



# REQUEST FOR PROPOSAL

## Town of New Carlisle

### Unified Development Ordinance (UDO)

**ADDENDUM NO. 2 ISSUED:**

September 17, 2024

**ADDENDUM NO. 1 ISSUED:**

September 13, 2024

**DATE ISSUED:**

August 22, 2024

**DEADLINE FOR PRE-SUBMISSION QUESTIONS:**

September 5, 2024

**SUBMISSION DEADLINE & LOCATION:**

Proposals must be submitted by 4:00 PM on September 23, 2024.

**Location:**

New Carlisle Town Hall  
124 E. Michigan Street,  
New Carlisle, Indiana 46552

**CONTACT INFORMATION:**

For any inquiries or clarifications regarding this RFP, please contact:

Olivia Nix

Community Development Planner, MACOG

Email: [onix@macog.com](mailto:onix@macog.com)

Phone: (574) 598-4378

## Table of Contents

Project Overview.....	3
Project description:.....	3
Purpose: .....	3
Background: .....	3
Existing Resources:.....	4
Project Team: .....	4
Public Involvement:.....	5
Project Management and Timeline:.....	5
Scope of Services: .....	6
Primary Deliverables for the Unified Development Ordinance Project: .....	7
Requirements for Proposals:.....	8
Submission Guidelines: .....	9
Schedule of Activities for the RFP: .....	10
Submittal Deadline:.....	10
Mail to:.....	10
Selection Criteria:.....	11
Other Conditions:.....	12
Addenda:.....	13
Appendix A: .....	14
New Carlisle Comp Plan Excerpt— Ch. 3 Future of New Carlisle .....	14
Addendum No. 1:.....	25
Addendum No. 2 .....	30

## Project Overview

### Project description:

The Town of New Carlisle, Indiana (population 1,891), is seeking a qualified consultant to assist in the comprehensive analysis, updating, and rewriting of its Zoning Ordinance and Subdivision Control Ordinance to create a Unified Development Ordinance (UDO). This project involves reviewing the recently adopted New Carlisle 2040 Comprehensive Plan, the existing 2010 Zoning Ordinance, and other applicable sections of the Town or County Code. The consultant will collaborate with MACOG, the project team, and town staff in both technical and public engagement capacities. The goal is to develop a user-friendly UDO that implements the newly adopted Comprehensive Plan and promotes efficiency, consistency, and predictability in the land development process in New Carlisle.

Qualified consultants and firms must have expertise in municipal and town planning and zoning, including experience in drafting and updating zoning, subdivision, and consolidated development code regulations.

### Purpose:

The Town of New Carlisle is inviting proposals from qualified professional consultants and firms to develop a Unified Development Ordinance (UDO) that aligns with the Town's evolving vision and supports recent growth and development efforts. This project is a logical next step following the adoption of the New Carlisle 2040 Comprehensive Plan, which serves as the principal policy document guiding the Town's long-term goals and strategies for the next 10 to 15 years.

The UDO is essential for translating the Comprehensive Plan's land use goals and policies into actionable regulations. This new ordinance will integrate and streamline the current Zoning Ordinance and Subdivision Control Ordinance into a single, cohesive framework that governs land use and development in the Town. The current ordinances, last comprehensively revised in 2010 and subsequently amended on an as-needed basis, no longer adequately reflect the community's vision and have become cumbersome to enforce.

Recent changes in leadership, coupled with significant new developments, have underscored the need for a comprehensive overhaul of the Town's development regulations. The new UDO will not only make the regulations easier to read and enforce but also ensure consistency with the 2040 Comprehensive Plan. This includes organizing, codifying, and illustrating the regulations to clearly explain key concepts and character areas outlined in the Plan. By enhancing the readability and effectiveness of these regulations, the UDO will support New Carlisle's growth and future development, ensuring that it aligns with the Town's renewed strategic vision.

### Background:

Over the past two decades, New Carlisle has undergone significant changes. The 2007 Comprehensive Plan informed some of these developments, while others, like the creation of the Indiana Enterprise Center (IEC) in 2019, were driven by St. Joseph County's desire to expand its industrial footprint. The IEC,

located east of New Carlisle and bounded by US 20, Smilax Road, SR 2, and Walnut Road, is marketed to attract major manufacturing employers and is referenced in the Town's Comprehensive Plan as the “employment center” character area in Chapter 3.

Recent major investments underscore the need for a Unified Development Ordinance (UDO). In 2023, General Motors and Samsung announced a \$3.5 billion project to build an electric vehicle (EV) battery manufacturing facility in the IEC, expected to generate thousands of construction jobs and over a thousand permanent positions. Additionally, Amazon Web Services (AWS) revealed plans in spring 2024 to construct a multi-million dollar facility in the IEC, with an \$11 billion investment over the next decade—the largest planned capital investment in Indiana’s history.

These developments are poised to drive significant growth in New Carlisle, leading to increased population, expanded commerce, and new housing opportunities. However, the current Zoning Ordinance does not fully address the Town’s evolving needs or align with its strategic vision.

The UDO will play a crucial role in guiding this growth in a way that aligns with the vision set forth in the recently adopted New Carlisle 2040 Comprehensive Plan. By creating a unified and streamlined framework, the UDO will not only reflect the Town’s updated goals but also actively guide and manage future development to ensure it remains consistent with the Town's vision. This will help to ensure that new growth supports the Town’s long-term objectives and integrates seamlessly with its strategic planning efforts.

### Existing Resources:

The following resources provide essential background and context, offering a solid foundation for understanding New Carlisle’s current planning framework and future vision. These documents will aid the interested firm in aligning their proposals with the Town’s established goals:

- New Carlisle Zoning Ordinance and Zoning Map [\[link\]](#)
- New Carlisle Subdivision Control Ordinance [\[link\]](#)
- New Carlisle 2040 Comprehensive Plan [\[link\]](#)
- Comp Plan Excerpt - Ch. 3 Future of New Carlisle [\[Appendix A\]](#)
- St Joseph County Resources:
  - Housing Study- Target Market Analysis [\[link\]](#)
  - Indiana Enterprise Center (IEC) Project Homepage [\[link\]](#)

These resources are critical as they encapsulate the Town’s regulatory framework, recent planning efforts, and strategic direction, providing a comprehensive understanding of the community’s needs and objectives.

### Project Team:

The Project Team consists of key stakeholders who will provide input and guidance throughout the project:

- **Town Staff:** Integral for operational insights and ensuring local regulations are met.
- **Town Council President:** Provides leadership and aligns project goals with town policies.
- **St. Joseph County (SJC) Planner:** Offers regional planning expertise and ensures coordination with county-level initiatives.
- **New Carlisle Area Plan Commission Representative:** Represents local planning interests and ensures alignment with area-wide strategies.
- **MACOG:** Acts as a liaison and project manager, leveraging their recent experience with the Town's Comprehensive Plan update.

**Olivia Nix**, Community Development Planner with MACOG, will serve as the primary point of contact during the RFP process and throughout the project. MACOG will facilitate the project, ensuring it stays on track, aligns with the Town's goals, and provides a direct communication channel for the consultant. MACOG's recent work on the Town's Comprehensive Plan endows them with unique insights, which will be instrumental during the UDO creation process. Additionally, MACOG's regional perspective will offer valuable technical assistance during this comprehensive overhaul.

**Contact Information:**

Olivia Nix

Community Development Planner, MACOG

[onix@macog.com](mailto:onix@macog.com)

574.598.4378

**Public Involvement:**

Effective public participation is crucial to ensure the updated ordinances reflect community needs and aspirations. Building on extensive engagement efforts from the Town's recent Comprehensive Plan Update, the consultant will collaborate closely with the Project Team, the Comprehensive Plan's Implementation Advisory Committee, MACOG, local stakeholders, and the public at critical phases. The strategy will leverage existing public input and supplement it with targeted new engagement during crucial stages, such as the first draft review. The consultant will attend all meetings and workshops, facilitating hands-on programs to involve workshop participants. Outreach methods may include forums/hearing notices, website updates, social media posts, press releases, and targeted mailings, utilizing the Town's website and mass notification service. Interviews with key staff and stakeholders will also inform the process as appropriate.

**Project Management and Timeline:**

The consultant will be expected to deliver services in a professional and timely manner, meeting the Town's requirements throughout the project. Firms must outline a detailed project management schedule and timeline for completing the Town of New Carlisle's Unified Development Ordinance creation process. This timeline should include all phases and components specified in the Request for Proposal.

The project management plan should ensure diligent public interaction and involvement, building on the engagement from the recent New Carlisle Comprehensive Plan update, which concluded in June 2024.

The project is expected to be completed within approximately 12 months following the contract signing. Given the rapidly evolving development landscape around the IEC, the Town seeks a proactive, efficient, and quality-focused project timeline.

The selected consultant will be responsible for managing and coordinating all tasks, maintaining continuous communication with the Project Team to align the UDO with the Town's vision and requirements. The consultant's project management strategy should include regular updates and meetings with the Project Team to ensure alignment, address any issues promptly, and keep the project on track. Additionally, the consultant should implement a clear communication strategy to provide progress updates and facilitate feedback throughout the project duration.

## Scope of Services:

The Town of New Carlisle is seeking proposals from firms to conduct a comprehensive rewrite of the Zoning and Subdivision Control Ordinances to create a Unified Development Ordinance (UDO). The scope of services includes the following key tasks:

1. **Align with the New Carlisle 2040 Comprehensive Plan:** Ensure the UDO reflects the vision, goals, and objectives outlined in the New Carlisle 2040 Comprehensive Plan. Foster economic, environmentally friendly, and socially sustainable development by integrating input from the Project Team, MACOG, and the Comprehensive Plan's Implementation Advisory Committee.
2. **Public Engagement:** Facilitate public input through workshops, open houses, and focus groups. Collaborate with the Comprehensive Plan's Implementation Advisory Committee and the Project Team to gather and incorporate community feedback effectively.
3. **Land Use and Zoning Updates:** Amend the Zoning Map and zoning districts to align with the Future Character Areas Map from the 2040 Comprehensive Plan. Develop new Zoning Districts, Subdivision Ordinances, and Development Standards that support the Comprehensive Plan's vision and goals. Provide clear, user-friendly definitions and guidelines to minimize disputes and enhance understanding.
4. **Ordinance Revision and Simplification:** Update all sections of the Zoning Ordinance to be more responsive to contemporary development trends. Simplify procedures, update definitions, and ensure compliance with local, state, and federal statutes, including recent case law and constitutional determinations.
5. **Criteria and Procedures:** Establish clear criteria for conditional land use and variance approvals. Clearly define procedures for zoning-related applications and identify opportunities for process simplification and flexibility while following established Town policies and procedures.
6. **Streamline Processes and Public Notices:** Create regulations that reduce the need for variances, conditional use permits, and rezoning requests. Recommend methods to streamline public notice requirements for zoning map amendments.

7. **Enhance Clarity and Usability:** Provide commonly used definitions and user-friendly guidelines in clear, simple, or illustrated language to minimize disputes over interpretations. Ensure the reorganized code is easy to understand and use, both in print and online.
8. **Accessibility and Future Amendments:** Make the reorganized code available online on the Town's website in an easily accessible format with electronic query capabilities. Ensure that future amendments can be easily incorporated. Provide a final version of the UDO in both written and electronic formats, ensuring accessibility and usability for all stakeholders.

**Note:** Due to budget constraints, the Town may need to phase the project or segment it into manageable parts based on overall proposal costs.

### Primary Deliverables for the Unified Development Ordinance Project:

The selected firm will be responsible for delivering the following key components:

1. **Working Outline:** The firm will prepare a comprehensive working outline of the UDO update, listing the pertinent sections and their scope. This outline will be prepared with input from the Project Team, MACOG, and Town staff, and will require Town review and approval before proceeding to the draft phase.
2. **First Draft:** The firm will deliver a detailed first draft of the Unified Development Ordinance (UDO), which will include a review and update to both the Zoning and Subdivision Control Ordinances. This draft will integrate findings and results from previous tasks, alongside supplementary materials and references to current ordinances for comparison. It will be discussed in detail with the Project Team, Town staff, MACOG, the Comprehensive Plan Implementation Advisory Committee, and the Town Council. Following these discussions, the draft will be made available for public review and commentary. It is crucial that the first draft ensures internal consistency, complies with all relevant State and Federal laws, and aligns with the vision and objectives of the New Carlisle 2040 Comprehensive Plan, while incorporating feedback from stakeholders and public input.
3. **Final Draft:** Based on feedback received on the proposed final draft, the consultant will submit a complete final version of the Unified Development Ordinance (UDO), including maps and illustrations, suitable for both hard copy and electronic publication. The final submission will be provided in the following formats:
  - **Reproducible Paper Format:** Including all text, maps, charts, and drawings.
  - **Electronic Format:** Compatible with the Town's systems, allowing for maintenance, publication, and distribution of the updated ordinances on paper, the internet, and text-searchable PDFs.

## Requirements for Proposals:

The proposal shall not exceed **20** pages and should include the following information, presented in the order listed:

**1. Cover Letter**

- Include a cover letter attesting to the proposal's accuracy, signed by an authorized individual. Provide the firm's and executive's contact details (name, address, phone, email, and fax).
- Present an understanding of the project, a summary of the approach to performing the services, and an overview of the costs.

**2. Firm Information and Background** – Provide a summary of your firm, including years of experience, ownership structure, firm size, and office locations. Highlight competitive advantages and current capacity to undertake the project. Disclose any potential conflicts of interest, as well as any claims, litigation, or other legal or regulatory proceedings related to the services provided.

**3. Project Approach** – Provide a detailed discussion of the firm's methodology addressing the scope of work, including strategies to achieve project objectives and the scope of services. Include the following:

- A detailed description of the procedures and methods the firm proposes to utilize in carrying out the Zoning and Subdivision Ordinance Rewrite, culminating in a Unified Development Ordinance.
- An explanation of how the work performed will align with the New Carlisle Comprehensive Plan.
- A public participation plan that builds on the recent engagement efforts from the Comprehensive Plan. This plan should detail how the firm will leverage existing public input and incorporate new, direct engagement at crucial stages of the process to ensure effective public involvement.

**4. Project Schedule** – Provide a proposed schedule outlining key project milestones, meeting dates, and estimated delivery dates for the first draft and final draft of the Unified Development Ordinance update.

**5. Project Team** – Identification of the Project Manager and anticipated team members, including resumes. Provide a brief summary of your firm's current workload and availability over the next 12 months to ensure capacity for the project.

**6. Firm Experience and Qualifications** – Detail overall firm qualifications and experience related to the completion of similar projects within the past 5-10 years. Include specific examples and descriptions of expertise, experience, and resources directly relevant to the proposed project.



7. **List of References** – Provide a list of three (3) references who have utilized your firm for similar technical services within the past five years. Include the following information for each reference:
  - Name
  - Organization/Title
  - Email Address
  - Phone Number (optional)
  - Brief Description of Services Provided
8. **Proposed fee for Services** – Provide detailed information on the firm’s proposed fee, including the anticipated allocation of resources and all necessary expenses (cost not to exceed). Outline how the budget will be allocated by task (e.g., time, personnel) to ensure effective, timely, economical, and professional completion of the project. It is essential to include costs associated with specific scope items as separate line-items for evaluation and selection by the Town Council (e.g., public informational meetings, presentations to the Town).
9. **Supplemental information** – Include any other supplemental information that may help the Project Team with their review and evaluation.

#### Submission Guidelines:

1. **Request for Proposals Release Date:** August 22, 2024.
2. **Submission Deadline:** Submit four (4) hard copies and one (1) digital copy of the proposal by 4:00 PM on September 23, 2024, to the New Carlisle Town Hall, Director of Public Works. The digital copy can be provided on a flash drive or through a cloud-based shared-drive system.
3. **Envelope Labeling:** The outside of the envelope shall be clearly marked: “PROPOSAL FOR NEW CARLISLE UNIFIED DEVELOPMENT ORDINANCE”
4. **Submission Restrictions:** Faxed qualifications/proposals will not be accepted. Late proposals or proposals received before the release of this Request for Proposal will not be considered.
5. **Interview Process:** The Project Team will determine the firms to be interviewed. Those selected for interviews will be informed of the exact time and place at a later date. Final selection will be by the New Carlisle Town Council.
6. **Project Cost Estimates:**
  - Final service fees will be negotiated upon selection. However, to ensure the full anticipated costs are understood by the Town and to allow for accurate comparison of all submissions, all proposing firms must provide an estimated project cost along with their proposal.
  - The total fee shall be all-inclusive, covering all personnel, meetings, presentations, and public hearings as required, as well as related reimbursements (e.g., travel, meals, consultants, phone, fax, printing, map-making).

- All firms shall provide a statement summarizing the basis for any subsequent fees not estimated in the initial project cost or variations from the estimated project cost.
7. **Questions:** Direct any questions regarding this Request for Proposal, or regarding submitted proposals, to the project's primary point of contact:

**Contact Information:**

Olivia Nix

Community Development Planner with MACOG

[onix@macog.com](mailto:onix@macog.com)

574.598.4378

**Schedule of Activities for the RFP:**

- **RFP Published:** August 22, 2024
- **Requests for Clarifications or Interpretations Deadline:** September 5, 2024
- **Proposal Submission Deadline:** September 23, 2024
- **Evaluation of Proposals and Shortlisting of Firms:** September 24-27, 2024
- **Interview Shortlisted Firms:** September 30, 2024 (if applicable)
- **Select Firm by Town Council Approval:** October 1, 2024
- **Issue Notice of Award/Sign Contracts:** October 15, 2024

*The Town of New Carlisle's Zoning Update Project Team reserves the right to interview shortlisted applicants or decide on the selected Consultant based on the evaluation of all submitted proposals.*

**Submittal Deadline:**

**Written Proposals must be received by 4:00 PM on Monday, September 23, 2024.** Please submit four (4) hard copies and one (1) digital copy labeled "PROPOSAL FOR TOWN OF NEW CARLISLE UNIFIED DEVELOPMENT ORDINANCE". Submissions received after the deadline will not be considered.

**Mail to:**

John Mrozinski, Director of Public Works  
New Carlisle Town Hall  
124 E. Michigan Street,  
New Carlisle, Indiana 46552

### Selection Criteria:

All proposals submitted by the deadline and meeting all submission requirements will be evaluated by the Project Team using the point value system outlined below (total: 150 points). The Team reserves the right to reject any proposal for any reason. The following criteria will guide the evaluation:

Criteria	Points Available
<b>1. Cover Letter</b>	<b>5 pts.</b>
<b>2. Project Approach</b> <ul style="list-style-type: none"> <li>- Detailed methodology for completing the scope of services.</li> <li>- Understanding of project requirements, creativity, problem-solving skills, and knowledge of New Carlisle.</li> <li>- Approach to managing the project schedule and quality of documents and presentations.</li> </ul>	<b>40 pts.</b>
<b>3. Background, History, and Overall Qualifications of the Firm</b> <ul style="list-style-type: none"> <li>- Professional competence in Zoning Ordinances, Subdivision Ordinances, Land Development Codes, and public participation programs.</li> <li>- Qualifications and experience of the firm, sub-consultants, and principal consulting staff.</li> <li>- Track record of working together if a joint venture.</li> </ul>	<b>30 pts.</b>
<b>4. Firm's Experience with Similar Projects</b> <ul style="list-style-type: none"> <li>- Public facilitation and working with citizen committees</li> <li>- Responsiveness and compatibility with the Town</li> <li>- Quality of references and past work</li> </ul>	<b>20 pts.</b>
<b>5. Demonstrated Understanding of Project Purpose/Need</b> <ul style="list-style-type: none"> <li>- Understanding of the Town's objectives for Unified Development Ordinance process.</li> <li>- Alignment with the Town's 2040 Comprehensive Plan and its identified vision, goals, and priorities.</li> <li>- Ability to maintain direct communication with the Project Team, Town staff, and key local stakeholders/groups.</li> </ul>	<b>20 pts.</b>
<b>6. Project Schedule and Firm Capacity</b> <ul style="list-style-type: none"> <li>- Proposed schedule for project completion and approach to managing the project schedule.</li> <li>- Summary of current workload and availability for the next 12 months.</li> </ul>	<b>15 pts.</b>
<b>7. References</b> <ul style="list-style-type: none"> <li>-List of three (3) customer references from similar projects in the past five years, including name, organization/title, email address, phone number (optional), and details of the project worked on.</li> </ul>	<b>10 pts.</b>
<b>8. Cost/Budget</b> <ul style="list-style-type: none"> <li>- Cost of preparing the UDO relative to services offered.</li> <li>- Allocation of the project budget by task, and how the work will be completed efficiently, economically, and professionally.</li> <li>- Proposed fee, including all anticipated expenses and separate line-items for scope items like public meetings and Town presentations.</li> </ul>	<b>10 pts.</b>
<b>Total Points Available</b>	<b>150 pts.</b>

*\*\*Final determination of the selected consultant shall be made by the New Carlisle Town Council. \*\**

### Other Conditions:

- **Legal Compliance:** All work, including maps and ordinances produced, must comply with applicable state, federal, and local laws. This includes, but is not limited to, environmental regulations, statutory requirements, legal processes, and the Fair Labor Standards Act.
- **Proposal Rejection and Acceptance:** The Town of New Carlisle reserves the right to reject any or all proposals and to waive informalities if it serves the best interests of the Town. The Town may accept proposals that are not the lowest cost and negotiate the contract amount or any portion thereof, including modifications after the award.
- **Document Control:** In the event of a conflict between the RFP documents and the proposal, the RFP documents will take precedence.
- **Cancellation or Postponement:** The Town reserves the right to cancel this RFP or postpone the submission deadline at any time before the due date. The Town may also halt the project if deemed in its best interest.
- **No Claim Against the Town:** Proposers shall have no claim against the Town if the Town accepts a proposal or decides not to accept any proposal.
- **Proposal Validity:** Proposals must remain valid for at least 60 days from the submission deadline.
- **Insurance:** The contract is contingent upon approval by the New Carlisle Town Council and receipt of acceptable evidence of the required insurance coverage.
- **Indemnification:** The Consultant agrees to indemnify, release, and hold harmless the New Carlisle Town Council from any claims or lawsuits arising from negligent acts, errors, or omissions by the Consultant or its agents/employees.
- **Independent Contractor:** The contract does not create an employer-employee relationship. The Consultant will operate as an independent contractor.
- **Assignability:** The Consultant may not assign or transfer any contract interest without prior written approval from the New Carlisle Town Council.
- **Nondiscrimination:** The Consultant must not discriminate against any employee or applicant based on race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status, public assistance status, or veteran status.
- **Payments and Billing:** Payments will be made according to the terms specified in the Contract. No reimbursements will be provided for expenses not outlined in the Contract. No payment will be made for incomplete, inaccurate, or defective work until it is satisfactorily corrected at no additional cost to the Town. All work and related documentation become the property of the Town. Billing for services must be submitted monthly and include the total contract amount, percentage of work completed, total amount billed, total amount paid, remaining balance, and hours worked with charge rates. The Town reserves the right to inspect project timesheets and may retain a percentage of the fee to ensure project completion.
- **Proposer Responsibilities:** The Consultant must conduct necessary research and familiarize themselves with the conditions under which the work will be performed. The Town is not responsible for any costs incurred by applicants in preparing proposals.

- **Competition and Responsibility:** Consultants must be legally responsible for their proposals and are prohibited from collaborating with other applicants to restrict competition.
- **Contract Requirements:** The selected firm will be required to enter into a formal contract with the Town of New Carlisle. The Town reserves the right to negotiate modifications to the contractual terms based on the nature and scope of the services provided.
- **Cost Estimate:** Proposers must include a detailed cost estimate outlining the expenses associated with the various elements specified in the RFP.
- **Primary Point of Contact:** For questions regarding this RFP or the addenda, proposers should contact Olivia Nix, the Community Development Planner with MACOG. She will serve as the primary point of contact throughout the proposal process.

#### Addenda:

- **Issuance of Addenda:** Any changes, clarifications, or additions to this Request for Proposal (RFP) will be communicated through formal written addenda. These addenda will be sent to all recipients of the original RFP and will be considered part of the proposal package, carrying the same binding authority as the original RFP.
- **Binding Nature:** Only written addenda issued by the Town will be considered official. Verbal statements or informal communications will not be binding. Proposers should rely exclusively on the written information provided by the Town or included in the RFP for preparing their proposals. Any other sources of information should be disregarded.
- **Responsibility for Receipt:** The Town will not assume responsibility for ensuring that all proposers receive addenda. It is the responsibility of each proposer to confirm receipt of all issued addenda. Proposers may contact Olivia Nix, the primary point of contact, to verify receipt of addenda or to seek clarification on any issued addenda.
- **Return of Addenda:** Proposers must sign and return all issued addenda with their proposal submission to confirm receipt and acknowledgment.

## Appendix A:

### New Carlisle Comp Plan Excerpt— Ch. 3 Future of New Carlisle



## **FUTURE OF NEW CARLISLE**

### **FUTURE DEVELOPMENT FRAMEWORK**

The Future Development Framework for New Carlisle is a collaborative strategy, carefully shaped with input from various stakeholders, including Town Departments, the local business association, community organizations, St. Joseph County, and residents. This approach guided the identification of the future character areas, each crafted with specific attributes and intended land uses, preserving their unique characteristics while guiding future opportunities to take into consideration the Town's vision as outlined in the Comprehensive Plan. Simultaneously, it supports a collaborative approach to plan for future infrastructure and connection needs.

This vision translates into action with the drafting of the Future Character Area Map, the guiding element for the overall framework. The collaborative effort behind the development of the map involved the steering committee initially draft the map and seek valuable input from key stakeholders. In subsequent steering committee meetings, the map underwent refinements to ensure a deliberate and comprehensive representation of the collective community vision and the Town's historic identity. Once drafted, the map was opened to public feedback and further refined based on community input in December 2023. By defining these character areas, residents gained a deeper understanding of the relationship between the character areas and their relevance to balanced and sustainable growth.



The purposeful positioning and guidance of the future character areas reinforce the overarching vision of the Plan. This holistic approach, integrating the Future Transportation Connection and Future Bike & Pedestrian Maps, functions as a guiding framework for planning and zoning decisions. The Town, along with the St. Joseph County Area Plan Commission and St. Joseph County Infrastructure, Planning, and Growth can utilize these maps as references for future development proposals. This necessitates amending the Zoning Ordinance to establish standards and guidelines that align with the vision, goals, and strategies outlined in this Comprehensive Plan. This commitment ensures intentional, community-responsive development in harmony with New Carlisle's small-town identity and values. The strategic direction of each character area reflects a dedication to shaping New Carlisle's future with considerate planning and community input, highlighting the town's commitment to aligning development with its unique identity and values.

## OVERVIEW OF THE CHARACTER AREAS

New Carlisle's approach to future development seamlessly weaves together diverse character areas, creating a town that is both sustainable and vibrant. Downtown serves as a historical and vibrant hub with a mixture of businesses and residential in close proximity to support biking and walking. The Integrated Mixed-Use area connects Downtown to surrounding residential spaces, fostering economic vitality and community engagement. The strategically positioned Employment Center supports major employers, emphasizing modern industries like tech and agriculture. Traditional, Mixed-Residential, and Suburban Neighborhoods offer diverse housing options, active transportation, and easy access to parks, promoting well-being and catering to the varied housing needs of the community. The vision for Agritourism combines New Carlisle's agricultural heritage with modern economic ventures, providing visitors with a unique experience. The Rural Management character area preserves natural beauty, while Civic/Institutional and Parks & Nature Preserve areas ensure access to essential services and green spaces.



It's important to note that the Future Character Area Map provides a vision of the Town's preferred characters in the Town's planning jurisdiction of the town limits with considerations of future opportunities in the greater New Carlisle area. This is meant to be a guide to foster cohesive and sustainable development and encourage collaborative partnerships with St. Joseph County Infrastructure, Planning, and Growth, developers, and other regional stakeholders.





## FUTURE CHARACTER AREAS

### Downtown

As the heart of New Carlisle, Downtown intentionally blends historical charm with forward-thinking vision. Iconic buildings featuring historical facades house a diverse array of boutiques, dining spots, hospitality venues, and offices. Well-lit streets and tree-lined sidewalks create an inviting environment, fostering socialization and community interaction.



This diverse character area serves as a vibrant destination for living, working, recreation, shopping, and dining. The future holds exciting possibilities, including exploring additions like multi-family or live-work units, expanded retail establishments, and a broader range of local professional services. This evolution strategically positions Downtown as a thriving economic center, featuring an enriched retail scene and supplementary services that transform it into a comprehensive one-stop destination. Beyond its role as a commercial and leisure hub, Downtown emerges as a lively, interconnected community center, reflecting the town's commitment to blending its rich heritage with contemporary opportunities. The deliberate integration of historical charm and modern functionality lays the foundation for a vibrant and inclusive community space, where the past is celebrated, and the future is embraced.

### Integrated-Mixed Use (IMU)

Integrating diverse housing, retail, hospitality, and offices, the IMU character area connects New Carlisle's core and surroundings. This includes a mix of single-family homes, townhomes, duplexes, and apartments, fostering vibrancy and flexibility. With a focus on community engagement, active lifestyles, and harmonious coexistence, IMU features a range of densities for development.



Strategically located at key gateways like Michigan Street and eastern US 20, IMU serves as a transitional zone, evolving into a lively, walkable corridor. Aligned with New Carlisle's commitment to preserving small-town charm and enhancing activity levels, IMU promotes economic growth and supports existing businesses.

IMU envisions a diverse landscape with various housing options, maintaining the town's intimate charm. The character area's flexibility accommodates new commercial enterprises, fostering a sense of community. Design elements, such as buildings close to sidewalks, front-oriented businesses, and discreet rear parking, create a pedestrian-friendly atmosphere. IMU reflects New Carlisle's vision, promoting economic vitality and a vibrant living experience.

## Traditional Neighborhood

Envisioned as a testament to New Carlisle's dedication to small-town charm, the Traditional Neighborhood character area thoughtfully combines historic and contemporary single-family homes. These residences, often on smaller lots with detached garages accessible via alleyways, create a unique and charming streetscape. Civic and institutional facilities, along with strategically integrated park spaces, contribute to the convenience of living within walking or biking distance. The neighborhood's grid-patterned streets prioritize ample bicycle and pedestrian connections, fostering an environment that encourages active transportation and cultivates a close-knit community atmosphere.

This character area embodies New Carlisle's dedication to honoring its historical heritage while providing residents with essential amenities and connectivity for a vibrant and community-oriented presence. The seamless integration of historic charm and modern functionality makes the Traditional Neighborhood an integral aspect of New Carlisle's unique identity.

## Mixed-Residential Neighborhood

Envisioning its future, New Carlisle embraces the Mixed-Residential character area, reflecting the town's desire to offer diverse housing choices to support the need of its current and future residents. Combining traditional charm with modern amenities, this area aims to have a range of housing options, including single-family homes on smaller lots, townhomes, duplexes, or apartments. This approach can support the housing needs for New Carlisle and St. Joseph County.

Acknowledging concerns within the community about multi-family residential development, e.g. apartments, residents express support with considerations related to safety, school capacity, and community resources. A collaborative strategy could involve the implementation of safeguards and regulations for any proposed multi-family projects, ensuring adherence to stipulations covering safety, traffic management, and character. These careful considerations will align with New Carlisle's values and the overarching vision outlined in the Plan.



In preserving New Carlisle's unique identity, the Mixed-Residential neighborhood prioritizes the integration of parks, green spaces, trails, bicycle lanes, and sidewalks. New developments here are encouraged to prioritize designs that incorporate these features, enhancing residents' quality of life.

## Suburban Neighborhood



Situated on the town's outskirts, the Suburban Neighborhood character area blends contemporary living with a dedicated commitment to preserving the surrounding natural environment. Future developments in this area should prioritize the conservation of tree canopies, open spaces, and the integration of parks and trails, aiming to enhance overall quality of life and sustainability.

In this character area, large single-family homes sit on spacious lots, each over 1/2 acre, allowing for the incorporation of accessory structures. A well-planned network of bike and pedestrian pathways links this area with adjacent character areas, promoting accessibility and fostering community connections. The essence of this character area lies in its deep dedication to cherishing and safeguarding the natural surroundings, nurturing a close-knit community that deeply values the beauty of the outdoors. Preserving significant tracts as open space and conserving natural, scenic, historic, and agricultural areas are paramount, ensuring that New Carlisle's landscape retains its untouched charm. These preserved open spaces stand as a testament to the community's dedication, enriching the lives of present residents and preserving the town's natural allure for generations to come.

## Employment Center



Situated strategically, the Employment Center encompasses IEC's core development area and has previously been identified as an area to support economic development in and around New Carlisle. It's designed to attract major employers, offering them a skilled workforce. This region is open to a variety of businesses, with a special focus on modern industries like tech and agriculture (including seed and feed crop production). Going beyond economic development, this area places equal importance on environmental sustainability and the preservation of the town's natural resources through compliance with the enhanced development standards of the IEC overlay. Embodying New Carlisle's vision of a thriving community, the Employment Center not only balances work and accessible living but also weaves a network of connections to parks, green spaces, and other amenities, creating a harmonious environment where productivity and natural beauty coexist.

## Agritourism



The Agritourism character area invites visitors on a journey through New Carlisle's rich agricultural heritage and historical past. With sprawling farmlands, well-preserved historic barns, and modern agritourism ventures, visitors can indulge in farm-to-table experiences, guided farm tours, and a deep dive into the town's historical landmarks. Additionally, the area is suited to feature vibrant local markets and events, offering a delightful blend of history, culture, and the natural beauty of the region.

## Parks & Nature Preserve

Central to our vision for the future of New Carlisle is the Parks and Nature Preserve character area. Here, we prioritize expanding parks, nature preserves, and trails to ensure that everyone can enjoy the benefits of outdoor recreation but also to preserve the environmentally sensitive areas, e.g. wetlands.



This area offers diverse recreational opportunities amidst natural beauty, fostering connectivity and promoting physical well-being. By promoting access to parks and nature preserves, we cultivate a sustainable community committed to enhancing the quality of life for current and future residents, while also ensuring the conservation and protection of our natural environment.

## Rural Management

Dedicated to preserving New Carlisle's rural character and supporting agriculture, the Rural Management character areas prioritize the harmony between farmlands, livestock activities, and multi-acre estate single-family housing. These carefully planned zones also ensure the preservation of open spaces and environmentally sensitive areas, contributing to the town's commitment to sustainable and responsible land management. By blending agricultural activities with residential spaces, Rural Management creates a landscape that celebrates New Carlisle's rural heritage while accommodating the diverse needs of its residents.

## Civic/Institutional

The Civic/Institutional character area strategically places vital facilities throughout New Carlisle to meet identified needs, optimizing benefits and enhancing residents' overall quality of life. These essential institutions, comprising schools, community centers, and government buildings, create a functional network addressing practical needs while fostering education, recreation, and public engagement. This reinforces the town's commitment to a thriving community environment.

## FUTURE CONNECTIONS

In New Carlisle's Comprehensive Plan, the Future Connections (and accompanying map on pages 29-30) section lays out the town's strategy for transportation enhancements to accommodate future growth. The Thoroughfare Plan outlined here serves as a roadmap for both the Town and its county partners, encouraging developers to invest in areas with existing infrastructure first to maximize space efficiently. This plan aligns with the proposed goals and action strategies, emphasizing the importance of a well-connected road network that complements the town's envisioned character areas.

The Thoroughfare Plan categorizes New Carlisle's current roadways into functional classifications designated by the Indiana Department of Transportation (INDOT) with recommendations to upgrade the road's functional classifications where appropriate. These classifications—Principal Arterials, Minor Arterials, Major Collectors, Minor Collectors, and Local roads—reflect the roads' roles in facilitating traffic flow and accessibility. Each classification serves a distinct purpose in supporting safe and efficient travel throughout the town.



## Transportation Improvements

### Arterial Roads

Arterial roads, comprising Principal and Minor Arterials, serve as vital transportation corridors designed to accommodate high traffic volumes with minimal disruptions. Principal Arterials, such as US 20 and SR 2, are critical arteries that connect New Carlisle to regional centers and support regional mobility. Minor Arterials, like US 20 within the town, complement Principal Arterials by providing additional connectivity and access to local destinations. Improvements to these roads focus on functionality and aesthetics, incorporating features like dedicated turn lanes, landscaped medians, and enhanced streetscapes to enhance both traffic flow and visual appeal. Additionally, integrating bicycle and pedestrian facilities promotes multimodal transportation options, aligning with the town's commitment to accessibility and sustainability. Enhancements to these roads focus on improving traffic flow, reducing congestion, and enhancing safety for motorists, cyclists, and pedestrians. By investing in arterial roads, New Carlisle aims to improve regional connectivity, support economic development, and enhance the overall quality of life for residents.

### Collector Roads

Collector roads, comprising Major and Minor Collectors, play a pivotal role in facilitating movement within the town and connecting local neighborhoods to arterial roads. Major Collectors, including Chicago Trail and Timothy Road, serve as essential connectors, linking residential areas, commercial districts, and community facilities. These roads provide access to local destinations, such as schools, parks, and shopping centers, while also supporting efficient traffic flow and neighborhood connectivity. Minor Collectors, like Dunn Road and Bray Street, complement Major Collectors by providing additional access to residential areas and local amenities. Enhancements to collector roads prioritize safety, accessibility, and community connectivity, fostering vibrant neighborhoods and promoting active transportation options.

### Local Roads

Local roads form the backbone of New Carlisle's neighborhoods, providing direct access to individual properties and supporting local circulation. These roads prioritize safety and accessibility for residents, cyclists, and pedestrians, with design elements that enhance neighborhood connectivity and promote community cohesion. Local roads accommodate lower traffic volumes at reduced speeds, creating a safe and inviting environment for residents to walk, bike, and interact with their surroundings. By investing in local roads, New Carlisle aims to enhance neighborhood livability, support active transportation, and create vibrant, walkable communities that residents are proud to call home.

## Other Improvements

Enhancing infrastructure is crucial for enhancing community connectivity and supporting sustainable development in New Carlisle. A key focus for the town is to enhance access to important community assets like parks, schools, and the library. To address this, the Plan explores the option of reclassifying local streets to a collector functional classification. Streets like Dunn Road, Wintergreen Road, and Edison Road are being assessed for potential reclassification as minor collector roads to better link neighborhoods and channel traffic.

Additionally, the reclassification of County Line Road from US 20 to SR 2 as a major collector is being explored to enhance connectivity between residential areas, commercial hubs, and other vital destinations within the community.

As development increases in the area, there's a pressing need for traffic management and intersection improvements. This necessitates a collaborative effort involving residents, the Town, the County, and INDOT. The Steering Committee and community members have highlighted specific locations for potential intersection improvements, such as Marvel Lane and US 20 on the east side of town, and the need for a stoplight at County Line Road and US 20. By prioritizing infrastructure investments and fostering collaboration, New Carlisle aims to create a resilient and interconnected transportation network, supporting economic growth and enhancing community well-being.

The Northern Indiana Commuter Transportation District (NICTD) operates and maintains the South Shore Line between South Bend and Chicago, and is conducting a feasibility study on adding a stop in New Carlisle, and is evaluating three alternative locations. The Town understands this study is lead by NICTD but welcomes the opportunity to participate with selecting the most suitable location.

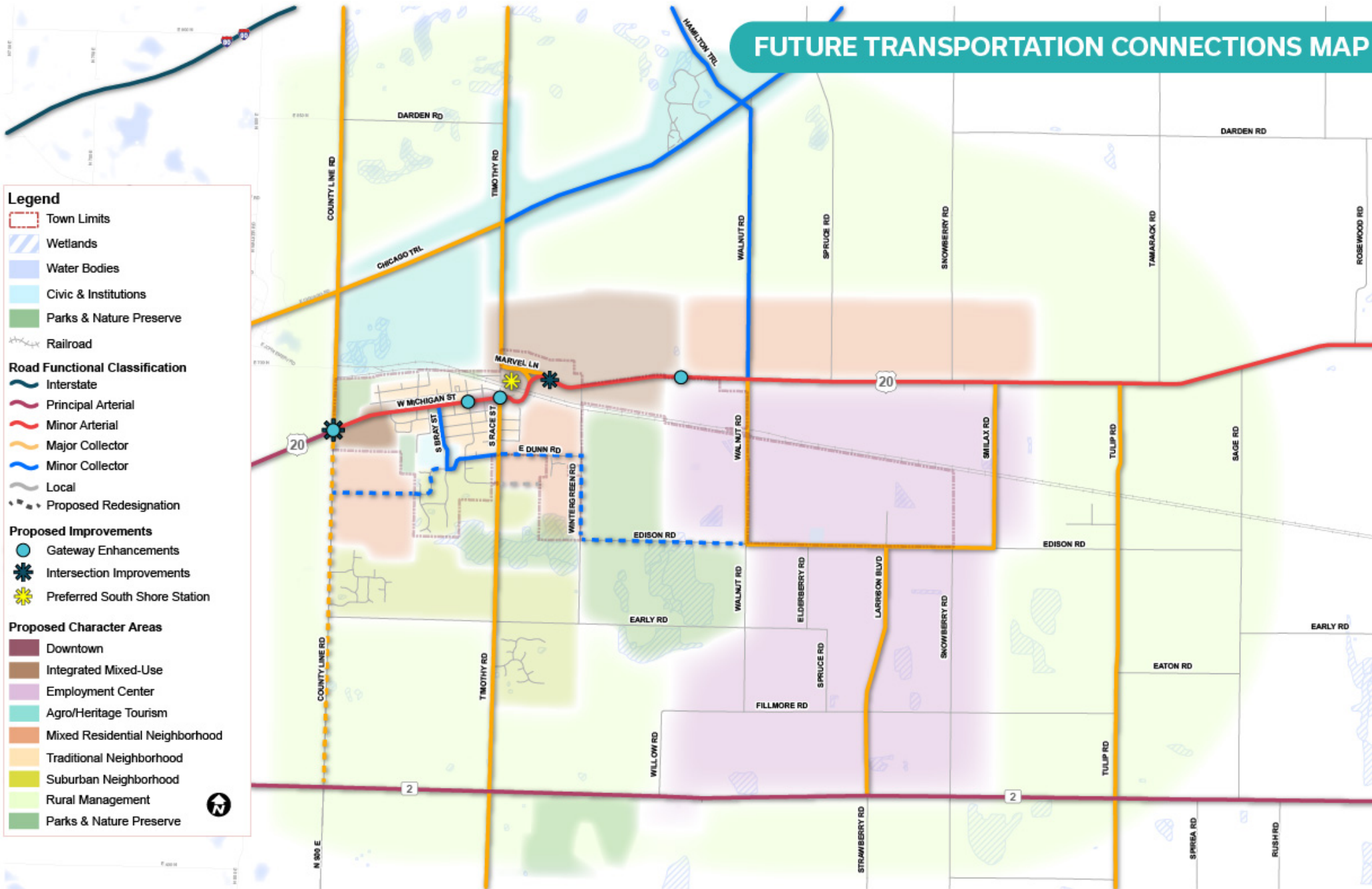
## **Bicycle & Pedestrian Improvements**

New Carlisle's Comprehensive Plan emphasizes active transportation, envisioning a future with enhanced bike and pedestrian connectivity. The Future Bicycle and Pedestrian Connections Map on pages 31 and 32 outlines a network of multi-use trails linking key areas within the town and beyond. These trails include north/ south routes along County Line Road, Timothy Road, and Walnut Road, as well as east/west connections along Edison Road and the north side of US 20, near Taylor Ditch. The Plan also prioritizes the creation of trails that link residents to nearby amenities like Bendix Woods and Spicer Lake Nature Preserve. Ensuring safe connections to the northeastern part of town requires addressing challenges at rail crossings. To enhance pedestrian connections and safety, the town is exploring the possibility of an underpass crossing between the town's maintenance garage and the old Carris Reels, just north of the viaduct. By exploring solutions to these challenges, New Carlisle aims to create safer routes for bicyclists and pedestrians, thereby fostering a more vibrant and connected community.

## **Gateway Enhancements**

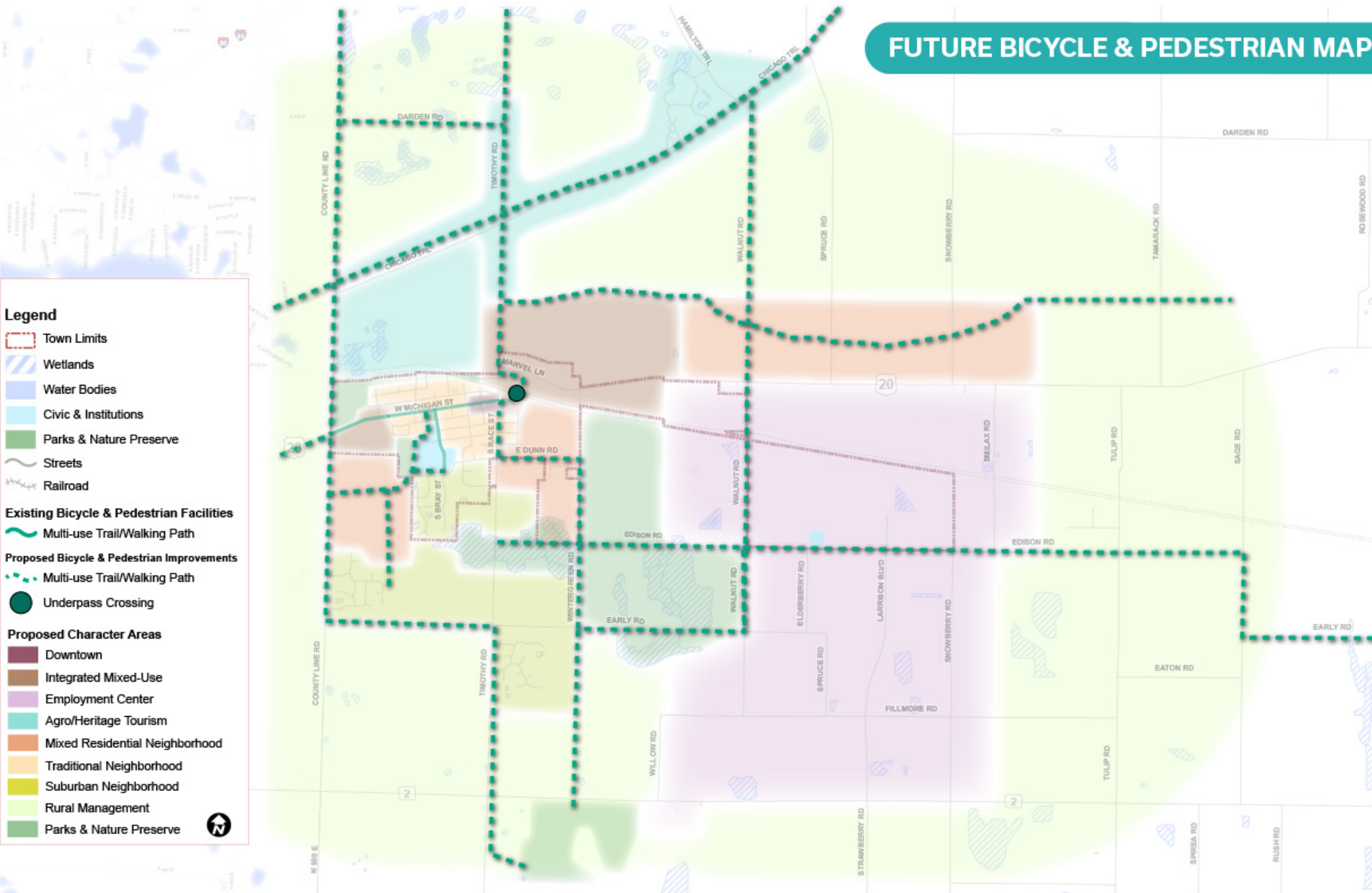
The inclusion of gateway enhancements in New Carlisle's Comprehensive Plan reflects a shared vision among the steering committee and community members. Prioritizing impactful first impressions, the Plan aims to revitalize entry points with native and eco-friendly landscaping and captivating signage. These enhancements not only attract visitors and investment but also instill pride and belonging among residents, fostering a vibrant and welcoming community that embodies the town's unique charm and values.

# FUTURE TRANSPORTATION CONNECTIONS MAP





## FUTURE BICYCLE & PEDESTRIAN MAP







## **ADDENDUM NO. 1: Addendum to the Request for Proposals (RFP) for the Town of New Carlisle Unified Development Ordinance (UDO) Project**

**Date Issued: September 13, 2024**

**Subject: Responses to Submitted Questions**

The Town of New Carlisle has received questions regarding the RFP for the Unified Development Ordinance (UDO) project. Below are the responses to those questions. This addendum is an official part of the RFP and should be used to inform proposal submissions. Proposers should incorporate this information into their proposals and acknowledge receipt of this addendum as specified in the RFP instructions.

### **Project Scope and Deliverables**

#### **1. Page Limit Clarification**

The 20-page limit applies to single pages of content only. Each individual page of content counts separately; for example, double-sided pages will count as two pages. The cover page, resumes, and any required attachments, such as addenda, are excluded from this limit. Please ensure that the core content of your proposal adheres to the 20-page limit, with supplementary materials not counted towards this limit.

### **Budget, Funding, and Timeline**

#### **2. Budget Information**

The UDO project will be funded locally by the Town of New Carlisle, with a budget range from **\$75,000 to \$100,000**. While this range reflects anticipated costs, final fees will be negotiated with the selected firm. Proposals should provide a detailed breakdown of costs by phase, task, or deliverable, depending on the firm's proposed approach for project completion. This will facilitate a clear comparison and evaluation of proposals within the budget range.

The proposed fee for services and project cost estimates will be evaluated comprehensively, considering factors beyond total cost. While the **Cost/Budget** selection criterion forms part of the evaluation, it represents only a portion of the overall scoring process. The selection committee will assess how well the proposed fee aligns with the scope of work, budget allocation, and clarity of the cost breakdown. This cost breakdown will be evaluated as the final element in the selection process to ensure that other factors—such as how well the proposal meets the Town's goals and addresses its unique challenges—are prioritized.

**Proposals will be scored based on overall value**, focusing on the quality and relevance of the proposed services, alignment with the Town's objectives, and ability to address the

Town's unique challenges. Lower costs may be considered, but the primary focus will be on the value delivered and how well the proposal meets the Town's goals.

The Town is open to a **phased approach**, allowing for the immediate fulfillment of high-priority needs while addressing the remaining scope over time. If certain services or deliverables are expected to exceed the \$100,000 limit, these should be proposed as optional components with lump-sum costs, which can be discussed during contract negotiations. Adjustments to the scope or cost will be considered based on their relevance to the overall project, potential impact on timelines, and their ability to address urgent development issues.

Firms are encouraged to clearly outline their phased approach in their proposal. Phases should be presented as separate line items in the budget or aligned with key deliverables or project milestones. Example structures include:

- **Phased Approach as Separate Line Items:**
  - Phase 1: Public Engagement and Needs Assessment
  - Phase 2: Research and Analysis
  - Phase 3: UDO Development
  - Phase 4: Implementation and Monitoring
- **Phased Approach as Deliverables:**
  - Milestone 1: Completion of public engagement and needs assessment report
  - Milestone 2: Development of draft UDO
  - Milestone 3: Public hearings and adoption of UDO
  - Milestone 4: Implementation plan and training
- **Phased Approach as a Project Timeline:**
  - Example: Insert a Gantt chart or timeline showing the duration of each phase and key deliverables.

Alternatively, if the firm prefers a single, comprehensive approach, that is also acceptable. Regardless of the approach, clarity in the budget breakdown and alignment with the project's needs will be crucial for evaluation.

### 3. Project Timeline

The UDO project is set within a rapidly developing context, particularly due to significant investments from **General Motors, Samsung, and Amazon Web Services at the Indiana Enterprise Center (IEC)**. The Town's immediate needs focus on managing this growth effectively, but the long-term vision must also be considered. The ideal timeline for completing the UDO is one year, given the project's complexity. Firms may propose strategies that prioritize addressing critical zoning needs upfront, with the remaining scope phased or scheduled accordingly.

The final timeline will be negotiated with the selected firm to ensure alignment with budget and project goals. **Proposals should include a detailed project schedule** and, if applicable, highlight strategies for addressing urgent zoning or regulatory needs—particularly those related to the IEC.

If a phased approach is adopted, interim deliverables—such as updates to the current ordinance or memos addressing key sections of the UDO—should be included to ensure critical issues are managed effectively during the process. If the firm prefers a single-phase project, proposals should still emphasize strategies for efficiently addressing the Town’s immediate development concerns.

In all cases, **the Town’s focus is on obtaining actionable deliverables that address the highest-priority development concerns** while ensuring the final UDO supports its long-term objectives.

## Public Engagement

### 4. Public Engagement Budget and Approach

The Town intends to allocate a limited portion of the overall project budget to public engagement. The project will build upon the extensive public input gathered during the recent Comprehensive Plan update. While targeted public engagement is essential, the focus will be on supplementing previous efforts rather than initiating entirely new outreach campaigns. The emphasis will be on key stages, such as the first draft review, to gather additional feedback and ensure comprehensive community input.

### 5. Charrette Process

New Carlisle has not traditionally used a charrette process for public engagement. While the Town recognizes the value of charrettes, there is no specific interest in employing this method for the UDO project. Instead, the Town prefers to use structured workshops, open houses, and focus groups, leveraging the input collected during the Comprehensive Plan update. The engagement process will also include stakeholder interviews (1-on-1 or small group) and reviews by key personnel, such as the town engineer and attorney, at key stages. This approach ensures comprehensive community participation and alignment with the Town’s vision, supported by consistent guidance from the Project Team.

## Legal Considerations

### 6. Legal Review

New Carlisle will have legal counsel available to review the UDO documents as needed. However, the selected firm will be responsible for ensuring that all ordinance revisions and related materials comply with local, state, and federal laws, including recent case law and constitutional rulings. The firm is expected to deliver legally sound and well-vetted documents. The Town's attorney will offer a final review to confirm legal compliance as part of the broader project team collaboration.

## **Additional Questions**

### **7. Form-Based Framework**

The Town of New Carlisle places high importance on preserving its small-town character and charm, as outlined in the 2040 Comprehensive Plan. While a form-based approach is one option, the primary goal of the UDO is to align with and support the vision articulated in the Comprehensive Plan. Proposals should demonstrate how the UDO will maintain and enhance the town's unique character, whether through a form-based framework, a hybrid model integrating traditional zoning with design standards, or another approach.

### **8. Review Process and Selection Committee**

The evaluation process for the New Carlisle UDO project will follow the timeline outlined on page 10 of the RFP. The selection committee, composed of Town Staff, the Town Council President, a St. Joseph County Planner, a representative from the New Carlisle Area Plan Commission, and MACOG, will review and score all proposals based on the criteria specified on page 11.

After the submission deadline, the committee may choose to interview shortlisted firms or select a consultant based solely on the proposal evaluations. Shortlisted firms will be notified by email, and those selected for interviews will be contacted to schedule a meeting with the project team. Olivia Nix from MACOG will facilitate the process but will not be part of the selection committee.

## **Acknowledgment**

All changes, clarifications, or additions to the RFP are communicated through formal written addenda, which are legally binding. These will be published at the same location as the full RFP: [[link to: New Carlisle UDO Homepage](#)]. Proposers should rely on the written information provided by the Town or the primary contact for the project. It is encouraged to confirm receipt of all issued addenda and consider including them in your proposal submission if relevant. Please ensure that the information in this addendum is incorporated into your proposal preparation and submission.

For any inquiries or clarifications regarding this addendum or the RFP, please contact:

**Olivia Nix**

Community Development Planner, MACOG

Email: [onix@macog.com](mailto:onix@macog.com)

Phone: (574) 598-4378

## Town of New Carlisle Office of the Town Council

---



### **ADDENDUM NO. 2: Addendum to the Request for Proposals (RFP) for the Town of New Carlisle Unified Development Ordinance (UDO) Project**

**Date Issued: September 17, 2024**

**Subject: Additional Information on the Area Plan Commission (APC) Process**

The Town of New Carlisle has received inquiries about the operations of the Area Plan Commission (APC) and its role in the UDO project. This addendum provides detailed information to clarify how New Carlisle interacts with the APC framework and the APC's involvement in the UDO project. This information is intended to support proposers in understanding the process and preparing their proposals.

#### **Role of New Carlisle as a Member of the APC**

New Carlisle is a member jurisdiction of the St. Joseph County Area Plan Commission. Each member jurisdiction, including Lakeville, North Liberty, New Carlisle, Osceola, and Roseland, operates with its own Zoning Ordinance and Zoning Administrator. In New Carlisle, the Zoning Administrator also serves as the Building Commissioner.

#### **Permit Issuance and Project Review:**

- **Improvement Location Permits (ILPs):** The process for issuing ILPs varies by jurisdiction. While other member communities rely on the St. Joseph County Building Commissioner, New Carlisle has its own Building Commissioner. For smaller projects, such as residential developments, reviews are conducted by the Town. Larger projects, including commercial and industrial developments, are often routed through County plan review but are ultimately signed off by the Town.
- **Technical Assistance:** The Building Commissioner may seek technical assistance from county planners. These planners are part of the County's Planning & Zoning Division within the Infrastructure, Planning & Growth Department. They provide reviews, technical guidance, and feedback, which is communicated to developers to ensure that projects comply with local and regional standards.

#### **Review and Approval Processes:**

- **Rezoning, Special Uses, Variances:** Applications for these matters are processed by the APC or the Area Board of Zoning Appeals (ABZA). Developers often seek preliminary feedback from the Town before submitting formal applications to the APC or ABZA.

- **Comprehensive Plans and Zoning Ordinance Amendments:** The Town can initiate updates to its Comprehensive Plan or Zoning Ordinance. County planners provide guidance during these processes, ensuring that updates reflect both local priorities and regional planning goals. Once completed, these amendments are reviewed by the APC or ABZA for approval.

### **St. Joseph County Area Plan's Support Role:**

New Carlisle, as a member of the St. Joseph County Area Plan Commission (APC), benefits from the County's planning staff's expertise. These planners offer essential support in land use planning, zoning interpretations, and other key areas. For larger projects, they review and recommend to the APC and ABZA, ensuring local decisions align with regional goals.

Carl, a county planner and member of the UDO project team, is the primary contact for New Carlisle's land use petitions and zoning matters. His role integrates the town's needs with the County's broader planning objectives, ensuring that projects follow best practices and support sustainable regional development.

### **Guidance for Proposers:**

Proposers should familiarize themselves with New Carlisle's zoning procedures, application processes, and public hearing requirements. Engaging with the Town's planning or zoning department early in the process can facilitate smoother project approvals. Utilizing the expertise of APC staff, including Carl, can provide valuable insights and support for successful project outcomes. Addressing potential public concerns and conducting community outreach as needed is also recommended.

### **Acknowledgment**

This addendum forms an official part of the RFP and should be incorporated into all proposal submissions. All addenda are published on the RFP homepage: [New Carlisle UDO Homepage](#). Proposers are encouraged to confirm receipt of all addenda and to consider them in their proposal preparation.

For any inquiries or clarifications regarding this addendum or the RFP, please contact:

#### **Olivia Nix**

Community Development Planner, MACOG

Email: [onix@macog.com](mailto:onix@macog.com)

Phone: (574) 598-4378