



# TOWN COUNCIL WORK SESSION

Tuesday, September 16, 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. Main Street RFP

b. Update of Development standards

c. Project updates - if time allows

6. **CLERK-TREASURER**

7. **TOWN ATTORNEY**

8. **QUESTIONS ABOUT UPCOMING COUNCIL MEETING AGENDA ITEMS**

9. **OTHER COMMENTS OR QUESTIONS**

10. **MOTION TO ADJOURN by 7:45 for RDC Executive session**



# Town of Bristol

303 E. VISTULA ST | PO BOX 122 | BRISTOL, INDIANA 46507 | 574-848-7007

The Town of Bristol and the Town of Bristol Redevelopment Commission (“Town”) are soliciting proposals from qualified developers interested in partnering with the Town for the development of a prime riverfront parcel in Downtown Bristol.

Included in the RFP are graphics denoting essential information for the Project Site. Each Applicant should read this information carefully before submitting a proposal.

## Project Goals:

The Town wishes to encourage and enable commercial mixed-use development on the Project Site consistent with the historical development of Downtown Bristol.

## Project Site:

The site includes the following parcels: 03-27-229-002-031, 03-27-229-004-031, and a portion of 03-27-207-011-031.



Acreage: 0.40 acres, more or less

Utilities: Municipal water and sewer

Site Conditions: Level to sloping down to St. Joseph River

Current Zoning: B-2 General Business and B-3 Heavy Business District

Proposed Zoning: B-1 Neighborhood Business District

Access: Vistula Street

Special Site Conditions: The site features picturesque views of the St. Joseph River. A planned connection to the proposed riverwalk (future development) is encouraged.

### Project Recommendations/Preferences:

The Town is interested in the site being developed as a mixed-use project with an active commercial user on the ground floor with residential units above. In order to be consistent with the Downtown, the proposed development should generally meet the following standards:

**Setback:** 0' Setback is preferred, but in no case should the building be more than 10' setback from the front setback

**Height:** Minimum 2-stories. A well-designed 3-story building may be permitted (limited to rear half of rooftop). Additional use of the lower level to take advantage of the natural topography is encouraged.

**Street Activation:** At least one (1) door shall be provided to Vistula Street. A recessed entry on Vistula is encouraged, similar to the existing development.

A minimum of 40% of the front façade of the ground floor shall be comprised of storefront window with a maximum sill height of three (3) feet. The 2<sup>nd</sup> story should have a minimum of 15% transparency.

**Design:** The design is encouraged to follow a traditional architecture with ornamental detailing that would complement the historic buildings downtown. Vinyl Siding and residential grade windows are prohibited.

### Inspirational Images:



**Parking:** Minimum parking is not required, but adequate off-street parking is encouraged to be incorporated in the design to adequately service the ground floor use and residential units.

Parking and loading shall be setback a minimum 5' behind the front façade and properly screened.

**Landscaping:** Any portion of the lot not occupied by a building within 10' of the property line should incorporate Streetscape Trees. Parking area screening is required if visible from Vistula or Division Street.

## Request for Proposals

The subject tract of land is fully owned by the Town and is being offered directly to market by the Town.

The proposal must be submitted to \_\_\_\_\_ no later than \_\_\_\_\_.

All proposals must include the following information, ordered accordingly:

1. Cover Letter – Provide a cover letter on your company or organization’s letterhead, including your interest in the project and certifying that the proposal is being made on behalf of the company and that the signatory is an authorized representative.
2. Company Description – Provide a brief description of the company, its history and organizational structure. Experience with similar projects should be included. Identify all team members with roles and responsibilities relevant to the proposed development project.
3. Project Scope – Please include all relevant information including:
  - a. Price offered. If the offer is less than the estimated value (See \_\_\_\_), please include a detailed explanation.
  - b. Development vision and conceptual design plan. The conceptual design should be scaled and include site improvements for the entire Project Site.
  - c. Proposed development details including, but not limited to:
    - i. Description of uses (broken down by proposed square footage)
    - ii. Site plan for the Project Site, including parking, landscaping, amenities, building location.
    - iii. Representational building elevations and proposed materials.
    - iv. If the proposal will rely on an agreement with the Town relative to minimum use of existing public parking spaces, this should be outlined in the development proposal.
  - d. Business plan, including leasing/sales strategy for the commercial use and potential rental or sales cost for the residential components.
  - e. Comprehensive development pro forma.
  - f. Anticipated development budget, which should include detailed sources of funding.
  - g. If the development will rely on incentives provided thru a development agreement with the Town, details of that request including terms, conditions, duration and value should be included.
  - h. Project schedule including the start and completion date, as well as the timeline for design and construction and any phasing.
4. Evidence of Financing Capacity – Demonstrate the company’s/organization’s ability to finance the construction and complete the necessary site improvements. Developers will receive additional points during the evaluation if they demonstrate existing investment/lending commitments and relationship with local/regional lending institutions for financing development.

5. Contingencies – Provide information on any conditions that must be satisfied before the project can proceed.

### Submission Format

Submit one electronic version of the proposal in a clear and legible format. Proposals must be complete in all respects; incomplete proposals will not be considered. All materials submitted become property of the Town. Submit all proposals to:

Town of Bristol – Riverfront Redevelopment  
 POP Box 122  
 Bristol, IN 46507

### Evaluation Criteria

In reviewing and evaluating proposals, the Town will consider the following:

- Proposal
  - Completeness of the proposal
  - Quality of the design concept
  - Conformity with the objectives outlined herein
- Team
  - Strength of the overall development team, including commitment and availability of key staff
  - Ability to execute/deliver on commitments
  - Professional and technical competence as evidenced by professional qualifications and specialized experiences of the developer, as well as current and past performance on similar projects.
  - Developer and/or development team's financial qualifications include a proven ability to obtain financing for this project.
- Additional Considerations – Additional consideration will be given to respondents who seek to maximize the overall economic benefit to the Town by:
  - Maximizing community benefits
  - Maximizing the long-term value to the Village through increased tax revenues and economic input
  - Ability to secure all financing and complete the property closing within six months of the proposal acceptance by the Town.
  - Ability to start within a reasonable time period to be specified in the development agreement.
- The Town reserves the right to reject proposals submitted by Applicants who are not current on the property taxes or for any other reason determined to be in the best interest of the Town.

### Proposed Selection Timeline

Issued RFP:

Inquiry Deadline:

Proposals Due:

Proposals Review by Consultant and Legal Advisor for completeness and forwarded to the Town Manager.

Developer Interviews:

The Town will consider the proposal and use its best efforts to take one of the following actions within 30 days: Reject all proposals, Accept the proposal, Request additional information prior to acceptance/rejection.





## 158.04(H) Bristol Development Overlay District

### Sections

158.03(E)(1)	Purpose.....	<a href="#">3-18</a>
158.03(E)(2)	Uses.....	<a href="#">3-18</a>
158.03(E)(3)	Building Placement & Form.....	<a href="#">3-20</a>
158.03(E)(4)	General Standards.....	<a href="#">3-21</a>
158.03(E)(5)	Accessory Uses & Structures.....	<a href="#">3-21</a>
158.03(E)(6)	Access, Parking, & Loading.....	<a href="#">3-21</a>
158.03(E)(7)	Buffering & Screening.....	<a href="#">3-21</a>
158.03(E)(8)	Sign Standards.....	<a href="#">3-21</a>

## 158.04(H) Bristol Overlay District

### (1) Purpose and Applicability

The Bristol Overlay and Development Standards shall apply to all property located within the Town of Bristol limits and its overlay areas, as amended, to reflect the unique characteristics and goals of the Town of Bristol. These additional standards are to be supplemental to those outlined in this Elkhart County Development Ordinance. Notwithstanding any provisions elsewhere in the Elkhart County Zoning Ordinance to the contrary, any new development or improvements to an existing development within the corporate limits of the Town of Bristol shall be subject to the following regulations of this section.

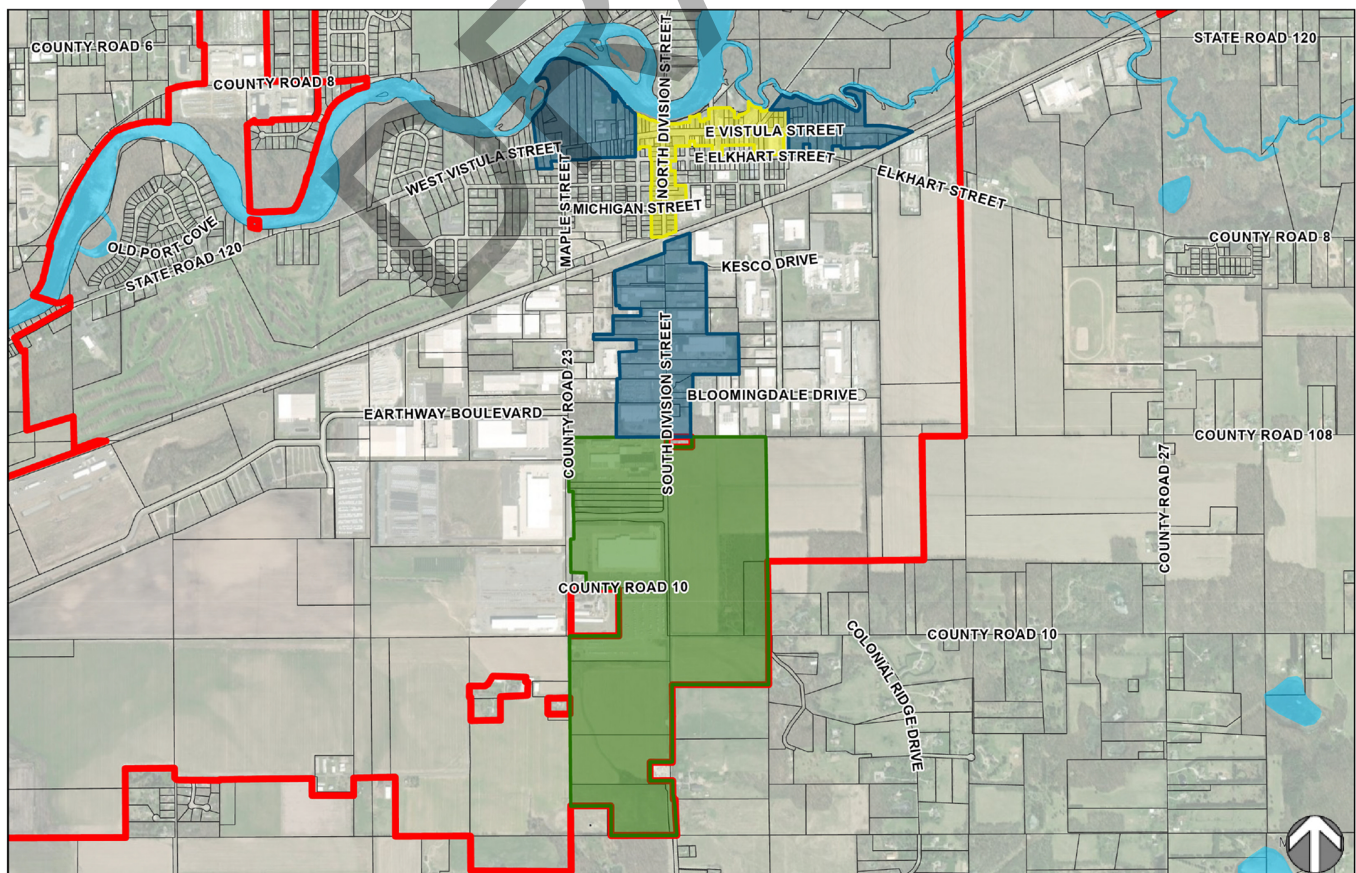
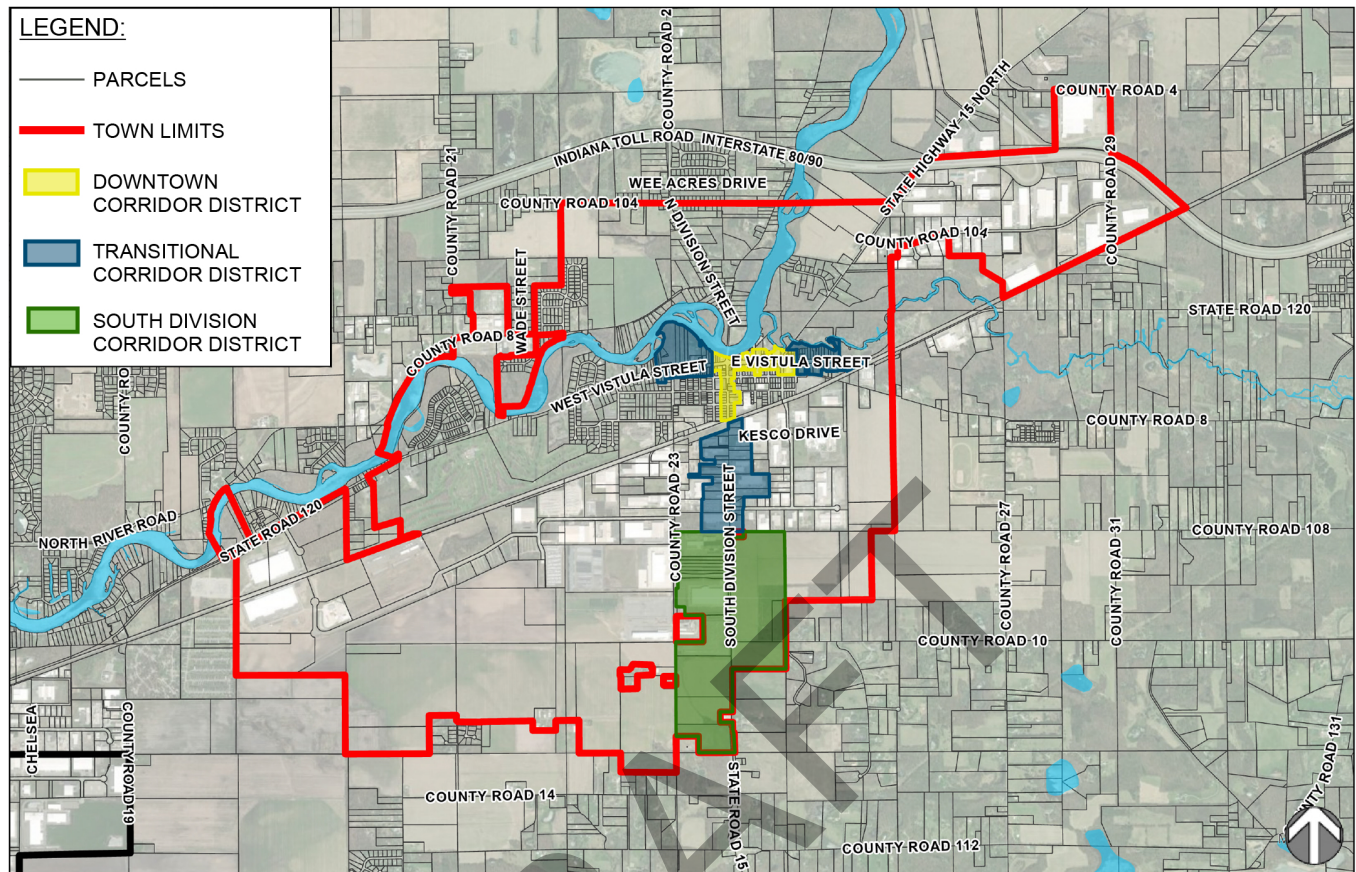
The Bristol Overlay District is divided into four (4) sub-districts. The boundary for each sub-district is outlined below and shown in the following diagram.

- (a) **Bristol Downtown Corridor District**  
Properties generally located along Vistula Street from Illinois Street east to Chaptoula Street; and Properties along Division Street from the St. Joseph River south to the Railroad Crossing.
- (b) **Bristol Transitional Corridor District**  
Properties generally located along Vistula Street from the west edge of the Bristol Downtown Corridor District (Illinois Street) to the west line of the property located at 505 W. Vistula Street (Library); and Properties located along Vistula Street from the east edge of the Bristol Downtown Corridor District (Chaptoula Street) to the Railroad Crossing.
- (c) **Bristol South Division Corridor District**  
Properties generally located along Division Street from the south edge of the Bristol Transitional Corridor District (Railroad Tracks) to the south Town limit.
- (d) **Bristol Town Limits**  
Any property within the Town of Bristol which is not included in one of the other sub-districts outlined above.

Any standard included in this Overlay that does not reference a specific sub-district shall be interpreted to apply to all sub-districts.

Wherever there is or appears to be a conflict between the regulations of this section and other sections of this chapter (as applied to a particular development), the requirements specifically set forth in this section shall prevail unless otherwise specified. Anything not addressed by this section shall defer to the development standards of the underlying zoning district.







## (2) Uses

In addition to the provisions of 158.05 (Uses), the following restrictions shall apply:

- (a) **Agricultural Uses** as listed in Section 158.05 (3) shall only be permitted in the M-1 or M-2 Districts. In all other districts, existing Agricultural Uses shall be considered a legal nonconforming use which shall terminate if the use is not maintained for at least any three (3) year period in a five (5) year period as established by Indiana Code 36-7-4-616. Properties zoned A-1 at the time of adoption of this Ordinance shall be allowed to continue, however, no new A-1 property should be annexed into the Town without a rezoning to an appropriate district.
- (b) **Tattoo Parlors** shall be prohibited within the Bristol Downtown Corridor District and Bristol Transitional Corridor District. These shall be defined as a facility that provides services deliberately scarring, burning, or pricking the skin so as to leave a mark or a color that cannot be removed without a surgical procedure. Includes such services as tattooing, permanent coloring, scarifying, and bringing, and the piercing of the human body to create a permanent hole. Microblading shall not be included in this definition.
- (c) **Smoke Shops** shall be prohibited within the Bristol Downtown Corridor District and Bristol Transitional Corridor District. These shall be defined as an establishment whose primary business, in terms of gross floor area or sales, is related to the sale of tobacco products or related accessories, hookah products or related accessories, other smoking products or related accessories, or electric nicotine deliver systems of related accessories for on- or off-premise use.

## (3) Building Placement & Form

### Front Setbacks

Subdistrict	Minimum-Front Set-back*	Maximum Front Setback From Corridor Street*
Bristol Downtown Corridor	0'	10'
Bristol Transitional Corridor	0'	25' on Vistula 80' on Division
Bristol South Division Corridor	--	100'
Bristol Town Limits	--	--

-- As established for the appropriate zoning district.

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

- (a) In the Bristol Downtown Corridor District and Bristol Transitional Corridor, no building shall exceed 30 feet in height.

## (4) General Standards

RESERVED

## (5) Accessory Uses & Structures

Except for properties located within the Bristol Town Limits District, a detached accessory building may not be located in the Front Yard, as defined by this Ordinance.

## (6) Access, Parking & Loading

- (a) In the Bristol Downtown Corridor District, there shall be no minimum parking requirements.
- (b) In the Bristol Downtown Corridor District and Bristol Transitional Corridor District, parking is not permitted in the Front Yard, as defined by this Ordinance. Parking located in the Side Yard and defined by this Ordinance shall have a minimum front setback of 5 Feet from the right-of-way.
- (c) In the Bristol South Division Corridor District, the front parking setback may be reduced to 10 feet from the right-of-way line for all parking, provided no more than a double row of parking is provided in the Front Yard as defined by this Ordinance.

## (7) Buffering & Screening

- (a) **General**
  - i. **Plant Size:** All plant material required by this Ordinance shall comply with the following minimum sizes at the time of planting:

Deciduous Shade Tree	2.5" Caliper (6" above ground)
Deciduous Ornamental Tree	1.5" Caliper (6" above ground)
Evergreen Tree	6' high
Hedge Plants/Shrubs	24" high


- (b) **Streetscape Landscaping**  
All new development, other than single-family detached dwellings, shall install streetscape landscaping at a rate of 1 deciduous shade tree for every 40 feet of frontage, or 1 deciduous ornamental tree for every 25 feet of frontage. The Zoning Administrator may approve grouping of landscaping. For properties with building setback less than 10' from the right-of-way line, Streetscape Landscape landscaping may be waived by the Zoning Administrator.

## (7) Buffering &amp; Screening (Cont.)

## (d) Fences and Walls

The construction of any new fence or replacement of 50% or more of an existing fence shall require a permit from the Town of Bristol Town Clerk, and shall comply with the following:


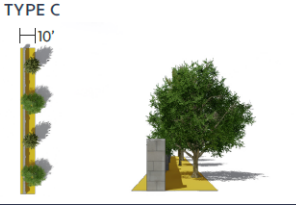
- i. Any fence located in the Front Yard shall have a maximum height of 4 feet.
- ii. In the Bristol Town Limits District, properties zoned M-1 or M-2 District may increase the fence height in the Front Yard to 6 feet provided a Class 1, Type B buffer is installed between the fence and the street.

CLASS 1			
TYPE B			
			
Width	Trees	Shrubs	Barrier
15'	2 per 100'	16 per 100'	Non-Opaque Fence

- iii. In the Bristol Downtown Corridor District and Bristol Transitional Corridor District chain link fence shall be prohibited, except when located behind the front facade of the primary building.
- iv. Except as required for public utilities, no barbed wire or security wire shall be permitted in the Front Yard.

## (e) Outside Storage

- i. For all properties located in the Bristol Development Overlay, Outside storage regulations shall include all finished recreational vehicles, automobiles, portable buildings, boats, trailers, manufactured homes, and other similar vehicles or equipment produced or sold by a permitted use on-site.
- ii. In the Bristol Downtown Corridor District, Bristol Transitional Corridor, and Bristol South Division Corridor, no outside storage shall be permitted in the Front Yard fronting along Vistula or S. Division Street.
- iii. Outside storage areas shall be screened from view from residential properties or public rights-of-way by Class 3, Type B or Type C buffering.

CLASS 3			
TYPE B		TYPE C	
			
Width	Trees	Shrubs	Barrier
15'	4 per 100'	12 per 100'	Opaque Fence
Width	Trees	Shrubs	Barrier
10'	4 per 100'	0 per 100'	Wall

## (f) Lighting

A lighting plan, approved by the Town Engineer, shall be required for all new development or redevelopment in which new lighting is proposed or existing lighting fixtures are being replaced. In addition to the Lighting standards established in Section 158.08(F), all lighting shall comply with the following regulations:

- i. All lighting shall be directed downward in a vertical vector directly beneath the fixture (opposite to zenith).
- ii. All light fixtures shall be designed or shielded in such a manner that no light is emitted, either directly or indirectly, at or above a horizontal plane running or traveling into a particular adjacent area, angle, or region.
- iii. Unless otherwise specified in this ordinance, Luminaires emitting more than 1,000 Lumens (foot candles) shall be Fully Shielded and shall emit no more than 5% of their total Lumen output above 80 degrees from the point directly below the fixture. Exceptions are:
  - iv. Festoon string lighting where no individual lamp emits more than 50 lumens, and the lumen density of the string is no greater than 25 lumens per foot.
  - v. Directional lights used for façade illumination which are shielded and aimed to hit their target such that the light is contained by architectural elements.
- vi. Lights may not have a color temperature of more than 3,000 Kelvin.

**(8) Signs**

**(a) Prohibited Signs**

- i. Any rotating beam, beacon, intermittent light, lights of changing colors, or degree of intensity, or flashing illumination in connection with any sign surface, except as part of an electronic message board in compliance with this Section.
- ii. Signs or devices motivated by wind, thermal changes, or other devices, such as spinners, pinwheels, unsecured banners, pennants, streamers, air-inflated signs, flag banners, feather banners, or other wind-blown devices designed to inform or attract attention.
- iii. Signs on portable trailer frames; and signs attached to or painted on a vehicle parked and visible from the public right-of-way, provided, however, a vehicle which is used in the normal day-to-day operation of a business use shall not be considered a portable sign if the vehicle is parked beside or behind the building in which the use is located.
- iv. Signs attached to trees, street lights, or utility poles.
- v. Signs that bear or contain statements, words, or pictures of an obscene or pornographic nature.

**(b) Temporary Signs**

All temporary signs within the Town of Bristol shall require a permit from the Town Clerk prior to installation. Temporary signs shall be subject to the following regulations:

- i. Construction signs located on a site with an active building permit, subject to the following: No more than 2 signs per street frontage with a maximum sign area of 64 square feet each and height not to exceed 8 feet in height. Construction signs shall be removed within 30 days of issuance of a certificate of occupancy or expiration of a building permit.
- ii. Temporary signs on non-residential properties, subject to the following: no more than 2 signs per street frontage with a maximum sign area of 32 square feet each and height not to exceed 6 feet. The permit shall be limited to a period of not more than 30 days, with a frequency of no more than 4 times per calendar year.
- iii. Temporary signs on residential properties, subject to the following: no more than 2 signs per street frontage with a maximum of sign area of 6 square feet and height not to exceed 4 feet in height. The permit shall be limited to a period of not more than 30 days, with a frequency of no more than 2 times per calendar year.

**(c) Exempt Signs**

- i. Temporary signs located on a property for sale or lease, limited to 1 per street frontage and a maximum of 6 square feet on a property with a detached residential dwelling or 32 square feet for all other properties.
- ii. Display of Political signs as under IC 32-21-13

**(d) Illumination**

- i. The changeable copy portion of a sign shall not exceed 40% of the sign surface area of the permitted sign.
- ii. A sign which does not change more than 2 times per 24 hour period shall not be considered a changeable copy sign.
- iii. All Electronic Message Boards (EMB) shall have automatic dimming controls, either by photocell or via software settings, to limit maximum luminance level to 750 nits.
- iv. All messages shall be static and displayed for a minimum of 8 seconds. No blinking, flashing, scrolling or other animation shall be permitted.

**(e) Permitted Signs**

Permitted Sign Types*	Wall	Projecting	Monument	Portable	Freestanding	EMB
Bristol Downtown Corridor						
Bristol Transitional Corridor						
Bristol South Division Corridor						
Bristol Town Limits						

\* Where a sign type listed above is not permitted by Section 158.08(F), the stricter regulation shall apply.

**(f) Additional Development Standards**

- i. The Maximum Combined Area for all Wall Signs shall not exceed 10% of the facade to which it is attached.
- ii. Monument Signs shall be limited as follows:

Monument Sign Standards*	Maximum Height	Maximum Number
Bristol Downtown Corridor	Special Use Required	
Bristol Transitional Corridor	6'	1 per driveway
Bristol South Division Corridor	8'	1 per driveway

- iii. The Maximum Area Per Sign, regardless of sign type, shall comply with the regulations outlined below.

Maximum Sign Sizes Per Sign*	
Bristol Downtown Corridor	32 sq.ft.
Bristol Transitional Corridor	32 sq.ft.
Bristol South Division Corridor	64 sq.ft.
Bristol Town Limits	120 sq.ft.

\* For zoning districts where the maximum sign size established in Section 158.08(F) is more restrictive, the smaller of the 2 shall apply.



**(9) Non-conforming Structures****(a) Nonconforming Signs**

Legally established nonconforming signs may receive normal and routine repair and maintenance subject to the following;

- i. The removal of a sign structure, sign cabinet, or any structural element necessary for the support of the sign graphics shall be deemed definitive evidence that said sign requires work beyond normal and routine maintenance, and such sign shall not be repaired, maintained, or reconstructed except in conformity with the provisions of this Overlay.
- ii. The conversion of a static message sign to an electronic changeable copy sign is not considered normal repair or maintenance, and such change shall only be done in conformance with the provisions of this Overlay.
- iii. In the event that the nonconforming sign is damaged or destroyed by any means to the extent that the repair exceed 50% the cost of the construction of the entire sign, said sign shall not be reconstructed except in conformity with the provisions of this Overlay.

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