



## CIF, NDF, MAP OR PAV INTERAGENCY CHECKLIST

**Interagency Name:** Develop Louisville

**Program/Project Name:** Additional Services related to Highview Neighborhood Plan

	Yes/No/NA
<b>Request Form:</b> Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes
<b>Request Form:</b> If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA
<b>Request Form:</b> If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA
<b>Request Form:</b> If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA
<b>Funding Source:</b> If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	NA
<b>Funding Source:</b> If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	NA
<b>Ordinance Required:</b> Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	Yes
<b>Ordinance Required:</b> Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	NA
<b>Supporting Documentation:</b> Does the attachment include a valid estimate and description of cost?	Yes

**Prepared by:**

**Date:** December 8, 2015

## Torsky, John N

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**From:** Baker, Kendal  
**Sent:** Tuesday, December 08, 2015 1:41 PM  
**To:** Peden, James; Torsky, John N  
**Cc:** Milliken, Gretchen P; King, Michael M; OBrien, Jeff; Jones, April  
**Subject:** Highview Neighborhood Plan contract  
**Attachments:** Highview Scope Proposal.pdf

CM Peden/John:

Develop Louisville Department/Office of Advanced Planning requests \$10,000 transferred to our account for additional services related to the Highview Neighborhood Plan. This funding would support the development of Planned Development District zoning regulations for the Highview Town Center. These services would build on the original neighborhood plan scope of work.

If you need additional information or have any questions, please feel free to call or email.

Thanks so much!

Kendal R. Baker, AICP  
Planning Manager, Advanced Planning  
Develop Louisville  
LOUISVILLE FORWARD  
Metro Development Center  
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OFFICE OF  
**ADVANCED  
PLANNING**  
A Division of Develop Louisville



G R E S H A M  
S M I T H   A N D  
P A R T N E R S

September 30, 2015

Mr. Kendal R. Baker, AICP  
Planning Supervisor, Advanced Planning, Develop Louisville  
LOUISVILLE FORWARD  
Metro Development Center  
444 South Fifth Street, Suite 600  
Louisville, Kentucky 40202

**SUBJECT: Highview Neighborhood Plan – Additional Services  
Proposal for Professional Services**

Dear Mr. Baker:

Gresham, Smith and Partners is pleased to have the opportunity to present this proposal to you (the Client) for professional planning services for landscape associated with the above referenced project, and more specifically described as follows:

**Scope of Work**

The GS&P Scope of Work will consist of:

1. Planned Development District – Expanded Inventory/Analysis: GSP will conduct a detailed inventory and analysis of the properties within the proposed Town Center Form District (TCFD) as identified in the Highview Neighborhood Plan. Inventory and analysis will consist of:
  - Analysis of existing development pattern including lot configurations, building scale/massing, and existing zoning and land uses
  - Analysis of existing transportation network including sidewalk locations, widths and condition; pedestrian crossings and intersection design, and number and spacing of curb cuts
2. Planned Development District Design (PDD) Standards: GSP will develop PDD standards based on the overarching guidelines identified in the Neighborhood Plan. PDD standards would be prepared for land use (permitted, limited, and conditional); pattern (lot size, FAR); streetscape; site design (parking, access); building design; landscape, and; signage.
3. Advisory Group Meetings: GS&P will lead 2 additional Advisory Group Meetings beyond the number of meetings established in the original Neighborhood Plan scope. The first additional meeting will be to present the final plan recommendations. The second additional meeting will be to conduct a design charrette to establish the foundation for the Planned Development Districts form and character.

**Design Services For The Built Environment**

101 South Fifth Street / Suite 1400 / Louisville, Kentucky 40202 / Phone 502.627.8900 / Fax 866.651.2722/ www.gspnet.com



September 30, 2015  
Mr. Kendal Baker  
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4. Public Meetings: GS&P will attend 2 additional public meetings beyond the number of public meetings established in the original Neighborhood Plan scope. The first additional meeting will be to present the final plan recommendations. The second additional meeting will be to review the Planned Development District framework developed from the charrette and revise the framework based on feedback received.
5. Deliverables: GS&P will deliver the Highview Planned Development District standards through a written report with accompanying graphics. The report will be produced in a format acceptable to Louisville Forward staff consistent with the Land Development Code, suitable for adoption and include specific recommendations for a PDD area-wide rezoning.

#### **Compensation**

For our services the Client agrees to pay GS&P a lump sum fee of \$10,000 (ten thousand dollars).

#### **Exclusions from Scope of Work**

The following services are not included in GS&P's scope of services:

- Public meetings beyond those identified in the scope
- Advisory Committee meetings beyond those identified in the scope
- Renderings or illustrations beyond those identified in the scope

#### **Additional Services**

GS&P has attempted to identify all tasks necessary to accomplish your objectives. If there is additional work or meetings you want GS&P to assist you with that has not specifically been described in this "Scope of Work," we will negotiate a fee, or after the Client's authorization will perform this work in accordance with our current hourly rates.

Sincerely,

A handwritten signature in cursive script that reads "Jonathan D. Henney".

Jonathan D. Henney, ASLA, AICP  
Principal