



# CITY OF SOUTH BEND

## BOARD OF PUBLIC WORKS

May 21, 2026

Ms. Jaqualine Beals  
Custom Awning  
1251 Third St.  
Osceola, IN 46561

[customawninginc@yahoo.com](mailto:customawninginc@yahoo.com); [joverholser@aloftsouthbend.com](mailto:joverholser@aloftsouthbend.com)

RE: Encroachment into Public Right-of-Way – 211 West Washington St.

Dear Ms. Beals:

At its May 21, 2026 meeting, the Board of Public Works approved your request for the installation of a Canvas Canopy at 211 W. Washington St. This encroachment was approved subject to the improvements not becoming a safety hazard. Enclosed please find copies of the permit and application.

The encroachment will be permitted to remain and continue until such time as the Board of Public Works of the City of South Bend shall determine that such encroachment is in any way impairing or interfering with the highway or with the free and safe flow of traffic thereon. Said encroachment shall not in any way prejudice or preclude the City's rights with respect to the future use of that portion of the right-of-way. If, at any time, the City of South Bend determines that it is necessary to revoke the encroachment permit, you, or the future property owner will be responsible for any and all costs associated with the removal of the encroachment and returning your property to its pre-existing state.

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk



**INTEROFFICE MEMORANDUM  
BOARD OF PUBLIC WORKS**

**DATE:** May 12, 2026

**TO:** Kyle Ludlow, Engineering Department  
Derek Erquhart, Fire Department  
Chris Dressel, Community Investment

**FROM:** Hillary Horvath, Clerk; [PWengineering@southbendin.gov](mailto:PWengineering@southbendin.gov)

**SUBJECT:** **ENCROACHMENT RECOMMENDATION**  
**Revocable Encroachment – Liberty Tower Residences**

**LOCATION:** **211 West Washington Street**

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**PLEASE INSERT YOUR RECOMMENDATIONS IN THE APPROPRIATE FIELD BELOW, BASED ON THE FOLLOWING CRITERIA:**

1. It has been determined that this encroachment in no way impairs the highway or with the free and safe flow of traffic thereon, and it is recommended that the encroachment be permitted to remain.
2. Said encroachment shall not in any way prejudice or preclude the City's rights with respect to the future use of the portion of the right-of-way.

**ENGINEERING:** (Recommendation provided after consulting with Streets Department – Coby Deal) Favorable Recommendation contingent on the relocation of exterior Fire Alarm Device.

**COMMUNITY INVESTMENT:** Favorable Recommendation

**FIRE:** Favorable Recommendation



## ENCROACHMENT APPLICATION

City of South Bend - Board of Public Works  
215 S. Dr. Martin Luther King, Jr. Blvd  
Suite #400  
South Bend, IN 46601

### PROPERTY OWNER INFORMATION:

Name of Business/Homeowner: Liberty Tower Residences Washington Square Development LLC  
Address: 211 West Washington Street  
City/State/Zip: South Bend, IN 46601  
Phone: 574-276-1795 Email: joverholser@aloftsouthbend.com

### ENCROACHMENT INFORMATION:

Location of Encroachment: 211 West Washington Street  
Encroachment Description: Canvas Entrance Canopy with overhead supports  
CL Road to R/W Line: 44' Size of Encroachment: 6'  
Distance of R/W: 3' Amount in R/W: 6'

### INSTALLER'S INFORMATION:

Business Name: Custom Awning  
Address: 1251 Third Street  
City/State/Zip: Osceola, Indiana 46561  
Phone: 574-674-5900 Email: customawninginc@yahoo.com  
Signature: Jacqueline Beals  
Printed Name: Jacqueline Beals

### INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:

- Photos of the area where encroachment will take place.
- Plans and Specifications
- Completed Agreement

### AFFIRMATION

I, the undersigned do hereby certify and affirm that all the information given in this application is accurate and correct. I understand that encroachments must in no way impair the highway or free and safe flow of traffic thereon and may be revoked at any time.

Signature of Applicant: Jacqueline Beals Date: 5.12.2026  
Printed Name of Applicant: Jacqueline Beals



# REVOCABLE PERMIT

RECOGNITION OF ENCROACHMENT UPON CITY OF SOUTH BEND-CONTROLLED PROPERTY AND PROVISIONS ALLOWING TEMPORARY CONTINUANCE OF SAME

Company/Homeowner Name Washington Space Development LLC (hereafter, the "APPLICANT.")

The encroachment will be permitted to remain and continue under the following terms and conditions:

- 1) Until such time as the BOARD OF PUBLIC WORKS ("BOARD") of the CITY OF SOUTH BEND ("CITY") shall determine that such encroachment is in any way impairing or interfering with the highway or with the free and safe flow of traffic thereon;
- 2) Said encroachment shall not in any way prejudice or preclude the CITY'S rights with respect to the future use of the portion of the right-of-way;
- 3) The encroachment as it now exists shall in no manner be added to or enlarged in its present scope or dimensions;
- 4) In the event of change of ownership of the fixture or any other item of personal property which constitutes the aforesaid encroachment, this permit shall become null and void;
- 5) The CITY shall not be liable to APPLICANT for any damages caused to APPLICANT that arise out of or is incidental to any activity and/or incidences authorized by this permit;
- 6) In consideration of the granting of this Permit by the BOARD, APPLICANT shall indemnify, hold harmless and defend the CITY from and against any and all actions or causes of action which the CITY may suffer or incur by reason of bodily injury, including death, to any person or persons, or by reason of damage to or destruction of any property, including the loss thereof, arising out of or in any manner connected with any activity and/or incidences authorized by this permit and/or any activities and/or incidences incidental thereto, or which the CITY may sustain or incur in connection with any litigation, investigation, or other expenditures incidental thereto, including any suit instituted by the CITY to enforce the obligation of this agreement of indemnity.  
It is the intent of the parties hereto that the APPLICANT shall indemnify the CITY under this indemnification clause to the fullest extent permitted by law.

This approval shall be binding upon everyone past or present, claiming any interest in and to the aforementioned encroachment.

### ACCEPTANCE OF TERMS AND CONDITIONS

I accept and agree to be bound by all of the terms and conditions of this permit.

Submitted By:

Signature:

Date:

MIKE ANGELIADIS  
[Signature]  
4/23/26

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

[Signature]

Elizabeth A. Maradik, President

[Signature]

Murray L. Miller, Member

[Signature]

Abigail E. Magas, Member

[Signature]

Joseph R. Molnar, Vice President

[Signature]

Breana N. Micou, Member

[Signature]

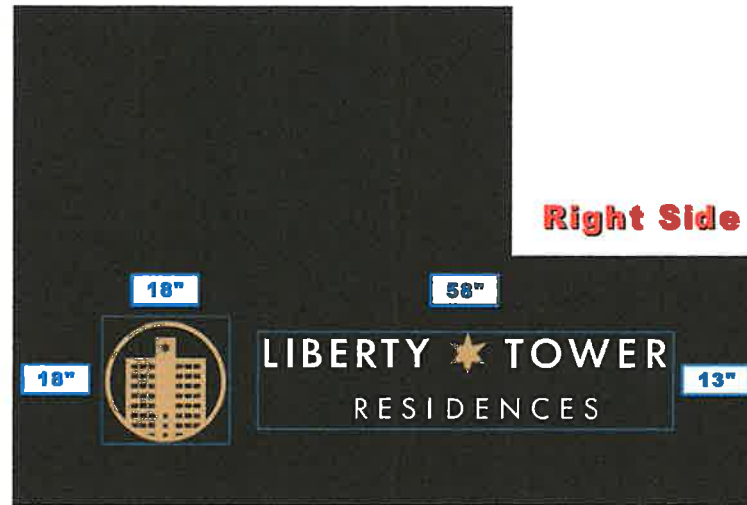
Attest: Candy Bermudez, Acting Clerk

Date: May 21, 2026

**Left Side**



**Right Side**



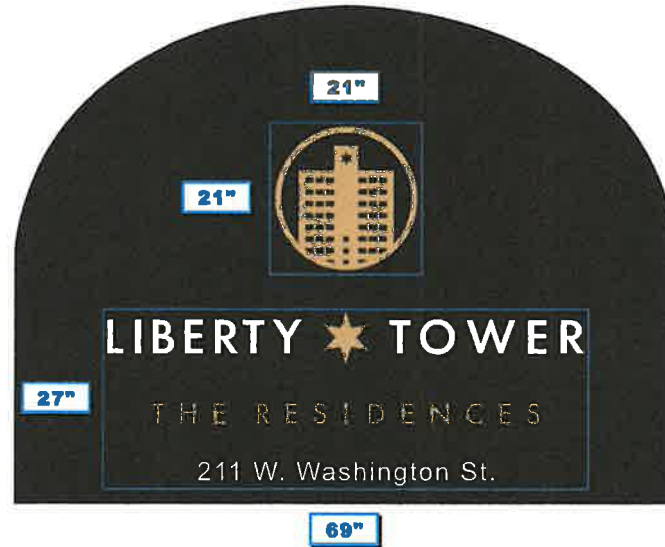
**Sides Signage Combined**

**Awn Face: 90 sqft**

**Graphics allowed: 45 sqft**

**Graphic area used: 15 sqft**

**Front**



**Logo Dimensions  
33" x 154"**

**Front Signage**  
**Awn Face: 45 sqft**  
**Graphics allowed: 23.5 sqft**  
**Graphic area used: 15.96 sqft**

**Sheet 2**

*Custom Awning*  
 South Bend  
 1251 Third Street, Osceola, IN 46561

Awning Graphic Proof:  
 Liberty Tower  
 South Bend, IN

Date  
 4/9/25

Drawn By:

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211 W. Washington St.  
South Bend, IN 46601



Sheet 1

*Custom Awning*  
of South Bend  
1251 Third Street, Osceola, IN 46561

Awning Graphic Proof:  
**Liberty Tower**  
South Bend, IN

Date  
4/9/26

Drawn By:  
**IMP**

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## Liberty Tower

From: Custom Awning (customawninginc@yahoo.com)

To: customawninginc@yahoo.com

Date: Thursday, April 9, 2026 at 02:28 PM EDT

### Description

Owner Name: TOWER AT WASHINGTON SQUARE LLC

Property Address: 213 W WASHINGTON ST

Parcel State ID: 71-08-12-110-021.000-026

### Details

- ID  
119192
- ParcelID  
018-1008-0321
- ParcelIdState  
71-08-12-110-021.000-026
- Tax Township  
SB Portage
- LegalDesc  
H-1 Hotel Lots 239 & 240 & Vac Alley W & Adj OP w 29% int in common areas
- Deeded Acreage  
0.52
- Property Address  
213 W WASHINGTON ST
- Property Address 2  
N/A
- Property City  
SOUTH BEND
- Property State  
IN
- Property ZIP Code  
46601
- OwnerName  
TOWER AT WASHINGTON SQUARE LLC
- Owner Address  
544 47th Ave
- Owner Address 2  
3rd Floor
- OwnerCity  
Long Island City
- OwnerState  
NY
- Owner ZIP Code  
11101