

RESOLUTION NO. R2010-17

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO SIGN A CONTRACT WITH KENNEDY COULTER RUSHING & WATSON IN AN AMOUNT NOT TO EXCEED TWENTY FIVE THOUSAND FOUR HUNDRED FIFTY AND 0/100 (\$25,450) DOLLARS FOR PROFESSIONAL PLANNING ASSISTANCE IN THE DEVELOPMENT OF NEW COMMERCIAL ZONING DISTRICTS AND COORDINATING DEVELOPMENT OF VISION AND DESIGN REVIEW GUIDELINES FOR THE TOWN OF SIGNAL MOUNTAIN.

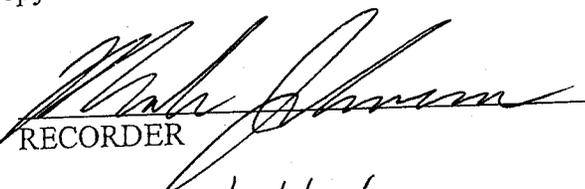
WHEREAS, a proposal for professional planning assistance in the development of new commercial zoning districts and coordinating development of vision and design review guidelines for the Town of Signal Mountain has been received by the Town Manager; and

WHEREAS, Kennedy Coulter Rushing & Watson has provided a proposal to facilitate and provide such planning assistance to the Town and coordinate development of vision and design review guidelines for a sum not to exceed \$25,450.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SIGNAL MOUNTAIN, TENNESSEE, That the Town Manager is authorized to enter into a professional services contract with Kennedy Coulter Rushing & Watson to provide the Town of Signal Mountain with public process facilitation and urban design and planning consulting services toward the completion of a Vision Plan and Design Review Guidelines for Commercial Districts for an amount not to exceed \$25,450. A copy of said contract is attached.

  
\_\_\_\_\_  
MAYOR

1/11/10  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
RECORDER

1-11-10  
\_\_\_\_\_  
DATE

# Addendum 1

## Proposal

### **Development of Commercial Districts Vision and Guidelines for the Town of Signal Mountain, TN**

**To: Honna Rogers, Town Manager, Town of Signal Mountain, TN**

**From: Ann Coulter, Kennedy Coulter Rushing & Watson (KCRW)**

**Date: December 11, 2009**

#### Statement of Purpose

Town of Signal Mountain leaders propose to secure the services of KCRW to guide and complete the development of a vision plan and recommended guidelines for commercial districts in the town according to the town's 2008 Land Use Plan. Citizen input will occur up front to gauge desirable commercial characteristics and features from citizens. The vision plan and recommended guidelines will assist the town in its desire to have commercial districts that are of high quality, reflect the unique character of the community, are well integrated with residential and other land uses, and protect and enhance property values.

#### Scope of Work

Kennedy, Coulter, Rushing and Watson, LLC proposes to provide the Town of Signal Mountain with public process facilitation, and urban design and planning consulting services toward the completion a Vision Plan and Guidelines for Commercial Districts. KCRW will use the Town of Signal Mountain Land Use Plan (2008) as a starting point concerning the amount and location of commercial area to be considered in this scope. While processes of this type require a certain amount of time to be properly executed, we recognize the pressing need of the Town to have a document in place in a timely manner.

#### Process and Timeline

**Phase I. Existing Conditions Analysis and Issues Development (Four weeks)**

### *Inventory & Analysis*

KCRW will review all pertinent documents regarding commercial development in the Town such as the land use plan, zoning regulations, etc. and will participate in on site tours of commercial districts with the client. We will analyze potential commercial sites regarding their topography, size, capacity, vehicular and pedestrian access, environmental concerns, views, aesthetics and other characteristics. Base maps will be developed for use in the remainder of the planning process.

Product: maps and graphics illustrating analysis of existing conditions. Base maps, etc for the kickoff public meeting.

### *Draft Issue Development*

Based on the information generated during the site analysis we will develop a set of issues that need to be addressed to successfully accommodate activity on the various sites.

Product: a set issues, illustrated as appropriate, to vet in kickoff public meeting.

## ***Phase II. Public Meeting, Draft Plan and Refinement (Eight weeks)***

### *Public Meeting – Kickoff*

KCRW will plan and conduct a public input meeting to serve as an introduction for citizens to the process, and to generate public comment on the issues identified in the previous phase. This will also provide an opportunity to determine if the community perceives any other issues not previously identified. It will help define the overall town vision and expectations for its commercial districts. KCRW will document public input for use in developing recommended guidelines.

### *Draft Plan and Refinement*

Based on the input generated at the public meeting KCRW will articulate the town's vision for its commercial districts and draft a series of recommendations for the development/redevelopment of subject properties. The recommendations will address such things as density, massing and height, built-to and set-back lines, auto and pedestrian access, external and internal linkages, parking, and open space and landscaping.

KCRW will involve Client representatives and their designated stakeholders including staff of the Development Resource Center for feedback during the plan draft and refinement stages. Based on this input, we will refine and adjust the recommendations/guidelines of the plan. During this phase we will develop final plan maps, diagrams, graphics and renderings.

Product: Plan map(s), diagrams, text, supporting graphics and recommended design guideline for commercial districts/sites.

### **Phase III. Presentation to Town Council**

KCRW will present the plan and recommended guidelines to the Town Council at a time they deem appropriate to take action. This meeting may take the form of a public hearing.

### **Final Deliverables**

Vision Plan and Guidelines for Commercial Development.

1. Introduction
2. Context (map)
3. Study Area (map)
4. Assessment
  - Circulation (map)
  - Environmental Conditions (map)
  - Existing Zoning (map) + Existing Land Use (map) = "pressured parcels"
3. Summary of Key Issues – Overall vision for commercial districts
4. Development Framework
  - Illustrative Concept (map)
  - Height and Massing (map, graphics)
  - General Architectural Concepts (graphics)
  - Site Design Elements (maps, graphics)  
(access, landscape, lighting, etc.)
5. Appendices (public input documentation, etc.)

### **Fee Estimate**

Phase I	\$5,925
Phase II	\$18,075
Phase III	\$1,200

Direct expenses	\$250
Total	\$25,450

### **Client Responsibilities**

Client agrees to:

TOWN OF SIGNAL MOUNTAIN

2010 DEVELOPMENT OF COMMERCIAL DISTRICTS VISION AND GUIDELINES CONTRACT

The parties to this Agreement hereby agree to comply with all of the following terms and conditions concerning the development of commercial districts vision and guidelines for the Town of Signal Mountain, TN:

Kennedy Coulter Rushing & Watson (KCRW) will provide the Town of Signal Mountain (Town) with professional public process facilitation and urban design and planning consulting services toward the development and completion of a Vision Plan which may include Design Review and Zoning Guidelines for new Commercial Districts within the Town.

The process will be performed in three phases as described in the proposal from KCRW dated December 11, 2009 that is attached as Addendum 1.

The Town agrees to client responsibilities listed in Addendum 1.

Payment for services will not exceed \$25,450. If additional work is required by the Town, an amendment to this contract will be signed by both parties.

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\_\_\_\_\_  
Ann Coulter

Kennedy Coulter Rushing & Watson

\_\_\_\_\_  
Honna Rogers, Town manager

Town of Signal Mountain

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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