

INTRODUCTION

The City of Streetsboro is seeking proposals from qualified and experienced consultants to perform an update to the use lists (from this point forward shall be meant to include: Principal/Permitted, Conditional, Temporary, and Accessory Use Lists) in all zoning districts and to the conditional use standards for all conditional uses of the City's Zoning Code.

1. PURPOSE

The purpose of this Request for Proposal/Qualifications (RFP/Q) is to provide guidelines for the submission of proposals. Proposals must reflect the ability to provide a full range of expertise in all areas required to develop a complete and comprehensive update to the use lists and conditional use standards of the Zoning Code. Proposals must identify experience with public/stakeholder outreach, facilitation of meetings, and the development of relevant codes.

2. BACKGROUND

a. Planning and Zoning Code

The existing Zoning Code for the City has undergone various ad-hoc updates to address new issues that arise in the city; however, the use lists and conditional use standards have remained largely untouched. A copy of the current code can be found here:

https://codelibrary.amlegal.com/codes/streetsboro/latest/streetsboro_oh/0-0-0-19060

b. City of Streetsboro Master Plan 2023-2024

The City adopted the last charter-mandated five-year update of the Master Plan in 2024 which can be found at the link below. The proposal should include attention to the Master Plan and how it will be incorporated into the code update.

<https://www.cityofstreetsboro.com/2023-master-plan-update/>

c. Community Profile

Streetsboro is located between Akron and Cleveland, and is easily accessible from Interstate 480, the Ohio Turnpike, State Routes 14, 43, and 303, providing access to the markets, consumers, and a skilled workforce in Northeastern Ohio. Streetsboro is home to approximately 17,877 residents (2024 estimates) with approximately 7,366 households. The median household income is \$82,273 as of 2023.

3. CURRENT PLANNING AND ZONING CODE

The current zoning code is a typical Euclidean Code with emphasis on land use separation and density control. The update to the use lists and conditional use standards of the zoning code would modernize it for simplicity/ease of use, sensible use designations, and should fit the goals, policies and implementation strategies of the City's master plan.

Issues with current use lists and conditional use standards:

- Sections of the code are outdated and reference items that are no longer relevant.
- Uses in commercial and industrial districts can be overly specific, making it difficult to determine if similar uses should be permitted by common sense or are intentionally prohibited.
- Some conditional uses seem to be very similar in nature to uses permitted by-right, causing for a confusing and seemingly unnecessary review/approval process.
- Conditional use standards, including general and specific, are not well aligned to achieve the intended purpose. Conditional use requirements can either be very vague or redundant with other sections of code that are already requirements that the conditional use requirements are useless. In other cases, the conditional use requirements can be overly specific in a manner that doesn't permit common sense development of the conditional use or appear that at the time they were written were intended to address a specific property or circumstance.
- Due to numerous ad-hoc amendments made over the years, some sections are not consistent with other sections of the code.
- Missing definitions
- Discourages housing diversity

The following are the items to consider when moving forward with a rewrite to the Planning and Zoning Code:

- Design the code to be user-friendly - easy to understand, administer, and interpret.
- Develop general conditional use standards that are relevant and provide a clear connection to protecting the community.
- Better distinguish and limit conditional uses to those that demand relevant conditions that should be met to protect the community.
- All conditional uses should have specific conditional use standards associated with them.
- Update terminology used throughout the code, creating a consistent document throughout
- Improve overall organization and ease of use by clarifying references and cross-references to other sections of the code

- Address where the code is silent and where regulations are lacking, and where code silence is intentional
- Evaluate the use of flexible types of housing styles to accommodate consumer interest and housing trends.
- Reduce barriers to business development.
- Develop a code that can synthesize city plans with private development

4. SCOPE OF WORK

The city is requesting proposals from qualified consultants to lead the community in preparing and adopting an extensive update to the use lists in each district and the general and specific conditional use standards in the Zoning Code. The consultant will have the following objectives/responsibilities with the assistance and cooperation of City staff. The consultant shall integrate presentations to City Council, Planning Commission, and other stakeholder meetings.

OBJECTIVES

1. Efficient contract management of the Zoning Code update process;
2. Thorough analysis and incorporation of existing conditions, documents, related plans, and policies;
3. Develop a plan for implementing a stakeholder participatory process;
4. Zoning code updates and preparation of all draft and final documents.

The Consultant selected for this assignment will work closely with the Planning and Zoning Department and the Law Department and other City and board representatives as deemed necessary.

The project will entail a comprehensive update of the use lists in all zoning districts and general and specific conditional use standards of the Zoning Code to address concerns, functional needs, conflicts, errors, and responses to legislative changes that have occurred over time.

The following tasks outline the work deliverable by the Consultant:

OBJECTIVE 1: EFFICIENT CONTRACT MANAGEMENT

The Consultant contract management responsibilities will include conference calls and meetings, progress reports, status reports, and technology transfers. The Consultant will participate in periodic conference calls and project meetings as needed to gauge project status and verify the completion of project milestones.

OBJECTIVE 2: ZONING CODE AND RELATED DOCUMENT ANALYSIS

An existing conditions analysis will be informed by a review of relevant planning and zoning documents including, but not limited to, the Planning and Zoning Code, Zoning Map, and 2023/2024 Master Plan. The Consultant shall review available materials and needs and note any issues of consistency or gaps in information required to complete an update to the Planning and Zoning Code properly.

OBJECTIVE 3: STAKEHOLDER ENGAGEMENT

The Consultant, in cooperation with the City, shall prepare a method/strategy and process to encourage stakeholder participation in developing and implementing the Zoning Code update. The strategy shall include a variety of methods to gather public input and present work products, which may include workshops, stakeholder meetings, surveys, focus groups, online tools, and/or others.

OBJECTIVE 4: ZONING CODE UPDATE

The Consultant will prepare DRAFT proposed updates to the City's Planning and Zoning Code in a digital format suitable for review and consideration by City staff. The amendments should consider any barriers that have been identified.

The consultant is expected to present proposed updates to the public via meetings, workshops, and/or any other means necessary. The Consultant will facilitate the workshops and/or meetings, and produce materials. The Consultant will resubmit the DRAFT amendments showing any comments and feedback from the relevant parties.

In partnership with City staff, the Consultant shall present the DRAFT Planning and Zoning Code updates to the Planning Commission for discussion.

The Consultant shall facilitate the formal adoption of the proposed Planning and Zoning Code rewrite by providing the final documents to the City Council for review and final adoption.

5. QUALIFICATIONS

All statements of qualifications should include, at a minimum, the following information:

A. Project Team Composition

It is encouraged that a team approach be utilized for the code update. Provide a description of the team assigned to the project, including related work experience for all team members. Identify the capacity in which team members will be used and identify the Project Manager, who will be the point of contact during the update process. Any work intending to be subcontracted must be disclosed, including the name of the subcontractor(s) and specific tasks that will be subcontracted. The City expects that the principal staff person(s) listed will not change and will follow through the entirety of the project.

B. Firm Background

Provide a brief description of the firm, including the range of professional services, office locations and staff size. This shall apply to all subcontractors.

C. Firm Experience

Outline the firm's experience and other credentials that illustrate the qualifications to undertake this project. Provide at least three examples of zoning codes that your firm has completed within the last three years. This can be provided by a link to a specific webpage, electronically on a flash drive, or by other methods determined by the consultant. Plans should be based on similar-sized/comparable communities.

D. References

Provide a minimum of three references for services comparable to this project. Include a contact person, title, address, telephone number and email address. In addition, provide the time period when the services were rendered and a description of the services rendered.

6. PROPOSAL SUBMITTAL REQUIREMENTS/COST

A PDF of the proposal shall be submitted to the City of Streetsboro Planning Director as indicated on the cover sheet. Proposals, at minimum, should include:

1. A completed RFP Cover Sheet;
2. A cover letter;
3. A statement of project understanding;
4. Qualifications as indicated in Section 5;
5. A strategy and implementation plan;
6. Services provided by the applicant;
7. An approximate distribution of work hours;
8. A project timeline with projected dates of deliverables;
9. A detailed fee proposal including a complete list of costs per task and team member rates, expected reimbursable expenses, additional services, and a total fee for the proposal. A budget not to exceed \$25,000 has been appropriated by City Council for this project.

7. CITY'S ROLE IN THE PROJECT

The City will assist in organizing stakeholders, reviewing interim products, and disseminating information to elected officials and other involved parties. Planning and Zoning staff will attend all public and stakeholder meetings, as needed.

8. FINAL DELIVERABLES

The Consultant shall provide digital files in an editable format and Adobe PDF to the City upon project completion. All relevant charts, graphics and related maps shall be provided in PDF format.

9. OTHER INFORMATION

- Award of this proposal will be to the consultant deemed best qualified to perform the services outlined in this RFP/Q and other services deemed necessary by the city. Proposals received for this RFP/Q will be reviewed by City Staff.
- After evaluating the proposals/qualifications, the city will select the top consultants for follow-up interviews. Only key team members, including sub-consultants, who will be directly responsible for the work should participate. Based on the results of the interview, the city will select a consultant.
- Upon selection, the consultant will be contacted to finalize a contract, including fee structure, project schedule and any additional scope of services that may result from the interview.
- The City reserves the right to reject any and all proposals. The City reserves the right to waive any requirement or condition of the RFP/Q.
- All proposals and deliverables submitted are property of the city.
- All RFP/Q responses should be received no later than **Friday, August 15, 2025**. All RFP/Q responses and questions regarding this RFP/Q should be forwarded to the Planning and Zoning Director:

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9184 State Route 43
Streetsboro, Ohio 44241

10. CONTRACT REQUIREMENTS

1. The successful firm must enter into a formal contract agreement with the City. The City of Streetsboro may reject any proposal based upon amendments to its standard contract.
2. The consultant work is anticipated to begin no later than November 1, 2025. The City anticipates a project timeline of up to 6 months.