MILIEU CARTS | CITY LEGISLATIVE REVIEW

South Bend Golf Cart and Low Speed Vehicle Ordinance Package

Proposed annual permitting and a signed network of suitable City streets

Prepared for the City of South Bend executive and legal teams
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UNADOPTED LEGISLATIVE DRAFT

This package requests City legal, engineering and fiscal review of a South Bend golf-cart program. It contains proposed ordinance text and implementation exhibits. No street is authorized by this draft, no permit is available under it, and no City or University of Notre Dame endorsement is represented.

Requested policy direction

Establish a $150 annual golf-cart permit, with the same $150 fee for initial issuance and renewal. Open only specifically approved, engineered and signed City routes posted at 30 mph or less. Limit carts to 20 mph. Preserve the separate Indiana framework for true low-speed vehicles, including the 35 mph highway limit and no duplicate City permit.

Policy element	Proposed South Bend approach
Term and fee	One year from issuance; $150 initially and at each annual renewal, subject to Council adoption and fee-support review.
Opening standard	Council route ordinance, engineering findings, installed signs, funded administration and published launch certification.
South Bend and Notre Dame market	Study neighborhood and destination connections within City jurisdiction. University land, other jurisdictions and campus access require separate authority.
Public protections	Qualified drivers, insurance, consented inspection, restraints, route clarity, fair enforcement, accessible service and limited data collection.

City decisions needed before launch

Confirm the current code and statutory authority; appoint a program administrator; approve the fiscal plan and proposed fee; select and legally adopt routes; establish inspection, hearing, records and payment procedures; and approve any implementation contract through the City procurement process. Contract compensation is separate from the permit fee.

The ordinance is drafted as a standalone article. The City Clerk and legal department should assign code placement only after checking existing and uncodified ordinances. The implementation exhibits do not independently authorize traffic.

Proposed ordinance

BILL NO. _____ ORDINANCE NO. _____
Sponsor _____ Introduction date _____

AN ORDINANCE ESTABLISHING A SOUTH BEND GOLF CART PROGRAM AND ADDRESSING LOW SPEED VEHICLES ON STREETS UNDER CITY JURISDICTION

WHEREAS, Indiana law permits a city to authorize and regulate golf carts on highways under its jurisdiction and requires notice signs before affected local traffic authorization becomes effective; and

WHEREAS, the Common Council seeks a limited, connected network of suitable streets that supports neighborhood access and local destinations while protecting pedestrians, bicyclists and other road users; and

WHEREAS, golf carts and low-speed vehicles have different legal classifications, and this ordinance must not treat an equipment-modified golf cart as a state-qualified low-speed vehicle; and

WHEREAS, any connection serving the Notre Dame area must respect City boundaries, roadway jurisdiction, property rights and separately approved event operations;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AS FOLLOWS:

Section 1 Purpose and construction

(a) This ordinance establishes a local golf-cart permit and route program under IC 9-21-1-3 and IC 9-21-1-3.3. It shall be construed within authority granted by Indiana law. State and federal law control any conflict.

(b) The program is intended to permit useful, safe access on selected City streets. This ordinance does not guarantee a connected route to every address, destination, business, university facility or event.

(c) State-law descriptions in this ordinance are explanatory and create no duplicate local offense. Existing state credential, traffic, registration, equipment and financial-responsibility requirements remain applicable to the extent provided by state law.

Section 2 Definitions

(a) Administrator means the City office or employee designated in writing by the Mayor to administer the program, subject to lawful departmental responsibilities and appropriation. Legislative decisions and governmental enforcement authority may not be delegated to a private contractor.

(b) City street means a public highway segment under the jurisdiction of the City of South Bend, as supported by the jurisdictional record. Maintenance, a postal address or a depiction on a map alone does not establish jurisdiction.

(c) Golf cart has the meaning in IC 9-13-2-69.7. Low-speed vehicle or LSV has the meaning in IC 9-13-2-94.5. A City permit does not determine eligibility for state title or registration or reclassify a golf cart as an LSV.

(d) Authorized route means a City street segment expressly listed in Exhibit A by ordinance after engineering review, with the required signs installed and a current launch or opening certification. A proposed, requested or study route is not authorized.

Definitions and limits of authorization

(e) Designated seat means a golf-cart seating position designed by the original manufacturer, including a position added only as expressly permitted by the manufacturer's written instructions for that model. Each position must have a usable belt installed under those instructions.

(f) Final local violation means a local violation admitted and paid through a lawful process, established by lawful default, or established by final adjudication after any timely review. An allegation alone is not a final violation.

(g) Sidewalk or path includes a sidewalk, bicycle lane, bicycle path, shared-use path, greenway, pedestrian bridge, trail and a crosswalk used longitudinally. A lawful direct crossing is treated separately.

(h) Words not defined here have their applicable Indiana Code title 9 meanings. Program documents may not expand vehicle classifications or street jurisdiction.

Section 3 Jurisdiction and exclusions

(a) This ordinance applies only to City streets. It does not authorize golf-cart travel on a state or federal highway, a county road, a road under another municipality's jurisdiction, or a private road. It provides no authority to cross a state-system highway.

(b) University of Notre Dame campus roads, parking facilities, walks and other private property are outside this program unless separately authorized by the lawful owner and governing authorities. Any private-road traffic agreement must satisfy applicable Indiana law, including IC 9-21-1-2(b) where applicable, and must be separately approved. A South Bend permit creates no campus access right.

(c) No permit authorizes longitudinal operation on sidewalks, bicycle lanes, paths, trails or greenways. Park property and park roads require separate lawful property and traffic authorization. A route passing a park does not authorize entry onto its paths.

(d) Annexation, vacation, transfer of jurisdiction or a changed speed limit requires immediate review. Operation shall cease on a segment that no longer satisfies this ordinance. Engineering shall update the signs, official map and text schedule promptly.

(e) This ordinance does not classify or authorize off-road vehicles, utility terrain vehicles or other vehicles outside the statutory golf-cart or LSV definitions. It does not restrict lawful disability-related mobility device use or remove duties under applicable disability law.

Section 4 Routes and signs

(a) Golf-cart routes may be adopted only by Common Council ordinance amending Exhibit A. Each segment must be under City jurisdiction, posted at 30 mph or less, and supported by written engineering findings and a sign plan. No default authorization applies to all low-speed streets, alleys or unposted roads.

(b) The City Engineer or lawfully designated traffic engineering official shall evaluate jurisdiction, posted and observed speeds, traffic volume and mix, lane and shoulder conditions, sight distance, grades, crash patterns, intersections, bridges, schools, transit, pedestrians, bicyclists, emergency access and destination connectivity. Game-day and other event traffic shall receive separate attention where relevant.

(c) The route schedule must state exact termini, permitted directions, crossings, restrictions and the ordinance adopting each segment. A crossing is eligible only when every roadway portion used by the cart is independently authorized under this ordinance. No higher-speed crossing exception is created.

Route activation and annual permits

(d) Before a segment opens, Engineering shall certify that required notice signs are installed on or at its entrances in compliance with IC 9-21-1-3(b) and applicable traffic-control standards. The official map shall identify only certified segments as open. Regulatory signs control over conflicting informational maps, and absence of a map warning does not authorize travel.

(e) An LSV remains governed by Indiana law, including IC 9-21-5-8.5 prohibiting operation on a highway posted above 35 mph. An LSV requires no City golf-cart permit, decal, inspection or fee. This ordinance creates no crossing exception and requires no affirmative City authorization sign for otherwise lawful LSV use. A new local LSV restriction requires separate lawful adoption, supporting findings and legally required signs.

Section 5 Golf cart permit

(a) A golf cart may operate on an authorized route only with a valid City permit, displayed decal and satisfaction of this ordinance, or a permit recognized under a separately approved reciprocal agreement. A permit is assigned to one identified cart and owner and is not transferable.

(b) A complete application shall identify the owner and contact address, evidence of ownership or lawful possession, the cart's manufacturer and serial identifier, qualifying inspection, required financial-responsibility proof, and the owner's certifications. The City shall provide online and in-person application and payment options and reasonable disability accommodations.

(c) Required financial responsibility is a local permit condition and must be maintained in a form authorized by IC 9-25-4-4 and at least the limits applicable under IC 9-25-4-5, as amended. The Administrator shall verify evidence without publishing policy or identity documents. State financial-responsibility violations are enforced under state law.

(d) A permit is valid for one year from issuance, expiring at the end of the day immediately before the anniversary date. Timely renewal begins the day after the prior permit expires; a lapsed renewal begins on issuance. Operation during a lapse is not authorized. Renewal reminders do not extend a permit.

(e) The Administrator shall issue a permit or an itemized written deficiency or denial notice within 15 business days after a complete application. An applicant may request status and review under Section 15. Delay creates no automatic permit, temporary operating privilege or waiver of inspection.

(f) The owner shall report sale, destruction, changed identifying information or cessation of required financial responsibility within 10 business days. The cart may not operate while a required eligibility condition is absent. A new owner must apply independently.

Section 6 Annual fee and fiscal controls

(a) The annual golf-cart permit fee is $150 for initial issuance and $150 for each annual renewal. This proposed fee becomes effective only upon lawful adoption and program activation. The fee includes application review, the annual inspection, one decal, and program administration and enforcement support to the extent lawfully recoverable. No separate mandatory vendor service charge is imposed by this ordinance.

(b) Before collection begins, the Common Council shall review a documented study of program administration and inspection, decal, technology, payment, public-information and other legally recoverable costs; confirm the lawful basis for the $150 fee; and approve sufficient funding and collection procedures. If that review does not support adoption or collection of $150, an amending ordinance is required before launch.

Fiscal controls and vehicle inspection

(c) The City shall receive the gross $150 permit fee. Fees shall be receipted, reconciled and deposited as directed by the City Controller and applicable law. No allocation or deduction to Home Milieu LLC or another vendor is authorized. Any vendor compensation requires a separate lawful contract and approved fiscal controls. Fines are distinct from fees and must be deposited as required by law.

(d) Fee waiver, refund, replacement-decal, merchant-processing and hardship policies must be approved before launch by the body with legal authority. Until a separate lawful charge is adopted, no additional City inspection or replacement-decal charge may be collected. No fee shall be collected before a complete application is approved for issuance; mistaken or duplicate collections shall be refunded through the approved fiscal process.

(e) The ordinance does not award a contract, appropriate funds by itself, guarantee permit volume, pledge revenue, or authorize automatic vendor payment. Any implementation agreement is subject to procurement, appropriation, execution and other required City approvals.

Section 7 Operators and owners

(a) A golf-cart operator must hold a valid driver's license, as selected under IC 9-24-1-7(b)(1). A learner's permit, local cart permit or application receipt does not satisfy this selection. Licensing violations are enforced as provided by state law.

(b) The operator must comply with applicable traffic laws. Impaired driving, reckless driving, traffic-control obedience, yielding and other conduct already defined by Indiana law shall be enforced under that law without a duplicate penalty under this ordinance.

(c) An owner may not knowingly permit operation contrary to a unique local permit, equipment or occupancy condition. The owner is not automatically responsible for every act of another operator. Operator credential requirements for an LSV remain governed by Indiana law.

Section 8 Equipment and consented inspection

(a) An initial permit requires a documented visual and functional inspection by the City or a qualified provider approved under uniform City criteria. Inspection shall occur with owner consent at an agreed, controlled site. No provision authorizes entry into a home, garage or private property without valid consent or other lawful authority, or a warrantless evidentiary search.

(b) The inspection shall verify: service and parking brakes; safe steering and tires; two headlamps and two tail lamps; functioning brake lamps and turn signals visible from front and rear; a horn; a driver-side mirror and interior or passenger-side mirror; front and rear reflectors; safe battery attachment and no dangerous exposed edges; and a legible manufacturer or serial identifier.

(c) Each designated seating position must have a secure, usable seat belt installed as permitted by the cart manufacturer. The cart must display a slow-moving-vehicle emblem conforming to applicable law and have a functioning speedometer or governor limiting it to 20 mph. A windshield, if fitted, must be unobstructed safety glazing in sound condition.

(d) Equipment requirements in this section are independent local golf-cart permit conditions, including in view of IC 9-19-1-1(a)(6). They do not substitute for state or federal LSV compliance. Inspection is a condition check at a stated time, not a warranty of roadworthiness or certification as an LSV.

Safe operation and occupant protection

(e) Every annual renewal requires a fresh inspection and current eligibility documents. A crash, material modification or reported safety defect may require an additional inspection before further operation. An inspector shall identify each failed item and permit reasonable correction. The City shall publish accessible scheduling and community inspection options subject to funding.

Section 9 Operating rules

(a) A golf cart may not exceed 20 mph or the posted limit, whichever is lower. On an expressly authorized alley, its maximum is 10 mph. The cart shall travel single file in the lawful roadway travel area, subject to applicable state traffic rules.

(b) A properly equipped cart may operate at any hour unless a route has a lawfully adopted time restriction. Headlamps and tail lamps shall be illuminated whenever moving; brake lamps must function when braking. The cart may not operate during a lawful street closure or when visibility or roadway conditions make operation unsafe.

(c) Towing a person, trailer, wagon or other object is prohibited in ordinary program operation. This section provides no independent exception for a business, campus operator or event. Separate authority for a closed-street event must specify its own safety conditions.

(d) A lawful direct crossing of a sidewalk at a driveway or roadway shall occur at no more than 5 mph. State stop and yield requirements remain separately enforceable under state law. Longitudinal travel on a sidewalk or path is not authorized.

(e) A navigation application may display approved routes but does not alter legal access. The City's official route data shall include closures and effective dates. No navigation instruction overrides a sign, closure, jurisdictional boundary or operator's duty to proceed safely.

Section 10 Seats and child passengers

(a) A golf cart may carry no more than five passengers in addition to the operator. The actual permitted passenger count is the lesser of five or the number of designated passenger seats with usable belts. One person may occupy each seat, and every occupant must use the provided belt while moving.

(b) No person may stand, sit on another person's lap, ride in a cargo area, or extend beyond the designed occupant area. Seats and restraints must be used in accordance with their manufacturers' instructions; an added seat or accessory alone does not establish a compliant seating position.

(c) A child younger than eight years may ride only in an appropriate child restraint secured by a method expressly compatible with both the cart's designated seating position and the restraint manufacturer's instructions. If no compliant installation is available, the child may not ride. A child at least eight and younger than sixteen must use the belt at the child's designated seat. These are proposed local golf-cart conditions; counsel shall reconcile any independently applicable state restraint requirement before adoption.

(d) LSV seating and restraints remain governed by applicable state and federal law. This ordinance does not establish an alternative LSV child-restraint standard or duplicate a state penalty.

Section 11 Parking and charging

(a) Ordinary City parking and accessibility rules apply. A cart may use one lawful motor-vehicle parking space. Shared occupancy of a City off-street space is allowed only where posted rules expressly permit it and all vehicles remain within the space. No permit authorizes parking on a sidewalk, access aisle, landscape area or private property.

Administration and route changes

(b) Charging cords may not cross a public sidewalk, path, roadway or other public right-of-way. Public electrical facilities may be used only with express authorization. Any proposed public charging or designated cart parking requires separate accessibility, electrical, property and traffic review and funding.

Section 12 Program administration and records

(a) The Mayor shall identify the Administrator and coordinate Public Works, Engineering, Police, the Controller, the Clerk and legal counsel, consistent with each office's lawful duties. The Board of Public Works shall act on public works matters within its authority. This ordinance does not merge the City's boards or assign powers to an unverified office.

(b) The City shall retain control over permit decisions, adopted routes, fees, enforcement and City records. A contractor may perform approved support services only under a separate agreement with appropriate security, accessibility, audit, records-export and termination provisions.

(c) The Administrator shall publish application requirements, fees, expiry rules, inspection criteria, correction and review procedures, a plain-language operator guide and contact methods. Reasonable access must be available without requiring a smartphone or private platform account.

(d) Collect only information reasonably necessary for the stated program purpose. Apply role-based access, retention schedules, public-record requirements, security controls and lawful disclosure procedures. A public permit lookup shall not display names, home addresses, dates of birth, driver-license numbers, insurance policies, uploaded identity documents or location history.

(e) The public map shall distinguish adopted open routes, temporarily closed routes and study areas. Engineering shall maintain an authoritative text schedule, jurisdictional evidence, adoption history and dated sign-installation record. A private marketing map is not the legal route schedule.

(f) Reciprocity requires a separately approved lawful agreement with equivalent permit, inspection, financial-responsibility, validation and revocation-notice safeguards. Recognition of a permit does not expand a route, waive the receiving jurisdiction's rules or authorize campus access.

Section 13 Route review and closures

(a) A resident, neighborhood group, business or public agency may request a route review. Within 90 days, Engineering shall provide a recommendation or explain why more study is needed and state the expected next review date. A request creates no operating right.

(b) Permanent additions, deletions, crossings and restrictions require Common Council ordinance amendments supported by engineering findings and applicable notice. Administrative guidance cannot add routes or change the adopted eligibility standard.

(c) An official having existing lawful traffic-control authority may temporarily close an affected route for construction, emergency, severe weather, a documented imminent hazard or an approved event, with lawful signs or barricades. The closure must be recorded on the map promptly. A nonemergency program closure shall be reviewed at least every 30 days and may not serve as an unapproved permanent route amendment.

(d) Game-day and major-event operations require coordination with the responsible City agencies and, when relevant, the University and other jurisdictions. Demand associated with Notre Dame does not authorize campus travel, higher-speed roads or crossing a jurisdictional gap.

Enforcement and fair review

Section 14 Enforcement and civil penalties

(a) Only a violation of a unique, lawfully authorized local requirement may be cited under this ordinance. It is a civil ordinance violation, not a newly designated state crime or infraction. No incarceration may be imposed. State-law conduct shall be cited under state law, without a duplicate local charge for the same essential conduct.

(b) For a first correctable decal or local equipment defect presenting no immediate hazard, give written notice and 10 business days to document correction. Timely correction bars a local fine for that first defect. During the first 60 days after a route opens, nonhazardous first local violations shall receive education and a warning. Neither provision limits state-law enforcement.

(c) Subject to subsection (a), the proposed civil fine is $50 for a first final local violation, $100 for a second within 24 months, and $250 for a third or later within 24 months. Knowing decal tampering, carriage outside a designated seat, or knowing operation with a dangerous brake or steering defect may be cited without a cure period and carries a $250 civil fine.

(d) The operator is accountable for operational conduct. The owner is accountable for the owner's permit, documents and equipment duties and conduct the owner knowingly authorizes. A prior violation counts only against the same responsible person. One incident shall not generate duplicative local fines for the same essential conduct.

(e) No fine becomes due except through a lawful admission and payment, lawful default or final adjudication. The City shall provide a clear notice, factual basis, contest method and legally applicable deadlines. A person shall not lose the opportunity to contest because the person cannot use an online payment system.

(f) City counsel shall establish the proper ordinance-violation forum and conforming penalty schedule before enforcement begins. Fines assessed for golf-cart violations shall be deposited in the City general fund as required by IC 9-21-1-3.3(b). This ordinance does not grant a contractor police or adjudicatory authority.

(g) Removal or impoundment is permitted only under otherwise applicable law. A paperwork or correctable defect alone creates no new towing power. Police may address an actual traffic hazard using existing lawful authority.

Section 15 Permit decisions and review

(a) A denial must state the objective unmet requirement, supporting facts, available correction, review contact and deadline. An applicant may request administrative review within 15 calendar days after notice. The Mayor or a lawful impartial designee who did not make the initial decision shall provide an opportunity to be heard and a reasoned written decision. Applicable statutory authority controls the review process.

(b) A complaint seeking suspension or revocation of an issued City permit shall proceed under IC 36-4-5-5 to the extent applicable and other controlling law. Notice and an opportunity to be heard shall precede the decision. Required findings, including any statutory willfulness finding, must be stated and filed as required by law. This draft creates no automatic suspension upon accusation.

(c) Any permissible suspension shall be proportionate, ordinarily 30 to 180 days, considering risk, harm, the owner's knowledge, prior final violations and correction. A decision shall explain reinstatement conditions and the available judicial-review process. Immediate hazards may be addressed under lawful traffic or emergency authority; this provision supplies no ex parte license-deprivation power.

Program activation and enactment

Section 16 Review and public accountability

(a) Within 12 months after the first route opens, and annually thereafter, the Administrator and Engineering shall report permits, renewals, crashes and injuries to the extent available, complaints, inspection failures, citations, route changes, service access, revenue and documented program costs. Publish deidentified results and recommendations.

(b) The first review shall reassess the $150 annual fee against actual lawful program costs and assess whether the program serves residents equitably. Any fee change or waiver policy requiring legislation must return to the Common Council.

(c) Nothing here creates a private right of action, represents a roadway as free from ordinary risks, or enlarges or diminishes governmental immunity, tort liability or duties established by law. Applicant materials shall not require a blanket waiver of rights as an unstated permit condition.

Section 17 Activation conditions and effective date

(a) This ordinance takes effect upon lawful passage, mayoral approval or other lawful effectiveness, publication and completion of all requirements of Indiana law. Administrative preparation may begin after that date, subject to appropriation. Effective legislation alone does not open any street.

(b) No permit may be issued or fee collected until the Mayor publishes a launch certification supported by: an identified and funded Administrator; approved fee and fiscal policies; lawful inspection and hearing procedures; approved privacy and records controls; and at least one route adopted by ordinance with all required signs installed and an engineering opening certification.

(c) Exhibit A initially authorizes no routes. Adoption of this framework therefore does not legalize golf-cart street operation. The Council must enact a later route amendment before launch. Applications of interest may be accepted beforehand only if clearly nonbinding, unpriced and nonauthorizing.

(d) The planning targets in Exhibit D are contingent milestones, not automatic authorizations. If a target is missed, the Mayor shall publish the reason and revised schedule. No missed deadline waives a launch condition.

Section 18 Severability and codification

(a) If a provision or application is held invalid, the remaining provisions and lawful applications are severable. A conflicting or duplicative provision does not supply authority for a local citation or sanction.

(b) The City Clerk, in consultation with legal counsel and the codifier, may assign this standalone article to an appropriate location and correct nonsubstantive numbering and cross-references. No substantive change or conflicting code repeal is authorized by that direction. Necessary conforming amendments shall be presented to the Council before enforcement.

PASSED by the Common Council of the City of South Bend, Indiana, on _____, by _____ ayes and _____ nays.

_____ _____

Council President City Clerk and Attest

PRESENTED to the Mayor on _____ at _____.
APPROVED by the Mayor on _____.

_____ _____

Mayor City Clerk and Attest

Clerk to complete the legally required publication, recording and effectiveness certifications. These blank enactment lines are drafting fields and are not signatures or evidence of approval.

Exhibit A Route schedule and review record

NO AUTHORIZED ROUTES PENDING REVIEW

The route schedule is empty. No road, crossing, alley, campus connection, trail or event route is authorized by this package. The following record is the minimum information for a proposed route amendment; it is not a map of lawful access.

Route designation	Limits	Current legal status
Initial South Bend network	No segment adopted	Not authorized. Requires Council ordinance, engineering findings, signs and launch certification.
State highway crossings	None	Not authorized by this City draft.
Notre Dame campus and other private property	Outside the City route authorization	Separate property consent and applicable governmental approvals required.
County and other municipal roads	Outside City jurisdiction	Separate authority required. City permit alone has no effect.

Route amendment record

Field	Required evidence
Identity and jurisdiction	Street name, exact endpoints, direction, segment identifier, ownership or jurisdiction source and boundary review.
Speed and traffic	Posted limit at or below 30 mph; observed speeds; volume and vehicle mix; event-day conditions where relevant.
Physical safety	Width, pavement, grades, sight distance, drainage, intersections, bridges and safe crossing movements.
People and destinations	Pedestrian and bicycle conflicts; schools; accessible routes; transit; neighborhood destinations; emergency access.
Legal adoption	Engineering recommendation; Council ordinance number and date; express restrictions and permitted crossings.
Opening record	Sign plan; every required entrance and segment sign; inspection date; opening certification; map version and effective date.

South Bend and Notre Dame area study brief

Consider resident access to neighborhood businesses, downtown destinations and City-side destinations serving the Notre Dame area. Establish exact jurisdiction and safe continuity before proposing named streets. Review major-event congestion, pedestrian surges, parking access and emergency routing independently. No campus affiliation, route feasibility or engineering approval is asserted by this study brief.

Proposed segment _____ Engineer _____
Recommendation _____ Date _____
Council adoption _____ Signs certified _____

Exhibit B Annual inspection record

A trained, City-approved inspector completes this record with owner consent at a safe inspection site. The inspection does not certify an LSV, alter a vehicle classification or guarantee future condition. Mark each item Pass, Fail or Not applicable and explain any exception.

Owner reference _____ Cart serial _____
Make and model _____ Date and location _____
Inspector and provider _____ Owner consent recorded _____

Item	Acceptance point	Result
Classification	Evidence supports the statutory golf-cart class. A modified golf cart is not accepted as an LSV merely because it has accessories.	
Identity	Legible manufacturer or serial identifier matches ownership or possession documents.	
Brakes	Service and parking brakes function. Safe controlled test confirms stopping and holding ability.	
Lighting	Two headlamps, two tail lamps, functioning brake lamps and front/rear turn signals.	
Visibility	Horn, driver-side mirror and second rearward-view mirror; front/rear reflectors.	
Seats and belts	Manufacturer-authorized seats, one usable secure belt per designated position; total passengers no more than five.	
Running gear	Steering, tires, battery attachment and body condition safe; no dangerous exposed edge.	
Speed and marking	Functioning speedometer or 20 mph governor; lawful slow-moving-vehicle emblem; decal mounting area.	
Windshield if fitted	Unobstructed safety glazing in sound condition.	
Documents	Required financial-responsibility evidence current; operator license rule and annual expiry explained.	
Child restraint if proposed	Compatible manufacturer-approved installation demonstrated; otherwise no child use requiring that restraint.	

Outcome Pass / Correction required Permitted designated occupants _____
Deficiencies and correction evidence _____
Reinspection required _____ Inspector signature _____

Use a controlled site for functional checks. No test requires unauthorized public-road operation. Do not retain unnecessary identity or insurance copies. A failed inspection must state the specific criterion and correction path.

Exhibit C Annual permit and privacy specification

The decal design shall distinguish an actual City-issued permit from samples and marketing. Do not use a City seal or claim City approval before written permission and lawful program activation. Every demonstration decal must clearly state SAMPLE and NOT VALID FOR OPERATION.

Permit field	Specification
Issuing authority	City of South Bend after lawful activation; provider branding subordinate and only as approved.
Credential	Golf Cart Annual Permit; unique random permit identifier; issue and expiration dates; cart identifier matching protected records.
Annual fee	$150 initial issuance and $150 annual renewal, subject to adopted ordinance and fiscal approval.
Validity	One year; not transferable; valid only on signed, open, approved routes. No campus or out-of-jurisdiction authority.
Security	Tamper-evident stock; legible year and expiration; printed serial; optional holographic feature subject to procurement and accessibility review.
Public QR	For a sample, https://milieucarts.com with an obvious proposal notice. For an active permit, a City-approved verification destination using an opaque token.
Public response	Permit valid, expired, suspended or not found; expiry date; limited cart description sufficient for verification; official route guidance and support.
Protected data	Owner contact, license evidence, insurance, uploads, administrative notes and audit records are restricted under approved roles and applicable law.

Data and access controls

A QR code is a lookup reference, not proof of authorization by itself. Avoid embedding personal data, insurance information or a reusable authentication secret in the code. Apply rate limits and abuse detection to public lookups. Authorized staff may access the fuller record through authenticated accounts with audit logging. A scan must not expose the owner's home address or travel history.

Determine retention and disclosure through City records procedures and Indiana public-records law. Do not promise absolute confidentiality contrary to law. Establish security incident reporting, backup, recovery, export and deletion procedures before production. Any contractor must return usable records on termination and may not use applicant data for unrelated marketing.

Accessible application and verification

Provide keyboard access, screen-reader labels, clear contrast, mobile support and an equivalent assisted or in-person process. A printed permit number and telephone or City service contact must provide an alternative to scanning. Translation supports comprehension; the official adopted text controls, with assistance available for questions.

Minimum renewal review

Confirm cart and owner identity, current financial responsibility, a passed annual inspection, compliant equipment and seats, fee collection approval and the new expiry date. Send a receipt and operator guide. A reminder, pending charge or uploaded form is not an issued permit.

Exhibit D Implementation milestones

The proposed readiness sequence is 30 days for review, 30 days for configuration and 30 days for testing after an authorized notice to proceed. Route legislation, engineering and signs follow their required City process. Pilot launch requires separate City authorization after every gate is met; no calendar date authorizes operation or fee collection.

Target	Responsible City function	Deliverable and gate
Before introduction	Legal and Clerk	Check current and uncodified law, statutory definitions, code placement, enforcement forum, hearing route, fee authority and conforming amendments.
Before fee adoption	Controller and Council	Document recoverable costs; review proposed $150 annual fee; approve fiscal controls, refund and waiver policy and funding.
Days 1 to 30	Mayor and departments	Review requirements; name Administrator and records owner; confirm work plan, scope, funding, lawful procurement and route-review process.
Days 31 to 60	Administrator and approved support	Configure proposed forms, payment, records, decals and inspection scheduling; keep all operating permissions disabled.
Days 61 to 90	Administrator and support staff	Test accessibility, workflows, payment reconciliation and security using nonoperative samples; submit readiness results.
Parallel City process	Engineering and Council	Complete jurisdiction and safety study, public input, route ordinance, sign plan, appropriation and required board actions.
Separately authorized launch	Engineering and Mayor	Certify signs and official map; verify every prerequisite; publish pilot opening date and permit availability only after approval.
First 60 days open	Administrator and Police	Publish guide; provide inspections and education; use warning and correction policy for eligible local violations.
12 months after launch	Administrator and Engineering	Publish cost, usage, safety and access report; recommend fee, route or program changes to Council.

No launch until the record is complete

The launch record must contain the effective ordinance and route amendment, required publication, funding and fee-policy approval, executed agreements if any, inspection and appeal procedures, tested payment reconciliation, privacy and retention decisions, complete sign certification and public operator guidance.

Procurement and government control

Home Milieu LLC may propose implementation support through Milieu Carts, but this ordinance does not select or endorse a vendor. A separate negotiated agreement must establish scope, price, milestones, acceptance, security, accessibility, data ownership, records export and termination. City permit revenue and vendor compensation must remain separately accounted for.

Counsel review and source notes

This is a legislative proposal dated October 7, 2026. It replaces the earlier County and Mishawaka framework for this South Bend submission. It has no adopted status. City counsel must verify law effective on the introduction date, all uncodified City enactments and the proper enforcement and hearing mechanisms before filing.

Items requiring a recorded City determination

Confirm the $150 fee's legal basis and support; the statutory treatment of golf-cart licensing and equipment; the LSV definition and exclusion of golf carts and off-road vehicles; the child-restraint proposal; consented inspection authority; general-fund disposition of fines; the Mayor's role under IC 36-4-5-5; publication and effective-date steps; and any conforming changes to the existing City code.

Confirm the applicable statutory financial-responsibility form and limits without hard-coding an outdated dollar amount. Review any reciprocity agreement separately. No proposed route is engineering-validated in this package. No public-road or campus authorization should be inferred from the marketing presentation, permit sample or navigation demonstration.

Primary statutory reference list

Indiana Code title 9: IC 9-13-2-69.7 and 9-13-2-94.5 (vehicle definitions); IC 9-21-1-2, 9-21-1-3 and 9-21-1-3.3 (local authority, signs and golf carts); IC 9-21-5-8.5 (LSV highway limit); IC 9-24-1-7 (golf-cart operator credential choice); IC 9-19-1-1(a)(6) (golf-cart equipment treatment); IC 9-21-9-0.5 and 9-21-9-3 (slow-moving-vehicle emblem); IC 9-25-4-4 and 9-25-4-5 (financial responsibility).

Indiana Code title 36: IC 36-1-3-8 (limitations on local power); IC 36-4-5-5 (executive license complaint proceedings); relevant City ordinance enactment and publication provisions. Indiana public-records and retention requirements also apply.

Sources and verification status

Indiana General Assembly current Indiana Code
https://iga.in.gov/laws/current/ic
Verify the cited sections against the current code and subsequently effective legislation.

Indiana State Board of Accounts Cities and Towns Courts Manual
https://www.in.gov/sboa/library/home/2023-resource-library/2023-citiestowns-courts-manual/
Official guidance summarizes the local-authorization requirement in IC 9-21-8-57.

LSV statutory reproduction dated January 1, 2026
https://codes.findlaw.com/in/title-9-motor-vehicles/in-code-sect-9-13-2-94-5/
Corroborates the golf-cart and off-road-vehicle exclusion. This secondary reproduction does not replace counsel's verification of the operative Indiana Code.

City of South Bend Engineering
https://southbendin.gov/department/public-works/engineering/
Confirms the City engineering function and public-works review context; it does not approve this proposed program.

City of South Bend online code
https://library.municode.com/in/south_bend/codes/code_of_ordinances
Read with Clerk records for subsequent or uncodified ordinances before selecting code placement.

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