



## Campbell County and Municipal Planning and Zoning Commission Request for Information

The Campbell County and Municipal Planning and Zoning Commission (Planning Commission) is a joint planning unit including unincorporated Campbell County and the cities of Crestview, Melbourne, Silver Grove, Southgate, and Woodlawn. The Planning Commission is seeking a professional team that can assist with an update of its Comprehensive Plan, including the Goals and Objectives.

The most recent Comprehensive Plan for the Planning Commission was completed in 2008. An update to the Goals and Objectives was completed in 2016. While the primary focus of the updated Comprehensive Plan will be on these six jurisdictional areas comprising the Planning Commission, the future growth and development of the whole the county shall be considered in the updated Plan.

The selected consultant shall undertake the services necessary to prepare a Comprehensive Plan that meets the requirements of KRS 100 and provides a useful tool to the Planning Commission. The Plan shall encompass a twenty (20) year forecast and include both short-term and long-term recommendations. A working knowledge of Campbell County, Kentucky is required.

A letter of interest shall be submitted no later than close of business on February 10, 2023 to

Cindy Minter, Director  
Campbell County Planning and Zoning  
1098 Monmouth Street, Suite 343  
Newport KY, 41071  
[cminter@campbellcountyky.gov](mailto:cminter@campbellcountyky.gov)

Electronic submittals are preferred. The letter of interest shall be limited to twenty pages and shall include identification of the team, proposed staffing, work plan, availability to deliver the plan, and at least two reference contacts for the proposed project manager. Up to two teams will be selected for in-person interviews.

### **DRAFT SCOPE OF WORK**

The consultant will be responsible for the following tasks:

- 1) Study Initiation – The consultant will conduct research to prepare the plan including a review of documents from the previous planning efforts of the jurisdictions comprising the Planning Commission as well as applicable regional or state plans that may include recommendations that impact future development/redevelopment opportunities under the jurisdiction of the Planning Commission.
- 2) Public Involvement – The consultant will be responsible for designing and implementing a public involvement process to provide the public with information and to obtain public comment on the study’s recommendations, preparing materials and presentations needed for the public involvement process. The Planning Commission and Planning Commission Staff will serve as the review committee for this document. An online survey, key interviews, focus groups, and public meetings are anticipated.
- 3) Vision, Goals & Objectives – The consultant shall assist the Planning Commission with an update to the Vision, Goals and Objectives. This task will include planning for and conducting focus groups sessions related to the Vision, Goals and Objectives. These sessions may be held in person and/or virtually. The consultant will use results of these focus groups to revise the 2016 Vision, Goals & Objectives portion of the comprehensive plan.
- 4) Elements – The consultant shall assemble and prepare the various components for the formulation of a draft comprehensive plan consistent with KRS 100. It is the intent to garner and reference information from other agency master plans as appropriate. To provide longevity to this document, references shall be made to the source data where feasible.
  - a. Demographics and Community Characteristics – To assist with the understanding of the community, baseline data will be reviewed including existing demographics, forecasted population, housing, and business growth.
  - b. Existing Community Facilities – The consultant shall identify the public and semi-public buildings, land, and facilities within the County. Feasible patterns of growth and change in these facilities will be identified.
  - c. Environmental Characteristics – Campbell County’s unique physical features and proximity to two rivers provide both opportunities and challenges for the desired growth. These features should be highlighted with references to the source data.
  - d. Transportation & Infrastructure – The location and condition of transportation and infrastructure are critical to any community’s growth and development. Two major capital improvements were completed since 2008: the realignment/expansion of portions of US 27 and the construction of the Eastern regional wastewater treatment facility. Additional major capital improvements are ongoing including:
    - SD1 is implementing a large-scale sanitary sewer improvement project in the vicinity of U.S. Route 27 and AA Highway corridor.

- Alta Fiber is expanding its fiber network in Campbell County, Kenton County, and Boone County, to provide fiber-to-the-premise gigabit internet.
- KYTC is planning improvements in the vicinity of the AA highway. Congestion management is a growing concern along US 27 and AA within the urban core.

The transportation plan element shall compile information from local and regional transportation providers related to the movement of persons and goods. The Ohio Kentucky Indiana (OKI) Regional Council of Governments maintains the regional Transportation Improvement Program. This information shall be supplemented with localized information regarding the needs of the Kentucky Transportation Cabinet, Transit Authority of Northern Kentucky, railroads, waterways and each community. Improvements to multi modal connectivity and non-motorized travel shall be considered in the plan.

Cost effective water and sewer connectivity continue to be areas of need and drive our growth patterns.

- e. Land Use and Zoning Element - A land use plan element, which shall show proposals for the most appropriate, economic, desirable, and feasible patterns for the general location, character, extent, and interrelationship of the manner in which the community should use its public and private land. Existing Land Use Maps were updated in 2020 and are available for use. The future land use map shall be updated with a focus on each jurisdiction within the Campbell County and Municipal Planning and Zoning Commission.
  - f. Small Area Studies - Optional small area studies may also be proposed for each jurisdiction. These subareas may identify where transitional land uses are needed; determine appropriate density for new residential development; prioritize conservation areas; etc.
- 5) Work product: Materials developed by the consultant for presentations or for inclusion in the plan shall be provided to the County via electronic media. All information and data generated will become property of the County.
- a. Mapping - Consultants are encouraged to utilize the geographical mapping services of Planning and Development Services of Kenton County who will invoice the County directly for their services.
  - b. Social Media – The County’s website and social media pages are available as tools to share and gather information with the public.

A draft outline of the document is as follows:

- Executive Summary
- Chapter 1: Introduction
- Chapter 2: Vision, Goals and Objectives
- Chapter 3: Demographics and Community Facilities
- Chapter 4: Environmental Characteristics
- Chapter 5: Transportation and Infrastructure
- Chapter 6: Existing land Use and Zoning
- Chapter 7: Future Land Use Plan and Recommendations
- Optional: Small Area Studies

### **PROJECT TIMING AND CONSULTANT AVAILABILITY**

Substantive work related to the preparation of this plan update be completed within a twelve-month period after authorization to proceed. An additional six months shall be allotted for final production, adoption and distribution.

The consultant shall plan to meet at least monthly with Planning staff to review progress. A mix of phone, virtual and in-person meetings is acceptable.

The consultant shall demonstrate the resources and capacity to meet this project schedule.