



**BOURBON COUNTY JOINT PLANNING COMMISSION**  
525 High Street  
Paris, KY, 40361  
859.987.2150

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**NOTICE OF REQUEST FOR PROPOSALS (RFP)  
FOR  
FUTURE LAND USE ANALYSIS**

DATE: February 27, 2020

TO: All Prospective Bidders

FROM: Bourbon County Joint Planning Commission

SUBJECT: RFP for Consulting Services for the "Envision 2040" Comprehensive Plan Update

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**INTRODUCTION/PURPOSE**

The Bourbon County Joint Planning Commission seeks professional planning services to provide a detailed land use analysis for future use and development in Bourbon County. As part of the 2040 Comprehensive Plan Update, this land use analysis shall illustrate the appropriate distribution of agricultural, residential, commercial, industrial, mixed-use, and open space uses. The primary focus will be on places where new development will occur in the future based on a set of planning and infrastructure metrics (housing, population, sewer, roads, etc.) which shall also include infill and redevelopment areas.

The purpose of the refined land use maps is to inform and guide policy decisions. The refined future land use map will depict a desired future for the community over the next 20 years.

Proposals are due by 3:00 p.m. on Friday, March 13, 2020. Please email the proposal as a PDF. The email should be sent to Andrea S. Pompei Lacy, Planning Administrator at [alacy@paris.ky.gov](mailto:alacy@paris.ky.gov). For any questions, please contact the Planning Office at 859.987.2150. To learn more about the Bourbon County Joint Planning Commission, visit [www.bourboncountyplanning.com](http://www.bourboncountyplanning.com)

## BACKGROUND

Bourbon County is located in Central Kentucky to the northeast of Fayette County. Bourbon County has a total population of 20,184. The total land area of the County is 292 square miles. There are three incorporated cities located in Bourbon County; Millersburg (pop. 783), North Middletown (pop. 650), and Paris (pop. 9,872).

### *ENVISION BOURBON COUNTY 2040*

In 2017, the Bourbon County Joint Planning Office initiated the development of a new comprehensive plan for the community. The focus of the plan is to map how the community can balance changing land uses while also preserving what the community values. As of 2020, staff and third-party support from the University of Kentucky Community Economic Development Initiative of Kentucky (CEDIK) have facilitated over 30 community meetings to develop the draft goals and objectives for the following categories: Economic Growth, Housing, Public Health, Heritage & Urban Form, Agriculture & Environment, and Land Use.

The goal of the desired project is to refine the County's future land use map following a thorough land use analysis and community engagement.

The Planning Commission seeks the following services:

1. An analysis and incorporation of relevant data and trends related to population, employment and housing forecasts with reference to the [Bourbon County Housing Demand Study \(2019\)](#) produced by the University of Kentucky.
2. A future land use build-out analysis consisting of the following factors:
  - a. GIS based land use categories and acreage
  - b. Building permit data trends
  - c. Existing land use analysis
  - d. Population projections
  - e. Market factor projections
  - f. Density calculations
  - g. Vacancy rates
  - h. Ratio of land use to population
3. Engage with stakeholders and local officials to present and explain the land use analysis through 3 community-wide, 4 Comprehensive Plan Advisory Committee, 2 Planning Commission, and 4 local legislative meetings of the Bourbon County Fiscal Court, Paris City Commission, Millersburg City Council and North Middletown City Council.
4. Reevaluation of the land use map and land use types and how they function with the existing zoning districts adopted by participating jurisdictions, as well as potential future zoning districts.
5. Updated future land use section:
  - a. Draft and prepare plan documents, graphics, and future mapping
  - b. Data collection and analysis

- c. Conduct development capacity analysis utilizing land mass by acreage, zoning, serviceability, and land use designations to produce projected growth scenarios of the County.
- d. Identify redevelopment areas within the corporate limits of the City of Millersburg, North Middletown, and Paris, including infill development and adaptive reuse opportunities.
- e. Define a direction of how and where development should occur over the next 20 years.

<b>Timeline</b>	<b>Required Meetings</b>	<b>Project Component</b>
April 2020	Planning Commission Presentation (1) 4/16/2020  Comprehensive Plan Advisory Committee Meeting (1)	Presentation of land use analysis process and existing land use information.
April 2020	Host Community Meeting (1)	Present land use analysis process and existing land use information.
May 2020	Comprehensive Plan Advisory Committee Meeting (2)	Work session
June 2020	Host Community Meeting (2)  Comprehensive Plan Advisory Committee Meeting (3)	Work session
July 2020	Host Community Meeting (3)  Comprehensive Plan Advisory Committee Meeting (4)	Work session
August-October 2020	Planning Commission Presentation (2) 8/20/2020  Fiscal Court Presentation (1)  City of Paris Presentation (2)  City of Millersburg Presentation (3)  City of North Middletown Presentation (4)	Presentations of final draft map for approval.

### **CONSULTING TEAM AND EXPERTISE**

The Consultant should possess a strong knowledge of land use, redevelopment, and urban design.

The Consultant should have experience working with similar projects.

The Consultant should include appropriate staffing and technical expertise. The consultant team may be a single multi-service planning firm.

In addition to technical expertise necessary to complete the project, the project team must demonstrate that they can contribute:

- A high level of creativity and use of graphics in the production of innovative and user-friendly materials;
- The ability to effectively communicate ideas to a wide range of audiences;
- Expert facilitation of and collaboration with community advisory groups and stakeholders;
- Experience in developing and implementing community engagement programs and events;
- Availability and capability to move the project forward and flexibility to adjust quickly to changes in a complex community environment; and,
- Analytical capabilities to build future land use scenarios given the existing zoning code and hypothetical changes to the zoning code.

### **SUBMITTAL REQUIREMENTS**

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