



## TOWN COUNCIL WORK SESSION

Tuesday, June 17, 2025 at 7:00 PM

Bristol Town Hall Council Chamber

## AGENDA

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This meeting is held in the Bristol Municipal Complex is open for in-person participation.

The meeting is live streamed on Town of Bristol YouTube channel.

Livestream link is available on the Town Website

Bristol Indiana - YouTube

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA

### REPORTS

5. TOWN MANAGER
  - a. Boyce / BS& A Software | Parker Bright via Zoom
  - b. Welcome to Bristol Signs | Adam Skrzyszewaki
  - c. Development Standards - JPR | Bob Heiden/ Angela Furore-Smith
  - d. RFP for vacant main street property
6. CLERK-TREASURER
7. TOWN ATTORNEY
8. QUESTIONS ABOUT UPCOMING COUNCIL MEETING AGENDA ITEMS
9. OTHER COMMENTS OR QUESTIONS
10. MOTION TO ADJOURN



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216 LINCOLNWAY EAST  
OSCEOLA, IN 46561



Existing

*Sign location: South of Town driving North on SR 15.  
Wood carved sign face is 40" x 95" with 6"x6" posts overall height about 88"  
Sign face is faded, vinyl peeling, and has large crack.*





Existing

*Sign location: North of Town driving South on CR 23. Near corner of CR 23 & CR 104  
Wood carved sign face is 30" x 71" with 4"x4" posts overall height about 75"  
Sign face is faded vinyl starting to peel.*

Not to Scale





Existing

*Sign location: North of Town driving South on CR 25.  
Wood carved sign face is 30" x 71" with 4"x4" posts overall height about 69"  
Sign face is starting to show some fading.*

Not to Scale





Existing

*Sign location: North of Town driving South on SR 15.  
Wood carved sign face is 40" x 95" with 6"x6" posts overall height about 88"  
Faced broken off post.*

Not to Scale





Existing

*Sign location: East of Town driving West on SR 120.  
Wood carved sign face is 40" x 95" with 6"x6" posts overall height about 88"  
Sign face is faded and vinyl peeling/cracked.*

Not to Scale





Existing

*Sign location: West of Town driving East of SR 120.  
Wood carved sign face is 40" x 95" with 6"x6" posts overall height about 87"  
Sign face is faded and vinyl is peeling/cracked.*

Not to Scale





Existing

*Sign location: West of Town driving East on North River Road.  
Wood carved sign face is 30" x 71" with 4"x4" posts overall height about 69"  
Sign face is starting to show some fading.*





Existing

*Sign location: East of Town driving West of C R 8.  
Wood carved sign face is 30" x 71" with 4"x4" posts overall height about 69"  
Sign face is starting to show some fading.*

Not to Scale





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Date: 6.16.2025

To: Town of Bristol – Mike Yoder

Location: Town of Bristol

Artwork: Bristol City Monument Signs(06-12-2025).pdf

Completion Date: 6 to 8 weeks

Scope or Description of Work: Fabricate and install Qty. eight (8) non-illuminated “Welcome to Bristol” single sided signs.

Price of Sign & Installation: \$78,000.00 (\$9750.00 per sign at quantity eight (8)).

*Thank you for this opportunity to be of service.*

ACCEPTANCE OF PROPOSAL

This project will go to production once the contract is accepted and signed, a down payment is received, and the permit is acquired. To secure a permit we may require a provided site plan. Ensure all artwork & colors are correct before signing proposal. Changes of any kind will require new proposal, artwork and signature. Once deposit and proposal is secured by US Signcrafters any changes made are subject to additional cost. Progress billings shall be submitted based on completion of work. Each billing shall be certified by US Signcrafters to be true and accurate, shall be based on the percentage of projects completion as of the date of billing, and shall include all project related expenses. Payments shall be due upon receipt.

INITIAL HERE

Private utilities on your property will NOT be marked by Indiana 811, MISS DIG 811 or other 811 DIG services because they are not owned by 811 members. These can include underground lines like an electric line or water line, lines to septic tanks, electric lines to out buildings or landscape lighting, lawn sprinkler systems and more. If you think you might have a private utility on your property, you should contact a private utility locator company to locate any additional privately-owned utilities.

INITIAL HERE

Any sign(s) that are illuminated and require new primary electric to be run and/or connected must be done by a qualified electrician. This is not included in our proposal. We can provide hookup if electric is within ten feet.

INITIAL HERE

Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the agreement. All agreements are contingent upon strikes, accidents, or delays beyond our control. It is agreed that this contract shall be construed according to the State of Indiana. The sign contractor will not be responsible for errors in plans, designs, specifications, or drawings furnished by the customer.

INITIAL HERE

When a duly authorized person of each party signs this contract, all provisions contained herein become binding part of this contract, and there is no other agreement or understanding of any nature unless specifically incorporated within the contract. The above prices, specifications, and conditions are satisfactory and hereby accepted. The sign contractor is authorized and responsible to execute the work as specified and shall retain title of the goods until payment of the full purchase price, subject to allocation of payments and release security interest as required by law. Customer agrees to make the payments as outlined above and agrees to safely keep the goods free other liens and encumbrances. The full balance shall become due upon default, with customer paying all reasonable attorney fees and cost of collection. Upon default, the sign contractor is entitled to retain all payments by the customer together with any deficiency due from the customer and sign contractor shall have the right to retake possession of the goods contracted in this agreement.

INITIAL HERE

Artwork developed for this proposal is a courtesy included at no charge. However, should this design be requested for other outside uses other than the sign contractor, it would be available at an additional cost of \$125.00 which includes converting the artwork to other usable files.

INITIAL HERE



The balance is due Net 30 days upon receipt of the final invoice. All late payments are subject to an additional 20% charge and possible filing of a lien. Should litigation be necessary for collection customer agrees to pay legal fees. This document constitutes the full agreement. Any additional changes must be agreed in writing. Verbal agreements shall not be deemed binding.

**INITIAL HERE**

***Price is valid for 14 days and is subject to change with a revised proposal. Price assumes adequate access, timeline and normal site condition, otherwise price is subject to change.***

Sign Down Payment Requirements: 50% down payment required with acceptance of this proposal/contract.

The final invoice will include the following as applicable once the project is completed. These items are in addition to the above price and your choice of down payment.

Permit and Admin Costs: N/A

Sales Tax: N/A

Engineering: N/A

\_\_\_\_\_  
Acceptance of Project Description and Cost

\_\_\_\_\_  
Job Title & Company Name (Printed)

\_\_\_\_\_  
Date

Contract respectfully submitted on

behalf of US Signcrafters by:

*Adam Skrzyszewski*

## **WARRANTIES**

Life of a sign is defined as 5 to 7 years. Please check with your insurance company.

Note: Many marketing companies do not manufacture or control the manufacturing of the products they sell. In the recent years there has been a trend among some of these marketing firms to offer initially impressive warranties to assist in securing sales. Such warranties are typically based upon nationwide statistics of end user apathy and severely limited by ambiguous definitions of warranty coverage. We take great measures to ensure high quality in our offered signs. However, every sign is a “durable” product that will deteriorate over time. Therefore we offer the following warranty:

US Signcrafters warrants the following to the purchaser of our signs subject to the following conditions:

All workmanship and materials are guaranteed for 1 year.

Sign Structure, Sign, Canopy & Archway: Under normal use and service should the sign structure or identification or changeable copy area malfunction within the first year (1) from date of shipment or installation due to defects in workmanship or materials US Signcrafters will at its option repair or replace any of the defective materials.

LED Electronic Display: US Signcrafters is not the manufacturer of LED Display signs, instead they are purchased from our LED sign vendors and we pass along the standard manufacturer’s warranties. Damage caused from abuse, misuse, misapplication or accidental damage outside of our control is excluded from this warranty. US Signcrafters will at its option replace or repair the malfunctioning part(s) with the help of our component suppliers.

Additional Warranty Terms: Warranty claims must be registered with US Signcrafters within 30 days of damage or malfunction. US Signcrafters reserves the right to visit the site of the installation or to require documentation from a third party before assuming responsibility. Damaged or defective parts will be covered under this warranty. Removing and reinstalling these parts prior to our authorization terminates the warranty coverage. All signs must have a primary electric disconnect switch and must be installed by a licensed electrician.

Service to a damaged or malfunctioning sign purchased from US Signcrafters without authorization from US Signcrafters is not covered under this warranty.

In the event of damage from shipping it is the responsibility of the buyer to refuse delivery that will cause the sign to be returned for repairs.

The foregoing warranty is exclusive and in lieu of all other warranties whether written, oral or implied.

**US SIGNCRAFTERS, Inc. | Building Impressions**

**P 574.674.5055 / F 574.674.5255 / 800.659.6319216**

**Lincolnway East - Osceola, Indiana 46561**

**[www.ussigncrafters.com](http://www.ussigncrafters.com)**





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Proposed

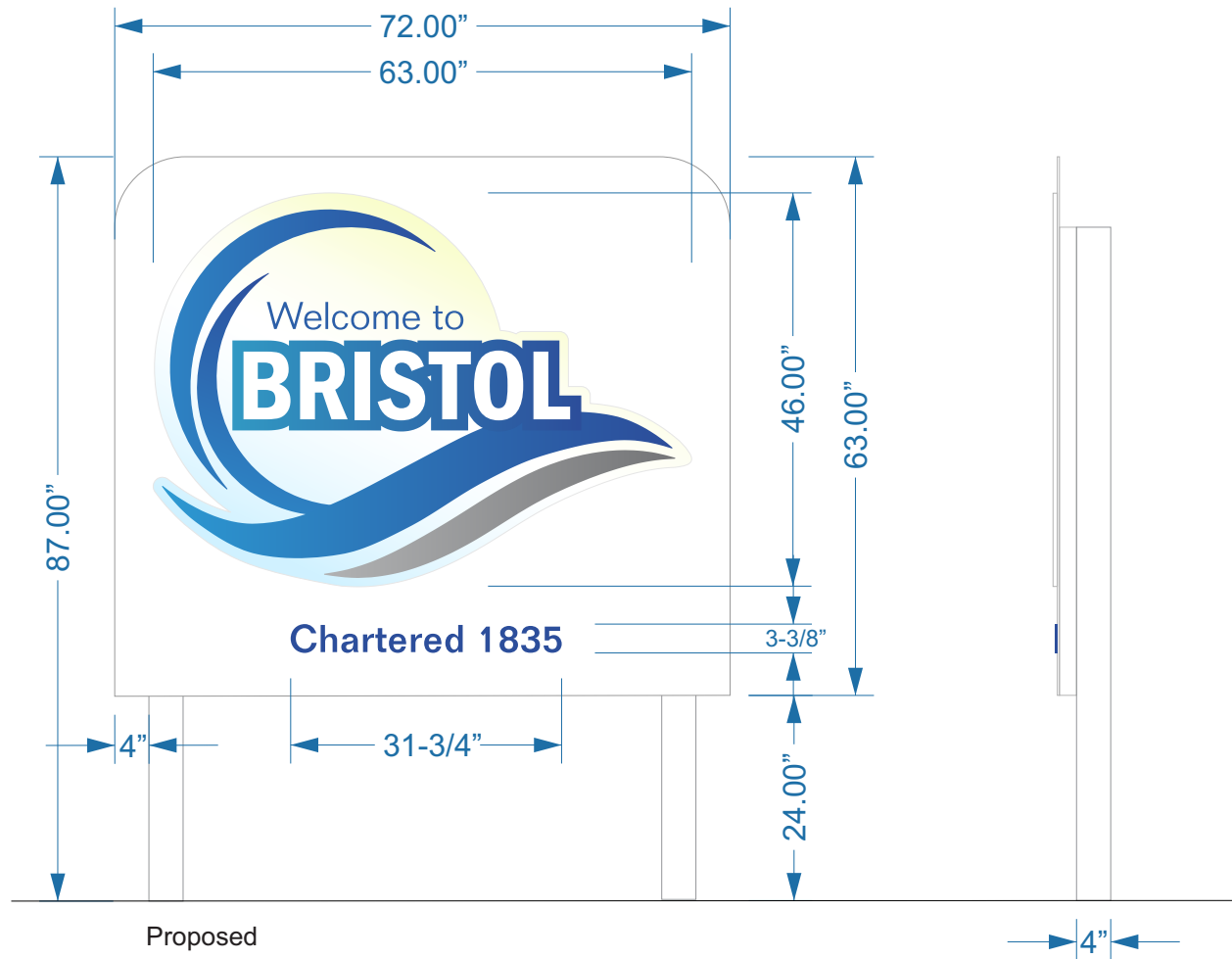
*Eight (8) single face 87" tall x 72" wide x 2" deep non-illuminated white aluminum cabinet. The cabinets are secured to 4" square tube framing with angle. 4" square tubes concreted into the ground.*

*These signs have 46" tall x 63" wide x 1/2" contour cut acrylic logo panels with digitally printed graphics. The acrylic panels are mounted flush to the cabinets. The wording "Chartered 1835" is 1/4" FCO acrylic lettering mounted flush to the cabinets.*

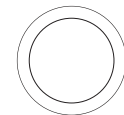
Scale = 1:34

Page 2





• SPECIFICATIONS: COLORS



WHITE

• SPECIFICATIONS: FABRICATION

- Quantity: Eight (8) single face
- Overall Height: 87"
- Overall Width: 72"
- Faces: Aluminum / Acrylic
- Total Square Feet: 31.5 sq'

Scale = 1:22

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CLIENT APPROVAL & D

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Comparison @ Larger Existing Signs

Not to Scale





Comparison @ Smaller Existing Signs

Not to Scale

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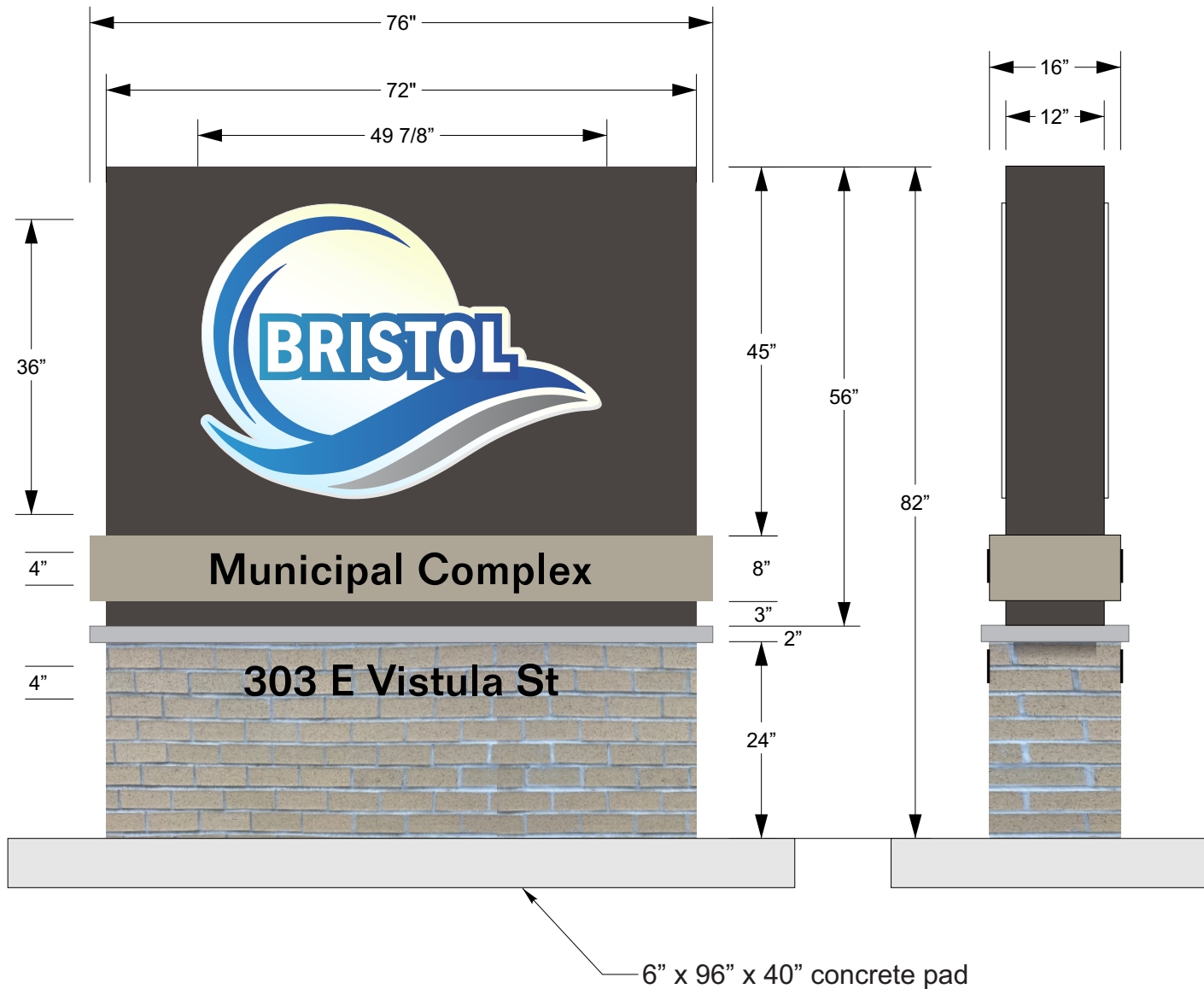




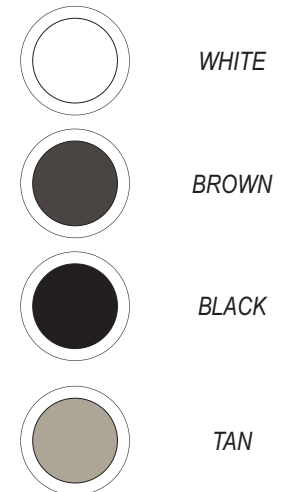
Proposed

One (1) double sided non illuminated monument sign. Painted 56" high x 72" wide x 12" deep cabinet with 1/2" thick FCO white acrylic custom logo with digitally printed graphics. 8" high painted aluminum band with 4" high x 1/4" thick black acrylic letters "Municipal Complex." Brick base with a limestone cap. 4" high x 1/4" thick address mounted to base.

Scale = 1:20



• SPECIFICATIONS: COLORS



• SPECIFICATIONS: FABRICATION

- Quantity: One (1) double face
- Overall Height: 82"
- Overall Width: 76"
- Faces: aluminum cabinet
- Total Square Feet: 42.2sq'

Scale = 1:20

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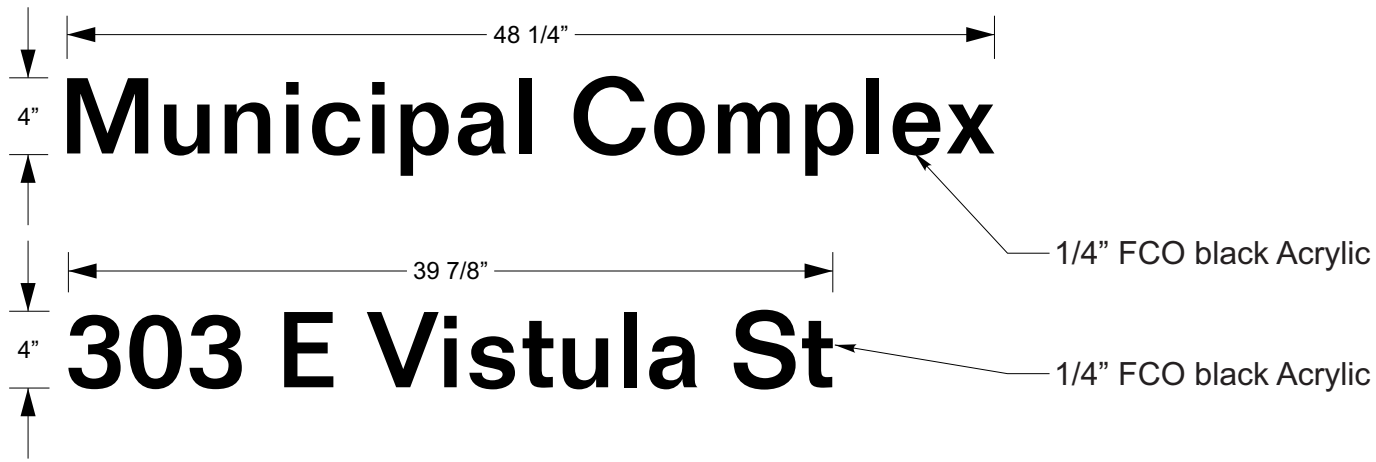
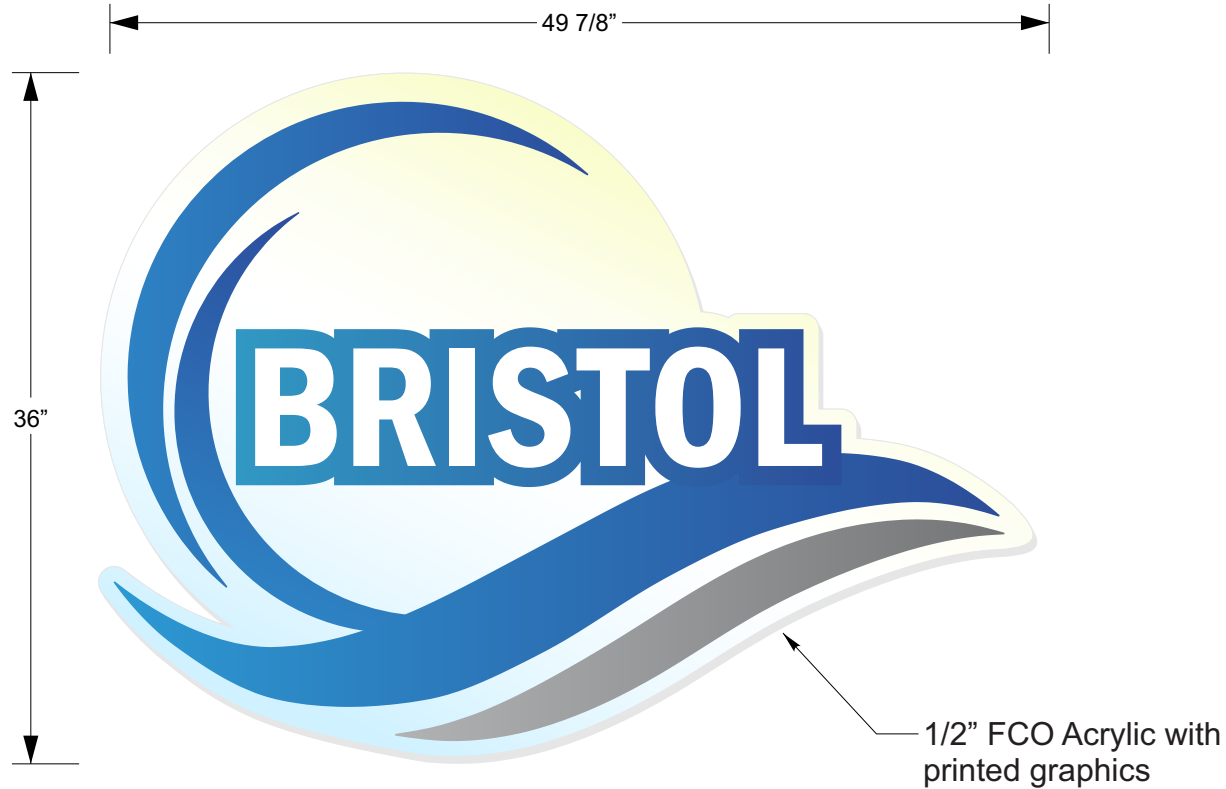
CLIENT APPROVAL & D

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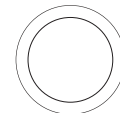


# Flat Cut Out Details

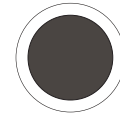
Si Section 5, Item b.



## • SPECIFICATIONS: COLORS



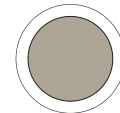
WHITE



BROWN



BLACK



TAN

Scale = 1:10

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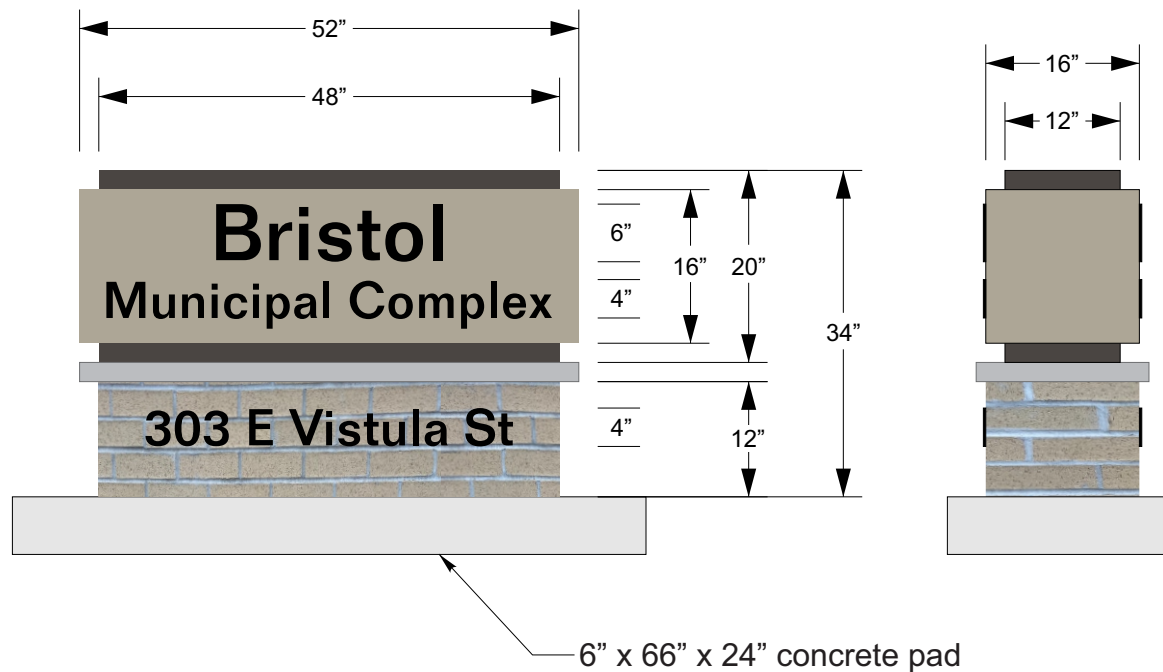


Proposed

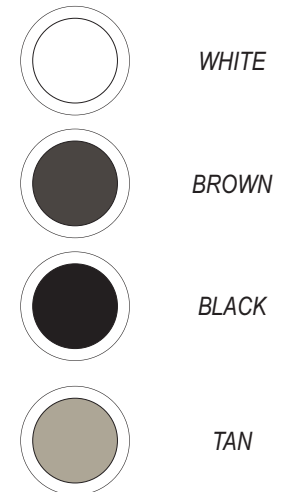
*One (1) double sided non illuminated monument sign. Painted 20" high x 48" wide x 12" deep cabinet. 16" high painted aluminum band with 6" high x 1/2" thick "Bristol" black acrylic letters and 4" high x 1/2" thick "Municipal Complex" black acrylic letters. Brick base with a limestone cap. 4" high x 1/4" thick black acrylic address attached to base.*

Scale = 1:20

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• SPECIFICATIONS: COLORS



• SPECIFICATIONS: FABRICATION

- Quantity: One (1) double face
- Overall Height: 34"
- Overall Width: 52"
- Faces: aluminum cabinet
- Total Square Feet: 12.2sq'

Scale = 1:20

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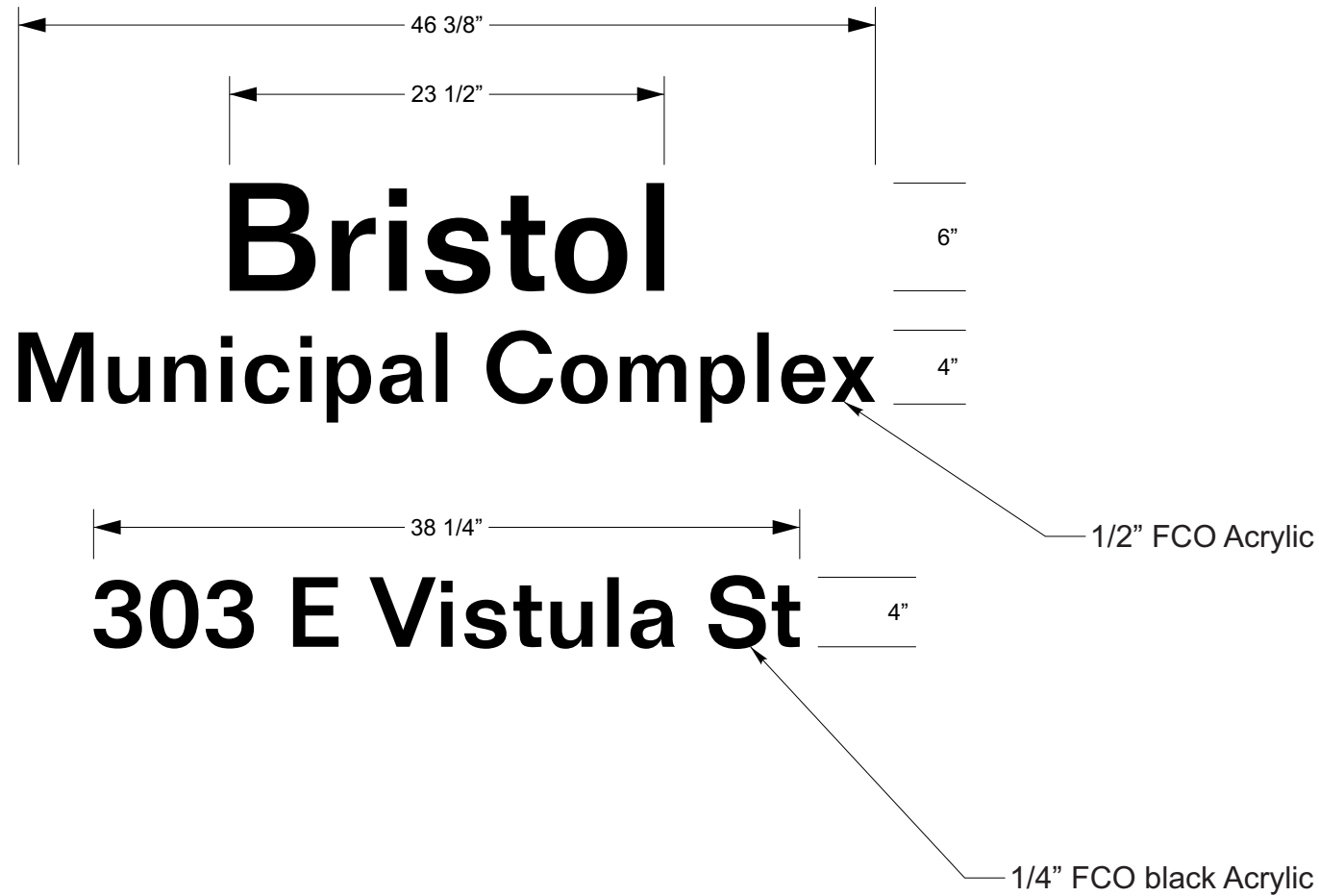
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• SPECIFICATIONS: COLORS



BLACK

Scale = 1:10

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# Town Charter Development Overlay



# Overlay Framework

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- Purpose
- Uses
- Building Placement & Form
- Accessory Uses & Structures
- Access, Parking & Loading
- Buffering & Screening
- Sign Standards



# Purpose

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- Allows for Town specific regulations
- Designed to help reflect to character of the Town
- Supplemental to the Elkhart County Development Ordinance
- Can be more restrictive or less restrictive than County Ordinance
- Encourages “well planned” development
- Can easily be updated every year to respond to changes in development





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# Uses

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- Agricultural Uses – limited to M-1 and M-2
- Prohibits Uses within Corridors
  - Tattoo Parlors
  - Smoke Shops
  - Others?





# Building Form & Placement

- Current: 55' from Centerline
- Proposed: 0' from property line in Downtown and Transitional
- Encourages development near the street to enhance character and create "vibrant, walkable destinations"
- Limit height in Downtown to match

## Front Setbacks

| Subdistrict                     | Minimum Front Setback* | Maximum Front Setback* |
|---------------------------------|------------------------|------------------------|
| Bristol Downtown Corridor       | 0'                     | 10'                    |
| Bristol Transitional Corridor   | 0'                     | 15'                    |
| Bristol South Division Corridor | --                     | 80'                    |
| Bristol Town Limits             | --                     | --                     |

-- As established for the appropriate zoning district.

See [Sec. 158.02\(C\)](#) for Measurements & Special Cases.

\* Front Setbacks shall be measured from the property line or assumed right-of-way, whichever is further from the centerline of the street. Assumed right-of-way shall be measured as 1' behind the sidewalk, if present, or 1' behind the pavement edge where no sidewalk is present.



# Accessory Uses & Structures

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- Current: Same as building setback
- Proposed: In-line or behind the building on the site



# Access, Parking & Loading



- Current: Parking based on use; setback based on
- Proposed:
  - No Parking Minimum Downtown
  - Limits to In-line or behind the building
  - Allows reduced setback along South Division for limited parking



# Buffering & Screening

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- Current: Limited and Vague
- Proposed:
  - Minimum planting size
  - Streetscape trees
  - Parking Area Buffer



# Buffering & Screening

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- Current: Limited and Vague
- Proposed:
  - Maximum 4' fence in front yard



# Buffering & Screening

- Current: Limited and Vague
- Proposed:
  - Maximum 4' fence in front yard
  - Prohibit barbed wire in front yard
  - No outside storage in front yard
  - Proper screening of storage
  - Lighting – Dark sky friendly





# Signs Standards

- Current: Limited and Vague
- Proposed:
  - Create prohibited sign section
  - Limit use of EMCs
  - Discourage ground signs Downtown



# Signs Standards

## (e) Additional Development Standards\*

|                                 | Maximum Area Per Sign | Maximum Area of Wall Signs | Wall Signs     | Monument Signs             |                |
|---------------------------------|-----------------------|----------------------------|----------------|----------------------------|----------------|
|                                 |                       |                            | Maximum Number | Maximum Height             | Maximum Number |
| Bristol Downtown Corridor       | 32 sq.ft.             | 5% of the facade area      | Unlimited      | Special Exception Required |                |
| Bristol Transitional Corridor   | 32 sq.ft.             | 10% of the facade area     | Unlimited      | 6'                         | 1 per curb cut |
| Bristol South Division Corridor | 64 sq.ft.             | 10% of the facade area     | Unlimited      | 8'                         | 1 per curb cut |
| Bristol Town Limits             | 120 sq.ft.            | 10% of the facade area     | Unlimited      | 12'                        | 1 per curb cut |

\*For zoning district where there is a conflict with the Overlay District, the more restrictive of the 2 shall prevail.





# Overview

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# Summary

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- Recognize unique character of the Town
- Introduces base standards for Town Limits
- Focus expanded regulations on the primary Corridors
- Gives framework for future standards
- Can be updated annually with the County Zoning
- Only applies to new development





# Riverfront Development RFP

# Site Information



- 0.4 Acres
- Zoned B-2 & B-3
- Potential river access



# Guidelines

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- Mixed Use Development (R-4 District)
- 2 Story and 30' Maximum Height
- Include minimum standards – entry to Vistula, 40% windows, parking behind front façade
- Encourage traditional elements – 0' setback, recessed entry, traditional architecture with ornamental detailing, interaction with riverfront, minimal parking



# Inspirational Images

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# Inspirational Images





# Inspirational Images



# Inspirational Images

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# Inspirational Images

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