

Resolution
Ordinance No. 37-20

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH OHM ADVISORS FOR THE VILLAGE OF PLAIN CITY ZONING CODE AND DEVELOPMENT REGULATIONS RE-WRITE PROJECT FOR FISCAL YEAR 2021.

WHEREAS, Village Council has adopted the 2021 Village of Plain City operating budget and capital improvement plan; and

WHEREAS, the Village of Plain City Zoning Code and Development Regulations Re-Write Project ("the Project") is included in the 2021 budget; and

WHEREAS, the Village Administrator requested proposals from interested consultants as part of a publicly advertised proposal process at the direction of Village Council; and

WHEREAS, Village staff reviewed and assessed the proposals submitted for the Project; and

WHEREAS, the Village Administrator has identified OHM Advisors ("OHM") as the preferred consultant to award the Project to and has negotiated a preliminary agreement with OHM as detailed in Exhibit A attached hereto and incorporated herein.

NOW THEREFORE BE IT ORDAINED by the Council of the Village of Plain City, Ohio, a majority of the members elected or appointed thereto concurring, as follows:

Section 1. The Village Administrator is hereby authorized to enter into a professional services agreement for the Project as generally detailed in Exhibit A in an amount not to exceed 110% of the proposed contract amount of \$125,000 in fiscal year 2021.

Section 2. **Effective Date.** This ordinance shall be in full force and effect from and after the earliest period provided by law.

Passed: December 14, 2020.

Attest: Renee Sonnett
Village Fiscal Officer

Jody Carney
Mayor

~~First reading: _____, 2020. Vote: yea nay abstain~~

~~Second reading: _____, 2020. Vote: yea nay abstain~~

I have three readings.
Approve as Emergency
6 yea votes
6 yea votes

Third reading: _____, 2020. Vote: ___yea ___nay ___abstain

Certificate of Publication

The undersigned, being Village Fiscal Officer of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 123.01 of the Codified Ordinances. The posting was done from 12-16, 2020 to 12-31, 2020 at the Office of the Fiscal Officer located at 800 Village Boulevard; the Plain City Public Library located at 305 W. Main Street; the Middlefield Bank located at 490 S. Jefferson Avenue; the Richwood Banking Co. located at 601 W. Main Street; all being in the Village of Plain City, Ohio, and the Village of Plain City Website at www.plain-city.com.

Date: December 15, 2020


Village Fiscal Officer

Work Plan & Deliverables

GETTING THE JOB DONE RIGHT

In addition to several community development issues highlighted in the 2018 Plain City Comprehensive Plan aging infrastructure, growth pressure, and city status - the importance of the public's role in not only preparing the plan but directing the community's future growth emerged as a prominent theme. It is critical that the momentum that started with the public's involvement be carried through the process of updating the Village's zoning code, one of the important tools available to communities for guiding development. The previous code more than likely did not have the benefit of a vision crafted through a comprehensive planning process. Consequently, it did not reflect the community's core values and aspirations resulting in a development pattern created more as an unintended consequence than a deliberate outcome. This time, and with a clearly articulated vision, a code can be developed where public stakeholders are not only participants in code making, but play a key role in a development review process designed to assure outcomes are more equitable, responsive, and predictable

Phase One: Code Revision Preparation

Task 1.1: Getting Organized (Client Team Work Session One)

The consultant team and staff will have a 'kick-off' work session. The intent of this session is to familiarize the consultant team with key planning and development issues, select a Steering Committee Members, identify key Stakeholders, develop a review structure, invite members, and finalize logistics and detailed schedules for the project. A list of possible Steering Committee and Stakeholder participants, including, but not limited to, public officials (Village Council and Planning Commission), land developers and real estate professionals, targeted business owners, neighborhood associations, will be developed.

Task 1.2: Assemble Mapping Data & Zoning Maps

As part of this task, the consultant team will collect and assemble data to create base layers for the zoning. This step will utilize data provided by the Village and various organizations. The data will be compiled and organized to create a series of maps using AutoCAD and GIS software. These maps will be used in later tasks, including preparation of a base for the neighborhoods, corridors and districts map and the official zoning map.

Task 1.3: Assemble Current Plans & Policies

The consultant team will assemble all relevant planning and zoning documents that directly address the current and future conditions within the Village. This will include, but is not limited to, previous plans and studies, the Village's 2018 Comprehensive Plan, zoning district maps, and adopted development policies.

Task 1.4: Project Kick-Off (Steering Committee Meeting One)

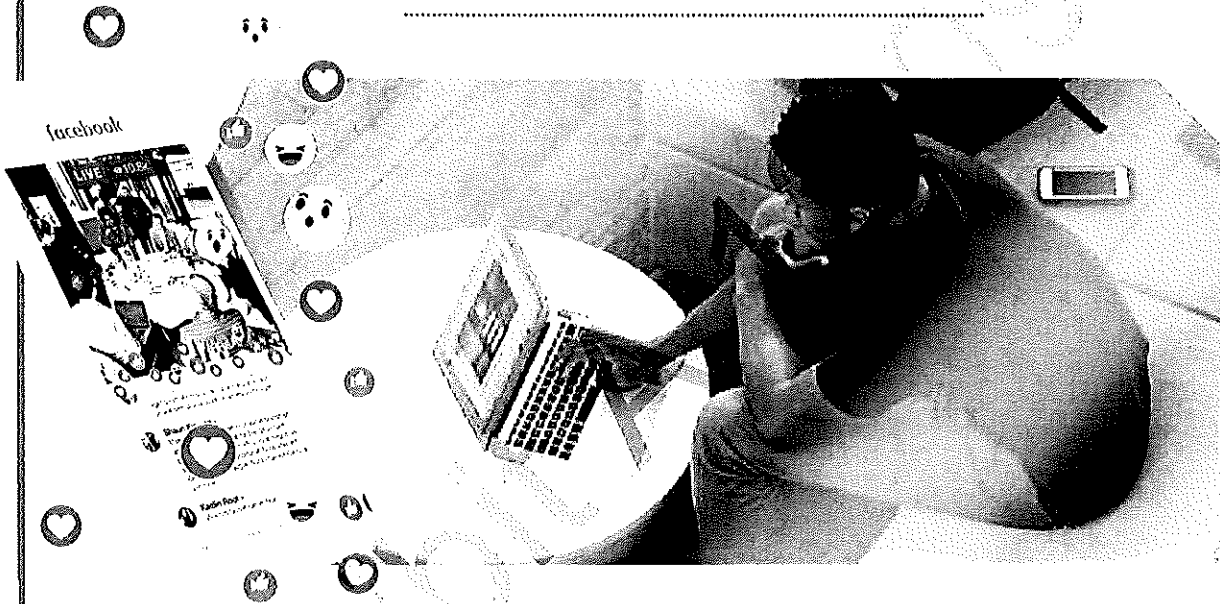
The consultant team will begin the project by facilitating a project kick-off meeting with the Steering Committee to review the project work plan and project schedule. The kick-off meeting will serve to ensure all participants in the planning process understand the schedule and deliverables that will result from each task.

The consultant team will lead an open and transparent discussion with joint meeting participants that focuses on the process and end result and to ensure all expectations are met. The planned outcome of the discussion will be a set of project goals the consultant team and the steering committee will use to guide the process.

Public Engagement Approach

PARTICIPATE FROM YOUR LIVING ROOM!

We will create a communication and engagement strategy plan that is specifically tailored to your stakeholders and the community. Given the uncertainty of hosting public meetings and events in person due to COVID-19, that strategy may be anchored in reaching people where they are through the use of technology. A project website and the use of various social media platforms allow us to garner feedback and share project updates with the community. Other tools like videoconferencing and text polling also encourage participation during social distancing. While atypical in approach, we can still reach community members, which is the cornerstone for building trust and excitement for your project.



Facebook Live allows us to broadcast public meetings. These tool afford individuals who are unable to attend or have prior commitments to still be involved in the planning process and provide their comments and feedback to the group.

An **interactive project specific website** will be created to host all materials throughout the process, and will provide a platform that communicates the intention of the plan, schedule, and all digital engagement. The website will allow community members to leave comments on mapping exercises, complete surveys, and more.

Survey Gizmo is an interactive survey and response tool that can be embedded into any website, kiosk, or function on its own. This platform can ask a number of question types in a visually engaging, straightforward manner.

Text Polling takes advantage of today's most popular form of communication. Community members are invited to respond to a set of questions through texting. Questions could be posted on local websites, social media, shared in the local paper, or distributed via mail.

3.2 Work Plan & Deliverables

Task 1.5: Public Outreach & Engagement

The Consultant Team will create a communication and engagement strategy plan that is specifically tailored to the Village's stakeholders and the community. Given the uncertainty of hosting public meetings and events in person due to COVID-19, that strategy may be anchored in reaching people where they are through the use of technology.

Following up on the public process used in developing the 2018 Comprehensive Plan, initial input will be solicited on the extent the public's involvement in development review process, how other communities are managing growth, and other such topics. These topics will be made part of an early survey and later in series of several webinars that will be held throughout the process.

Input from the public regarding the formal draft ordinance and zoning map will be actively solicited. While a specific public participation plan will be worked out in partnership with the Village, the following activities are proposed to be part of that effort:

- **Website:** A project website will be created early in the project that will provide a platform that communicates the intention of the plan, schedule, and all digital engagement. The website will allow community members to leave comments on mapping exercises, complete surveys, and more, and used as a vehicle to both disseminate project information and receive comments. Each of the draft codes will be posted on the website to afford broad public access to the project.
- **Social Websites:** In order to reach a diverse representation of citizens, the Consultant Team will utilize the Internet to help inform, excite, and involve residents. Village staff, with consultant team input, should establish a Facebook and/or Twitter account dedicated to the project. These pages will be used to spread the word to those that do not often participate in public meetings or events.

- **Informational Webinars:** Topics selected by the public related to zoning will be aired during the process and be available on platforms such as Zoom other distance learning tools.

Phase Two: Regulatory Environment

Task 2.1: Review Current Regulations & Plans

The consultant team will review existing plans, and related land development regulations, application forms, and meeting minutes (past twelve (12) months) of the Board of Zoning Appeals. The consultant will review and identify 2018 Plan, Principals, and Recommendations to ensure the new code will be consistent with recent planning documents.

Task 2.2: Stakeholder Interviews

A series of interviews will be organized to provide another opportunity for key stakeholders to be involved early in the process. Up to four (4) small group interviews of eight to ten (8-10) people each will be identified by the Village to participate. Possible groups that have been involved in the development review and approval process may include:

- Public Officials
- Land Developers and Real Estate Professionals
- Major Employers
- Targeted Business Owners
- Neighborhood Associations
- Local Engineers, Architects, & Surveyors
- Board Members

The consultant team will lead the group interviews and provide a summary of key findings.

Task 2.3: Zoning Ordinance Diagnostic

As part of the above review, the consultant team will prepare a diagnostic audit of the current zoning regulations. This audit will address code organization, overlap, inconsistencies, and conflicts with Ohio land use and zoning law, previously documented issues, and other shortcomings.

3.2 Work Plan & Deliverables

Examples of such issues would include:

- Consistency with recently adopted Comprehensive Plan
- Attention to connectivity, circulation, access, land use, land subdivision, and use of special districts
- Identification of burdensome requirements that add cost to development proposals
- Number and overlap of zoning districts
- Relevance of existing zoning districts to the Village's Plans
- Use of archaic terms, such as "tea rooms", "ice cream parlors" and "motor hotels"
- Level of decision-making standards and specificity
- Clarity in language
- Use of graphics to reinforce interpretation and tables to improve referencing
- Other related ordinances and codes will be reviewed, though in less detail, to identify their relationship, overlap, or conflict with the zoning code provisions.

Task 2.4: Diagnostic Review & Framework Discussion (Client Team Work Session Two)

During this task, the consultant team will meet with Village Staff to review the key findings of the code audit. Key elements of the audit will be reviewed, and decisions made on the code's general framework, areas of focus, items to be changed, deleted, or updated, and new elements to be added. The proposed process emphasizes an "up front" effort to develop a framework for the new regulations before updating code language. This framework is intended to serve as a guide and reminder of where attention is to be focused and to build consensus on changes in order to avoid surprises at the end of the process.

The framework will address the following:

- Zoning Ordinance Diagnostic
- Recommended format and organization

- Style guide, to determine document standards such as fonts, capitalization, use of comma vs. semi-colons, etc., including style of graphics, tables, and illustrations to be used
- Agreement, chapter-by-chapter, on the extent of changes to be made
- Annotated table of contents describing the proposed organization and rationale for the recommended approach, including a review of supportive plan Principals and Recommendations, such as:
 - Defining the intent and purpose of each district.
 - Identifying alternative district designations.
 - Introducing standards and requirements in the code that support environmental resource protection and sustainability.
 - Reviewing other current regulations and determining if they are generally compatible with the zoning code.

Task 2.5: Evaluation of Existing Neighborhoods, Corridors, & Districts

Using the 2018 Comprehensive Plan as a guide, the Consultant Team and Village Staff will outline the community's neighborhoods, districts, and corridors. The unique physical characteristics of each area (building setback, height, frontage, etc.) will be measured and documented. This assessment will serve as a basis for developing code standards and development guidelines and the assignment of district requirements.

Task 2.6: Diagnostic & Framework Review (Steering Committee Meeting Two & Planning Commission Meeting One)

A joint presentation will be made to the Steering Committee and Planning Commission to describe the findings of the technical review, discuss the Village's regulatory philosophy, elicit input, and summarize the input received to date.

Phase Three: Administrative & Public Draft Code Preparation & Review

Task 3.1: Administrative Draft Preparation

The consultant team will begin drafting the new regulations, based on feedback received from the prior task, stakeholder input, the technical audit, and the 2018 Comprehensive Plan. The purpose of this draft will be to provide a modified text and a reorganized document for internal staff review and comment. This initial draft will consist of text but will not include final graphics or formatting in anticipation of substantive revisions. The initial draft will, at a minimum:

- Reflect the Comprehensive Plan's Principals and Recommendations,
- Develop needed tools to protect environmentally sensitive areas and support infill and redevelopment.
- Improve predictability and flexibility in how regulations are applied.
- Focus on the design, physical form, and the character of the built environment.
- Consider the relationship between the built environment, public space, and the transportation system.
- Identify a clear path for both administrative and non-administrative permitting processes.
- Ensure clarity, consistency, and predictability while consolidating redundancies and incorporating user-friendly graphics.
- Clarify the responsibilities and scope of authority of the staff, Board of Zoning Appeals, Planning Commission and Village Council, per Ohio law.
- Explore and, as appropriate, introduce new concepts for preserving the natural environment, green building, development incentives, varied housing options, walkability, and other Smart Growth concepts and best practices.

Task 3.2: Administrative Draft Review (Client Team Work Sessions Three & Four)

The Administrative Draft document will be provided in manageable modules for review and comment. An agreed upon protocol will be established to ensure that comments and edits are provided to the consultant team from a single client source. The review comments submitted to the Consulting Team should represent a consensus of the review team. Two review meetings will be held between the client team and the consulting team to discuss revisions, possible options, and other considerations to be incorporated into the formal draft.

Task 3.3: Public Draft Preparation

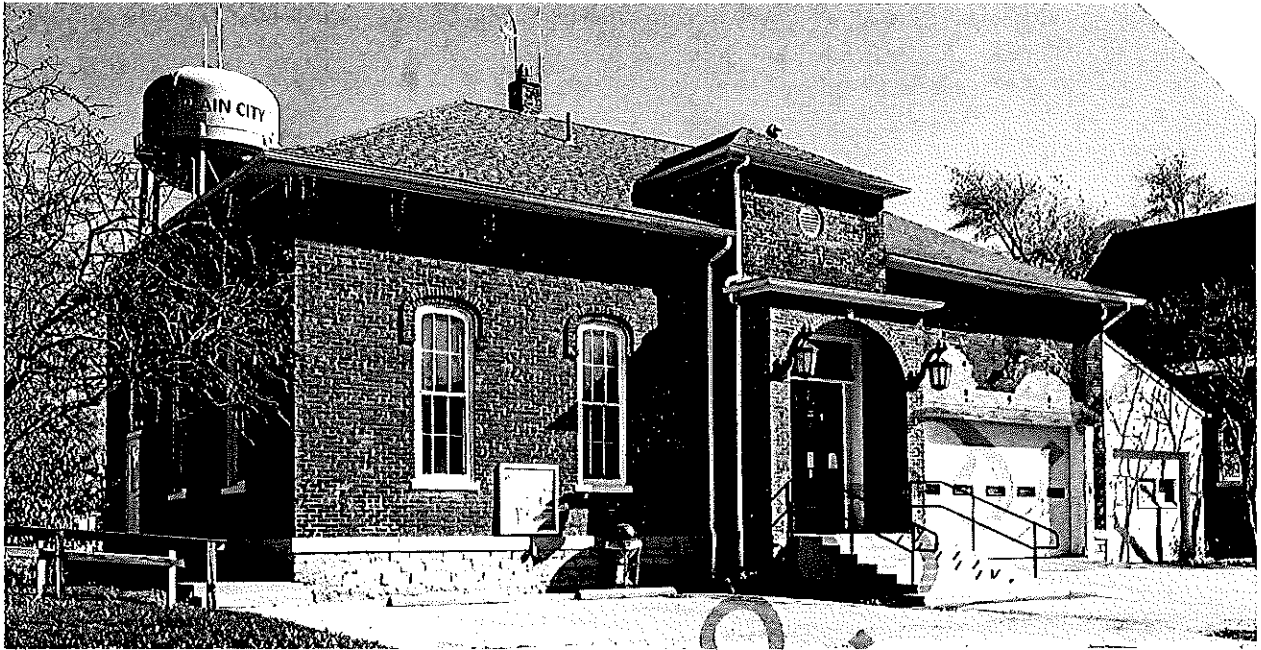
A second draft ordinance will be prepared, incorporating agreed-upon changes from the prior review of the discussion draft. This Public Draft will be formatted and contain all graphics and illustrations that will be part of the final document. The purpose of this draft is to elicit input from Stakeholders and the general public. At this point, the consulting team will work with the client team to prepare a zoning map, based on the new and updated districts in the revised code.

Task 3.4: Public Draft Review (Steering Committee Meetings Three & Four)

The consultant team will present the Public Draft regulations and zoning map to the Steering Committee in two joint meetings, review the process, and summarize prior input. The input received from the Steering Committee meetings will be discussed and decisions made on revisions to the formal draft.

Task 3.5: Stakeholder Meeting & Public Open House (Steering Committee Meeting Five)

Stakeholders brought together at the onset of the project will be reconvened prior to the Public Open House for the purpose of reviewing and commenting on the formal draft. This will serve as a reality check to determine if and to what extent the concerns expressed at the onset of the project have been addressed. A Public Open House using a web-based platform will then be conducted to present the code, describe significant changes, and obtain comments from the public.



The Steering Committee will be able to review and comment on the Public Draft before it is presented formally to the Public.

Phase Four: Final Draft Code Preparation, Adoption, & Orientation

Task 4.1: Final Draft Preparation

Following the decisions regarding changes to the formal draft, the team will prepare a “final draft” (including the zoning map) to be submitted for public hearing and adoption.

Task 4.2: Planning Commission Hearing

The consultant team will present the final draft ordinance - including an addendum of changes collected from previous drafts - to the Planning Commission to be recommended and forwarded to the Village Council for final approval.

Task 4.3: Village Council Adoption

The Consultant Team will present the final ordinance and addendum of changes to the Village Council for adoption. Following adoption, the team will prepare the full document.

Ten hard-copy versions of the final Planning and Zoning Code and Map as well as digital copies in Microsoft Word and Adobe PDF format, including all graphics, will be provided. All relevant maps will be provided in GIS format, including associated data. During this task, the consultant team will also work with staff to highlight significant differences between the updated and old zoning codes and to ensure that the new code is fully integrated into the Village’s development approval process.

Task 4.4: Orientation & Training






Following code adoption and for up to one year, the Consultant Team will provide a series of live training sessions to Village Staff including others involved in code interpretation and implementation (e.g. Planning Commission, Board of Zoning Appeals, Village Council, etc.) and their respective roles. These sessions will include, but not be limited to, information on code organization, navigation, and other substantive and procedural elements.

3.3 Project Timeline

Project Timeline

FROM START TO FINISH

Phases & Tasks	2020		2021											
	DEC.	J	F	M	A	M	J	J	A	S	O	N	D	
Phase One: Code Revision Preparation														
1.1: Getting Organized	○													
1.2: Assemble Mapping Data & Zoning Maps														
1.3: Assemble Current Plans & Policies														
1.4: Project Kick-Off			○											
1.5: Public Outreach & Engagement				○					○			○		
Phase Two: Regulatory Environment														
2.1: Review Current Regulations & Plans					○									
2.2: Stakeholder Interviews														
2.3: Zoning Ordinance Diagnostic														
2.4: Diagnostic Review & Framework Discussion									○					
2.5: Evaluation of Existing Areas														
2.6: Diagnostic & Framework Review									○	○				
Phase Three: Administrative & Public Draft Code Preparation & Review														
3.1: Administrative Draft Preparation														
3.2: Administrative Draft Review										○	○			
3.3: Public Draft Preparation														
3.4: Public Draft Review												○	○	
3.5: Stakeholder Meeting & Public Open House												○		
Phase Four: Final Draft Code Preparation, Adoption, & Orientation														
4.1: Traffic Growth Analysis														
4.2: Planning Commission Hearing & Recommendation													○	
4.3: Village Council Adoption & Deliverables													○	
4.4: Orientation & Training													○	

-  Steering Committee Meeting
-  Public Meeting
-  Appointed & Elected Officials Meeting
-  Client Team Meeting & Workshop
-  Stakeholder Interviews & Meetings

