



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS

July 28, 2026

Dawn Cass
1634 N. Olive St.
South Bend, IN 46628

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

Dear Dawn:

At its July 28, 2026 meeting, the Board of Public Works **approved** your request for the installation of an accessible parking space sign in front of your home at 1634 N. Olive St.

Sincerely,
/s/Hillary Horvath
Hillary Horvath, Clerk



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

Date: July 28, 2026

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

☒ New Installation	☐ Removal	☐ Revision
☐ Stop Sign	☐ Stop Sign	☐ Stop Sign
☐ Yield Sign	☐ Yield Sign	☐ Yield Sign
☐ Speed Limit, ___ mph	☐ Speed Limit, ___ mph	☐ Speed Limit, ___ mph
☒ Other, List	☐ Other, List	☐ Other, List

Residential Handicapped _____
Parking _____

Location(s): 1634 N Olive St

This has been submitted:

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

Remarks: Dawn Cass has met all the requirements

Submitted by:
(Field Checked 07/17/2026)

Caitlin M Wyant
Caitlin Wyant, EI
Project Engineer

Recommend Approval/Denial:
Reviewed by:

Leslie Biek
Leslie Biek, PE
Assistant City Engineer

☒ APPROVED ☐ DENIED

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

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Elizabeth A. Maradik, President

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Breana N. Micou
Breana N. Micou, Member

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

Date: July 28, 2026

Distribution:
Bureau of Traffic and Lighting
Police Department Traffic Division

HANDICAPPED PARKING REQUEST

Dawn Cass
1634 N Olive St
Field Checked: 07/17/2026
Field Checked By: Caitlin Wyant, EI



Notes:

- No driveway.
- No garage off alley
- Parking allowed on both sides of Olive Street
- Access to front door involves steps.

**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date	07/21/2026		
Name	Caitlin Wyant, EI	Department	Public Works
BPW Date	07/28/2026	Phone Extension	7483

Required Prior to Submittal to Board

BPW Attorney	☐	Attorney Name	
Dept. Attorney	☐	Attorney Name	
Purchasing	☐		

Check the Appropriate Item Type – Required for All Submissions

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

Required Information

Company or Vendor Name	
New Vendor	☐ Yes ☐ If Yes, Approved by Purchasing
	☐ No
MBE/WBE Contractor	☐ MBE ☐ WBE
	Completed E-Verify Form Attached ☐ Yes ☐ No
Project Name	1634 N Olive St Residential Handicap Parking
Project Number	
Funding Source	
Account No.	
Amount	
Terms of Contract	
Purpose/Description	<u>Recommend Approval</u>

For Change Orders Only

Amount of	☐	Increase	\$	
	☐	Decrease	(\$)	
Previous Amount			\$	
		Increase	%	
Current Percent of Change:		Decrease	(%)	
New Amount			\$	
		Increase	%	
Total Percent of Change:		Decrease	(%)	
Time Extension Amount:				
New Completion Date:				