



## **SELLERSBURG PLAN COMMISSION**

### **AGENDA**

**February 17, 2026**

**Meeting starts at 5:00 p.m.**

1. Call to Order
2. Agenda Amendments (if needed)
3. Approval of Minutes – November 17, 2025
4. New Business: None
5. Old Business: None
6. Communications
7. Plan Commission Business:
  - a. RFP for zoning update discussion
8. Reports:
  - a. Planning & Zoning
  - b. Legal Counsel
  - c. Committees
  - d. Consultant
9. Announcements
10. Adjourn

Submitted by:

Jeremy Corbett

# Sellersburg Plan Commission Minutes

**November 17, 2025**

The minutes as written are not verbatim, but a summary of the meeting.

## **Attendance:**

### **Present:**

Brad Amos  
Nancy Hughes  
Nancy McDevitt  
Terry Langford  
Tom McEwen  
Jeremy Corbett -Planning Office  
LaDonna Broadus – Planning Office  
Alex Gaddis - Board Attorney

### **Absent:**

Scott McVoy

## **Call to Order:**

Brad Amos called the Sellersburg Plan Commission to order at 5:00pm at Sellersburg Town Hall

## **Agenda Amendments:**

None

## **Approval of Minutes:**

Nancy Hughes made a motion to approve the meeting minutes from 10/20/25. Tom McEwen seconded the motion. Motion carried 5-0

## **Old Business:**

- a. **2025-08-PP-04, Jason Copperwaite on behalf of Thompson Hill Collective LLC of 5404 Winding Way, Evansville, IN 47711 has filed a petition to replat of the St. Joe's Place Subdivision. The purposed replat seeks to re-subdivide from seven lots to fourteen.**

**Discussion:** Eric Merten with Primavera and Associates stood up and let the Plan Commission know that the applicant had received all the variances that were required and asked the PC to approve their plat. Brad Amos asked if the applicant had given any thought to the request from adjoining property owners. Jake Vissing with Frost Brown Todd stood up on behalf of the applicant. He stated that the applicant had agreed to a condition with the BZA that the Covenants and Restrictions would be recorded with the plan and that should protect the adjoining properties as well. The applicant doesn't want to provide a vegative buffer because of the maintenance requirements. The applicant asked respectfully that the Commission does not place that condition on the applicant.

# Sellersburg Plan Commission

## Minutes

November 17, 2025

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### **Discussion continued from previous page:**

Brad Amos asked if any of the board members had anything they'd like to add? Terry Langford stated he would be voting no on the approval. A discussion was had on ministerial acts of a Plan Commission and Alex Gaddis informed the board what would need to happen if the Board was to deny the petition. Nancy McDevitt made a motion to approve the Plat and Nancy Hues seconded the motion. Vote taken: 4-Aye, 1-Nay, and 0-abstain **MOTION APPROVED**

**New Business:** None

### **Communications:**

Nothing at this time.

**Reports:** NONE

**Planning and Zoning:** NONE

**Board Attorney:** NONE

**Announcements:** NONE

**Adjourn:** Motion to adjourn made by Terry Langford, seconded by Nancy Hughes. Motion carried 5-0  
Meeting adjourned 5:12P.M.

# Sellersburg Plan Commission Minutes

**November 17, 2025**

The minutes as written are not verbatim, but a summary of the meeting.

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Brad Amos

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Nancy Hughes

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Terry Langford

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Tom McEwen

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Nancy McDevitt

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Scott McVoy

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Vacant Seat

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Attest: Jeremy Corbett

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# **REQUEST FOR PROPOSALS (RFP)**

## **Professional Planning Services**

### **Update of Unified Development Ordinance (UDO) and Zoning Code**

**Town of Sellersburg, Indiana**

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## **1. Introduction and Background**

The Town of Sellersburg (“Town”) is soliciting proposals from qualified planning and zoning consulting firms to provide professional services for updates to the Town’s Unified Development Ordinance (UDO) and Zoning Code for the Town of Sellersburg’s mix-use districts that include the Town Center (TC), Downtown (DT), Downtown Neighborhood (DTN), and Gateway Overlay (DO) districts.

The intent of this project is to modernize development regulations to reflect current planning best practices, support the Town’s long-term vision, improve clarity and usability, and ensure consistency with adopted plans, policies, and applicable state laws.

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## **2. Project Objectives**

The primary objectives of this project include, but are not limited to:

- Align the Town’s UDO and zoning regulations with growth directives of the Town Council
  - Improving clarity, organization, and user-friendliness
  - Ensuring consistency within all zoning districts
  - Supporting appropriate economic development while protecting community character
  - Addressing current and emerging land use, housing, and development issues
  - Ensuring compliance with applicable state and federal regulations
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## **3. Scope of Services**

The selected consultant will be expected to provide professional services that may include the following tasks. Proposers may recommend modifications or additions to this scope based on their expertise.



### **Task 1: Project Initiation and Review**

- Kick-off meeting with Town staff and/or project steering committee
- Review of existing UDO, zoning code related to outlined districts, subdivision regulations, related ordinances, and history of approved appeals
- Review of the Comprehensive Plan and relevant planning documents to ensure cohesiveness between the documents

### **Task 2: Community and Stakeholder Engagement**

- Meetings or workshops with Town Council, Plan Commission, Board of Zoning Appeals, staff, and key stakeholders
- Public engagement opportunities (e.g., workshops, open houses, surveys)
- Incorporation of community input into draft regulations

### **Task 3: UDO and Zoning Code Update**

- Evaluation of development standards of the Town Center (TC), Downtown (DT), Downtown Neighborhood (DTN), and Gateway Overlay (GO) districts.
- Recommendations for zoning district revisions or consolidation
- Update of use regulations, development standards, architectural finishes, procedures, and definitions related to the relevant zones.
- Integration of zoning, subdivision, and development standards into a cohesive UDO format (if applicable)
- Graphics, tables, and illustrations to improve clarity and usability

### **Task 4: Drafting and Review**

- Preparation of draft UDO and zoning code documents
- Coordination with Town staff and legal counsel as needed
- Revisions based on feedback from Town officials and the public

### **Task 5: Adoption Support**

- Assistance with public hearings and adoption process
- Presentation of final documents to Plan Commission and Town Council
- Delivery of final adopted ordinance in editable digital format

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## **4. Deliverables**

At a minimum, deliverables shall include:

- Draft and final versions of the updated UDO and zoning code for TC, DT, DTN, and GO districts
- Summary of changes and key policy recommendations

- Public engagement materials and summaries
  - Editable digital files and final PDF documents
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## 5. Project Schedule

Proposers shall include a proposed project schedule identifying major milestones. The Town anticipates selecting a consultant no later than April of 2026 with project completion within approximately 6 months of contract execution.

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## 6. Proposal Submission Requirements

Proposals shall include the following:

1. **Cover Letter**
  2. **Firm Qualifications and Experience**
    - Relevant experience with UDO and zoning code updates
    - Experience with communities of similar size and character
  3. **Project Team**
    - Key personnel and roles
  4. **Proposed Approach and Methodology**
    - Understanding of the project and proposed work plan
  5. **Public Engagement Strategy**
  6. **Project Schedule**
  7. **Cost Proposal**
    - Detailed fee breakdown and reimbursable expenses
  8. **References**
    - At least three references for similar projects
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## 7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications
- Understanding of the project and quality of proposed approach
- Experience with public engagement and ordinance drafting
- Project team expertise
- Cost and overall value to the Town

The Town reserves the right to interview shortlisted firms prior to selection.

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## 8. Submission Instructions

Proposals must be received no later than **[TBD]**.

Submit proposals to:

**Town of Sellersburg**  
**Attn: Town Manager**  
**316 E. Utica Street, Sellersburg, IN, 47172**  
**[Info@sellersburg.org](mailto:Info@sellersburg.org)**

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## 9. Additional Information

- The Town reserves the right to reject any or all proposals.
  - The Town may negotiate the scope and fee with the selected firm.
  - All costs incurred in preparing a proposal are the responsibility of the proposer.
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## 10. Contact for Questions

Questions regarding this RFP shall be directed to:

**Charlie Smith**  
**[info@sellersburg.org](mailto:info@sellersburg.org)**

Questions must be submitted by **[TBD]**.

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