



February 27, 2026

Chase Bruton
Town Manager
9312 W Smith St
Yorktown, IN 47396

Re: Yorktown Comprehensive Plan Update

Mr. Bruton,

Thank you for your continued partnership with the Civitas Strategies Team. We value the opportunity to support the Town of Yorktown and appreciate the trust placed in us to assist with updating the Comprehensive Plan and consolidating the Zoning and Subdivision Control Ordinance. This proposal reflects our commitment to delivering a practical, defensible, and forward-looking framework that positions Yorktown for long-term success.

The Comprehensive Plan update will establish a clear policy foundation to guide growth, land use decisions, infrastructure investment, and community development over the coming decades. As part of this effort, the updated plan will be structured to ensure full alignment with the legal requirements outlined in Indiana Code 36-7-4-500. In accordance with state statute, the plan will clearly identify and incorporate the required elements, including:

- A statement of objectives for the future development of the jurisdiction
- A statement of policy for the land use development of the jurisdiction
- A statement of policy for the development of public ways, public places, public lands, public structures, and public utilities

By aligning Yorktown's Comprehensive Plan with statutory requirements while integrating current demographic, economic, and development trends, this update will strengthen the Town's legal foundation for land use decisions and provide a coordinated, implementation-oriented strategy for managing growth.

In review, we propose working with Yorktown on the following services:

SCOPE OF WORK

- **Phase 1: Initiation & Coordination**
Establish a clear project framework, confirm scope priorities, and align expectations for both documents.

Key Deliverables:

1. Project kickoff meeting (staff + leadership)

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2. Confirmed project schedule and coordination plan
3. Finalized scope assumptions and decision points

Key Tasks:

1. Review the 2022 Comprehensive Plan and 2009 Zoning & Subdivision Control Ordinance, including all known amendments
2. Meet with staff to confirm goals, known issues, and desired level of policy change
3. Identify statutory requirements, recent case law considerations, and best practices relevant to Indiana communities
4. Establish coordination points between the Comprehensive Plan update and ordinance recodification

- **Phase 2: Engagement & Policy Direction**

Gather Planning Commission input and clarify policy direction for emerging and sensitive land uses.

Key Deliverables:

1. Planning Commission working session(s)
2. Summary of policy direction and consensus areas
3. Identification of unresolved policy questions

Key Tasks:

1. Facilitate discussion with the Planning Commission on:
2. CAFO regulations and siting considerations
3. Data centers and emerging industrial uses
4. Cell towers and wireless infrastructure
5. Rural character preservation and residential transitions
6. Evaluate appetite for a new Rural Residential zoning classification
7. Document policy guidance to inform plan updates and ordinance language
8. Coordinate with legal counsel input where appropriate

Phase 3: Analysis

Ensure all updates are defensible, internally consistent, grounded in market realities, and compliant with current Indiana Zoning Standards. Evaluate demographic shifts, housing demand, employment trends, and development patterns to ensure the master plan aligns with projected growth, infrastructure capacity, and market feasibility.

Key Deliverables:

1. Regulatory and legal compliance checklist
2. Gap analysis between plan policies and ordinance standards
3. Demographic and development trend analysis informing future land use and

- growth assumptions
- 4. Summary memo of required updates

Key Tasks:

1. Review ordinance structure, definitions, use tables, and development standards
2. Identify inconsistencies, redundancies, or outdated provisions
3. Verify compliance with current Indiana Code and planning best practices
4. Analyze how new zoning classifications are reflected in future land use policy
5. Ensure special land uses are addressed consistently across both documents

Phase 4: Visioning & Policy Refinement

Update future land use policy and framework to reflect current conditions and community priorities.

Key Deliverables:

1. Updated Future Land Use Map (as needed)
2. Revised Comprehensive Plan land use policies
3. Clear policy guidance for sensitive land uses

Key Tasks:

1. Update future land use categories to align with new and proposed zoning districts
2. Refine land use narratives to address:
3. Agricultural protection and CAFO considerations
4. Infrastructure-intensive uses such as data centers
5. Wireless facility placement and design considerations
6. Ensure rural and residential areas are clearly differentiated and supported by policy
7. Coordinate plan language to directly support ordinance implementation

Phase 5: Strategy & Ordinance Recodification

Produce a consolidated, modernized, and user-friendly zoning and subdivision ordinance.

Key Deliverables:

1. Fully recodified Zoning & Subdivision Control Ordinance
2. Updated use tables and district standards
3. Clear administrative and procedural sections

Key Tasks:

1. Consolidate all ordinance amendments into a single, cohesive document
2. Reorganize the ordinance for clarity and usability



3. Incorporate new zoning classifications and revise existing districts as needed
4. Update development standards, procedures, and definitions
5. Align ordinance language with Comprehensive Plan policy direction
6. Coordinate iterative review with staff

Phase 6: Adoption & Implementation Support

Support the community through a clear, confident adoption process.

Key Deliverables:

1. Draft and final versions of both documents
2. Planning Commission recommendation materials
3. Adoption-ready ordinances and resolutions

Key Tasks:

1. Prepare presentation materials for public hearings
2. Attend Planning Commission and legislative body meetings as needed
3. Respond to public and official comments
4. Finalize documents for formal adoption

VERIDUS COMPENSATION

The proposed compensation is structured as a fixed fee, invoiced monthly on a percent complete basis. This approach provides cost certainty while allowing for steady progress and consistent access to senior-level expertise and project support throughout the duration of the engagement.

Based on our standard hourly rates (\$245 for Principal time, \$220 for Directors, \$185 for Project Managers, \$175 for Project Analysts, and \$100 for Project Administration), the total proposed budget for this project is:

Yorktown Comprehensive Plan Update.....\$69,500

In general, we are anticipating the following staff members be a part of this agreement.

- Jack Woods.....Director of Economic Development
- Kody Leach.....Project Manager
- Abby Hanson.....Project Analyst

Compensation for all services rendered will be payable each month. We will track our hours and tasks and they will be included on the monthly invoice as appropriate. Full payment of invoices is due within 30 days from invoice date.

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If payment is not made within 30 days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract, and we shall have no liability for delay or damage that results from the termination of the contract or suspension of services.

At any time and for any reason, the town may, at their option, and effective upon the delivery of written notice of your intention to do so, terminate the contract. Civitas shall have no liability for delay or damage which results from the termination of the contract or suspension of services.

REIMBURSABLE EXPENSES

The following expenses will be considered reimbursable and will be invoiced at their direct costs on monthly invoices:

- A. Any studies or plans paid for by Civitas.
- B. Reproduction services for plans and specifications other than for normal in-house coordination.
- C. Overnight postage, certified mail, and delivery services.
- D. Mileage at the current federal rate.

Thank you again for your time and consideration. The fees for services included in this proposal are valid for six months from the date of this letter. If the terms of this proposal are agreeable, we will prepare a contract and begin the work. If you have any questions or need further information, please call my cell at (317) 441-2100.

Sincerely,

A handwritten signature in black ink that reads "Jack Woods". The signature is written in a cursive, flowing style.

Jack Woods
Director
Civitas Strategies
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