase property values throughout the area and encourage future residential development along this section of Howard Street.

**5. Responsible Development and Growth:**

It is responsible development and growth to allow for a variety of housing options within this neighborhood.

## Analysis & Recommendation

**Commitments:** No commitments are proposed.

**Analysis:** Rezoning the site to U1 will allow for residential growth and increased housing options in the neighborhood while not drastically changing the established character.

**Recommendation:** Based on information available prior to the public hearing, the staff recommends the Plan Commission send the rezoning petition to the Common Council with a favorable recommendation.



**73-25**



## City of South Bend **PLAN COMMISSION**

County-City Building  
227 W. Jefferson Blvd. 1400S  
South Bend, IN 46601  
(574) 235-7627  
[www.southbendin.gov/zoning](http://www.southbendin.gov/zoning)

October 22, 2025

Honorable Committee Chair Davis  
4<sup>th</sup> Floor, County-City Building  
South Bend, IN 46601

Filed in Clerk's Office

**Oct 22, 2025**

RE: 725 W La Salle – PC#0270-25

Bianca Tirado  
City Clerk, South Bend, IN

Dear Committee Chair Davis:

Enclosed is an Ordinance for the proposed Zone Map Amendment at the above referenced location. Please include the attached Ordinance on the Council agenda for first reading at your October 27, 2025 Council meeting, and set it for public hearing at your November 24, 2025 Council meeting. The petition is tentatively scheduled for public hearing at the November 17, 2025 South Bend Plan Commission meeting. The recommendation of the South Bend Plan Commission will be forwarded to the Office of the City Clerk by noon on the day following the public hearing.

The petitioner provided the following to describe the proposed project:

Rezoning an city-owned unzoned parcel that was created during right-of-way vacation.

If you have any questions, please feel free to contact our office.

Sincerely,

Timothy Staub  
Zoning Specialist

CC: Bob Palmer

Oct 22, 2025

Bianca Tirado  
City Clerk, South Bend, IN

**BILL NO. 73-25**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,  
INDIANA, AMENDING THE ZONING ORDINANCE FOR PROPERTY LOCATED 725  
W LASALLE AVE COUNCILMANIC DISTRICT NO. 1 IN THE CITY OF SOUTH  
BEND, INDIANA**

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**STATEMENT OF PURPOSE AND INTENT**

Rezoning an city-owned unzoned parcel that was created during right-of-way vacation.

---

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of South Bend, Indiana, as follows:

**SECTION I.** Ordinance No. 10689-19, which ordinance is commonly known as the Zoning Ordinance of the City of South Bend, Indiana, be and the same hereby amended in order that the zoning classification of the following described real estate in the City of South Bend, St. Joseph County, State of Indiana:

Lot 1 Charles Martin Sr Dr Minor 25/26 AFF #823 4/26/2024

be and the same is hereby established as U1 Urban Neighborhood 1

**SECTION II.** This ordinance is and shall be subject to commitments as provided by Chapter 21-12.07(f)(7) Commitments, if applicable.

**SECTION III.** This Ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the mayor, and legal publication, and full execution of any conditions or Commitments placed upon the approval.

---

Canneth J. Lee, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock .m.

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock  
\_\_\_\_.m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana

## Petition for Rezoning or Combined Public Hearing

### Property Information

Tax Key Number 018-1025-1084

Address: 725 W LaSalle Ave

Owner: CIVIL CITY OF SOUTH BEND

Legal Description:

Lot 1 Charles Martin Sr Dr Minor 25/26 AFF #823 4/26/2024

### Project Summary

Rezoning an city-owned unzoned parcel that was created during right-of-way vacation.

### Requested Action

Application includes (check all that apply)

☒ Rezoning

Current District: Choose the current district

Additional Districts, if applicable

Proposed District U1 Urban Neighborhood 1

Additional Districts, if applicable

*The Plan Commission and Council will consider the following in the review of a rezoning petition:*

- (1) The comprehensive Plan;*
- (2) Current conditions and the character of the current structures and uses in each district;*
- (3) The most desirable use for which the land in each district is adapted;*
- (4) The conservation of property values throughout the jurisdiction; and*
- (5) Responsible development and growth.*

☐ Subdivision – complete and attach subdivision application

☐ Special Exception – complete and attach Criteria for Decision Making

Use requested: \_\_\_\_\_

☐ Variance(s) - List variances below, complete and attach Criteria for Decision Making

Variance(s) requested: \_\_\_\_\_

### Required Documents

- ☐ Completed Application (including Contact Information)
- ☐ Site Plan drawn to scale
- ☐ Filing Fee
- ☐ Additional documents as noted above

## Contact information

### Property owner(s) of the petition site:

Name: CIVIL CITY OF SOUTH BEND

Address: 215 S. Dr. Martin Luther King Jr. Blvd.  
South Bend, IN 46601

Name:

Address:

Name:

Address:

### Contact Person:

Name: Joseph R Molnar

Address: 215 S. Dr. Martin Luther King Jr. Blvd.  
South Bend, IN 46601

Phone Number: 574-245-6022

E-mail: jrmolnar@southbendin.gov

**By signing this petition, the Petitioner/Property Owners of the above described Real Estate acknowledge they are responsible for understanding and complying with the South Bend Zoning Ordinance and any other ordinance governing the property. Failure of staff to notify the petitioner of a requirement does not imply approval or waiver from anything contained within the ordinance.**

**The undersigned authorizes the contact person listed above to represent this petition before the South Bend Plan Commission and Common Council and to answer any and all questions related to this petition.**

Property Owner (s) Signatures:



10/22/25



# City of South Bend PLAN COMMISSION

County-City Building  
215 S. Dr. Martin Luther King Jr. Blvd.,  
Suite 500  
South Bend, IN 46601  
(574) 235-7627  
[www.southbendin.gov/zoning](http://www.southbendin.gov/zoning)

Filed in Clerk's Office

**Nov 18, 2025**

Bianca Tirado  
City Clerk, South Bend, IN

Tuesday, November 18, 2025

South Bend Common Council  
215 S. Dr. Martin Luther King Jr. Blvd., 3<sup>rd</sup> Floor  
South Bend, IN 46601

Re: Bill#73-25 - A proposed ordinance of CIVIL CITY OF SOUTH BEND to zone from Unzoned to U1 Urban Neighborhood 1, property located at 725 W LASALLE AVE, City of South Bend - PC# 0270-25

Dear Council Members:

I hereby Certify that the above referenced ordinance of CIVIL CITY OF SOUTH BEND was legally advertised on November 7, 2025 and that the South Bend Plan Commission at its public hearing on November 17, 2025 took the following action:

Upon a motion by Sarah Barber, being seconded by Tyler Gillean and unanimously carried, a proposed ordinance of CIVIL CITY OF SOUTH BEND to zone from Unzoned to U1 Urban Neighborhood 1, property located at 725 W LASALLE AVE, City of South Bend, is sent to the Common Council with a FAVORABLE recommendation.

The staff report is attached. The deliberations of the Plan Commission and points considered in arriving at the above decision are shown in the minutes of the public hearing, Minutes of the public hearing are available in our office and will be posted on our website once approved.

Sincerely,

Timothy Staub  
Zoning Specialist

Attachment

CC: CIVIL CITY OF SOUTH BEND  
Bob Palmer

---

**Property Information**

Location: 725 W LASALLE AVE  
Owner: CIVIL CITY OF SOUTH BEND

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**Requested Action**

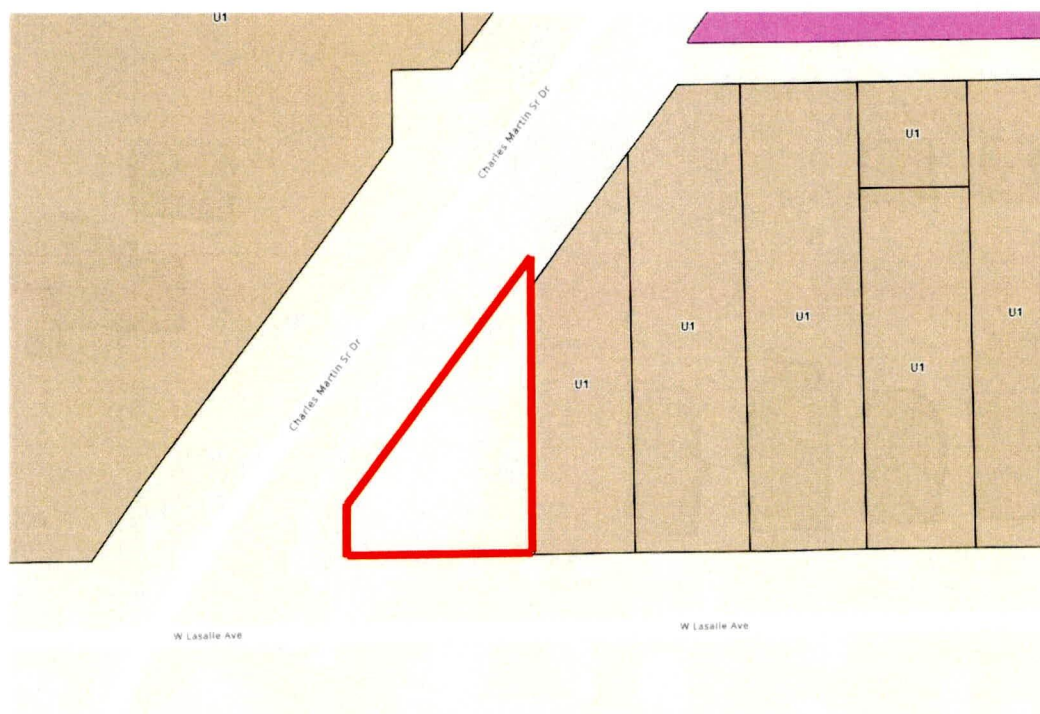
Rezone from Unzoned to U1 Urban Neighborhood 1

---

**Project Summary**

City is establishing a zoned lot from vacated right-of-way

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**Location Map**

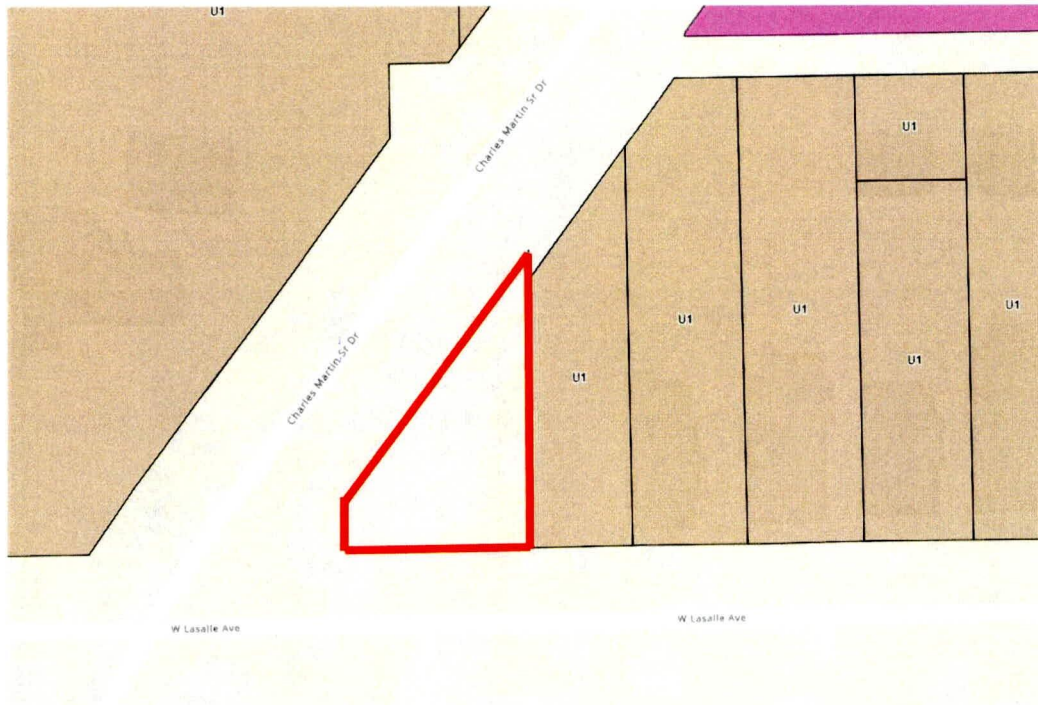
---

**Recommendation**

**Staff Recommendation:** Based on information available prior to the public hearing, the staff recommends the Plan Commission send the rezoning petition to the Common Council with a favorable recommendation.

---

**Proposed Site Plan**



## Site & Context

### Land Uses and Zoning:

On site: A Vacant Lot  
North: One unit dwellings zoned Urban Neighborhood 1 (U1)  
East: One unit dwellings zoned Urban Neighborhood 1 (U1)  
South: One unit dwellings zoned Urban Neighborhood 1 (U1)  
West: One unit dwellings zoned Urban Neighborhood 1 (U1)

### District Intent:

The U1 District is established to provide for, promote, and maintain urban neighborhoods located in core and outlying areas of the City.

### Site Plan Description:

No site plan details provided.

### Zoning and Land Use History and Trends:

Prior to 1968, this parcel was a dwelling on LaSalle Avenue between Scott and Cushing Streets. Part of the lot was acquired for the construction for the Inner Belt highway.

### Traffic and Transportation Considerations:

LaSalle Avenue and Charles Martin Sr. Drive are both two-lane streets. On-street parking is available on LaSalle Avenue.

## Agency Comments

### Agency Comments:

No additional comments.

## Criteria for Decision Making

### Rezoning

Per State Law, the Plan Commission and Common Council shall pay reasonable regard to:

#### 1. Comprehensive Plan:

##### Policy Plan:

This petition is consistent with the intent of the Near West Side Neighborhood Plan (2022). This parcel had not been created at the time of that plan's creation, but the rest of the parcels on the same block are all shown to be U1 in the plan's future zoning map, as are most of the parcels across both LaSalle Avenue and Charles Martin Sr. Drive.

##### Land Use Plan:

The Near West Side Neighborhood Plan calls for the parcel to be lower density residential, consistent with U1 zoning.

##### Plan Implementation/Other Plans:

None.

#### 2. Current Conditions and Character:

The surrounding structures are predominantly one unit dwellings.

#### 3. Most Desirable Use:

The most desirable use for this district is single and two unit residential development in the form of detached houses.

#### 4. Conservation of Property Values:

There should be no effect on property values as the vacant lot is being zoned.

#### 5. Responsible Development and Growth:

This is responsible development and growth because it is assigning a zoning district to a unzoned vacant parcel owned by the city.

## Analysis & Recommendation

**Commitments:** No commitments are proposed.

**Analysis:** This lot was created when the city performed right-of-way vacation along Charles Martin Sr. Drive. The resulting lot was left unzoned. It is surrounded by U1 parcels; the proposed rezoning will be consistent with neighboring parcels.

**Recommendation:** Based on information available prior to the public hearing, the staff recommends the Plan Commission send the rezoning petition to the Common Council with a favorable recommendation.

# City of South Bend

## **BOARD OF ZONING APPEALS**

November 17, 2025

Honorable Dr. Oliver Davis  
3rd Floor, City Hall  
South Bend, IN 46601

Filed in Clerk's Office

**Nov 18, 2025**

Bianca Tirado  
City Clerk, South Bend, IN

RE: Special Exception at 1005 White Oak Dr

Dear Committee Chair Dr. Davis:

Enclosed is an Ordinance for the proposed Special Exception at the above referenced location. Please include the attached Ordinance on the Council agenda for **first reading** at your **November 24**, Council meeting and set it for public hearing at your **December 8**, Council meeting. The petition is tentatively scheduled for public hearing at the December 1, South Bend Board of Zoning Appeals meeting. The staff report and recommendation of the South Bend Board of Zoning Appeals will be forwarded to the Office of the City Clerk by noon on the Wednesday following the public hearing.

The petitioner provided the following to describe the proposed project:

*Petitioner intends to construct a 2 unit dwelling in the future.*

The full petition is attached for your reference. Changes may occur between the filing and the public hearing. Any substantial changes will be identified at the Council meeting.

If you have any questions, please feel free to contact our office.

Sincerely,



Timothy Staub  
Zoning Specialist

CC: Bob Palmer

Nov 18, 2025

**BILL NO. 74-25**

Bianca Tirado  
City Clerk, South Bend, IN

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,  
INDIANA, APPROVING A PETITION OF THE ADVISORY BOARD OF ZONING  
APPEALS FOR THE PROPERTY LOCATED AT 1005 WHITE OAK DR  
COUNCILMANIC DISTRICT NO. 4 IN THE CITY OF SOUTH BEND, INDIANA**

---

**STATEMENT OF PURPOSE AND INTENT**

**Petitioner intends to construct a 2 unit dwelling in the future.**

---

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of South Bend, Indiana, as follows:

**SECTION I.** The Common Council has provided notice of the hearing on the Petition from the Advisory Board of Zoning Appeals pursuant to Indiana Code Section 5-14-1.5-5, requesting that a Special Exception be granted for property located at:

1005 WHITE OAK DR  
018-5149-5616

In order to permit Dwelling, 2 Units

**SECTION II.** Following a presentation by the Petitioner, and after proper public hearing, the Common Council hereby approves the petition of the Advisory Board of Zoning Appeals, a copy of which is on file in the Office of the City Clerk.

**SECTION III.** The Common Council of the City of South Bend, Indiana, hereby finds that:

1. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience, or general welfare;
2. The proposed use will not injure or adversely affect the use of adjacent area of property values therein;
3. The proposed use will be consistent with the character of the district in which it is located, and the land uses authorized therein;
4. The proposed use is compatible with the recommendations of the City of South Bend Comprehensive Plan;

**SECTION IV.** Approval is subject to the Petitioner complying with the reasonable conditions, if any, established by the Advisory Board of Zoning Appeals which are on file in the Office of the City Clerk.

**SECTION V.** This Ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the mayor, and legal publication, and full execution of any conditions or Commitments placed upon the approval.

---

Canneth J. Lee, Council President  
South Bend Common Council

Attest:

---

Bianca L. Tirado, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock \_\_.m.

---

Bianca L. Tirado, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock \_\_\_\_m.

---

James Mueller, Mayor  
City of South Bend, Indiana

City of South Bend  
**BOARD OF ZONING APPEALS**

227 W. Jefferson - Suite 1400  
South Bend, IN 46601  
zoning@southbendin.gov

**Petition for Variance - Special Exception**

**Property Information**

Tax Key Number: 018-5149-5616

Address: 1005 White Oak Drive, South Bend, IN. 46617-1853

Owner: Johnson, Delores R.

Zoning: Choose the current district S1

**Project Summary:** Permission to build a duplex in suburban neighborhood 1.

Filed in Clerk's Office

Nov 18, 2025

Bianca Tirado  
City Clerk, South Bend, IN

**Requested Action**

☒ Special Exception/ Use Variance – complete and attach Criteria for Decision Making

Use requested: dwelling, 2 unit

☐ Variance(s) - List variances below, complete and attach Criteria for Decision Making

Variance(s) requested:

**Required Documents**

- ☐ Completed Application (including Criteria for Decision Making and Contact Information)
- ☐ Site Plan drawn to scale
- ☐ Filing Fee

## Criteria for Decision Making

### Special Exception - if applicable

A Special Exception may only be granted upon making a written determination, based upon the evidence presented at a public hearing. Please address how the project meets the following criteria.

(1) The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare, because: *it will be a private residence that will add more people to the neighborhood.*

(2) The proposed use will not injure or adversely affect the use of the adjacent area or property values therein, because: *it will add more people to the neighborhood and more housing in an area that is already low density.*

(3) The proposed use will be consistent with the character of the district in which it is located and the land uses authorized therein, because: *using a pre-approved plan with low density use, in a low density neighborhood.*

(4) The proposed use is compatible with the recommendations of the Comprehensive Plan, because: *it is low density residential.*

## Contact Information

### Property owner(s) of the petition site:

Name: Delores R. Johnson

Address: 1005 White Oak Dr.  
South Bend, IN. 46617

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Contact Person:

Name: Delores R. Johnson

Address: 1005 White Oak Dr.  
South Bend, IN. 46617

Phone Number: (574) 274-4728

E-mail: dee.johnson.us@gmail.com

**By signing this petition, the Petitioner/Property Owners of the above described Real Estate acknowledge they are responsible for understanding and complying with the South Bend Zoning Ordinance and any other ordinance governing the property. Failure of staff to notify the petitioner of a requirement does not imply approval or waiver from anything contained within the ordinance.**

**The undersigned authorizes the contact person listed above to represent this petition before the South Bend Plan Commission and Common Council and to answer any and all questions related to this petition.**

Property Owner (s) Signatures:

Delores R. Johnson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

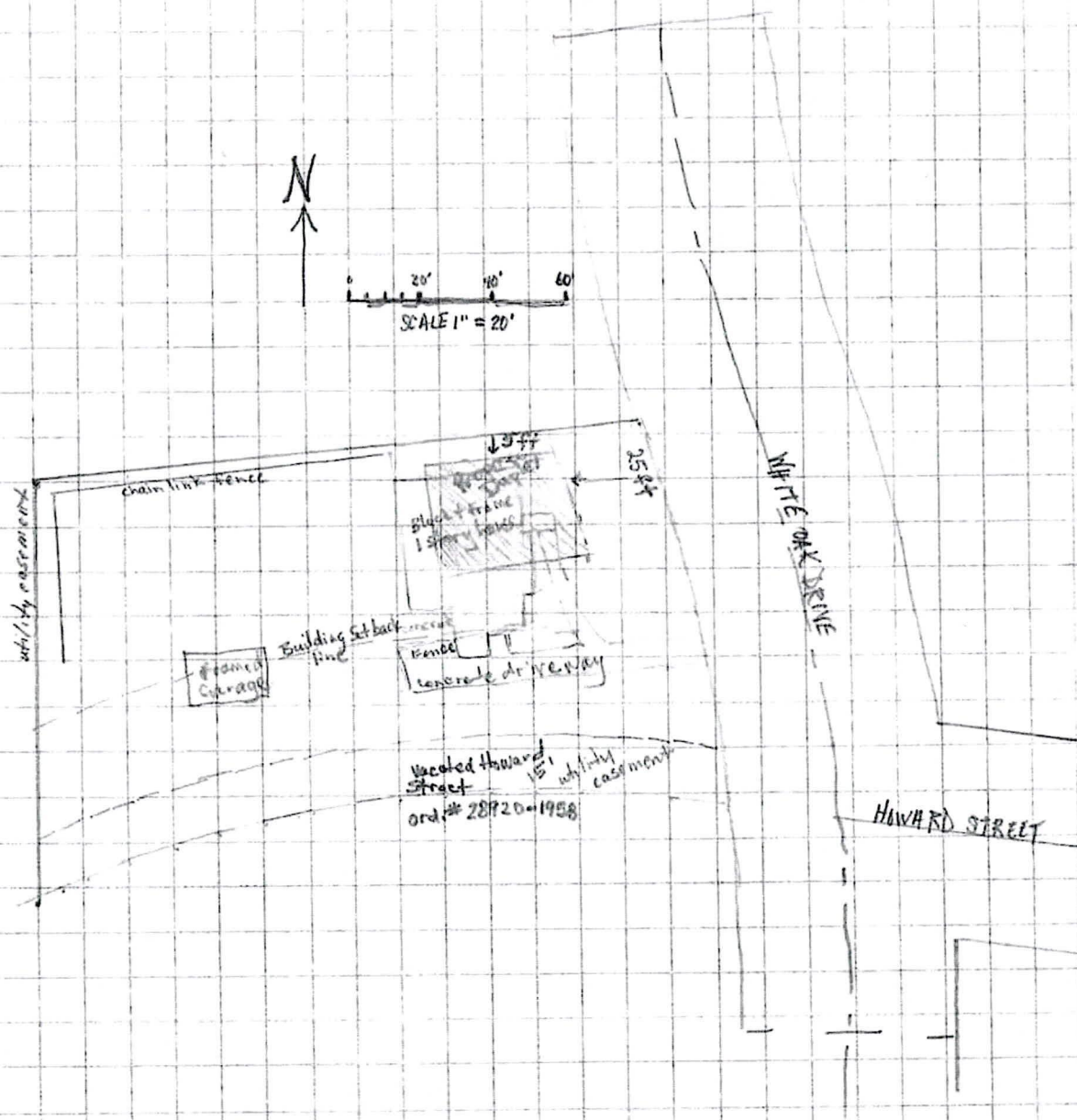
N  
W  
E  
S

DELORES JOHNSON  
1005 WHITE OAK DRIVE  
SOUTH BEND, IN 46617

scale 1" = 20'

lot No. 202, Plat of VARIOUS LOTS  
SECOND ADDITION

46 acres  $\pm$  sq.ft. lot area





**75-25**

County-City Building  
227 W Jefferson Blvd Suite, 1200 N  
South Bend, IN 46601

James Mueller, Mayor



Phone 311 inside City limits  
Email 311@southbendin.gov  
Website Southbendin.gov

Filed in Clerk's Office

**Nov 19, 2025**

Bianca Tirado  
City Clerk, South Bend, IN

# City of South Bend

Department of Administration & Finance  
Division of Human Resources

November 19, 2025

Canneth Lee, President  
City of South Bend Common Council  
227 W. Jefferson Boulevard, 4th Floor  
South Bend, Indiana 46601

RE: Q4 2025 Additional Appropriation Ordinance

Dear President Lee,

During the past several years, it has been the practice of the City of South Bend to request department heads, fiscal staff, and city administration to conduct an extensive review of the status of compliance with the adopted city budget and propose necessary adjustments periodically throughout the year. For 2025, we plan to propose adjustments during four time periods—March, June, September and December.

Based on our budget review, we are submitting the enclosed additional appropriation ordinance for your consideration.

I will present this bill to the Common Council at the appropriate committee and Council meetings. It is requested that this bill be filed for 1st reading on November 24<sup>th</sup>, 2025, with 2nd reading, public hearing and 3rd reading scheduled for December 8<sup>th</sup>, 2025.

Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-9822.

Regards,

Kyle Willis  
City Controller

Nov 19, 2025

BILL NO. 75-25Bianca Tirado  
City Clerk, South Bend, IN

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, APPROPRIATING ADDITIONAL FUNDS FOR CERTAIN DEPARTMENTAL AND CITY SERVICES OPERATIONS FOR THE YEAR 2025 OF \$2,098,300 FROM THE GENERAL FUND (#101), \$625,608 FROM THE MOTOR VEHICLE HIGHWAY FUND (#202), \$2,000 FROM THE GIFT, DONATION, BEQUEST FUND (#217), \$20,000 FROM THE LAW ENFORCEMENT CONTINUING EDUCATION FUND (#220), \$4,166 FROM THE COVID-19 RESPONSE FUND (#264), \$30,000 FROM THE MVH RESTRICTED FUND (#266), \$18,099 FROM THE INNOVATION & TECHNOLOGY FUND (#279), \$116,800 FROM THE MORRIS PERFORMING ARTS CENTER CAPITAL FUND (#416), \$255,000 FROM THE PARKING GARAGES FUND (#601), \$365,000 FROM THE SOLID WASTE OPERATIONS FUND (#610), \$236,000 FROM THE WATER WORKS OPERATIONS FUND (#620), \$362,000 FROM THE WATER WORKS CAPITAL FUND (#622), \$75,000 FROM THE SEWAGE WORKS OPERATIONS FUND (#641), \$400,000 FROM THE SEWAGE WORKS CAPITAL FUND (#642), \$2,500 FROM THE PROJECT RELEAF FUND (#655), \$150,000 FROM THE POLICE PENSION FUND (#702), AND \$17,820 FROM THE UNEMPLOYMENT COMPENSATION FUND (#713).**

---

**STATEMENT OF PURPOSE AND INTENT**

---

By Ordinance No. 11150-24 on October 14, 2024, the Common Council adopted the City's 2025 operating and capital budgets, which included expenditures for various City operations. It is now necessary to appropriate additional funds for operational and capital expenditures necessary for the City to affect the provision of services to its residents, which were not anticipated at the time the City budget was adopted.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of South Bend, Indiana, as follows:

Section I. The following amounts are hereby appropriated in fiscal year 2025 and set apart within the following designated funds for expenditures as follows:

<b><u>Fund</u></b>	<b><u>Fund Name</u></b>	<b><u>Amount</u></b>
<b>101</b>	<b>General Fund</b>	<b>2,098,300</b>
<b>202</b>	<b>Motor Vehicle Highway</b>	<b>625,608</b>
<b>217</b>	<b>Gift, Donation, Bequest</b>	<b>2,000</b>
<b>220</b>	<b>Law Enforcement Continuing Education</b>	<b>20,000</b>
<b>264</b>	<b>COVID-19 Response</b>	<b>4,166</b>
<b>266</b>	<b>MVH Restricted</b>	<b>30,000</b>

<b>279</b>	<b>IT/Innovation/311 Call Center</b>	<b>18,099</b>
<b>416</b>	<b>Morris Performing Arts Center Capital</b>	<b>116,800</b>
<b>601</b>	<b>Parking Garages</b>	<b>255,000</b>
<b>610</b>	<b>Solid Waste Operations</b>	<b>365,000</b>
<b>620</b>	<b>Water Works Operations</b>	<b>236,000</b>
<b>622</b>	<b>Water Works Capital</b>	<b>362,000</b>
<b>641</b>	<b>Sewage Works Operations</b>	<b>75,000</b>
<b>642</b>	<b>Sewage Works Capital</b>	<b>400,000</b>
<b>655</b>	<b>Project ReLeaf</b>	<b>2,500</b>
<b>702</b>	<b>Police Pension</b>	<b>150,000</b>
<b>713</b>	<b>Unemployment Compensation</b>	<b>17,820</b>
	<b>TOTAL</b>	<b>4,778,293</b>

Section II. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval of the Mayor.

\_\_\_\_\_  
Canneth J. Lee, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock .m.

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock \_\_\_\_ .m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana

Nov 19, 2025

Bianca Tirado  
City Clerk, South Bend, IN

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Additional Appropriations					
(increase or decrease in total fund expenditures)					
Account #	Fund	Department	Division	Account	Budget Adjustment
<b>Unanticipated Expenses</b>					
101-04-040-040-435004--	General Fund	Administration & Finance	General City	Services & Charges-Utility Services-Water	\$ 16,000
	Rationale: Additional budget for City Hall Water utility expenses				
101-04-040-040-435002--	General Fund	Administration & Finance	General City	Services & Charges-Utility Services-Natural Gas	\$ 7,300
	Rationale: Additional budget for City Hall Natural Gas utility expenses				
101-04-040-040-435001--	General Fund	Administration & Finance	General City	Services & Charges-Utility Services-Electric	\$ 135,000
	Rationale: Additional budget for City Hall Electricity utility expenses				
101-04-040-040-436001--	General Fund	Administration & Finance	General City	Services & Charges-Repairs & Maint-Building R&M	\$ 195,000
	Rationale: Additional budget for City Hall maintenance expenses				
101-04-400-041-431000--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Professional-Other Professional Svcs	\$ 115,000
	Rationale: Additional budget for professional service expenses.				
101-09-090-090-410004--	General Fund	Fire Department	Fire Department	Personnel-Salaries & Wages-Extra & Overtime	\$ 750,000
	Rationale: Additional Salaries & Wages budget for Fire Department Overtime expenses				
101-09-090-090-422000--	General Fund	Fire Department	Fire Department	Supplies-Operating-Other Operating Supplies	\$ 40,000
	Rationale: Additional supplies budget due to increased costs and personnel - additional expenses due to new recruits related to their uniforms and equipment.				
101-09-090-090-436005--	General Fund	Fire Department	Fire Department	Services & Charges-Repairs & Maint-Other Equip R&M	\$ 100,000
	Rationale: Additional budget for equipment due to increased costs of equipment, and building materials.				
101-09-090-090-436003--	General Fund	Fire Department	Fire Department	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 150,000
	Rationale: Additional budget for auto repair & maintenance expenses due to increased equipment costs and labor costs.				
101-09-092-092-422008--	General Fund	Fire Department	EMS	Supplies-Operating-Medical/Safety Supplies	\$ 65,000
	Rationale: Additional budget for medical supplies due to increased costs and increased activity.				
101-09-092-092-439005--	General Fund	Fire Department	EMS	Services & Charges-Other-Bank & Credit Card Fees	\$ 25,000
	Rationale: Additional budget for credit card fees due to increase in EMS revenue collection for bank & credit card fees.				
220-08-080-088-422000--	Law Enforcement Continuing Education	Police Department	Police Department	Supplies-Operating-Other Operating Supplies	\$ 20,000
	Rationale: Additional budget to cover costs of uniforms for new Police recruits.				
601-11-240-461-431000--	Parking Garages	Venues Parks & Arts	Parking Garages	Services & Charges-Professional-Other Professional Svcs	\$ 80,000
	Rationale: Additional budget for professional service expenses for City Hall garage.				
601-11-240-461-423001--	Parking Garages	Venues Parks & Arts	Parking Garages	Supplies-Repair & Maint-Building Materials	\$ 25,000
	Rationale: Additional supplies budget for City Hall garage.				
601-11-240-461-413900--	Parking Garages	Venues Parks & Arts	Parking Garages	Personnel-Other Personnel-SMG Wages	\$ 150,000
	Rationale: Additional budget for City Hall garage management.				
610-06-603-512-436003--	Solid Waste Operations	Public Works	Solid Waste	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 240,000
	Rationale: additional budget for auto repair & maintenance expenses.				
610-06-603-512-439010--	Solid Waste Operations	Public Works	Solid Waste	Services & Charges-Other-Landfill	\$ 125,000
	Rationale: Additional budget for landfill services				
620-06-604-601-435001--	Water Works Operations	Public Works	Water Works	Services & Charges-Utility Services-Electric	\$ 75,000
	Rationale: Additional budget for electric utility expenses.				
620-06-604-606-436003--	Water Works Operations	Public Works	Water Works	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 60,000
	Rationale: Additional budget for vehicle repairs & parts expenses.				
620-06-604-606-436006--	Water Works Operations	Public Works	Water Works	Services & Charges-Repairs & Maint-Radio Equip R&M	\$ 26,000
	Rationale: Additional budget for radio equipment repair & maintenance expenses.				

[illegible]



**76-25**

County-City Building  
227 W Jefferson Blvd Suite, 1200 N  
South Bend, IN 46601

Phone 311 inside City limits  
Email 311@southbendin.gov  
Website Southbendin.gov

James Mueller, Mayor



Filed in Clerk's Office

**Nov 19, 2025**

Bianca Tirado  
City Clerk, South Bend, IN

# City of South Bend

Department of Administration & Finance  
Division of Human Resources

November 19<sup>th</sup>, 2025

Canneth Lee, President  
City of South Bend Common Council  
227 W. Jefferson Boulevard, 4th Floor  
South Bend, Indiana 46601

RE: Q4 2025 Budget Transfer Ordinance

Dear President Lee,

During the past several years, it has been the practice of the City of South Bend to request department heads, fiscal staff, and city administration to conduct an extensive review of the status of compliance with the adopted city budget and propose necessary adjustments periodically throughout the year. For 2025, we plan to propose adjustments during four time periods—March, June, October and December.

I will present this bill to the Common Council at the appropriate committee and Council meetings. It is requested that this bill be filed for 1st reading on November 24<sup>th</sup>, 2025, with 2nd reading, public hearing and 3rd reading scheduled for December 8<sup>th</sup>, 2025.

Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-9822.

Regards

Kyle Willis  
City Controller

Nov 19, 2025

**BILL NO. 76-25**

Bianca Tirado  
City Clerk, South Bend, IN

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,  
INDIANA, FOR BUDGET TRANSFERS FOR VARIOUS DEPARTMENTS WITHIN  
THE CITY OF SOUTH BEND, INDIANA FOR THE YEAR 2025**

**STATEMENT OF PURPOSE AND INTENT**

Unforeseen conditions have developed since the adoption of the existing City budget, under Ordinance No. 11150-24 on October 14, 2024, which necessitate the increase and reduction of appropriations within the various departments of the General Fund and other funds of the City of South Bend during 2025.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of South Bend, Indiana, as follows:

Section I. All accounts as set forth in the detailed attachment hereto which are incorporated herein shall be adjusted by increase or reduction of appropriation in the designated sums.

Section II. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

\_\_\_\_\_  
Canneth J. Lee, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_\_ o'clock .m.

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock  
\_\_\_\_.m.

---

James Mueller, Mayor  
City of South Bend, Indiana

Nov 19, 2025

Bianca Tirado  
City Clerk, South Bend, IN

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
222-04-403-457-436001--	Central Services	Administration & Finance	Central Services	Services & Charges-Repairs & Maint-Building R&M	\$ 7,200
222-04-403-457-445008--	Central Services	Administration & Finance	Central Services	Capital Outlay-Machinery & Equip-Other Equipment	\$ (7,200)
	Rationale: Transfer to cover budget through year end.				
222-04-403-454-436003--	Central Services	Administration & Finance	Central Services	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 1,500
222-04-403-454-422001--	Central Services	Administration & Finance	Central Services	Supplies-Operating-C.S. Gasoline	\$ (1,500)
	Rationale: Transfer to cover budget through year end.				
670-11-230-296-439902--	Century Center Operations	Venues Parks & Arts	Century Center	Services & Charges-Other-SMG Operations	\$ 55,000
670-11-230-295-411004--	Century Center Operations	Venues Parks & Arts	Century Center	Personnel-Employee Benefits-PERF Regular	\$ (10,000)
670-11-230-295-411008--	Century Center Operations	Venues Parks & Arts	Century Center	Personnel-Employee Benefits-Health Insurance	\$ (45,000)
670-11-230-296-439901--	Century Center Operations	Venues Parks & Arts	Century Center	Services & Charges-Other-SMG Management Fee	\$ 80,000
670-11-230-295-410001--	Century Center Operations	Venues Parks & Arts	Century Center	Personnel-Salaries & Wages-Salaried Wages	\$ (80,000)
	Rationale: Transfer to cover fees through year end.				
230-10-103-100-431001--	Code Enforcement	Community Investment	Neighborhoods	Services & Charges-Professional-Legal Services	\$ 40,000
230-10-103-100-431001--	Code Enforcement	Community Investment	Neighborhoods	Services & Charges-Professional-Legal Services	\$ 20,000
230-10-103-100-411008--	Code Enforcement	Community Investment	Neighborhoods	Personnel-Employee Benefits-Health Insurance	\$ (60,000)
	Rationale: Transfer to cover legal services expenses through year end.				
600-10-060-060-421000--	Consolidated Building	Community Investment	Building Department	Supplies-Office-Other Office Supplies	\$ 20,000
600-10-060-060-439000--	Consolidated Building	Community Investment	Building Department	Services & Charges-Other-Misc Charges & Svcs	\$ (20,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
211-10-101-130-431000--	Dept of Community Investment Operatin	Community Investment	Community Investment	Services & Charges-Professional-Other Professional Svcs	\$ 60,000
211-10-101-127-431000--	Dept of Community Investment Operatin	Community Investment	Community Investment	Services & Charges-Professional-Other Professional Svcs	\$ (40,000)
211-10-101-125-431000--	Dept of Community Investment Operatin	Community Investment	Community Investment	Services & Charges-Professional-Other Professional Svcs	\$ (20,000)
	Rationale: Transfer budget to cover professional services expenses through year end.				
211-10-101-120-431001--	Dept of Community Investment Operatin	Community Investment	Community Investment	Services & Charges-Professional-Legal Services	\$ 60,000
211-10-101-120-411008--	Dept of Community Investment Operatin	Community Investment	Community Investment	Personnel-Employee Benefits-Health Insurance	\$ (60,000)
	Rationale: Transfer budget to cover legal services expenses through year end.				
101-05-050-050-421000--	General Fund	Legal Department	Legal Department	Supplies-Office-Other Office Supplies	\$ 5,000
101-05-050-050-431000--	General Fund	Legal Department	Legal Department	Services & Charges-Professional-Other Professional Svcs	\$ (5,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
101-02-020-020-421000--	General Fund	City Clerk's Office	City Clerk's Office	Supplies-Office-Other Office Supplies	\$ 3,500
101-02-020-020-410001--	General Fund	City Clerk's Office	City Clerk's Office	Personnel-Salaries & Wages-Salaried Wages	\$ (3,500)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
101-02-020-020-433002--	General Fund	City Clerk's Office	City Clerk's Office	Services & Charges-Printing & Ad-Publication of Legal Notice	\$ 5,000
101-02-020-020-410001--	General Fund	City Clerk's Office	City Clerk's Office	Personnel-Salaries & Wages-Salaried Wages	\$ (5,000)
	Rationale: Transfer budget to cover legal notice expenses through year end.				
101-03-030-030-433003--	General Fund	Common Council	Common Council	Services & Charges-Printing & Ad-Promotional	\$ 10,000
101-03-030-030-431000--	General Fund	Common Council	Common Council	Services & Charges-Professional-Other Professional Svcs	\$ 42,500
101-03-030-030-439000--	General Fund	Common Council	Common Council	Services & Charges-Other-Misc Charges & Svcs	\$ 2,500

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
101-03-030-030-410001--	General Fund	Common Council	Common Council	Personnel-Salaries & Wages-Salaried Wages	\$ (55,000)
	Rationale: Transfer budget to cover promotional, professional services, and miscellaneous expenses through year end.				
101-03-030-030-421000--	General Fund	Common Council	Common Council	Supplies-Office-Other Office Supplies	\$ 6,000
101-03-030-030-410001--	General Fund	Common Council	Common Council	Personnel-Salaries & Wages-Salaried Wages	\$ (6,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
101-08-080-080-445000--	General Fund	Police Department	Police Department	Capital Outlay-Machinery & Equip-Motor Equipment	\$ 150,000
101-08-080-080-422001--	General Fund	Police Department	Police Department	Supplies-Operating-C.S. Gasoline	\$ (150,000)
	Rationale: Transfer budget to cover capital expenses through year end.				
101-04-402-044-439006--	General Fund	Administration & Finance	Human Rights	Services & Charges-Other-Education & Training	\$ 80,000
101-04-402-044-410001--	General Fund	Administration & Finance	Human Rights	Personnel-Salaries & Wages-Salaried Wages	\$ (80,000)
	Rationale: Transfer budget to cover education & training expenses through year end.				
101-04-400-041-431004--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Professional-Accounting	\$ 5,000
101-04-400-041-411008--	General Fund	Administration & Finance	Controller's Office	Personnel-Employee Benefits-Health Insurance	\$ (5,000)
	Rationale: Transfer budget to cover professional services expenses through year end.				
101-04-400-041-436003--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 2,000
101-04-400-041-411008--	General Fund	Administration & Finance	Controller's Office	Personnel-Employee Benefits-Health Insurance	\$ (2,000)
	Rationale: Transfer budget to cover auto R&M expenses through year end.				
101-04-401-043-431000--	General Fund	Administration & Finance	Diversity & Inclusion	Services & Charges-Professional-Other Professional Svcs	\$ 72,045
101-04-401-043-410005--	General Fund	Administration & Finance	Diversity & Inclusion	Personnel-Salaries & Wages-Seasonal & Interns	\$ (26,664)
101-04-401-043-410001--	General Fund	Administration & Finance	Diversity & Inclusion	Personnel-Salaries & Wages-Salaried Wages	\$ (45,381)
	Rationale: Transfer budget to cover professional services expenses through year end.				
101-02-020-020-439000--	General Fund	City Clerk's Office	City Clerk's Office	Services & Charges-Other-Misc Charges & Svcs	\$ 20,000
101-02-020-020-411008--	General Fund	City Clerk's Office	City Clerk's Office	Personnel-Employee Benefits-Health Insurance	\$ (20,000)
	Rationale: Transfer budget to cover miscellaneous expenses through year end.				
217-10-103-105-431012--	Gift, Donation, Bequest	Community Investment	Neighborhoods	Services & Charges-Professional-Veterinary Services	\$ 15,000
217-10-101-132-436000--	Gift, Donation, Bequest	Community Investment	Community Investment	Services & Charges-Repairs & Maint-Other R&M	\$ (15,000)
	Rationale: Transfer budget to cover professional service expenses through year end.				
258-04-402-045-439006--	Human Rights Federal Grants	Administration & Finance	Human Rights	Services & Charges-Other-Education & Training	\$ 2,100
258-04-402-045-410001--	Human Rights Federal Grants	Administration & Finance	Human Rights	Personnel-Salaries & Wages-Salaried Wages	\$ (2,100)
	Rationale: Transfer budget to cover education & training expenses through year end.				
258-04-402-046-439006--	Human Rights Federal Grants	Administration & Finance	Human Rights	Services & Charges-Other-Education & Training	\$ 10,000
258-04-402-046-410001--	Human Rights Federal Grants	Administration & Finance	Human Rights	Personnel-Salaries & Wages-Salaried Wages	\$ (10,000)
	Rationale: Transfer budget to cover education & training expenses through year end.				
291-09-090-094-439000--	Indiana River Rescue	Fire Department	Fire Department	Services & Charges-Other-Misc Charges & Svcs	\$ 15,000
291-09-090-094-422000--	Indiana River Rescue	Fire Department	Fire Department	Supplies-Operating-Other Operating Supplies	\$ (15,000)
	Rationale: Transfer budget to cover miscellaneous expenses through year end.				

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
279-07-070-070-421000--	IT / Innovation / 311 Call Center	Innovation & Technology	311 Call Center	Supplies-Office-Other Office Supplies	\$ 5,000
279-07-070-070-433003--	IT / Innovation / 311 Call Center	Innovation & Technology	311 Call Center	Services & Charges-Printing & Ad-Promotional	\$ (5,000)
	Rationale: Transfer budget to cover office supplies expenses through year end.				
220-08-080-088-432003--	Law Enforcement Continuing Education	Police Department	Police Department	Services & Charges-Communication & Transp-Travel	\$ 25,000
220-08-080-088-432003--	Law Enforcement Continuing Education	Police Department	Police Department	Services & Charges-Communication & Transp-Travel	\$ 15,000
220-08-080-088-431000--	Law Enforcement Continuing Education	Police Department	Police Department	Services & Charges-Professional-Other Professional Svcs	\$ 10,500
220-08-080-085-422000--	Law Enforcement Continuing Education	Police Department	Police Department	Supplies-Operating-Other Operating Supplies	\$ (50,500)
	Rationale: Transfer budget to cover travel and professional service expenses through year end.				
226-04-405-413-413006--	Liability Insurance	Administration & Finance	Liability Insurance	Personnel-Other Personnel-Drug Testing	\$ 2,000
226-04-405-413-434002--	Liability Insurance	Administration & Finance	Liability Insurance	Services & Charges-Insurance-Workers Comp Claims Police/Fire	\$ (2,000)
	Rationale: Transfer budget to cover drug testing expenses through year end.				
408-10-101-128-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ (51,000)
408-10-101-120-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ (46,000)
408-10-101-124-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ (100,000)
408-10-101-130-435002--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Natural Gas	\$ 51,000
408-10-101-130-435004--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Water	\$ 46,000
408-10-101-130-435001--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Electric	\$ 40,000
408-10-101-130-431005--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Professional-Appraisal/Land Survey	\$ 60,000
	Rationale: Transfer budget to cover city owned property utilities and professional service expenses through year end.				
641-06-602-509-411008--	Sewage Works Operations	Public Works	Streets & Sewers	Personnel-Employee Benefits-Health Insurance	\$ (45,000)
641-06-602-509-490000--	Sewage Works Operations	Public Works	Streets & Sewers	Bad Debt Expense	\$ 45,000
202-06-602-505-439020--	Motor Vehicle Highway	Public Works	Streets & Sewers	Services & Charges-Other-Curb & Sidewalk Reimburse	\$ (1,317)
202-06-602-505-452008--	Motor Vehicle Highway	Public Works	Streets & Sewers	Other Uses-Interfund Transfer Out-Allocations-Payroll Cost	\$ 1,317
640-06-602-510-436007--	Sewer Repair Insurance	Public Works	Streets & Sewers	Services & Charges-Repairs & Maint-Sewer R&M	\$ (4,614)
640-06-602-510-452008--	Sewer Repair Insurance	Public Works	Streets & Sewers	Other Uses-Interfund Transfer Out-Allocations-Payroll Cost	\$ 3,614
640-06-602-510-490000--	Sewer Repair Insurance	Public Works	Streets & Sewers	Bad Debt Expense	\$ 1,000
202-06-602-503-410002--	Motor Vehicle Highway	Public Works	Streets & Sewers	Personnel-Salaries & Wages-Teamster Wages	\$ (8,000)
266-06-602-503-436003--	MVH Restricted	Public Works	Streets & Sewers	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 8,000
	Rationale: Reallocate to finish FY across streets, sewers.				
201-11-205-231-410001--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Personnel-Salaries & Wages-Salaried Wages	\$ (250,000)
201-11-201-201-410001--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Personnel-Salaries & Wages-Salaried Wages	\$ 250,000
	Rationale: Transfer budget to cover salary and wage expenses through year end.				
201-11-202-220-438100--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Services & Charges-Debt Service-Principal	\$ (64,000)
201-11-201-201-438100--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Services & Charges-Debt Service-Principal	\$ 64,000
	Rationale: Transfer budget to cover debt service expenses through year end.				
610-06-603-512-436003--	Solid Waste Operations	Public Works	Solid Waste	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 85,000
610-06-603-512-422000--	Solid Waste Operations	Public Works	Solid Waste	Supplies-Operating-Other Operating Supplies	\$ (37,000)
610-06-603-512-422002--	Solid Waste Operations	Public Works	Solid Waste	Supplies-Operating-Diesel/CNG	\$ (48,000)
	Rationale: Transfer budget to cover auto equipment r&m expenses through year end.				

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
201-11-200-200-431000--	Parks & Recreation	Venues Parks & Arts	Park Admin	Services & Charges-Professional-Other Professional Svcs	\$ 40,000
201-11-011-011-410003--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Permanent Part Time	\$ (12,000)
201-11-200-200-410003--	Parks & Recreation	Venues Parks & Arts	Park Admin	Personnel-Salaries & Wages-Permanent Part Time	\$ (10,000)
201-11-200-200-411008--	Parks & Recreation	Venues Parks & Arts	Park Admin	Personnel-Employee Benefits-Health Insurance	\$ (18,000)
Rationale: Transfer budget to cover professional service expenses through year end.					
201-11-202-220-422016--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Supplies-Operating-Inventory For Sale	\$ 70,000
201-11-202-220-439005--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Services & Charges-Other-Bank & Credit Card Fees	\$ 30,000
201-11-201-201-423001--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Supplies-Repair & Maint-Building Materials	\$ 50,000
201-11-011-011-410001--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Salaried Wages	\$ (230,000)
201-11-201-201-436003--	Parks & Recreation	Venues Parks & Arts	Park Maintenance	Services & Charges-Repairs & Maint-Auto Equip R&M	\$ 80,000
Rationale: Transfer budget to cover supplies, bank fees, and equipment r&m expenses through year end.					
201-11-205-231-410003--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Personnel-Salaries & Wages-Permanent Part Time	\$ (50,000)
201-11-208-237-410001--	Parks & Recreation	Venues Parks & Arts	Community Programming	Personnel-Salaries & Wages-Salaried Wages	\$ 50,000
201-11-205-231-433003--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Services & Charges-Printing & Ad-Promotional	\$ 100,000
201-11-205-231-411008--	Parks & Recreation	Venues Parks & Arts	Development & Promotion	Personnel-Employee Benefits-Health Insurance	\$ (100,000)
Rationale: Transfer budget to cover salaries and promotional expenses through year end.					
201-11-209-206-422000--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Supplies-Operating-Other Operating Supplies	\$ 50,000
201-11-209-206-439001--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Services & Charges-Other-Other Contractual Services	\$ 100,000
201-11-209-206-411008--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Personnel-Employee Benefits-Health Insurance	\$ (100,000)
201-11-209-206-410001--	Parks & Recreation	Venues Parks & Arts	Visitor Experience	Personnel-Salaries & Wages-Salaried Wages	\$ (50,000)
Rationale: Transfer budget to cover supplies and contract expenses through year end.					
201-11-202-220-410001--	Parks & Recreation	Venues Parks & Arts	Golf Courses	Personnel-Salaries & Wages-Salaried Wages	\$ 100,000
201-11-208-237-422009--	Parks & Recreation	Venues Parks & Arts	Community Programming	Supplies-Operating-Recreation Supplies	\$ 50,000
201-11-011-011-422009--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Supplies-Operating-Recreation Supplies	\$ 60,000
201-11-011-011-439000--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Services & Charges-Other-Misc Charges & Svcs	\$ 60,000
201-11-011-011-411008--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Employee Benefits-Health Insurance	\$ (120,000)
201-11-011-011-410003--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Permanent Part Time	\$ (200,000)
201-11-208-237-439000--	Parks & Recreation	Venues Parks & Arts	Community Programming	Services & Charges-Other-Misc Charges & Svcs	\$ 50,000
Rationale: Transfer budget to cover salaries, supplies, and miscellaneous expenses through year end.					
201-11-203-230-439000--	Parks & Recreation	Venues Parks & Arts	Recreational Experiences	Services & Charges-Other-Misc Charges & Svcs	\$ 50,000
201-11-203-230-422009--	Parks & Recreation	Venues Parks & Arts	Recreational Experiences	Supplies-Operating-Recreation Supplies	\$ 70,000
201-11-011-011-410003--	Parks & Recreation	Venues Parks & Arts	Community Initiatives	Personnel-Salaries & Wages-Permanent Part Time	\$ (120,000)
Rationale: Transfer budget to cover supplies, and miscellaneous expenses through year end.					
408-10-101-120-431002--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Professional-Engineering & Architectural	\$ (12,500)
408-10-101-128-439300--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Other-Grants & Subsidies	\$ 140,000
408-10-101-120-435004--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Water	\$ (42,500)
408-10-101-120-435002--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Utility Services-Natural Gas	\$ (42,500)
408-10-101-120-431005--	Local Income Tax - Economic Development	Community Investment	Community Investment	Services & Charges-Professional-Appraisal/Land Survey	\$ (42,500)
Rationale: Transfer budget to cover grants and subsidy expenses through year end.					
101-04-400-042-422000--	General Fund	Administration & Finance	Controller's Office	Supplies-Operating-Other Operating Supplies	\$ 5,000

City of South Bend, Indiana					
Q4 2025 Budget Adjustments - Budget Transfers					
(budget transfers between different cost categories (i.e. personnel, supplies, services, capital) and/or different departments/divisions within the same fund)					
Account #	Fund	Department	Division	Account	Budget Adjustment
101-04-400-042-439006--	General Fund	Administration & Finance	Controller's Office	Services & Charges-Other-Education & Training	\$ (5,000)
	Rationale: Transfer budget to cover supplies expenses through year end.				
					\$ -

**77-25**

1200N COUNTY-CITY BUILDING  
227 W. JEFFERSON BLVD.  
SOUTH BEND, INDIANA 46601-1830



PHONE 574.235.9216  
FAX 574.235.9928

CITY OF SOUTH BEND, IN JAMES MUELLER, MAYOR  
**DEPARTMENT OF ADMINISTRATION AND FINANCE**

November 18, 2025

Filed in Clerk's Office

Mr. Canneth Lee  
President, South Bend Common Council  
4th Floor, County-City Building  
South Bend, IN 46601

**Nov 19, 2025**

Bianca Tirado  
City Clerk, South Bend, IN

RE: 2026 Non-Bargaining Salary Ordinance - Amended

Dear President Lee:

Attached is an ordinance amending the maximum compensation for non-bargaining employees for the calendar year 2025.

We are amending the salary ordinance to remove certain positions from the salary ordinance, add a current position that was omitted and add a new position. We also are updating certain position titles, and salaries that were not captured in the original ordinance.

Positions removed from 2026 Salary Ordinance:

- Chief Development & Marketing Officer (VPA)
- Deputy Director of Venue, Parks & Arts
- Director of Development of Venues, Parks & Arts
- Director of Golf Operation
- General Manager – Venues
- Manager – CSO Operations
- SCADA Instrument Specialist
- Senior Staff Accountant (Duplicate)

Adding a current Position omitted in the 2026 Salary Ordinance:

- Assistant Engineer Salary: \$103,933

Adding a new position to the 2026 Salary Ordinance

- Deputy Director (Human Rights General) Salary: \$90,000

Updating Salaries for certain positions in the 2026 Salary Ordinance

- OVP Program Manager Salary: \$58,494
  - Project Inspector Salary: \$68,500
  - Senior Director of Department Finance Salary: \$96,308
-



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I will present this ordinance to the Common Council at the appropriate committee and council meetings. If you have any further questions or need additional information, please let me know.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Willis". The signature is written in a cursive, flowing style.

Kyle Willis  
City Controller

Nov 19, 2025

**BILL NO. 77-25**

Bianca Tirado  
City Clerk, South Bend, IN

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF  
SOUTH BEND, INDIANA, AMENDING ORDINANCE NO. 11233-25,  
WHICH FIXES MAXIMUM SALARIES AND WAGES OF  
APPOINTED OFFICERS AND NON-BARGAINING EMPLOYEES  
OF EXECUTIVE DEPARTMENTS OF THE CITY OF SOUTH BEND  
FOR CALENDAR YEAR 2026, TO ADD A POSITION IN THE  
HUMAN RIGHTS COMMISSION, UPDATE SALARIES FOR  
CERTAIN POSITIONS IN PUBLIC WORKS, VENUES PARKS &  
ARTS, AND ADMINISTRATION & FINANCE, REMOVE CERTAIN  
POSITIONS IN PUBLIC WORKS, VENUES PARKS & ARTS, AND  
ADMINISTRATION & FINANCE, AND ADD POSITIONS IN PUBLIC  
WORKS INADVERTENTLY OMITTED FROM THE 2026 SALARY  
ORDINANCE**

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**STATEMENT OF PURPOSE AND INTENT**

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On October 13, 2025, the South Bend Common Council passed Ordinance No. 11233-25, which fixed maximum salaries and wages of appointed officers and non-bargaining employees of the executive departments of the City of South Bend for the calendar year 2026.

Since the enactment of Ordinance No. 11233-25, the City's executive has determined that it is appropriate and necessary to amend the list of non-bargaining City positions and their maximum salaries approved under Ordinance No. 11233-25.

Specifically, this ordinance makes certain position changes within the Human Rights Commission, including a new Deputy Director position, as reflected in the amended list attached to this ordinance as Exhibit A.

This ordinance also removes certain positions from the 2026 Salary Ordinance which were not captured in Ordinance No. 11233-25, including several positions in Venues Parks & Arts, as well as positions in Public Works and Administration & Finance.

This ordinance further adds a position which was inadvertently omitted from Ordinance No. 11233-25, the position of Assistant City Engineer.

Finally, this ordinance updates salaries for certain positions within Venues Parks & Arts, Public Works, and Administration & Finance. All amendments

referenced herein are reflected in the amended list attached to this ordinance as Exhibit A.

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of South Bend, Indiana, as follows:

**SECTION I.** Ordinance No. 11233-25 is hereby amended to include the non-bargaining positions and maximum salaries set forth in Exhibit A attached hereto. The positions affected by this ordinance are highlighted for ease of identification.

**SECTION II.** All other portions and sections of Ordinance No. 11233-25 are unaffected by this amendment and are reconfirmed.

**SECTION III.** This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

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Canneth J. Lee, Council President  
South Bend Common Council

Attest:

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Bianca L. Tirado, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock \_\_.m.

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Bianca L. Tirado, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock \_\_\_\_m.

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James Mueller, Mayor  
City of South Bend, Indiana

Filed in Clerk's Office

Nov 19, 2025

Bianca Tirado  
City Clerk, South Bend, IN

**City of South Bend, Indiana**  
**2026 Nonbargaining Salary Ordinance Update**  
**Maximum Salaries**

New Position	Title Change	Eliminate Title
Non-Standard Raise	Adding Omitted Position	Correcting Salary

Job Title	Status	2025 Salary Cap	2026 Salary Cap	% Increase
311 Customer Service Liaison I	Full Time	52,264	53,832	3.00%
311 Customer Service Liason II	Full Time	54,000	55,620	3.00%
Accounting Clerk IV	Full Time	39,733	40,925	3.00%
Administrative Assistant I	Full Time	47,366	48,787	3.00%
Administrative Assistant II	Full Time	48,765	50,228	3.00%
Animal Welfare Assistant	Full Time	45,000	48,549	7.89%
Animal Welfare Officer	Full Time	48,000	51,260	6.79%
Applications Developer I	Full Time	75,166	77,421	3.00%
Applications Developer II	Full Time	81,400	83,842	3.00%
Assistant City Attorney	Full Time	102,309	105,378	3.00%
Assistant City Engineer	Full Time	100,906	103,933	3.00%
Assistant Director - Data & Performance	Full Time	82,055	84,517	3.00%
Assistant Director of Communication Center	Full Time	64,521	66,457	3.00%
Assistant Director of Distribution	Full Time	61,293	63,132	3.00%
Assistant Director of Growth & Opportunity	Full Time	84,369	86,900	3.00%
Assistant Director of Neighborhoods	Full Time	95,400	98,262	3.00%
Assistant Director of Planning	Full Time	84,369	86,900	3.00%
Assistant Director of SCADA Information Systems	Full Time	78,987	81,357	3.00%
Assistant Director of Ticket Sales & Strategy	Full Time	55,167	56,822	3.00%
Assistant Manager - Customer Service	Full Time	55,437	57,100	3.00%
Billing Operations Specialist	Full Time	65,846	67,821	3.00%
Budget Analyst - Senior	Full Time	74,420	76,653	3.00%
Building and Code Inspector	Full Time	59,463	61,247	3.00%
Building Commissioner	Full Time	93,304	96,103	3.00%
Building Inspector	Full Time	56,879	58,585	3.00%
Business & Resource Specialist	Full Time	72,802	74,986	3.00%
Business Analyst	Full Time	63,798	65,712	3.00%
Business Development Specialist	Full Time	65,535	67,501	3.00%
Case Manager	Full Time	55,893	57,570	3.00%
Chemist	Full Time	61,936	63,794	3.00%
Chemist Lead	Full Time	65,882	67,858	3.00%

Chief Building Inspector	Full Time	69,582	71,669	3.00%
Chief Code Inspector	Full Time	69,582	71,669	3.00%
Chief Community Officer	Full Time	110,622	113,941	3.00%
Chief Development & Marketing Officer	Full Time	113,308	116,707	3.00%
Chief Digital Officer	Full Time	111,136	114,470	3.00%
Chief Experience Officer	Full Time	110,622	113,941	3.00%
Chief Innovation Officer	Full Time	129,680	133,570	3.00%
Chief Neighborhoods Officer	Full Time	107,448	110,671	3.00%
Chief of Park Operations	Full Time	110,622	113,941	3.00%
Chief of Staff to the Mayor	Full Time	110,656	113,976	3.00%
Chief of Venues & Promotions	Full Time	110,622	113,941	3.00%
Chief Planner	Full Time	106,924	110,132	3.00%
Chief Technology Officer	Full Time	121,947	125,605	3.00%
City Attorney	Full Time	117,178	120,693	3.00%
City Clerk Secretary	Full Time	39,834	41,029	3.00%
City Controller	Full Time	139,687	143,878	3.00%
City Engineer	Full Time	129,051	132,923	3.00%
City Hall Executive Administrator (IT)	Full Time		61,000	100.00%
Club Pro Municipal Golf Course	Full Time	59,855	61,651	3.00%
Code Inspector	Full Time	50,000	51,500	3.00%
Code Inspector - Senior	Full Time	52,988	54,578	3.00%
Commercial Combination Inspector	Full Time	59,720	61,512	3.00%
Communication Specialist I	Full Time	43,229	44,526	3.00%
Communication Specialist II	Full Time	53,553	55,160	3.00%
Communication Specialist III	Full Time	55,491	57,156	3.00%
Contract Compliance Administrator	Full Time	66,831	68,836	3.00%
Coordinator on Homelessness - DCI	Full Time	82,400	84,872	3.00%
Corporation Counsel	Full Time	145,671	150,041	3.00%
Court Liaison	Full Time	41,614	42,862	3.00%
Crime Analyst	Full Time	45,587	46,955	3.00%
Crime Resource Specialist	Full Time	56,002	57,682	3.00%
Custodian	Full Time	34,967	36,016	3.00%
Data Entry /Alarms Coordinator	Full Time	37,917	39,055	3.00%
Data Entry Specialist	Full Time	44,110	45,433	3.00%
Data Entry Specialist II	Full Time	37,199	38,315	3.00%
Deputy Building Commissioner	Full Time	76,830	79,135	3.00%
Deputy Chief of Staff to the Mayor	Full Time	85,841	88,416	3.00%
Deputy City Controller	Full Time	117,178	120,693	3.00%
Deputy Director of Community Investment	Full Time	117,178	120,693	3.00%
Deputy Director of Human Resources	Full Time	100,170	103,175	3.00%

<b>Deputy Director of Human Rights</b>	<b>Full Time</b>		<b>90,000</b>	
Deputy Director of Public Works	Full Time	117,178	120,693	3.00%
<b>Deputy Director of Venues, Parks &amp; Arts</b>	<b>Full Time</b>	<b>117,178</b>	<b>120,693</b>	<b>3.00%</b>
Digital (Forensic) Lab Technician	Full Time	64,284	66,213	3.00%
Digital Communications & Multimedia Training Coordinator	Full Time	69,010	71,080	3.00%
Director - Animal Resource Center	Full Time	70,016	80,000	14.26%
Director - Digital Services	Full Time	93,212	96,008	3.00%
Director - Environmental Compliance	Full Time	87,128	89,742	3.00%
Director - Wastewater Utility	Full Time	104,680	107,820	3.00%
Director - Water Operations	Full Time	87,128	89,742	3.00%
Director - Water Utility	Full Time	104,680	107,820	3.00%
Director of Applications	Full Time	97,338	100,258	3.00%
Director of Billing & Accounts	Full Time	87,128	89,742	3.00%
Director of Booking & Event Services	Full Time	70,120	72,224	3.00%
Director of Central Services	Full Time	103,263	106,361	3.00%
Director of City Finance	Full Time	102,907	105,994	3.00%
Director of Civic Innovation	Full Time	93,028	95,819	3.00%
Director of Civilian Services	Full Time	71,530	73,676	3.00%
Director of Communication Center	Full Time	76,539	78,835	3.00%
Director of Communications	Full Time	76,794	79,098	3.00%
Director of Communications & Radio	Full Time	72,100	74,263	3.00%
Director of Community Outreach	Full Time	75,288	77,547	3.00%
Director of Community Police Review Office	Full Time	72,802	74,986	3.00%
Director of Community Programming	Full Time	84,004	86,524	3.00%
Director of Customer Service & Success	Full Time	93,028	95,819	3.00%
Director of Data & Performance	Full Time	93,028	95,819	3.00%
Director of Department Finance	Full Time	86,600	89,198	3.00%
<b>Director of Development - Venues, Parks &amp; Arts</b>	<b>Full Time</b>	<b>65,569</b>	<b>67,536</b>	<b>3.00%</b>
Director of Development & Special Events	Full Time	74,481	76,715	3.00%
Director of Distribution	Full Time	90,647	93,366	3.00%
Director of Engagement & Economic Empowerment	Full Time	92,417	95,190	3.00%
Director of Engineering Services	Full Time	100,906	108,978	8.00%
Director of Enterprise Services & Software	Full Time	97,338	100,258	3.00%
Director of Equipment Services	Full Time	87,550	90,177	3.00%
Director of Facilities Management	Full Time	77,175	79,490	3.00%
<b>Director of Golf Operations</b>	<b>Full Time</b>	<b>84,003</b>	<b>86,523</b>	<b>3.00%</b>
Director of Growth & Opportunity	Full Time	92,417	95,190	3.00%
Director of Human Resources	Full Time	105,303	108,462	3.00%
Director of Infrastructure	Full Time	93,028	95,819	3.00%
Director of Intelligence	Full Time	75,000	77,250	3.00%

Director of Legal Administration	Full Time	72,100	74,263	3.00%
Director of Marketing - Public Works	Full Time	79,032	81,403	3.00%
Director of Neighborhood Health & Housing	Full Time	92,417	95,190	3.00%
Director of Neighborhood Services & Enforcement	Full Time	92,043	94,804	3.00%
Director of Office of Sustainability	Full Time	95,818	98,693	3.00%
Director of Operations - Golf	Full Time	84,003	86,523	3.00%
Director of Operations - Venues	Full Time	105,192	108,348	3.00%
Director of Operations - Wastewater	Full Time	90,647	93,366	3.00%
Director of Project Management	Full Time	97,596	100,524	3.00%
Director of Public Works	Full Time	139,687	143,878	3.00%
Director of Purchasing	Full Time	95,481	98,345	3.00%
Director of Purchasing & Logistics (Police Dept)	Full Time	80,210	82,616	3.00%
Director of Redevelopment Engineering	Full Time	115,925	119,403	3.00%
Director of SCADA Information Systems	Full Time	94,627	97,466	3.00%
Director of Solid Waste	Full Time	83,810	90,515	8.00%
Director of Streets & Sewers	Full Time	99,106	102,079	3.00%
Director of Ticket Sales & Strategy	Full Time	73,336	75,536	3.00%
Director of Treasury	Full Time	102,907	105,994	3.00%
Director of Wastewater Maintenance	Full Time	87,128	92,913	6.64%
Director of Water Quality & Laboratory	Full Time	87,128	89,742	3.00%
Director, Project Manager	Full Time	81,808	89,825	9.80%
Distribution Records Drafter	Full Time	68,959	71,028	3.00%
Distribution System Specialist	Full Time	80,256	82,664	3.00%
Diversity Compliance/Inclusion Officer	Full Time	100,786	103,810	3.00%
Economic Specialist	Full Time	64,927	66,875	3.00%
Electrical and Instrumentation Manager	Full Time	83,200	85,696	3.00%
Engagement Specialist	Full Time	65,535	67,501	3.00%
Equity Arts Coordinator	Full Time	63,654	65,564	3.00%
Evidence Technician	Full Time	48,653	50,113	3.00%
Executive Administrative Assistant	Full Time	51,000	52,530	3.00%
Executive Assistant	Full Time	63,872	65,788	3.00%
Executive Assistant and Director of Special Projects	Full Time	63,310	65,209	3.00%
Executive Director of Community Investment	Full Time	129,680	133,570	3.00%
Executive Director of Human Rights	Full Time	98,133	101,077	3.00%
Executive Director Venues, Parks & Arts	Full Time	137,099	141,212	3.00%
Federal Grant Administrator	Full Time	76,830	79,135	3.00%
Field Operations Supervisor	Full Time		65,000	100.00%
Financial Specialist I	Full Time	41,786	43,040	3.00%
Financial Specialist III	Full Time	50,991	52,521	3.00%
Financial Specialist IV	Full Time	56,466	58,160	3.00%

Financial Specialist Senior	Full Time	64,576	66,513	3.00%
Financial Systems Specialist	Full Time	70,703	72,824	3.00%
Fingerprint/Photo Technician	Full Time	44,181	45,506	3.00%
Firearms IBIS/NIBIN Tech	Full Time	52,595	54,173	3.00%
Foreman IV	Full Time	57,095	58,808	3.00%
Foreman V	Full Time	57,095	58,808	3.00%
Forensic Lab Tech	Full Time	70,127	72,231	3.00%
Forensic Scientist / Firearm & Tool Mark Examiner	Full Time	85,321	87,881	3.00%
Forensic Scientist / Firearm & Tool Mark Examiner Trainee	Full Time	70,127	72,231	3.00%
<b>General Manager - Venues</b>	<b>Full Time</b>	<b>115,125</b>	<b>118,579</b>	<b>3.00%</b>
GIS Manager	Full Time	73,749	75,961	3.00%
GIS Specialist - Senior	Full Time	63,777	65,690	3.00%
Golf Hospitality Events Manager	Full Time	70,000	72,100	3.00%
Grants Administrator	Full Time	72,073	74,235	3.00%
Graphic Designer	Full Time	57,095	58,808	3.00%
Greenskeeper	Full Time	54,175	55,800	3.00%
GVI - Project Manager	Full Time	68,959	71,028	3.00%
Hearing Secretary	Full Time	48,765	50,228	3.00%
Historic Preservation Administrator	Full Time	65,535	67,501	3.00%
Historic Preservation Specialist	Full Time	58,287	60,036	3.00%
Horticulturist Tech	Full Time	57,095	58,808	3.00%
Housing Counselor	Full Time	76,830	79,135	3.00%
Human Resource Generalist - Senior	Full Time	75,820	78,095	3.00%
Human Resources Generalist	Full Time	56,467	58,161	3.00%
Human Resources Generalist/Benefits Coordinator	Full Time	48,641	50,100	3.00%
Human Resources Specialist III	Full Time	52,998	54,588	3.00%
HVAC Technician	Full Time	57,095	58,808	3.00%
Industrial Pretreatment Specialist I	Full Time	62,867	64,753	3.00%
Inventory Control Technician II	Full Time	43,873	45,189	3.00%
Investigator I / Intake Coordinator	Full Time	60,415	62,227	3.00%
Investigator II	Full Time	63,815	65,729	3.00%
Investigator III	Full Time	65,000	66,950	3.00%
Laboratory Technician	Full Time	39,834	41,029	3.00%
Latent Fingerprint Examiner	Full Time	64,284	66,213	3.00%
License Clerk	Full Time	45,587	46,955	3.00%
Licensing & Registration Administrator	Full Time	61,444	63,287	3.00%
Locator	Full Time	50,307	51,816	3.00%
Logistics Specialist	Full Time	45,587	46,955	3.00%
Maintenance Technician	Full Time	58,439	60,192	3.00%
Manager - Aquatics	Full Time	62,723	64,605	3.00%

Manager - Assistant Facility Operations	Full Time	42,469	43,743	3.00%
Manager - Athletics	Full Time	62,723	64,605	3.00%
Manager - Benefits	Full Time	73,000	75,190	3.00%
Manager - Billing & Customer Accounts	Full Time	67,109	69,122	3.00%
Manager - Business Development	Full Time	79,000	81,370	3.00%
Manager - Center	Full Time	62,723	64,605	3.00%
Manager - Credit & Collections	Full Time	67,109	69,122	3.00%
Manager - Cross Connection & Water Loss	Full Time	76,234	78,521	3.00%
<b>Manager - CSO Operations</b>	<b>Full Time</b>	<b>72,209</b>	<b>74,375</b>	<b>3.00%</b>
Manager - Customer Service	Full Time	64,741	66,683	3.00%
Manager - Customer Success		67,821	69,856	3.00%
Manager - Employee Safety	Full Time	71,802	73,956	3.00%
Manager - Employment (Human Rights)	Full Time	72,100	74,263	3.00%
Manager - Enterprise Software	Full Time	70,703	72,824	3.00%
Manager - Event Service Maintenance	Full Time	43,260	44,558	3.00%
Manager - Events	Full Time	57,095	58,808	3.00%
Manager - Facility Operations	Full Time	60,093	61,896	3.00%
Manager - Facility Operations (MPAC)	Full Time	70,120	72,224	3.00%
Manager - Housing (Human Rights)	Full Time	72,100	74,263	3.00%
Manager - Inclusion Project	Full Time	68,983	71,052	3.00%
Manager - Industrial Pretreatment	Full Time	71,746	73,898	3.00%
Manager - Infrastructure	Full Time	78,987	81,357	3.00%
Manager - Interactive Marketing	Full Time	57,095	58,808	3.00%
Manager - Maintenance	Full Time	76,609	78,907	3.00%
Manager - Maintenance (MPAC)	Full Time	70,121	72,225	3.00%
Manager - Marketing	Full Time	66,496	68,491	3.00%
Manager - Meter Service	Full Time	76,608	78,906	3.00%
Manager - Neighborhood Grants	Full Time	76,830	79,135	3.00%
Manager - Operations - Distribution	Full Time	77,967	80,306	3.00%
Manager - Operations - Forester	Full Time	73,374	75,575	3.00%
Manager - Park Grounds Manager	Full Time	73,374	75,575	3.00%
Manager - Parks	Full Time	77,112	79,425	3.00%
Manager - Permits	Full Time	57,767	59,500	3.00%
Manager - Print Shop	Full Time	56,160	57,845	3.00%
Manager - Production	Full Time	58,215	59,961	3.00%
Manager - Property & Evidence	Full Time	51,263	52,801	3.00%
Manager - Property Development	Full Time	76,830	79,135	3.00%
Manager - Public Construction	Full Time	82,400	84,872	3.00%
Manager - Records Bureau	Full Time	44,563	45,900	3.00%
Manager - Service Contracts & General Supplies	Full Time	72,100	74,263	3.00%

Manager - Service Line Repair	Full Time	76,608	78,906	3.00%
Manager - Services	Full Time	70,703	72,824	3.00%
Manager - Sewer Operations	Full Time	78,987	81,357	3.00%
Manager - Solid Waste Operations	Full Time	73,648	75,857	3.00%
Manager - Special Events	Full Time	66,496	68,491	3.00%
Manager - Special Events	Full Time	57,095	58,808	3.00%
Manager - Streets	Full Time	77,967	80,306	3.00%
Manager - Traffic & Lighting	Full Time	77,967	80,306	3.00%
Manager - Wastewater Purchasing & Inventory	Full Time	63,822	65,737	3.00%
Manager - Water Distribution Services & Records	Full Time	68,959	71,028	3.00%
Manager - Wireless Construction	Full Time	77,140	79,454	3.00%
Manager - Youth Employment	Full Time	62,723	64,605	3.00%
Manager 311 Customer Service	Full Time	67,806	69,840	3.00%
MS4 Specialist	Full Time	56,650	58,350	3.00%
Neighborhood Program Specialist	Full Time	65,564	67,531	3.00%
Neighborhood Program Specialist - Lead	Full Time	65,564	67,531	3.00%
Network Engineer	Full Time	74,098	76,321	3.00%
Non Bargaining Maximum Hourly Rate (excluding above)	Part Time	35	36.05	3.00%
Operations Specialist	Full Time	76,608	78,906	3.00%
Ordinance Violation Bureau Clerk	Full Time	53,754	55,367	3.00%
<b>OVP Program Manager</b>	<b>Full Time</b>	<b>56,171</b>	<b>58,494</b>	<b>4.14%</b>
Paralegal	Full Time	63,816	65,730	3.00%
Permitting & Licensing Compliance Specialist	Full Time	56,879	58,585	3.00%
Police Crime Intelligence Analyst I	Full Time	50,923	52,451	3.00%
Police Crime Intelligence Analyst II	Full Time	65,157	67,112	3.00%
Preventative Maintenance Coordinator	Full Time	49,247	50,724	3.00%
Preventative Maintenance Coordinator II	Full Time	51,358	52,899	3.00%
Principal Planner	Full Time	76,830	79,135	3.00%
Product Manager	Full Time	63,519	65,425	3.00%
Program Coordinator	Full Time	57,095	58,808	3.00%
Program Coordinator - Recreation	Full Time	47,042	48,453	3.00%
Program Coordinator - Recreation - MLK	Full Time	57,096	58,809	3.00%
Program Manager Transportation	Full Time	70,361	72,472	3.00%
Project Engineer	Full Time	79,382	81,763	3.00%
<b>Project Inspector</b>	<b>Full Time</b>	<b>79,382</b>	<b>68,500</b>	<b>-13.71%</b>
Project Manager	Full Time	63,519	65,425	3.00%
Project Manager - Part Time	Part Time	45,902	47,279	3.00%
Project Manager - Sustainability	Full Time	63,519	65,425	3.00%
Property Development Analyst	Full Time	65,535	67,501	3.00%
Property Inspector	Full Time	65,535	67,501	3.00%

Property/Evidence Custodian- Senior	Full Time	42,779	44,062	3.00%
Public Access Coordinator	Full Time	43,067	44,359	3.00%
Public Relations Specialist	Full Time	53,078	54,670	3.00%
Public Service Officer	Full Time	39,342	40,522	3.00%
Quality Assurance Distribution Technician	Full Time	49,828	51,323	3.00%
Radio Equipment Installation Technician	Full Time	51,565	53,112	3.00%
Radio Technician I	Full Time	56,672	58,372	3.00%
Radio Technician III	Full Time	67,103	69,116	3.00%
Records Specialist	Full Time	41,578	42,825	3.00%
Records Supervisor	Full Time	63,023	64,914	3.00%
Residential Combination Inspector	Full Time	56,879	58,585	3.00%
<b>SCADA Instrument Specialist</b>	<b>Full Time</b>	<b>66,631</b>	<b>68,630</b>	<b>3.00%</b>
SCADA Integration Analyst-Waste Water	Full Time	83,430	92,913	11.37%
Secretary III	Full Time	35,627	36,696	3.00%
Secretary IV	Full Time	37,815	38,949	3.00%
Secretary V	Full Time	39,834	41,029	3.00%
Security Guard	Full Time	43,245	44,542	3.00%
Senior Assistant City Attorney	Full Time	110,725	114,047	3.00%
Senior Billing Operations Specialist	Full Time	70,703	72,824	3.00%
<b>Senior Director of Department Finance</b>	<b>Full Time</b>		<b>96,308</b>	<b>100.00%</b>
Senior Engineer	Full Time	86,447	89,040	3.00%
Senior Financial Officer - Morris Performing Arts Center	Full Time	70,000	72,100	3.00%
Senior Inspector	Full Time	76,220	78,507	3.00%
Senior Planner	Full Time	70,806	72,930	3.00%
Senior Purchasing Agent	Full Time	65,000	66,950	3.00%
<b>Senior Staff Accountant</b>	<b>Full Time</b>	<b>93,503</b>	<b>96,308</b>	<b>3.00%</b>
Senior Staff Accountant	Full Time	93,503	96,308	3.00%
Shelter Operations Supervisor	Full Time	57,000	65,000	14.04%
Shift Lead	Full Time	50,752	52,275	3.00%
Site Acquisition Specialist	Full Time	78,309	80,658	3.00%
Software Specialist	Full Time	63,519	65,425	3.00%
Solution Designer	Full Time	63,798	65,712	3.00%
Specialist of Infrastructure	Full Time	65,195	67,151	3.00%
Specialist of Services	Full Time	65,195	67,151	3.00%
Staff Accountant	Full Time	68,959	71,028	3.00%
Stock Room & Safety Coordinator	Full Time	59,136	60,910	3.00%
Superintendent II	Full Time	59,375	61,156	3.00%
Superintendent III	Full Time	64,864	66,810	3.00%
Superintendent IV	Full Time	64,521	66,457	3.00%
Superintendent V	Full Time	67,282	69,300	3.00%

Supervisor - Accounts Payable	Full Time	59,841	61,636	3.00%
Supervisor - Communication I	Full Time	59,361	61,142	3.00%
Supervisor - Communication II	Full Time	61,296	63,135	3.00%
Supervisor - Crime Laboratory	Full Time	80,647	83,066	3.00%
Supervisor - Fitness/Wellness	Full Time	42,220	43,487	3.00%
Supervisor - Maintenance Mechanic	Full Time	70,040	72,141	3.00%
Supervisor - Operations	Full Time	70,121	72,225	3.00%
Supervisor - Payroll	Full Time	67,478	75,000	11.15%
Supervisor - Signal	Full Time	66,631	68,630	3.00%
Supervisor - Youth	Full Time	53,114	54,707	3.00%
System Specialist I	Full Time	54,841	56,486	3.00%
System Specialist II	Full Time	65,194	67,150	3.00%
System Specialist IV	Full Time	78,987	81,357	3.00%
Technology Equity Manager	Full Time	70,361	72,472	3.00%
Utility Safety Officer	Full Time	66,950	68,959	3.00%
Violence Prevention Coordinator II	Full Time	47,125	48,539	3.00%
Volunteer Coordinator	Full Time	57,095	58,808	3.00%
Water Asset Specialist	Full Time	58,137	59,881	3.00%
Water Quality Specialist	Full Time	68,481	70,535	3.00%
Web Manager	Full Time	68,359	70,410	3.00%
Workforce Development Coordinator	Full Time	74,228	76,455	3.00%
Zoning Administrator	Full Time	76,830	79,135	3.00%
Zoning Specialist	Full Time	65,535	67,501	3.00%

**Part Time Positions**

SBARC Veterinarian

City Engineer (hourly rate)

Non Bargaining Maximum Hourly Rate (excluding above)

Part Time	125,000	125,000	0.00%
Part Time	47.38	48.80	3.00%
Part Time	35.42	36.48	3.00%

**City Minimum Wage for All Positions**

City Minimum Wage

All Positions	12.88	13.27	3.00%
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**78-25**

701 W. Sample Street  
South Bend, IN 46601-2890



Phone 574/235-9311  
Fax 574/235-0268

City of South Bend James Mueller, Mayor  
**South Bend Police Department**  
Scott A. Ruszkowski, Chief of Police

Filed in Clerk's Office

**Nov 19, 2025**

Bianca Tirado  
City Clerk, South Bend, IN

RE: **Bill No. \_\_\_\_\_** – Increasing the Number of Public Safety Officers Available at No Cost to Event Organizer under Chapter 14, Article 15, Section 14-175

Dear President Lee:

Please find the enclosed bill requesting an increase in available public safety officers for special event permit holder at zero cost to the event permit holder. The bill does not change the substance of the ordinance as it only serves to increase the available hours of zero cost public safety support from forty (40) hours to forty-eight (48) hours per event. The practical impact of this change will allow for up to twelve (12) officers on site for no more than four (4) hours per officer. This change should continue the City's efforts to support special events throughout our community.

If you or any of the other Council members have questions concerning the report or need additional information, please feel free to call me at (574) 235-9817.

Sincerely,

Lt. Brad Rohrscheib  
South Bend Police Department

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**S**ervice   **B**ravery   **P**ride   **D**edication

Nov 19, 2025

**BILL NO. 78-25**

**ORDINANCE NO. \_\_\_\_\_**

Bianca Tirado  
City Clerk, South Bend, IN

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,  
INDIANA, AMENDING CHAPTER 14, ARTICLE 15, SECTION 14-175 TO INCREASE  
THE AMOUNT OF SOUTH BEND POLICE OFFICER TIME INCLUDED AS AN  
ABSORBED EXPENSE FOR A SPECIAL EVENT**

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**STATEMENT OF PURPOSE AND INTENT**

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Chapter 14, Article 15, Sec. 14-175 of the South Bend Municipal Code provides regulations for cost recovery for special events.

These regulations include the amount of City of South Bend personnel time which will be included as an "absorbed expense" for Tier II and III events. Currently, Section 14-175 currently includes forty (40) hours of South Bend police officer time as an absorbed expense.

It is desired to increase this amount to forty-eight (48) hours, in order to provide additional support for events occurring in South Bend. It is anticipated that these hours will generally be allocated as twelve (12) officers at four (4) hours each.

This ordinance is in the best interest of the City and its residents.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF  
THE CITY OF SOUTH BEND, INDIANA** as follows:

**SECTION I.** Chapter 14, Article 15, Sec. 14-175 shall be amended as follows:

- (a) The City will absorb a portion of the costs and expenses incurred by the City directly related to a Tier II or Tier III "Non-profit special event" as defined in [Section 14-159](#). These absorbed expenses shall be equivalent to up to ~~forty (40)~~ forty-eight (48) hours of South Bend police officer time, such as twelve (12) officers at four (4) hours each, at each officer's base rate or overtime rate of pay depending on event schedule; plus up to sixteen (16) hours of other City personnel time including traffic and lighting staff at each person's base rate or overtime rate of pay depending on event schedule. Any additional staff needed will require full reimbursement from the organizer. The prevailing, applicable salary ordinance approved by the Common Council for the year in which the event occurs shall determine such cost equivalents. All expenses over and above the costs and expense equivalents specified herein must be reimbursed to the City by the non-profit organizer or sponsor of the event.

**SECTION II.** This Ordinance shall be in full force and effect after adoption by the Common Council, approval by the Mayor, and any publication required by law.

\_\_\_\_\_  
Canneth J. Lee, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the  
City of South Bend, Indiana on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock .m.

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock  
\_\_\_\_.m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana





## OFFICE OF THE CITY CLERK

BIANCA L. TIRADO, CITY CLERK

November 19, 2025

Canneth Lee, President  
South Bend Common Council  
215 S. Dr. Martin Luther King, Jr. BLVD 3<sup>rd</sup> Floor  
South Bend, Indiana 46601

Filed in Clerk's Office

**Nov 19, 2025**

Bianca Tirado  
City Clerk, South Bend, IN

RE: Salary Ordinance 11237-25 Amendment

Dear President Lee,

On October 13, 2025, the South Bend Common Council passed Ordinance No. 11237-25, which fixed maximum salaries and wages of deputies and non-bargaining employees appointed by the City Clerk of the City of South Bend, Indiana for calendar year 2026.

This ordinance will add the Common Council part-time administrative assistant to a full-time position with benefits in the Office of the City Clerk. The City Clerk has determined that it is appropriate and necessary to amend this ordinance and add the position under her direction due to the increasing responsibilities of the position as reflected in the amended list attached to this ordinance as Exhibit A.

I now request an amendment to this non-bargaining salary ordinance, specifically to make the following changes:

- Removal of a part-time Administrative Assistant Position for the South Bend Common Council (with a 2026 cap of \$58,000) to place in the office of the City Clerk
- Establish a full-time Administrative Assistant Position (with a 2026 cap of \$58,000) and adding benefits.
- There is no salary increase to the position; only changing to full-time with benefits.

I will present this bill to the Common Council at the appropriate committee meetings. It is requested that this bill be accepted for 1<sup>st</sup> reading on November 23, 2025 with a 2<sup>nd</sup> reading, public hearing, and 3<sup>rd</sup> reading schedule for December 8, 2025.

Thank you for your attention to this request. If you should have any questions, please feel free to contact me directly.

INTEGRITY | SERVICE | ACCESSIBILITY

Jasmine Jackson  
CHIEF DEPUTY CITY CLERK / CHIEF OF STAFF

Matthew Neal  
DEPUTY CITY CLERK / DIRECTOR OF POLICY

Margaret Gotsch  
DIRECTOR OF SPECIAL PROJECTS

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

300 City Hall | 215 S. Martin Luther King, Jr. Blvd. | South Bend, Indiana 46601 | p. 574.235.9221 | f. 574.235.9173 | www.southbend.in.gov



CITY OF SOUTH BEND | OFFICE OF THE CITY CLERK

Regards,

*Bianca L. Tirado*

Bianca Tirado  
City Clerk

Nov 19, 2025

**BILL NO. 79-25**

Bianca Tirado  
City Clerk, South Bend, IN

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING AND REPLACING ORDINANCE NO. 11237-25 IN ITS ENTIRETY TO FIX MAXIMUM SALARIES AND WAGES OF DEPUTIES AND NON-BARGAINING EMPLOYEES APPOINTED BY THE CITY CLERK OF THE CITY OF SOUTH BEND, INDIANA, FOR THE CALENDAR YEAR 2026, AND TO ESTABLISH ONE NEW FULL-TIME POSITION**

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**STATEMENT OF PURPOSE AND INTENT**

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On October 13, 2025, the South Bend Common Council passed Ordinance No. 11237-25, which fixed maximum salaries and wages of deputies and non-bargaining employees appointed by the City Clerk of the City of South Bend, Indiana for calendar year 2026.

This ordinance amends and replaces that ordinance to add the Common Council part-time administrative assistant to a full-time position in the Office of the City Clerk with benefits. The City Clerk has determined that it is appropriate and necessary to amend this ordinance and add the position under her direction due to the increasing responsibilities of the position, as reflected in the amended list attached to this ordinance as Exhibit A.

Pursuant to Indiana Code § 36-4-7-3(d), this Ordinance sets forth the maximum compensation to be paid to deputies and non-bargaining personnel appointed by the City Clerk of the City of South Bend for the calendar year 2026.

This Ordinance establishes such compensation for all non-bargaining employees by specific position and title. The budgeted or actual compensation paid to a City employee in each position may be less than the maximum amounts set forth herein but may not exceed those amounts.

This Ordinance is in the best interest of the City and the affected non-bargaining employees.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, that Ordinance No. 11237 is amended and replaced to read in its entirety as follows:

**SECTION I. Maximum Compensation**

The maximum amounts to be paid as compensation for non-bargaining employees for deputies and non-bargaining personnel appointed by the City Clerk of the City of South Bend are hereby established as set forth in the attachment, which is incorporated herein by reference. As City employees, these personnel are paid on a bi-weekly basis. Amounts by alphabetical position are

set forth, as well as the maximum compensation for each position.

**SECTION II. Holidays, Vacations and Other Monetary and Fringe Benefits Incorporated by Reference**

- (a) **Holidays.** Holidays designated by the Board of Public Works pursuant to Section 2-120 of the South Bend Municipal Code shall govern non-bargaining employees for the calendar year 2026. The provisions of the City's Employee Handbook as it may be amended from time to time shall apply and are incorporated herein by reference.
- (b) **Vacations.** Vacation for non-bargaining employees shall be as set forth in the City's Employee Handbook as it may be amended from time to time, incorporated herein by reference.
- (c) **Family Leave.** The Family and Medical Leave Act Policy is, hereby, incorporated herein by reference in its entirety.
- (d) **Parental Leave.** Parental leave will be offered to all eligible full-time employees in accordance with the policy set forth in the City Employee Handbook, as it may be amended from time to time, which is incorporated herein by reference.
- (e) **Insurance.**
  - (1) **Comprehensive Major Medical Insurance Program.** The City shall maintain a comprehensive major medical insurance program in which, subject to Section III herein, non-bargaining employees regularly scheduled to work 30 hours or more per week may participate under the rules and guidelines of the plan document. All employees are provided access to a copy of a plan document each year.
  - (2) **Short and Long-Term Disability.** Short and Long-Term Disability shall be as set forth in the City's Employee Handbook, as it may be amended from time to time, which is incorporated herein by reference.
  - (3) **Payment for Election to Leave Employer's Comprehensive Major Medical Insurance Program.** The City shall pay one hundred and thirty (\$130) per month (\$65 bi-weekly) to any Employee who elects to leave the City's comprehensive major medical insurance program to be covered by another program for which the City makes no contribution. This election shall not be mandatory, and the Employee who made such election may return to the City's comprehensive major medical Insurance Program, provided that the conditions are a Qualifying Life Event or Open Enrollment of the City's Comprehensive Major Medical Insurance Program, and the contributions specified herein are made, but in such event said Employee shall forfeit the one hundred and thirty dollar (\$130)

payment per month thereafter.

(4) **Life Insurance.** The City shall provide term life insurance coverage in an amount 1x annual salary rounded up to the nearest \$1,000 for each benefit eligible employee except for sworn firefighters, sworn police officers, and members of the Teamsters, which are as provided in their collective bargaining agreements.

(5) **Benefit Waiting Period.** The City notes that life insurance and comprehensive major Medical Insurance programs require a minimum eligibility period of thirty (30) days and that the long-term disability program requires a minimum ninety (90) day eligibility period which must be met.

(f) **Hiring Bonus.** The City Clerk, may, at his/her discretion, offer a Hiring Bonus to a new employee as an incentive for the employee to accept the position offered. This Bonus will be paid to the employee in addition to the salary set forth in the Salary Ordinance. The range of these monetary bonuses will be from one hundred (\$100) to four thousand dollars (\$4,000).

(g) **City Residency Incentive.** Full-time employees who establish and maintain legal residence within the City of South Bend city limits, reside on a continuous, permanent basis within the South Bend city limits, and comply with all regulations and requirements described in the Employee Handbook on this topic shall be entitled to an annual monetary bonus of two thousand dollars (\$2,000). This incentive will be paid out to qualifying employees once per year in December. Employees must be actively employed with the City of South Bend at the time of payment to qualify for the residency incentive.

(i) **Allowances.**

(1) **Auto Allowances.** At the City Clerk's discretion an auto allowance may be offered to city employees in lieu of a City issued car. The allowance may range from one (\$1) to five hundred dollars (\$500) dollars per month.

(2) **Cell Phone Allowance.** At the City Clerk's discretion an allowance for the *business* portion of an employee's cell phone may be provided to those employees whose position and job responsibilities require the ability to communicate outside of city premises or after normal city working hours. The allowance shall not exceed one hundred dollars (\$100) per month.

(j) **Early Retirement Incentives.** The City Clerk shall have discretion to offer an early retirement incentive program that may take the form of a bonus upon

retirement for years of service or assistance with health insurance for a retiree who is not Medicare eligible. Such assistance shall not exceed one (1) year. Any such bonus or assistance must be approved by the City Clerk and Controller and is subject to appropriation by the Common Council before any such bonus or assistance may be paid.

I.C. 5-10.2-3-1.2 permits employers to purchase one year for every five years of service for employees in PERF covered positions under certain conditions. The City Clerk shall have discretion to offer such early retirement incentive program, pursuant to statute, after consultation with the Controller and after appropriation by the Common Council.

(k) **Other Monetary Fringe Benefits.** All other fringe benefits shall be set forth in the City's Employee Handbook as it may be amended from time to time. Employees must be actively employed with the City of South Bend at time of payment to qualify.

### **SECTION III.**      **Employee Definitions**

(a) **Full-Time Employee.** Full-time employees are those employees who are regularly scheduled to work forty (40) hours per week, or a reduced full-time schedule of thirty (30) hours or more per week as approved by the Mayor on a voluntary basis. Such employees are eligible for the Employer's Benefits Package subject to the terms, conditions and limitations of each benefit program. However, solely for purposes of qualification for health care benefits under the federal Patient Protection and Affordable Care Act (the Act) as amended, the definition of full-time employee shall be the equivalent of that which is provided in the Act, and this Section shall not be construed to be in conflict with the Act.

(b) **Part-Time Employee.** Part-time employees are those employees who are not assigned to a full-time status as defined by the City including those who qualify for health care benefits under the Act, but who do not meet the City's definition of full-time employee under subpart (a) of this Section, and who are scheduled to work less than the City of South Bend's full-time schedule, not to equal or exceed one thousand five hundred sixty (1,560) hours per year. While they do receive certain mandated benefits (such as worker's compensation, social security benefits, and for some, health care under the Act), they are not eligible for other City benefit programs with the exception of the positions listed below:

All elected Council members and City Clerk are eligible for participation in all of the Employer's Benefit Programs.

### **SECTION IV.**      **City's Employee Handbook Availability**

Two (2) copies of the City's Employee Handbook shall be kept on file and made available for public inspection during regular hours in the office of the City Clerk on the 3rd Floor of the South

Bend City Hall Building, South Bend, Indiana.

**SECTION V. Effective Date**

This Ordinance shall be in full force and effect from and after its passage by the Common Council and approved by the Mayor.

\_\_\_\_\_  
Canneth J. Lee, Council President  
South Bend Common Council

Attest:

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Presented by me, the undersigned Clerk of the City of South Bend, to the Mayor of the City of South Bend, Indiana on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock .m.

\_\_\_\_\_  
Bianca L. Tirado, City Clerk  
Office of the City Clerk

Approved and signed by me on the \_\_\_\_ day of \_\_\_\_\_, 2025, at \_\_\_\_ o'clock \_\_\_\_m.

\_\_\_\_\_  
James Mueller, Mayor  
City of South Bend, Indiana

City Clerk's Office																			
Position	Status	Personnel Change?	FTE	2025 Hourly or Salary	2025 Salary Cap	Estimated % Increase	2026 Salary Cap	Adjustment (Increase or Decrease to Cap)	Adjusted Salary	410003 Permane nt Part- Time	410005 Seasonal & Interns	410004 Overtime (Leaf Pickup)	410001 Non-Barg Salaries	Non-Barg 410001 Overtime	Non-Barg 410001 Residenc y Bonus	Non-Barg 411204 Auto Allow.	Non-Barg 411205 Parking Allow.	Non-Barg 411206 Cell Phone Allow.	Non-Barg Subtotal
NB-FT-Deputy City Clerk	NB		1		\$ 60,159	3.00%	\$ 61,964		\$ 61,964				61,964						61,964
NB-FT-Chief Deputy City Clerk	NB		1		\$ 76,163	3.00%	\$ 78,448		\$ 78,448				78,448		2,000			-	78,448
NB-FT-Executive Asst/Dir Sp Prj-Clerk	NB		1		\$ 48,765	3.00%	\$ 50,228		\$ 50,228				50,228						50,228
NB-FT-Exec. Admin. Asst.	NB		1		\$ 58,000	3.00%	\$ 59,740		\$ 59,740				59,740						59,740
NON-BARGAINING OTHER	NO				\$ -	0.00%	\$ -		\$ -				-		2,000				2,000
PART-TIME	PT				\$ -	0.00%	\$ -		\$ -		10,000		-					-	-
			4							-	10,000	-	250,380	-	4,000	-	-	-	252,380

Filed in Clerk's Office

Nov 19, 2025

Bianca Tirado  
City Clerk, South Bend, IN