

Roswell Historic District Master Plan

Scope of Work

3.2 City's Intent

The City of Roswell is soliciting the services of highly qualified consulting firms to assist the City in creating the Historic District Master Plan. This plan is preservation focused with specific emphasis on four target areas within the City's existing Historic District. In addition to the vision plan and technical documents, the document should include recommended regulations and design standards. The consultant must have demonstrated experience in the fields of land use, urban design, historic preservation, contemporary planning codes, and architectural guidelines, with a major focus on historic preservation. Furthermore, the professional consultant must develop a public participation plan that actively and fully engages the citizens and stakeholders in the preparation of the master plan and code. The goal of this Roswell Historic District Master Plan is to establish a vision and a well-developed and feasible implementation plan to create a sustainable and thriving historic downtown environment, for the targeted areas, that protects the historic character and resources and also reflect the common goals and objectives of community stakeholders outlined further in this RFP.

3.3 Study Area

The project boundaries, as shown on Appendix A Plan Area Map, "Project Area". The focus will be on context area within the district: Bulloch Avenue, Canton Street, Mill Village District, Mimosa Boulevard and Highway 9, as shown on the map.

3.4 Study Approach

The work by the consulting team on the Historic District Master Plan will be managed by the City's Community Development Department staff with participation from other City departments as necessary. The team will review the Comprehensive Plan, 2018 Historic Resource Inventory, and other relevant existing plans, regulatory ordinances and policy documents. An Existing Conditions analysis will be performed, identifying elements such as land use, property ownership, focal points, historic features, landscape features, archeological features, environmental resources, traffic patterns, pedestrian facilities, and hydrology issues. A series of well-publicized public meetings will be hosted at City Hall or other suitable location, to present initial findings to the public, particularly stakeholders, and to solicit public input and identify new stakeholders. An "ad hoc" committee built around the Historic Preservation Commission, other boards and commissions, community groups, residents, property owners, businesses, development representatives, and Roswell employees will be established as a steering committee.

Multiple design workshops are anticipated to produce a "hands on" approach to the Plan. Visual Preference Survey techniques and/or Design Charrettes may be employed by the consultant to enable the Committee and the public to develop common visions of a desired Master Plan.

Proposed revisions to the Unified Development Code (UDC) must be in the form of a Unified Development Code Amendment and ordinance. UDC Guideline revisions must be in the form of a resolution. Comprehensive Plan revisions must be in the form of a Comprehensive Plan Amendment and ordinance. All revisions and amendments will be reviewed by the City's Planning Commission, Historic Preservation Board and/or the Mayor and City Council. Additional review and approval may be necessary from other State, Regional, or Federal agencies depending on the subject matter. Detailed expectations of the consultant team will be reflected in the "Scope of Services".

A series of public meetings and public hearings will be held to present the final report, plan and code changes.

List of Deliverables

The work products or deliverables anticipated are listed below. These are minimums and the consultant may provide more documents.

3.5.1 Existing Conditions Analysis:

- Provide an existing condition analysis of context areas by defining features and elements present such as, but not limited to:
 - Trails,
 - Environmental features – streams, rivers, and required buffers,
 - Specimen trees and existing tree canopies that contribute to the streetscape
 - Topographic conditions
 - Historic structures,
 - Cemeteries,
 - Tourist destinations
 - Schools,
 - Churches,
 - Government facilities,
 - Housing,
 - Parks,
 - Commercial Uses,
- Review the following existing plans, such as but not limited to:
 - 2018 Historic Resource inventory
 - Unified Development Code (UDC) and UDC Design Guidelines
 - East West Alley Master Plan
 - Historic Gateway Master Plan
 - Comprehensive Plan
 - Town Center-Atlanta Street LCI

3.5.2 Master Plan / Design Guidelines / Regulating Plan:

Prepare a master (vision) plan that addresses at a minimum the following:

- Identification of opportunities for public/community amenities such as: parks, interpretive or wayfinding signage, shared parking, shared access, opportunities for on-street parking
- Define character of context areas within the historic district
- Recommendations for the enhancement and protection of historic buildings/features/structures
- Identification of infill parcels
- Identification of building typologies for infill construction appropriate to each character area based on future development plans but respective of existing context.
- Identification of character defining features appropriate for each building typology within each focus area, which at minimum should include: building materials, building heights, orientation and spacing, allowed roof forms, building façade articulation including ground level façade details
- Identification of minimum site design standards within each character area including: Building setback lines, building width/depth, landscaping, parking options, block length, and block perimeter.
- Identify how infill development should occur in such a way to be compatible with the existing historic structures and maintain the historic character and feel.
- Work with the Department of Transportation on the Identification of typical street and alley sections (utilizing the City's "Complete Streets" policy) addressing street and sidewalk dimensions, curb materials, street lights, hardscape and landscape materials, street tree types, street furniture and right of way requirements.
- Identification of essential new vehicular, bicycle, and pedestrian connections, as well as opportunities for additional connections necessary to create a walkable network supported by the existing collector/arterial system.
- Identification of urban design principles and guidelines for providing desired sense of place, a returned focus on people rather than vehicles, such as:
 - Tree and planting list,
 - Street furniture,
 - Gathering points/features,
 - Public art,
 - Opportunities to conceal or relocate utility services.
- Work with the City Engineer and Environmental and Public Works Department on the identification of locations for master BMPs for downtown drainage basins, including type appropriate for location and topography, minimum size constraints to meet the current Georgia and Roswell stormwater standards, and consideration of downstream impacts.
- Work with the Department of Transportation on the identification of locations trails, shared parking, shared access and on-street opportunities.
- Working with the City's GIS Division, include maps and graphic to illustrate the desired plan

3.5.3 Implementation:

Once the plan has been approved by the Mayor and City Council, the consultant, working with City staff will develop the appropriate zoning/regulating code to implement the plan. Legal review by the City Attorney is required. City staff shall have the responsibility for processing all proposed amendment to the UDC and/or UDC Guidelines through the formal approval process as required by the City of Roswell.

3.5.4 Final Product:

A final report will be prepared to compile the results of the overall work effort, including key information, the study process, relevant findings, and recommendations, into summary materials that include:

- Various maps including but not limited to land use/zoning, regulating plans, 3D historic district map, and cultural/historic resources;
- A comprehensive graphic and text development document that covers the vision established for the focus areas within the plan;
- Summary document describing the study area and study goals;
- Description of the process utilized to analyze the data; and
- Study conclusions and recommendations.

The consultant shall provide:

- Twenty (20) printed copies (in color), and
- Three (3) digital copies on CD or Flash Drive of the document with graphics and GIS files to the City.
- Unless prepared by the City's GIS Division, maps must be provided as shape files and all illustrations submitted in a readily reproducible format.

All maps, products, etc. generated by this project will become the property of the City.