

NEIGHBORHOOD PLANS

§ 161.01 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

NEIGHBORHOOD or **NEIGHBORHOOD BOUNDARIES.** The geographical area being studied for the purpose of neighborhood plan development in accordance with this chapter.

NEIGHBORHOOD PLAN. A document prepared in accordance with this chapter, as well as the policies and procedures established by ~~planning and design services~~ Develop Louisville, or its successors, and intended to address the planning needs and policy goals of the citizens of a particular geographic area of Louisville Metro. This term shall include small area studies and plans, corridor studies and plans, and other similar documents, provided the particular document is prepared in accordance with this chapter.

§ 161.02 PREPARATION AND CONTENTS OF NEIGHBORHOOD PLAN.

(A) *Generally.* All neighborhood plans shall be prepared in accordance with the requirements of this chapter, as well as with all Develop Louisville, or its successor, ~~planning and design services~~ policies and procedures for neighborhood plans.

(B) *C.H.A.S.E. principles.* All neighborhood plans shall be prepared in accordance with the five guiding principles, known as the C.H.A.S.E. principles, of Plan 2040, Louisville Metro Government's comprehensive plan: Connected, Healthy, Authentic, Sustainable, and Equitable.

(C) *Study area boundary.* A geographic boundary for the plan/study area shall be established at the beginning of the planning process.

~~(B)~~ (D) *Mandatory sections.* Neighborhood plans or plan sections and their recommendations shall be prepared in accordance with the principles and guidelines of the adopted comprehensive plan, including the five C.H.A.S.E. principles, and shall include:

(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 vision for 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.

(6) *Plan Implementation.* Recommendations, in accordance with the comprehensive plan, set forth in the neighborhood plan, with implementation responsibility and time frame 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 will be adopted as a part of the comprehensive plan.

~~(G)~~(E) *Optional sections.* The neighborhood plan may also contain a section or sections relating to other areas of concern to the neighborhood. If included, these sections should contain an assessment of neighborhood issues and assets as they currently exist, and specific recommendations for improvement or preservation. These sections may include, but not be limited to:

- (1) Housing;
- (2) Economic Development;
- (3) Environmental Resources;
- (4) Community Facilities and Services;
- (5) Parks, Open Space, and Recreation;
- (6) Urban Design or Special District; and
- (7) Historic Preservation;
- (8) Safety;
- (9) Youth Engagement;
- (10) Welcoming Community;
- (11) Aging in Place; and
- (12) Digital Infrastructure.

(F) Public process. Development of the neighborhood plan shall be guided by a minimum of three (3) public engagements during the planning process. These engagements may include, but are not limited to, public meetings or online engagements.

§ 161.03 ROLE OF DEVELOP LOUISVILLE PLANNING AND DESIGN SERVICES.

Develop Louisville, or its successors, ~~Louisville Metro Planning and Design Services~~ (“~~Planning and Design~~”) administers the neighborhood planning process. The role of ~~Planning and Design~~ Develop Louisville staff is to ensure that the neighborhood plan process is conducted in accordance with ~~Planning and Design~~ Develop Louisville policies and guidelines, create or assist in the creation of neighborhood plans, conduct reviews of draft neighborhood plans for conformance with the Comprehensive Plan, Planning Commission policies, and this chapter.

§ 161.04 NEIGHBORHOOD PLAN ADVISORY GROUP.

(A) *Advisory Group Designation.* The Advisory Group shall be designated by Develop Louisville, or its successors, staff upon the recommendation of and with concurrence from any relevant neighborhood associations or groups and the Metro Council member(s) of the district(s) in which the subject neighborhood is located. ~~Metro Council approval of the members of the neighborhood advisory group is not required. Staffing may consist of appropriate representatives from Planning and Design and the Department of Neighborhoods, or other appropriate Metro agencies (collectively, the “Metro Agencies”). In some cases, including, but not limited to situations which such a group would be impractical due to an extremely large geographical area under consideration, or where a study is requested by the Planning Commission, at the discretion of Planning and Design, no neighborhood advisory group may be appointed.~~

(B) *Neighborhood Advisory Group composition.*

(1) The neighborhood advisory group shall consist of at least seven individuals, with a recommended maximum of 20 individuals, and shall consist largely of individuals with a primary residence within the study area. Other potential members of the Advisory Group include the following:

- (a) Owners of property within the study area ~~Property owners within the subject neighborhood boundaries;~~
- (b) Owners of businesses within the study area ~~Owners of businesses or institution representatives located within the subject neighborhood boundaries; and~~
- (c) Representatives of institutions within the study area ~~Individuals with a primary residence within the subject neighborhood.~~

(2) No more than one person per parcel, address, or business may serve on the task force.

(3) The demographic composition of the Advisory Group shall be diverse in age, race, gender, ability, property ownership status, and socioeconomic status. At a minimum, the demographic composition of the Advisory Group shall be reflective of the overall demographics of Louisville Metro.

(C) *Neighborhood Advisory Group role.* The neighborhood advisory group's participation in the development of the neighborhood plan involves identifying important neighborhood issues and potential stakeholders, and working with staff to provide input on content and recommendations of the neighborhood plan. The Neighborhood Advisory Group shall perform a purely advisory role related to issues specific to development of the neighborhood plan, under leadership provided by ~~Planning and Design~~Develop Louisville or its consultant. No formal structure or process for meetings is required of the Neighborhood Advisory Group, no official positions within the Group exist, and the Neighborhood Advisory Group is not authorized to ratify or otherwise approve the contents of neighborhood plans. The Neighborhood Advisory Group has no authority to advise or make recommendations on current discretionary reviews, infrastructure improvement projects, or development activities in process within the neighborhood.

(D) *Neighborhood Advisory Group meetings.* The Neighborhood Advisory Group, under the leadership of the staff of ~~Planning and Design~~Develop Louisville or its consultant, shall conduct meetings, which shall be open to the public. The agenda for the meetings shall be established by ~~Planning and Design~~Develop Louisville staff or its consultant. Detailed minutes of each meeting shall be made and kept in the neighborhood plan file at the offices of ~~Planning and Design~~Develop Louisville.

(E) *Neighborhood Advisory Group meeting attendance.* Any Neighborhood Advisory Group member who has more than one unexcused absence (absent without providing prior notification) may be replaced with concurrence at the recommendation of the sponsoring Metro Council members of the district(s) in which the study area is located. A new Neighborhood Advisory Group member shall be designated appointed in his/her place as prescribed in the process contained herein.

~~§ 161.05 NEIGHBORHOOD PLAN STUDY AREA BOUNDARY.~~

~~*Neighborhood boundary approval.* The Louisville Metro Planning Commission shall establish and approve the study area boundary for the neighborhood plan as follows:~~

~~(A) Planning and Design, in consultation with the Neighborhood Advisory Group and its consultant, shall recommend a study area boundary for the neighborhood plan;~~

~~(B) Planning and Design staff shall forward the recommended neighborhood plan study area boundary recommended to the Planning Commission for review;~~

~~(C) The Planning Commission shall then establish and approve a neighborhood plan study area boundary without a public hearing. Individuals who have registered with the Planning and Design Neighborhood Notification Program shall be given notice of the meeting at which the study area boundary is approved no less than ten days prior to the meeting. The Planning Commission is authorized to adjust the boundary as it deems necessary.~~

§ 161.06 USE OF NEIGHBORHOOD PLANS.

(A) *Use by the Metro Council.*

(1) If the Metro Council adopts a neighborhood plan or plan section, it shall thereafter consider the recommendations and proposals of the plan in the development of county-wide plans and strategies, the review of policy, the allocation of resources, the provision of services and the preparation and review of budgets, both general and community development; and

(2) The Council may also exercise its authority under KRS 100.211 to act as applicant for form district or zoning change proposals recommended by the plan to establish a development pattern compatible with the neighborhood plan or plan sections. This shall in no way bind the Metro Council to approve any form district or zoning change proposal. The Metro Council shall objectively discharge its responsibilities pursuant to KRS Ch. 100.

(3) The neighborhood plans or plan sections shall be introduced as official planning evidence in the review of zoning change proposals for determining agreement with the community's Comprehensive Plan.

(B) *Use by executive branch.* Adopted neighborhood plans or plan sections shall be used by the executive branch of Metro Government and various associated agencies as guides in the development of county-wide plans and policies, the review of policy, the allocation of resources, the provision of services and the preparation and review of budgets, both general and community development.

§ 161.07 REVIEW AND ADOPTION OF NEIGHBORHOOD PLAN.

(A) *Neighborhood meeting requirement.* Prior to submitting the draft neighborhood plan to the Planning Commission for a public hearing, the plan shall be made available for public review and comment at a public meeting, in addition to other public presentations such as online engagement. The plan should be accessible to all, including any accommodations needed to overcome language or technology barriers.~~a neighborhood meeting shall be held to discuss the plan and accept public comments. No less than ten days prior to the neighborhood meeting, notice of the meeting shall be posted in public locations in the neighborhood determined by Planning and Design staff, in the office of Planning and Design, and on the Planning and Design website.~~

(B) *Planning Commission public hearing and recommendation.* After a neighborhood plan has been prepared in accordance with this chapter, and before it is acted on by the Metro Council, the Louisville Metro Planning Commission shall hold at least one public hearing and make a recommendation to Metro Council on the neighborhood plan, including what portions, if any, of the executive summary of the neighborhood plan should be adopted by Metro Council as an amendment to the comprehensive plan. The Planning Commission shall publish notice of the public hearing not less than seven nor more than 21 days prior to the hearing, in accordance with KRS Chapter 424.

(C) *Metro Council adoption.* After the Planning Commission has held a public hearing and made a recommendation on a neighborhood plan, the Metro Council may enact an ordinance adopting the neighborhood plan as recommended by the Planning Commission, or with modifications. Additionally, the Metro Council may specifically adopt

an Executive Summary of the neighborhood plan as an amendment to the comprehensive plan.

§ 161.08 AMENDMENTS AND REVIEWS.

All neighborhood plans or plan sections may be reviewed and amended by the Metro Council at any time. The Planning Commission or Metro Council may initiate updates to previously completed neighborhood plans, including plans that were completed, but that were not formally adopted by the legislative body. Executive summaries of such plans may be adopted as part of the comprehensive plan if found to comply with the adopted goals and objectives of the comprehensive plan in place at the time of the proposed update or adoption. Such review and amendment shall follow the procedures set forth under §§ 161.01 through 161.07.

§ 161.09 ADOPTED NEIGHBORHOOD PLANS.

Neighborhood plans adopted by the Metro Council in accordance with this chapter shall be listed in Table XIV: Land Development Code, contained in the Louisville/Jefferson County Metro Government Table of Special Ordinances.