

Hughes, Susan

From: Wiederwohl, Mary Ellen
Sent: Thursday, January 07, 2016 11:30 AM
To: Butler, Marianne; Hughes, Susan; Milliken, Gretchen P; Plowman, Heather L; Jones, April
Cc: Mims, James L; Marchal, David; Watson, Kellie R.; Lundin, Emalee G.; Gentry, Yvette; Fritz, Gabriel A.; Dunlap, Jeana E
Subject: Fwd: Oakdale Neighborhood Plan proposal
Attachments: Oakdale Neighborhood Plan Proposal_01.04.2016.pdf; ATT00001.htm

Hi Marianne! Yes, I believe we do handle all contracts for the Center for Neighborhoods!

I have copied Gretchen, Heather, and April to facilitate the paperwork and payment via D15 funds.

We will move quickly.

DL Team - please work with CW Butler's office and Tom Stephens to expedite.

Thanks!

Sent from my iPad

Begin forwarded message:

From: "Butler, Marianne" <Marianne.Butler@louisvilleky.gov>
To: "Wiederwohl, Mary Ellen" <MaryEllen.Wiederwohl@louisvilleky.gov>
Cc: "Hughes, Susan" <Susan.Hughes@louisvilleky.gov>
Subject: FW: Oakdale Neighborhood Plan proposal

Hi Mary Ellen -- Happy New Year! Attached is the proposed neighborhood plan for Oakdale. I am willing to foot the bill for the plan -- can your office take the lead and have the money go through your department? I think we used Develop Louisville for the Jacob's Plan -- this would be the same sort of set up.

Thanks for your help. let me know if you are willing to accept payment so Susan can start the paperwork in moving money. That way when we get together as an internal group -- this aspect is ready to go.

Marianne

Hughes, Susan

From: Tom Stephens <toms@centerforneighborhoods.org>
Sent: Tuesday, January 05, 2016 3:25 PM
To: Hughes, Susan
Subject: Oakdale Neighborhood Plan proposal
Attachments: Oakdale Neighborhood Plan Proposal_01.04.2016.pdf

Categories: money

Hello Susan,

Attached is an updated proposal for the Oakdale Neighborhood Plan which shows no optional components included in the cost. As we discussed, if external funding comes through to support the Health & Environment component we will adjust accordingly.

Let me know if anything else is needed at this point.

TOM STEPHENS, AICP
EXECUTIVE DIRECTOR

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Proposal for the Oakdale Neighborhood Plan

Prepared for:

Metro Louisville Advanced Planning

Develop Louisville

LOUISVILLE FORWARD

and

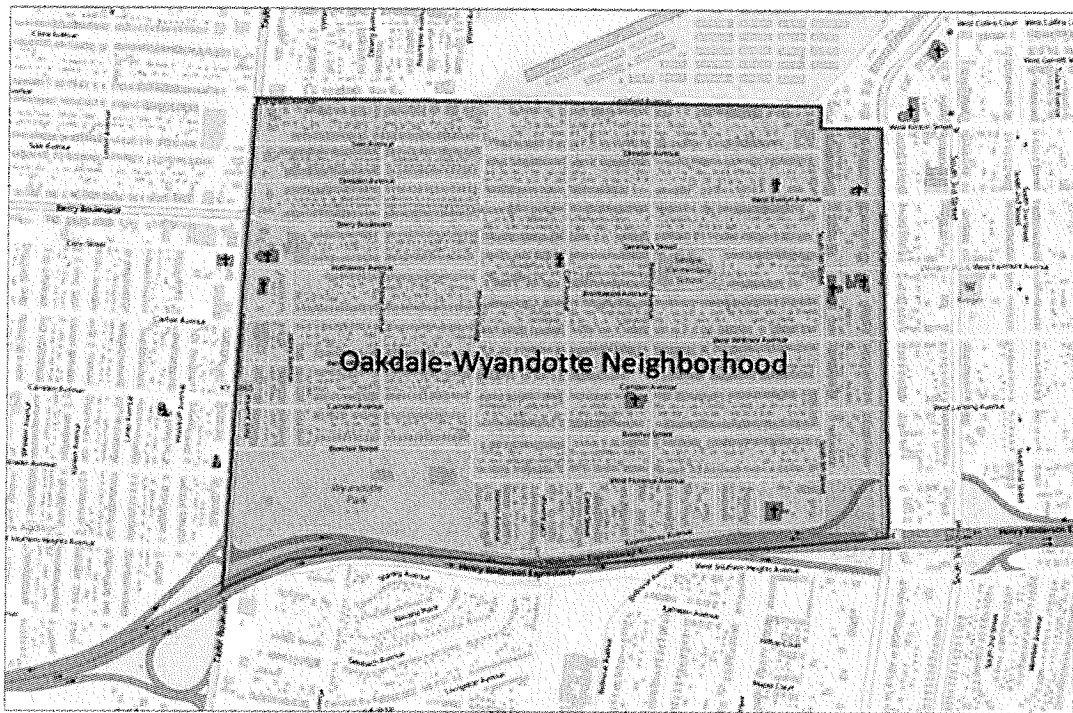
Councilwoman Marianne Butler, District 15

January 4, 2016

Oakdale 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 Oakdale-Wyandotte 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. On the east, Southern Parkway from I-264 to Kenton Street and Longfield Avenue. On the north, Longfield Avenue and Kenton Street from Southern Parkway to Taylor Boulevard. On the west, Taylor Boulevard between Longfield Avenue and I-264.



BACKGROUND:

The Neighborhood is primarily a single-family, residential neighborhood located in the south end of Louisville, Kentucky. Development began in the 1890's and Oakdale incorporated in 1904 and was later annexed by the City of Louisville. Wyandotte was later added as the neighborhood name due to the location of the Olmstead designed Wyandotte Park within the Neighborhood. The Neighborhood is commonly referred to as Oakdale. The proposed plan area includes numerous neighborhood places of worship and small businesses. The Neighborhood sits directly adjacent to the backside of Churchill Downs along Longfield Avenue.



Oakdale 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 recommends a review of housing issues to address the presence of vacant



Oakdale Neighborhood Plan Proposed Scope of Work

homes, sustainability of existing housing stock and the potential for renovation and compatible new construction.

With the potential partnership of the Green Heart Project, including Metro Louisville Office of Sustainability, the University of Louisville and the Institute for Healthy Air Water & Soil, this scope of work also recommends the development of a Health & Environment component to address community health factors including crime and safety, urban tree canopy, air quality, access to health care, recreation and healthy food, as well as appropriate interventions to improve community health.

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 available archives that provide pertinent information and perspective.



Oakdale Neighborhood Plan
Proposed Scope of Work

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.

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.

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.

Oakdale Neighborhood Plan
Proposed Scope of Work

Task 5. 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 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 6. Optional Plan Sections

6a. 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.

6b. Health & Environment: Neighborhood health priorities will be identified using a neighborhood self-assessment while existing health impacts will be identified through available data. Recommendations will be developed for improving neighborhood health through greening initiatives and infrastructure. This process will include an investigation into potential partners investing in community health projects. Project staff, the Advisory Group and partners will evaluate and develop strategies to improve the neighborhoods health environment including crime and safety, urban tree canopy, air quality, access to health care, recreation & healthy food, as well as appropriate interventions to improve community health. Attention will be given to the proper management of these natural resources.

After completing input on components from Task 4-6, 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.

Oakdale Neighborhood Plan
Proposed Scope of Work

Task 7. 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.

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 \$90/hour average, for preliminary budgeting purposes. The following staff resources are estimated for the project:

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



Oakdale Neighborhood Plan Proposed Scope of Work

A typical neighborhood planning process through Metro 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, Center For Neighborhoods has successfully piloted a more streamlined and shortened process that helps to encourage community involvement by ensuring a more defined timeframe and focused community meetings. The Oakdale Neighborhood Plan scope of work has been designed with this modified plan process and is anticipated to take 3-4 months from plan initiation to final plan document creation. Following the completion of the Plan documents, the plan adoption process will be coordinated through the Office of Advanced Planning - Develop Louisville.

Proposed Schedule of Plan Process

- March 1: Project Initiation
 - Background research, base map creation
- March: Initial Neighborhood Plan Advisory Group meeting
 - Introduce scope of work and plan process timeline
- April: Public Meeting – Workshop 1
 - Neighborhood Identity/Vision; Planning Component Input
 - o Land use, Mobility, others possible
- May: Public Meeting – Workshop 2
 - Additional component work, if needed; Review components; Develop Strategies; Prioritize Recommendations
- June: Public Meeting - Final Advisory Group Meeting
 - Draft Plan review
- June 27: Neighborhood Plan document delivery
 - Project Close out
- July 2016: Plan Adoption Process

Oakdale Neighborhood Plan
Proposed Scope of Work

Budget

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	40	\$3,600
3. Neighborhood Identity/Vision	Principal Planner Planning Assistant	32	\$2,880
4. Land Use/Community Form Component	Principal Planner GIS Mapping Specialist	36	\$3,240
5. Mobility	Principal Planner Topical Experts GIS Mapping Specialist	36	\$3,240
6a. Housing (Optional)	Principal Planner Topical Experts GIS Mapping Specialist	36	Not included in current cost
6b. Health & Environment (Optional)	Principal Planner Topical Experts GIS Mapping Specialist	50	Not included in current cost
7. Plan Development & Adoption	Project Manager, Principal Planner	65	\$5,850
Materials, Supplies, Printing, etc.			\$2,100
TOTAL (including Task 6a & 6b)			\$20,910

Schedule of Payment

Total Cost of Services: \$20,910

Stage 1 – Project Initiation, Administration and Materials
March 1, 2016 - \$8,000

Stage 2 – Task 1-4 Completed
April 30, 2016 - \$8,000

Stage 3 – Task 5-7 Completed, Project Closeout, Final deliverables
June 27, 2016 - \$4,910

