



# Day to Day Operations

The 5-Member Board of Public Works meets on the 2nd & 4th Tuesdays of each month at 9:30 am on the 13th Floor Co/City Bldg. They review:

- Construction bids & quotes
- Contracts & proposals
- Use of public right of ways
- Leases
- Easements & Encroachments
- Block Party applications
- Community Gardens proposed on public property
- Downspout disconnects
- Disabled parking applications
- Residential parking petitions
- Proposed walks, runs, parades



## South Bend Common Council

Tim Scott, 1st District

Henry Davis, Jr., 2nd District

Valerie Schey, 3rd District

Dr. Fred Ferlic, 4th District

Dr. David Varner, 5th District

Oliver J. Davis, 6th District

Derek D. Dieter, At Large

Gavin Ferlic, At Large

Karen L. White, At Large

For assistance with City-related questions and non-emergency services contact your

Council Members or get the 311 Mobile & Online App



# Public Works and Property Vacation Committee 2015

*“Oversees the various activities performed by the Building Department, the Department of Public Works & related public works & property vacation issues”*



## South Bend Common Council

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Downtown South Bend 46601

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[www.southbendin.gov](http://www.southbendin.gov)

<http://www.facebook.com/SouthBendCityCouncil>



## Public Works & Property Vacation Committee

The South Bend Common Council Members serving on this Committee in 2015 include:



**Valerie Schey, Chairperson**

3rd District Council Member



**Henry Davis, Jr. Vice Chairperson**

2nd District Council Member



**Dr. David Varner, Member**

5th District Council Member



**Oliver J. Davis, Member**

6th District Council Member

## What We Do

Appropriation ordinance requests from the Department of Public Works which include Engineering, Streets, Municipal Services, Street Lighting and related public works activities are referred to the Public Works and Property Vacation (PW & PV) for review and recommendation before the Common Council takes final action.

*Indiana Code § 36-1-12 sets forth the state law governing Public Works Project.*

Other duties of the Committee include reviewing all proposed vacations (closings) of public ways (alleys and streets). The governing state law in *Indiana Code § 36-7-3-12* through 16. Local procedures are set forth in the *City Code* in §18-53.8 through §18-53.10. The process begins by the person wishing to vacate going to the Engineering Office in the Department of Public Works (13th Floor County-City Bldg) to informally discuss your request & the process, as well as order the radius map. The Common Council requires a person to:

1. File a completed petition, radius map and proposed ordinance, a \$150.00 nonrefundable filing fee along with certified, stamped and addressed envelopes for each owner whose property is within 150' of the exterior boundaries of the property proposed to be vacated; with the Office of the City Clerk (4th Floor Co/City Bldg).
2. If the filing is complete the City Clerk places the title of the proposed ordinance on the Council's next meeting agenda for 1st Reading. At that meeting it is referred to the PW & PV Committee

3. Notice to the property owners within 150' is given via the certified mailings of the date of the public hearing. On that date the PW & PV Committee will meet to hear from the person filing the request, receive a formal letter from the Board of Public Works on their recommendation, hold public hearing and make an advisory recommendation to the Common Council.
4. Public Hearing before the Common Council on the proposed vacation is where the person seeking the vacation publicly states the reasons why it is being sought with the public having the opportunity to voice their opinions.

### The Council Suggests:

Talking to the surrounding property owners who may be affected and/or host a meeting **BEFORE** the Council is to take final action. If cross-access easements are recommended by the Board of Public Works, have those documents prepared **BEFORE** the PW & PV Committee meeting. The Council may deny a request if it would:

- Hinder growth or development
- Make access difficult or inconvenient
- Hinder public access to public buildings
- Hinder use of public way into the neighborhoods

## For More Information

**Contact Your District Council Member**

City Engineering

574.35-9251

Office of City Clerk

574.235-9221

