

Neighborhood Development Code RFP

Questions and Answers from Pre-Submittal Meeting of May 3, 2018 and Potential Proposer Questions

Questions and Answers

Requirements & Process

1. Detail as far as what the Communications manager does and how they could be integrated into the process?

ANSWER: The Communications Manager is in charge of getting out communications such as social media, traditional media, and press releases. Also responsible for “crisis communications”, but not for Police and Fire, as they have their own staffers. The Communications Manager is a “communication generalist” in traditional and electronic media.

2. What about the “logistics” of submittals? Should entire codes or parts of codes be included? Does the City want printouts or links to codes?

ANSWER: Proposals should include a few printed pages as examples to the selection committee, but not full codes. Links to online documents are welcomed and preferred.

3. How amenable is the City to changing the timeline?

ANSWER: The timeline set out in the RFP document is subject to change and is not intended to be “date specific”. Proposers should lay out a process and timeline for the creation of the Neighborhood Development Code based on tasks and months, not specific dates.

The City is committed to completing the project within a reasonable time. We would like to have a draft of the code ready for adoption within 12 months of the project launch.

4. Is there a limit on the number of pages allowed in a submittal?

ANSWER: There are no “hard limits” on pages. You are encouraged to use as many pages needed to describe yourselves, the proposed process, and distinguish yourselves from other proposers.

5. Does the City have a budget for this project?

ANSWER: No. There is no budget or range for this project. The responses will guide the City in budgeting for the next fiscal year beginning in July 2018.

6. Every project and RFP appears to have a massive focus on public outreach. How important is that in your community?

ANSWER: Public outreach is very important in Covington and for this process; however, we did not want to be overly prescriptive in the RFP, but rather to allow proposers to make recommendations based on experience and best practices for appropriate levels among the many constituencies representing various neighborhoods, plans, and interests.

Scope of Services

1. Is the identification of areas proposed to continue to be regulated by Euclidian zoning anticipated to be part of the Proposal or part of the code creation process with the steering committee?

ANSWER: The latter. It is anticipated the selected consultant would work with the steering committee on identifying any areas proposed to be exempted from the character-based code.

2. Covington has a number of small area illustrative plans out there already. Are there any areas where there is a gap?

ANSWER: All neighborhoods that do not have small area studies should have them; however, that is beyond the scope of this project. Illustrative small area studies or plans beyond a regulating plan providing a framework for the neighborhood character-code are not anticipated to be included in the negotiated scope of services.

Some neighborhoods have overlapping plans with no “sunset” provisions and may be in conflict. The selected consultant should be prepared to recommend how to handle an update to these plans or supersede them.

In addition, changed lifestyles and circumstances may have made entire plans or portions thereof irrelevant. The selected consultant should assist in determining if the plans are still relevant.

3. The RFP document discusses a “Neighborhood Development Code”. Is this a re-write of the entire code, including sign provisions, flood plain regulations, etc?

ANSWER: Yes. The desired outcome is a character-based development code respectful of the unique elements and history of each of Covington’s neighborhoods. As such, sign regulations tailored to each neighborhood should be included in the proposed neighborhood development code to replace the existing sign code based upon zones that is imposed citywide.

Subdivision regulations are not included in the proposed neighborhood development code, as they are administered by the Kenton County Planning Commission.

4. As a part of the code update work to create a modern, user-friendly, character/form-based code, will the City be expecting a comprehensive review and update of current administrative procedures (e.g. site plan review, zone change and conditional use permits, etc.) or will the City's existing review processes and procedures be carried forward into the new code, with minor updates and refreshed as needed? We would assume the former scenario to enable more efficient project review.

ANSWER: The selected consultant will create approval processes and templates for such approvals as a part of this project. Any processes must be in compliance with KRS 100.

5. We heard in the pre-bid meeting that the City's sign code will need to be updated so that sign regulations are context-based per neighborhood. As a part of this work will be City be expecting a comprehensive update of the sign regulations to ensure compliance with state and federal laws, and especially the US Supreme Court's decision in the *Reed v. Town of Gilbert* sign case?

ANSWER: Any proposed changes to sign regulations must be in compliance with all state and federal laws. The Kenton County Planning Commission has approved a model sign code taking into account the *Gilbert* case. This code has been forwarded to the City of Covington for consideration.

6. Similarly, is the City expecting a review and update of the sign permit procedures, or will the current permitting requirements be carried forward into the new code?

ANSWER: Current review procedures will be carried forward as required under KRS 100. Any portions of the review process that the consultant recommends be modified and improved will be considered, provided they are compliant with KRS 100.

7. Please confirm that the future vision for the City of Covington as articulated in the Kenton County *Direction 2030* Comprehensive Plan provides sufficient visionary/policy direction for the code update, and that no additional visioning for the City will be needed as a part of this work.

ANSWER: A citywide visioning process is not anticipated to be necessary for this project; however, some visioning may be needed for areas/neighborhoods on a case-by-case basis.

8. Is there a neighborhood group that represents all neighborhoods across the City, or do they all represent themselves individually?

ANSWER: Covington is fortunate to have the Covington Neighborhood Collaborative acting as an umbrella organization for the various neighborhood associations.

<https://www.covingtoncnc.org/>

The Center for Great Neighborhoods is also a supportive non-profit resource providing capacity building and resources for Covington's neighborhoods. The Center also operates as a convener for discussion on issues facing neighborhoods in the city.

<http://www.greatneighborhoods.org/>

Historic Preservation

1. Is the City seeking a rewrite of the Historic Preservation Guidelines as a part of the Neighborhood Development Code?

ANSWER: The selected consultant will review the *Historic Covington Guidelines* and may make a proposal for revisions.

The selected consultant shall also be prepared to advise the inclusion of historic preservation guidelines within the proposed Neighborhood Development Code or for the historic preservation guidelines to remain as a separate document.

2. Please discuss more if the City is seeking a distinction between the zoning ordinance and the historic preservation guidelines.

ANSWER: In most communities, the zoning ordinance and the historic preservation guidelines are separate. The City is seeking guidance on the desirability, usability, and enforceability of whether the two may or should be combined into a single regulatory document.

Zoning

1. Is a Thoroughfare Matrix or Plan to be developed with this project?

ANSWER: No, this is not intended, but if a Proposer believes it should be integrated into the proposed Neighborhood Development Code, it may be added as an option.

2. Is the IRS Site to be decommissioned a part of this project?

ANSWER: The City is in the latter stages of selecting a preferred consultant for the development of a master plan for this 23-acre site located adjacent to the Ohio River. Because the master plan has not been developed, it is not included in this project; however, this process should enable the creation of guidelines and development standards for that district to be included when appropriate.

As this area is likely to be primarily new development and will link Downtown, Mainstrasse, Mutter Gottes, and the Roebling Point/RiverCenter districts, the completed code document should create a placeholder district and framework to be fully developed based on the master plan once completed and adopted.