



September 30, 2024

Town of Bristol
303 E Vistula St
Bristol, IN 46507
Attn: Mike Yoder, Town Manager

RE: TOWN OF BRISTOL DEVELOPMENTAL STANDARDS

Dear Mr. Yoder:

Thank you for contacting Jones Petrie Rafinski (JPR) regarding the above-referenced project. We have appreciated being able to be of service to you in the past and look forward to working with you on this project.

Understanding of the Assignment:

JPR understands that The Town of Bristol wishes to establish a set of Bristol specific development standards. These standards will be based upon the County zoning ordinance and will be applied to any new or redevelopment project within the Town Limits of Bristol, Indiana.

JPR has extensive knowledge of the County standards and has assisted the Town through the review of recent development projects within the Town. We are happy to assist with this work and we are pleased to provide the following scope of services.

As discussed, we do not expect to develop a town-specific zoning or development ordinance and will concentrate only on items specific to the Town's needs and requirements that are not represented in the County ordinance or topics that conflict with the Town's approach to development projects.

Scope of Services:

Task 1 – Kick-off Meeting:

Upon receiving the Notice to Proceed, JPR will facilitate a kick-off meeting to discuss the project goals and objectives and collect input as to any issues with the Elkhart County Standards, and potential needs for specific residential, commercial, and industrial standards within the Town limits. JPR will use the information from this meeting to refine and formulate the total anticipated work and fee for procuring a working Development Standards document.

Task 2 – Prepare Draft Development Standards:

JPR expects to carefully analyze the current county ordinance in regard to compatibility with the typical land uses within the town that have proven to be challenging. Specifically, we will concentrate on business uses only.

JPR will identify specific areas within the county ordinance that are known to be in conflict with the specific land use conditions typical to the semi-urban environment. This could include certain agricultural practices, the keeping of livestock, utility buildings in residential areas, etc.

Project representatives will also conduct a review relative to business development standards that are compatible with the Town's vision for its future business parks, entry corridors, and impacts on nearby residents. Understanding these general concepts the JPR planning staff will consider the following specific categories that may need careful consideration.

1. Commercial development standards concentrating on:
 - A. Signage (on and off-site)
 - B. Downtown re-development
 - C. Primary corridor adjacent security fencing
 - D. Primary corridor adjacent storage areas
 - E. Lighting (all)
 - F. Storage and parking area surface requirements
 - G. Noise, and vibration control requirements
2. Review and recommendations for the establishment of the Town's urban services area, area of urban influence, and 20-year annexation plan.
3. JPR will carefully prepare guidance documents and specific zoning, and development standards overlay summary suitable for adoption by the Town and inclusion in the Town's current code.
4. We expect to present the draft document in the 60%, 90%, and final form to the Council, in public sessions, as directed or requested by the Town. The JPR team Will also assist with the preparation and approval of an appropriate adopting ordinance in support of the completed work.
5. JPR will also expect to provide implementation of a specific webpage to be posted to the Town's website that will allow full access and use by the public following the adoption of the overlay standards.

Beyond the above, JPR would recommend the Town consider the development of a review process that provides a clear pathway for development review and approval by the Town. While not meant to circumvent the permitting process provided by the County, this step would simply assure that the Town standards are being addressed within the permitting sequence. This could include the development of an introductory form, a technical review committee, and a fee schedule.

Project Deliverables and Anticipated Timeline:

JPR will provide a digital copy of the adopted Final Development Standards in both Word and PDF including all applicable maps and figures. Two hard copies of the final document will also be provided. Additional hard copies of the document could be provided subject to a printing and collation charge.

JPR would anticipate our involvement in the contemplated scope of work to take between 120 to 180 days from the notice to proceed. This timeframe is necessary as we will have to coordinate with various Town staff members, Council members, and County representatives.

JPR will make two sets of revisions, one at 60% and the second at 90% milestones, based on the consolidated comments of all interested parties. Any further revisions or changes will be charged at our hourly rate or a negotiated fee.

JPR commits to process the work and advance the approvals in a productive and efficient manner. The project manager will continually update you during the entirety of our involvement.

Project Fees:

The estimated fees for the above services are estimated as follows:

1.	Review of current Town ordinances (related to development processes)	\$1,500
2.	Development of residential and commercial development standards (draft)	\$6,200
3.	Conduct review/staff/Council	\$2,100
4.	Prepare pre-final development standards and review with Elkhart County (60%)	\$3,500
5.	Final draft (90%)	\$6,200
6.	Provide public presentations (Town Council)	\$600
7.	Prepare final overlay standards and submit to Elkhart County	\$1,600
8.	Plan Commission Hearing	\$500
9.	County Commissioners Hearing	\$500
10.	Bristol Council Adoption	\$500
11.	Provide electronic and hard copy format	N/C
	Total Estimated Fee	\$23,200

Note: Final fee and scope of work may be further refined following the kick-off meeting and feedback received.

Reimbursable Expenses:

JPR recommends this work be completed using an “allowance” in lieu of the scope that will likely develop as the work is processed. There are no anticipated reimbursable expenses associated with this scope of work.

Exclusions:

Please be advised that the services and fees quoted above do not include the following activities:

- Out-of-scope services (work will not commence on any out-of-scope services unless and until approved by client)
- Any other service not specifically described within the above scope of work.
- Public Surveys.

Jones Petrie Rafinski appreciates the opportunity to be of service on this project and is prepared to commence work immediately upon your acceptance of this proposal. Since the project will be ongoing, our services will be billed monthly. Payment is due upon receipt of our invoice. Should you have any questions or comments concerning our services or charges during the course of the work, please bring them to our attention immediately so that any problem can be resolved quickly.

If you have any questions about this proposal, please do not hesitate to contact me. If acceptable, please execute the proposal by signature, where indicated, and return a copy to my attention by either mail or email at kenjones@JPR1Source.com.

Again, thank you very much for this opportunity. We look forward to being of service.

Sincerely,

A handwritten signature in blue ink that reads "Ken Jones". The signature is fluid and cursive, with the first name "Ken" and last name "Jones" clearly legible.

Kenneth K. Jones, PS
President

DEFINING TOWN OF BRISTOL DEVELOPMENT STANDARDS PROPOSAL
ACCEPTANCE

This proposal is hereby accepted and authorization to proceed is granted:

Accepted By: _____ Date: _____

Printed name and title: _____

Business name: _____

Billing address: _____

Billing/account manager: _____

Phone No.: _____ Fax No.: _____ E-mail: _____