

**TASK ORDER NO. 04**  
**STATEMENT OF WORK**  
**ZONING ORDINANCE UPDATE**  
**TOWN OF THORNTOWN**

This Statement of Work is executed as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the Town of Thorntown ("Owner") and ms consultants, inc. ("Consultant"). Owner and Consultant agree that all of the Services authorized by this Statement of Work shall be subject to the terms and conditions set forth within the master Agreement for General Engineering Services between Owner and Consultant dated November 15, 2021 (the "Master Agreement"). Upon execution of this Statement of Work, the master Agreement shall be incorporated into and be considered a part of this Statement of Work as if set forth herein in its entirety. Any capitalized terms which are not defined herein shall have the meanings defined in the master Agreement.

1. Description of Project. The Project which is covered by this Statement of Work is described as follows: Updating Owner's Zoning Ordinance.
  
2. Consultant's Scope of Services. The Services to be performed by Consultant under this Statement of Work includes all of the following:

Consultant will update Owner's Zoning Ordinance. The typical tasks involved in the process of updating an ordinance are listed in Exhibit 4.A.
  
3. Consultant's Deliverables. As part of the Services to be performed by Consultant, Consultant shall provide to Owner the following Deliverables:

Updated Zoning Ordinance. A typical Unified Development Ordinance table of contents is in Exhibit 4.B
  
4. Consultant's Schedule. Consultant shall perform the Services in accordance with the attached Schedule for the Services or in accordance with the following time limits (if any):

The schedule will be developed during the stage of developing scope of work for the zoning ordinance update.
  
5. Contract Documents. The following Contract Documents are incorporated into and shall be a part of this Statement of Work as if fully stated herein:
  - A. This Statement of Work;
  - B. The Master Agreement;

6. Method of Payment. Consultant shall be paid for performance of the Work related to the Project on the following basis:

Owner will pay ms consultants, inc. a lump sum of \$40,000 as authorized by signing of this task order by the Town Council President.

7. Effective Date. The Effective Date for this Agreement shall be the date as stated at the top of the Task Order No. 4 to the Master Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Statement of Work to be effective as of the Effective Date listed on first page.

OWNER:

Town of Thorntown

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

Town of Thorntown

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CONSULTANT:

ms consultants, inc.

By: \_\_\_\_\_

Name: Daniel R. Cutshaw, P.E.

Title: Vice President – Indiana

ATTEST:

ms consultants, inc.

By: \_\_\_\_\_

Name: Dax Norton

Title: Project Manager

## **EXHIBIT 4.A ZONING ORDINANCE UPDATE TASKS**

### **Zoning Ordinance Update**

#### Task 1.1 Zoning Regulations

After the Comprehensive Plan has been adopted, the team will take the finalized calibration table and begin drafting the language for zoning ordinance.

#### Task 1.2 Public Review of UDO Draft

When all comments have been input and reviewed, the team will finalize a Public Review Draft of the UDO. The draft Ordinance should be posted online for several weeks, at a minimum, to ensure that the public is given ample time to review. Public comment will be accepted and recorded via email and via a form set up on the project website.

#### Task 1.3 Public Open House

The team will host a public open house in a workshop format so that residents can break out into groups based on the sections of the ordinance that they would like to focus on. We will also provide comment sheets for any general comments.

#### Task 1.4 Final UDO

All public comments received will be inventoried and provided to staff. Based on all staff, stakeholder, and public comments received, the team will produce a final draft of the Zoning Ordinance.

#### Task 1.5 Adoption Meetings

The team will attend and present at all public adoption meetings for the Zoning Ordinance.

#### Task 1.6 Zoning Workshop and Training

Following adoption of the new UDO, the ms planning team can host a training workshop for Thorntown Planning Advisory Commission, Town Council and staff. This would include an orientation to the new ordinances, zoning processes, and administration of forms utilizing real-world examples.

#### Deliverables:

- Draft Zoning Ordinance Chapters
- Public Review Zoning Ordinance Draft
- Final Zoning Ordinance
- Zoning Workshop and Training
- Meetings
- Public Open House
- Adoption Meetings
- Biweekly Calls

## EXHIBIT 4.B ZONING ORDINANCE TABLE OF CONTENTS

While every community's zoning code differs, these are the typical chapters included into the zoning ordinance:

- I. Preamble
- II. Title, Purpose and Effect
- III. Definitions and Rules of Word Usage
- IV. Administrative Bodies and Officials
- V. Zoning Districts
- VI. Overlay Districts
- VII. Development Standards:
  - a. General Standards
  - b. Lot and Building Dimensions
  - c. Access and Connectivity
  - d. Off-street Parking and Loading
  - e. Landscaping and Screening
  - f. Street and Exterior Lighting
  - g. Environmental Regulations
  - h. Floodplain Regulations
  - i. Sign Regulations
- VIII. Use Regulations
- IX. Subdivision Procedure and Standards
- X. Non-Conforming Uses, Structures and Lots
- XI. Enforcement and Penalties
- XII. Applications Procedures and Requirements
- XIII. Appendices:
  - a. Schedule of Fees
  - b. References to the regulations adopted by reference