

Louisville Metro Council City Agency Request

- ☒ Neighborhood Development Fund (NDF)
☐ Capital Infrastructure Fund (CIF)
☐ Municipal Aid Program (MAP)

Primary Sponsor: Councilwoman Marianne Butler - District 15

Amount: \$13,350.00

Date: May 22, 2015

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):

Funding to be used for an update neighborhood plan for the Jacobs neighborhood.

City Agency: Develop Louisville

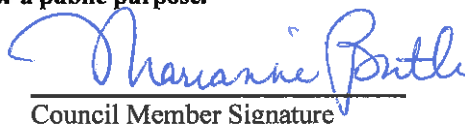
Contact Person: Jim Mims

Agency Phone: 502 574-2824

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

15

District #


Council Member Signature

\$13,350

Amount

05/22/2015

Date

Approved by: _____
Appropriations Committee Chairman

_____ Date

Clerk's Office & OMB Use Only:

Request Amount: _____ Amended Amount: _____

Reference #: _____ To OMB: _____

Budget Revision #: _____

Account #: _____

To Project Manager: _____ Completion Date: _____

Actual Cost: _____ Funds Returned: _____

Revised July 2013

OFFICE OF METRO COUNCIL CLERK
REVIEWED

DATE 5/22/15 TIME 3:41

[illegible]

Luckett, Daniel R

From: Butler, Marianne
Sent: Saturday, May 23, 2015 1:50 PM
To: Mims, James L; Plowman, Heather L; Yates, Matt T
Cc: toms@centerforneighborhoods.org; Mulvihill, Patrick; Martin, Sarah J; Tandy, David; Luckett, Daniel R
Subject: RE: Jacobs Neighborhood Plan proposal

Pat/Sarah -- I need an Ordinance to transfer \$13,350 to Develop Louisville to oversee a Neighborhood Plan. All of the paper work was turned in on Friday before 5pm as a placeholder in hopes that someone can do the Ordinance first thing Tuesday. I am hopeful that we can have a first reading on Thursday.

David --- hopefully you will allow the Ordinance to come through so it has a first reading. The work needs to begin so that it is finished by the first of August.

Thank you so much for your assistance and I apologize for the lateness and the rush.

Marianne

From: Mims, James L
Sent: Friday, May 22, 2015 3:53 PM
To: Plowman, Heather L; Yates, Matt T
Cc: toms@centerforneighborhoods.org; Butler, Marianne
Subject: FW: Jacobs Neighborhood Plan proposal

Councilmember Butler has requested that Develop Louisville contract directly with Center for Neighborhoods for the Jacobs Neighborhood Revitalization Plan with the understanding that District 15 will refund Develop Louisville for these costs. Because of the 20K cap, I'm uncertain if Center for Neighborhoods is eligible for an ITPS agreement or if we should solicit and prepare a Professional Service Contract. Can you review this matter and work directly with Tom Stephens on getting these services authorized and underway? Time is of the essence.

Thank you.
Jim Mims

From: Tom Stephens [<mailto:toms@centerforneighborhoods.org>]
Sent: Friday, May 22, 2015 3:28 PM
To: Butler, Marianne; Mims, James L
Cc: Baker, Kendal
Subject: Jacobs Neighborhood Plan proposal

Good afternoon Councilwoman Butler and Mr. Mims,

As requested, please find attached the proposed scope of work for the Jacobs Neighborhood Plan. As discussed, please pass on any information needed regarding relevant Kentucky Housing Corporation requirements for the Plan, if any. Also, if you have any additional questions for me regarding process or timing please let me know. I look forward to working together.
Thank you.

TOM STEPHENS, AICP
EXECUTIVE DIRECTOR

CENTER FOR NEIGHBORHOODS
610 SOUTH 4TH STREET, SUITE 609
LOUISVILLE, KENTUCKY 40202

OFFICE: 502.589.0343



Center For Neighborhoods

VISION. KNOWLEDGE. ACTION.

Proposal for the Jacobs Neighborhood Plan

Prepared for:

Metro Louisville Advanced Planning

Develop Louisville

LOUISVILLE FORWARD

and

Councilwoman Marianne Butler, District 15

May 19, 2015

Jacobs Neighborhood Plan Proposed Scope of Work

Councilwoman Marianne Butler, District 15, and Metro Louisville Advanced Planning is seeking a plan to articulate a vision for the Jacobs Neighborhood (the Neighborhood) and guide the Neighborhood towards strategies to achieve that vision. The Center For Neighborhoods, submits this proposed project scope of work for the development of such a neighborhood plan.

For the purposes of this plan, the Neighborhood boundaries are; on the south, Interstate 264 and Watterson Lake Park. On the east, Taylor Boulevard from I-264 to Berry Boulevard. On the north, Berry Boulevard from Georgetown Place to Taylor Boulevard. On the west, the property line of parcels abutting Parthenia Avenue, Cloverbrook Drive and Corvair Court between Berry Boulevard and I-264.



BACKGROUND:

The Neighborhood is primarily a single-family, residential neighborhood located in the south end of Louisville, Kentucky. It was developed as Jacob's Addition beginning in 1892 after the opening of nearby Jacob's Park (now Iroquois Park) and named for four-time Louisville mayor Charles Donald Jacob. The area includes the old Charles D. Jacob Elementary School which is included on the National Register of Historic Places. The proposed plan area is adjacent to Watterson Lake Park, Manslick Cemetery and the new Jacob Elementary School on the west and Wyandotte Park on the east.



Jacobs Neighborhood Plan Proposed Scope of Work

The neighborhood plan will be developed in accordance with Chapter 161 of the Louisville Metro Code of Ordinances, guided by a seven to fifteen member Neighborhood Plan Advisory Group to be appointed by the Mayor with the concurrence of District 15 Councilwoman Marianne Butler.

As specified by Chapter 161, the plan will contain seven required sections, including:

1. **Introduction** - This section shall include a description of the neighborhood background, the purpose for initiating the plan, an overview of the planning process, and a map showing the neighborhood boundaries and location in the city. In addition, the introduction shall include a brief description of the research basis for the neighborhood plan, or a statement that the research relied upon for the adoption of the comprehensive plan currently in place is still valid and was relied upon for the adoption of the neighborhood plan.
2. **Vision statement** - A concise statement that describes the image of the neighborhood in the future, as held by neighborhood residents and other stakeholders, in terms of both values and assets.
3. **Neighborhood identity** - A description of the neighborhood as it presently exists, including history, demographics, existing conditions, and defining characteristics of the neighborhood.
4. **Land use/community form** - An explanation of the existing pattern of major public and private land uses, proposal for future patterns of land use to preserve or improve its general character.
5. **Mobility** - A transportation section, including a description of all existing modes of transportation, a projected transportation system for all modes that addresses identified traffic issues and concerns.
6. **Plan Implementation** - Recommendations set forth in the neighborhood plan, with implementation responsibility and time frames articulated.
7. **Executive summary** - A brief restatement of the vision statement and recommendations defined within each plan section, in a summary format, that is consistent with the plan elements of the Comprehensive Plan. This section shall serve as the basis for the "executive summary" of the neighborhood plan, which may be adopted as a part of the Comprehensive Plan.

A neighborhood plan may also additional include sections that further respond to the needs and concerns of the Neighborhood. Given the residential nature of the Neighborhood, this scope of work only anticipates the possibility of one additional plan area, Housing, to address



Jacobs Neighborhood Plan Proposed Scope of Work

the presence of vacant homes, sustainability of existing housing stock and the potential for compatible new construction and adaptive reuse.

The following is a preliminary Work Program designed around this Scope of Work, including an identification of tasks and the budget and resources required by this effort.

Neighborhood Plan Approach

Task 1. Project Initiation and Management

The first task will be to organize, read and review existing documentation on the Neighborhood, its history and development.

The next task will be the planning and execution of a project kick-off meeting between the Consultant Team and the Neighborhood Plan Advisory Group appointed by Mayor Fischer with concurrence of Councilwoman Butler, District 15. The focus of this meeting will be to:

- Review the background, circumstances, rationale, purpose, methods and parameters that established this project; distribute background information materials for the groups awareness and understanding;
- Define the final scope, methodology, and proposed schedule;
- Identify other key stakeholder agencies that need to be a part of the project; and
- Establish communication protocols among all participants.

In addition, this task includes overall project management for the entire effort. This will include organizing and scheduling meetings of the Advisory Group and for public input, communicating proceedings with Advisory Group, Neighborhood Association, key stakeholder agencies and other interested parties.

Task 2. Background Research

The Center For Neighborhoods will compile and summarize all relevant background information in the available archives that provides pertinent information and perspective.

Additional information and data will be obtained from various sources including U.S. Census data, LOJIC data, field observations and interviews with key stakeholders and Advisory Group members. As part of this process, project staff and any interested Advisory Group members will meet with additional partner agency and Metro Louisville staff to review their perspectives and any current or future infrastructure improvement plans that would impact the neighborhood and surrounding areas.



Jacobs Neighborhood Plan Proposed Scope of Work

Project staff will develop an abbreviated neighborhood history, to include text and maps that indicate current National Register Properties and Districts, trends, boundaries and defining characteristics, including landmarks, gateways, properties, traditions, events and other distinctive features.

The project will be mindful of the residential character of the area and the presence of the National Register designated Jacob School building.

Task 3. Neighborhood Identity and Vision Statement

Based on the above background work, project staff will characterize the qualities that define the Neighborhood through text, maps and images. This material will be presented to the neighborhood association, residents and the Advisory Group for review.

Task 4. Land Use/Community Form Component

Project staff, working with the Advisory Group, will map, evaluate and analyze existing built form, land forms and zoning of the neighborhood and surrounding area. Included will be a review of lot sizes, setbacks, density, building scale and architectural styles. Information will be obtained from LOJIC, PVA, utility records, historic maps and site surveys. This review will show the development and changes in the neighborhood and will facilitate consideration of appropriate and desirable changes to existing zoning designations and land use that would advance the neighborhood vision and enhance its character.

Center For Neighborhoods will lead charrette style public meeting to assist residents and the Advisory Group in developing a vision statement for the Neighborhood, collect input regarding desired land use/community form, and identifying mobility issues and priorities.

The project team will make recommendations to the Advisory Group relative to future land use, circulation and community form, including gateways, infrastructure and other improvements to maintain and enhance neighborhood character. Recommendations will consider the community form as it relates to both the built and natural environment, including open space and recreation amenities. Recommendations will be presented to the Advisory Group for review and comment.

Task 5a. Mobility Component

Project staff will map, evaluate and analyze existing streets, thoroughfares, sidewalks and paths; identify shortcomings, deficiencies and hazards posed by the existing transportation network; and recommend changes appropriate to resident needs. Using a context-sensitive



Jacobs Neighborhood Plan Proposed Scope of Work

solutions approach, the team will develop recommendations that consider a multimodal framework favorable to all modes, including vehicular, pedestrian, bicycle and public transformation.

Particular attention will be paid to pedestrian connectivity to area amenities and institutions including parks, schools, churches, commercial corridors, public transit and others. Traffic calming and other approaches will be considered as part of this review. Key stakeholders, including residents, Metro Parks and Public Works, among others will be consulted as alternatives are considered by the Advisory Group.

Task 5b. Optional Plan Sections

Housing: Vacant residences will be identified, and recommendations developed for mitigating existing future occurrences of vacant or abandoned properties. This process will include an investigation into working with Metro Louisville staff. Project staff and the Advisory Group will evaluate and develop strategies to return properties to service including appropriate development and re-development strategies. Potential sites for new housing or adaptive reuse of buildings for housing will be considered.

Project staff will hold a second charrette-style public meeting to present the draft recommendations of the Plan sections for review and comment and gather input regarding priority goals and strategies for the development of an Implementation Plan.

Task 6. Plan Development and Implementation

Project staff will prepare a Plan Implementation section outlining a strategy for implementing the recommendations contained in each section of the final Neighborhood Plan.

The Plan Implementation section will identify all required actions needed, the entities involved, timeframes, funding needs and funding possibilities along with any desired prioritization or necessary sequencing. Project staff will develop these strategies in conjunction with the Advisory Group and coordinating with other agencies identified as responsible stakeholders in the recommendations.

Project staff will prepare an Executive Summary of the recommendations defined in the Plan sections to be used in the process of adoption of the Neighborhood Plan into the Comprehensive Plan. This summary of recommendations will be prepared in a format consistent with the Plan Elements guidelines and policies.

Center For Neighborhoods will coordinate a final meeting with the Advisory Group to present the draft Neighborhood Plan prior to final document preparation.

Jacobs Neighborhood Plan Proposed Scope of Work

Following completion of the Neighborhood Plan, project staff will assist in presenting the Plan Summary to the Louisville Metro Planning and Design Committee (if required), the Land, Development and Transportation Committee of the Metro Planning Commission, and to the full membership of the Commission for recommendation to the Metro Council. If needed, project staff and Advisory Group members will assist in presenting the final Neighborhood Plan to Metro Council for adoption.

Project Budget and Resource Requirements

The Center For Neighborhoods will coordinate and manage all project tasks and resources, while providing direct and support staff to many of the tasks. Staff resources are estimated at a \$70/hour average, for preliminary budgeting purposes. The following staff resources are estimated for the project:

- Project Manager & Principal Planner – Tom Stephens
- Planning Assistants – John Hawkins, Gwen Kelly
- Topical Experts (where needed)
- GIS Mapping Specialist – Christi Stevens

A typical neighborhood planning process takes approximately 8-10 months to prepare a final plan and move it through the plan adoption process, as dictated by Metro Louisville guidelines, procedures and schedules. However, the Jacobs Neighborhood Plan scope of work has been designed with a modified plan process and is anticipated to take 2 months from plan initiation to final plan document creation. Following the completion of the Plan documents, the plan adoption process will need to be coordinated through the Office of Advanced Planning - Develop Louisville.

Schedule of Plan Process

- May 30: Project Initiation
 - Background research, base map creation
- June 1: Initial Neighborhood Plan Advisory Group meeting
 - Introduce scope of work and plan process timeline
- June 20: Public Meeting – Charrette 1
 - Neighborhood Identity/Vision; Land Use & Community Form; Mobility input
- July 11: Public Meeting – Charrette 2
 - Review components; Develop Strategies; Prioritize Recommendations
- July 22: Final Advisory Group Meeting
 - Draft Plan review
- July 31: Neighborhood Plan document delivery; Project Close out



**Jacobs Neighborhood Plan
Proposed Scope of Work**

The following budget, by task, is offered for consideration.

| Task | Resources | Estimated Hours | Cost |
|-------------------------------------------------------------|-----------------------------------------------------------------|------------------------|-----------------|
| 1. Project Initiation, Management 2. Background Research | Project Manager Planning Assistant GIS Mapping Specialist | 50 | \$3,500 |
| 3. Neighborhood Identity/Vision | Principal Planner Planning Assistant | 20 | \$1,400 |
| 4. Land Use/Community Form Component | Principal Planner GIS Mapping Specialist | 40 | \$2,800 |
| 5a. Mobility | Principal Planner Topical Experts GIS Mapping Specialist | 25 | \$1,750 |
| 5b. Housing (Optional) | Principal Planner Topical Experts GIS Mapping Specialist | 25 | \$1,750 |
| 6. Plan Development & Implementation | Project Manager, Principal Planner | 40 | \$2,800 |
| Materials, Supplies, etc. | | | \$1,100 |
| TOTAL (without Task 5b) | | | \$13,350 |

Schedule of Payment

Total Cost of Services: \$13,350

Stage 1 – Project Initiation, Administration and Materials

May 30, 2015 - \$6,500

Stage 2 – Task 1-4 Completed

June 30, 2015 - \$3,500

Stage 3 – Task 5-6 Completed, Project Closeout, Final deliverables

July 31, 2015 - \$3,350

