

RESOLUTION APPROVING A PROFESSIONAL SERVICE AGREEMENT BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND CT CONSULTANTS INC. FOR ON CALL PLANNING SERVICES, COMMUNITY SERVICES & PLANNING DEPARTMENT

WHEREAS, Jake Brand, Director of Community Services & Planning, has presented a professional service agreement for the approval of the Board, to-wit:

- Scope:** On call planning services to assist with the Planning Commission and the Planning Department on an as needed basis
- Parties:** CT Consultants Inc., 1001 Lakeside Ave East, Suite 1005 Cleveland OH 44114
- Cost:** Not to exceed \$25,000.00
- Term:** One year from signed agreement

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the agreement, as noted above, is approved in accordance with the copy now on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2022-281

June 07, 2022

RESOLUTION APPROVING A PROFESSIONAL SERVICE AGREEMENT BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND CT CONSULTANTS INC.

Upon the motion of Casey R. Kozlowski, seconded by J.P. Ducro IV.

VOTE:

J.P. Ducro IV

Casey R. Kozlowski

Kathryn L. Whittington

Aye

Aye

Absent

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

APPENDIX A

PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into this 7th day of June 2022, by and between CT Consultants, Inc. ("CONSULTANT") and Ashtabula County Board of Commissioners ("ASHTABULA COUNTY"), for professional and related services to be provided to ASHTABULA COUNTY.

I. SCOPE OF SERVICES

CONSULTANT shall provide to ASHTABULA COUNTY services as set forth in Exhibit A, "Scope of Services," attached hereto (the "Services"), which upon acceptance by ASHTABULA COUNTY shall be governed by the terms of this agreement.

II. FEES FOR SERVICES

For services provided by CONSULTANT to ASHTABULA COUNTY pursuant to this Agreement, ASHTABULA COUNTY shall pay CONSULTANT in accordance with the rates and charges set forth in Exhibit B, "Fees for Services," attached hereto.

III. BILLING AND PAYMENT

CONSULTANT shall submit a monthly statement to ASHTABULA COUNTY setting forth the amount due for services and itemizing amounts due for expenses. ASHTABULA COUNTY shall pay the full amount of such statement within thirty (30) days after receipt.

IV. INDEPENDENT CONTRACTOR

CONSULTANT shall provide services to ASHTABULA COUNTY as an independent contractor, not as an employee of ASHTABULA COUNTY. CONSULTANT shall not have or claim any right arising from employee status.

V. TERM

The term of this Agreement shall be for one year from the date set forth above. This Agreement may renew for a term of one additional year at the option of ASHTABULA COUNTY.

VI. TERMINATION OF AGREEMENT

Notwithstanding any other provision of this Agreement, ASHTABULA COUNTY may terminate this Agreement at any time with or without cause by giving thirty days' written notice to CONSULTANT.

Upon termination of this Agreement, CONSULTANT shall have no further obligation to provide services to ASHTABULA COUNTY. If the Agreement is terminated prior to completion of the services to be provided hereunder, CONSULTANT immediately shall cease incurring project costs and shall render a final bill for services to ASHTABULA COUNTY.

VII. WARRANTY

CONSULTANT warrants that (a) it and each of its employees, consultants and subcontractors, if any, that it uses to provide and perform the Services has the necessary knowledge, skills, experience, qualifications, and resources to provide and perform the Services in accordance with this Agreement; and (b) the Services will be performed in a good, diligent, workmanlike manner in accordance with industry standards.

VIII. INSURANCE

(a) **General Liability Coverage.** CONSULTANT shall maintain commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence.

ASHTABULA COUNTY, its elected officials and employees, shall be named as additional insureds with respect to all activities under this Agreement.

(b) **Automobile Liability Coverage.** CONSULTANT shall maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for owned, hired and non-owned automobiles.

(c) **Workers' Compensation.** CONSULTANT shall maintain workers' compensation coverage as required by Ohio law.

(d) **Professional Liability.** CONSULTANT shall maintain professional errors and omissions liability insurance with a limit of not less than \$2,000,000 each occurrence.

(e) **Proof of Insurance.** Prior to the commencement of any work under this Agreement, CONSULTANT shall furnish the ASHTABULA COUNTY with properly executed certificates of insurance for all insurance required by this Agreement. Certificates of insurance shall provide that such insurance shall not be cancelled without 30 days' prior written notice to ASHTABULA COUNTY. CONSULTANT will replace certificates for any insurance expiring prior to completion of work under this Agreement.

IX. LIABILITY

(a) CONSULTANT shall indemnify and hold harmless ASHTABULA COUNTY, its directors, officers, partners, agents, and employees from and against any and all liability, claims, demands, damages, losses, and expenses, including but not limited to

attorney's fees, for which CONSULTANT is determined to be legally liable resulting from negligent acts, errors, or omissions by CONSULTANT, its directors, officers, agents, and employees in performance of services pursuant to this Agreement.

X. AMENDMENT

All changes or modifications to this Agreement shall be in writing and signed by both parties.

XI. GOVERNING LAW

This Agreement shall be construed and interpreted according to, and the rights of the parties shall be governed by, the laws of the State of Ohio.

XII. DISPUTE RESOLUTION

CONSULTANT and ASHTABULA COUNTY agree to comply with all terms of this Agreement. Should a dispute arise between either party concerning breach of this Agreement, CONSULTANT and ASHTABULA COUNTY shall choose a mediator from the Ashtabula County Bar Association, or from a bar association located within a county adjacent to Ashtabula County. The Courts of Ashtabula County shall retain exclusive jurisdiction to resolve any dispute between the parties to the extent in which the parties cannot resolve their disputes by mediation.

XIII. ENTIRE AGREEMENT

This Agreement constitutes the complete and final expression of the agreement of the parties and is intended as a complete and exclusive statement of the terms of their agreements and supersedes all prior and contemporaneous offers, promises, representations, negotiations, discussions, communications, and agreements which may have been made in connection with the subject matter hereof.

XIV. MISCELLANEOUS

This Agreement shall be binding on, and inure to the benefit of, each party's successors in interest, including their heirs, legatees, assignees, and legal representatives. Any waiver at any time by either party of its rights with respect to a default under this Agreement, or with respect to any other matters arising in connection with this Agreement, shall not be deemed a waiver with respect to any subsequent default or other matter. Except where specifically stated in this Agreement to be otherwise, the duties, obligations, and liabilities of the parties are intended to be several and not joint or collective. Nothing contained in this Agreement shall be construed to create an association, trust, partnership, or joint venture or impose a trust or partnership duty, obligation, or liability on or with regard to either party. Each party shall be individually and severally liable for its

own obligations under this Agreement. If any provision of this Agreement is found or deemed by a court of competent jurisdiction to be invalid or unenforceable, it shall be considered severable from the remainder of this Agreement and shall not cause the remainder to be invalid or unenforceable. In such event, the parties shall reform this Agreement to replace such stricken provision with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

XV. NOTICES

(a) Any notice, demand, information, invoice, report, or item otherwise required, authorized, or provided for in this Agreement, unless otherwise specified herein, shall be deemed properly given if delivered in person, sent by United States Mail, First Class postage prepaid, or delivered by commercial delivery service:

To CONSULTANT:

CT Consultants, Inc,
Attn: Kristin Hopkins, FAICP
1001 Lakeside Avenue E, Ste.1005
Cleveland, OH 44114

To ASHTABULA COUNTY:

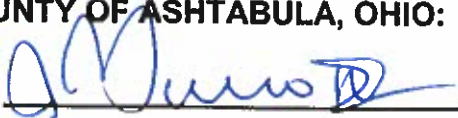
Ashtabula County
Office of Community Services and Planning
Attn: Jake Brand, Director, Community Services and Planning
25 West Jefferson Street
Jefferson, Ohio 44047

(b) All notices shall be deemed effective upon receipt by the party to whom such notice is given.

XVI. SIGNATURE CLAUSE

The signatories hereto represent that they are authorized to enter into this Agreement on behalf of the party for whom they sign.

**BOARD OF COMMISSIONERS OF ASHTABULA COUNTY OR
COUNTY OF ASHTABULA, OHIO:**

By:  Date: 6-7-22
Its: President

CT Consultants, Inc.

Krista Hopkins
By: _____:

Date: 6/2/22

Its: Manager of Planning Services

Approved as to Legal Form Only:

By: _____

Collen M. O'Toole

Ashtabula County Prosecutor

Date: _____

CT Consultants, Inc.

By:

Date: _____

Its: _____

Approved as to Legal Form Only:

By: Collen M O'Toole

Collen M. O'Toole
Ashtabula County Prosecutor

Date: 5/23/22
MPA 5322

Exhibit A

Scope of Services

The on-call planning services that a successful applicant would provide include, but are not limited to the ability to perform the following:

A. When required, be present at Planning Commission meetings (monthly) to explain and defend review decisions by staff and Consultant.

B. Develops and maintains good working relationships with other County departments, other jurisdictions, and the public.

C. Analyze projects for compliance with the County's Comprehensive Land Use Plan, Township Zoning ordinances, Subdivision Regulations, applicable specific plans, and other policies.

D. Review and process ministerial applications such as: Variances, Tentative Maps, and Zoning amendments.

E. Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use.

F. Meets with developers, engineers, property owners, contractors and other individuals to discuss, advise, explain processes and suggest improvements regarding potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretation;

G. Ability to augment reports drafted by Community Services and Planning staff, resolutions, ordinances, conditions of approval, and give oral presentations.

H. Attend public hearings and community meetings as necessary.

I. Ability to review projects and provide comments within timelines specified by ORC, County Subdivision Regulations, Planning Commission Bylaws (shorter timelines may be required for certain projects).

J. Provide strong emphasis on the management of multiple projects and competing priorities while maintaining quality, meeting schedules, and staying within budget.

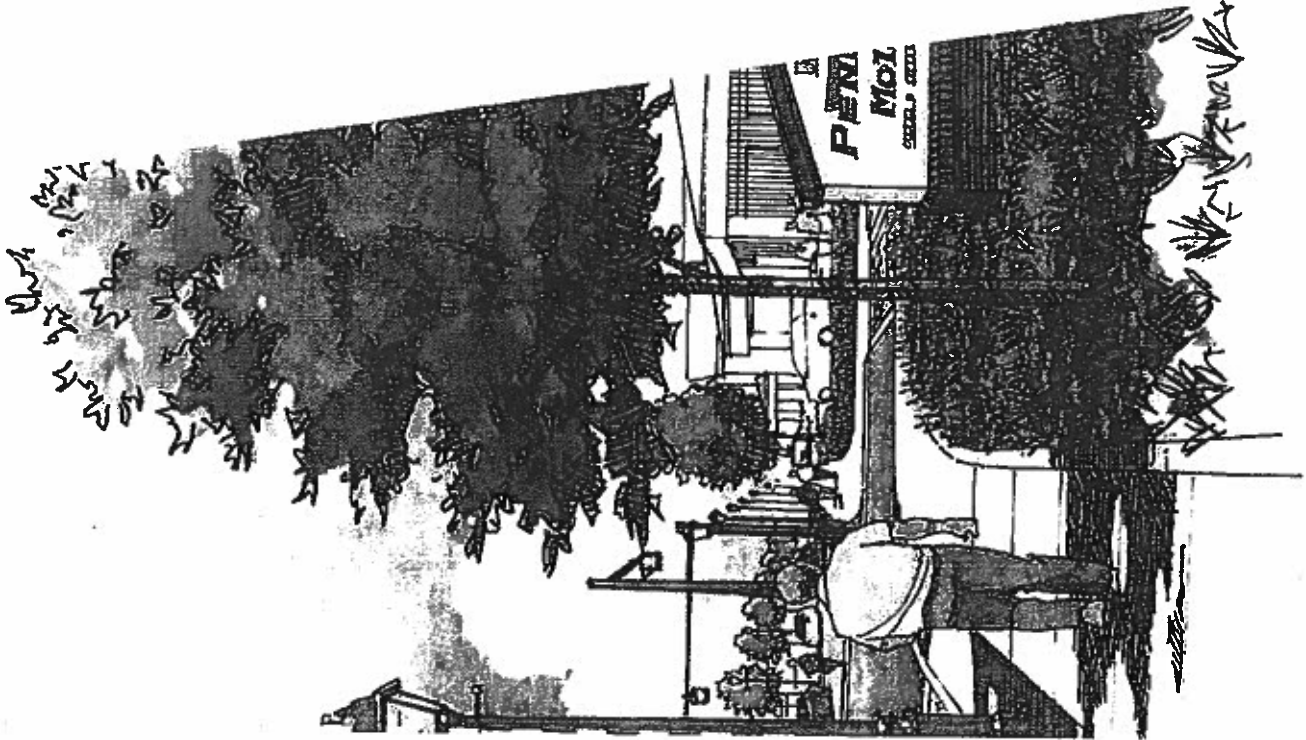
K. Answer public inquiries by telephone, mail or in person at a public counter regarding property zoning and/or General Plan land uses, application submittal requirements, etc.

L. Facilitation of special projects.

Exhibit B

Fees for Services

<u>Staff</u>	<u>Hourly Billing Rate</u>
Manager/Principal Planner	\$165
Planner	\$90
Grants/Funding Specialist	\$110



CT Consultants, Inc.
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April 29, 2022

Mr. Jake Brand, Director
Department of Community Services and Planning
Ashtabula County
25 West Jefferson Street
Jefferson, OH 44047

RE: Request for Proposal for On-Call Planning Services

Dear Mr. Brand:

CT Consultants (CT) is pleased to submit this proposal to assist your department in providing professional planning services to the Ashtabula County Planning Commission, local communities and residents on an as-needed basis.

CT's professional planners all have experience working in the public sector and providing the type of services requested in your RFP. For example, I served as Subdivision Administrator for Cuyahoga County during my 10 years with the agency and regularly worked with developers, county agencies and township officials in the review of major subdivisions. Janice Switzer served as Director of the Ashtabula County Community Services & Planning Department for over 20 years and will provide invaluable institutional knowledge on local practices and procedures. Both Alisa Duffy Rogers, AICP and Sarah Sitterle, AICP have spent more than half of their careers working in local planning departments providing guidance to applicants and Planning Commissions on proposed major subdivisions and zoning amendments. In addition, all of us have been members of the American Planning Association for years, and have been speakers at various planning and zoning workshops, including the annual Northeast Ohio Planning and Zoning Workshop.

Our team's expertise provides the full range of services required to provide the type of on-call planning services for which you request. In addition to Ms. Switzer's service to Ashtabula County, CT's team is very familiar with Ashtabula County, having worked over the years for various local governments and/or private clients in communities such as Conneaut, Geneva, Harpersfield Township, and Roaming Shores. CT is currently assisting the City of Geneva in updating their Planning and Zoning Code. CT has conducted planning and zoning training in the county and has an extensive inventory of county data resources already at our fingertips.



LEADING THROUGH
the next 100 years

Our team is quite familiar with the Ohio Revised Code provisions governing county planning commissions' and townships' zoning authority. We understand the connection between land use planning documents that guide development and the land development regulations (zoning, subdivision, etc) that implement each plans' goals. Furthermore our team understands and respects the distinct differences between county subdivision regulations and local zoning regulations.

The CT team looks forward to the opportunity of assisting the Ashtabula County Department of Community Services and Planning in providing a high level of professional planning and zoning services to County departments, local governments and the broader community. We would be happy to meet with you to review our approach in more detail. If you have any questions, please feel free to contact me directly at 216.430.8505 or khopkins@ctconsultants.com.

Respectfully,

CT Consultants, Inc.

Kristin Hopkins, FAICP
Manager of Planning Services



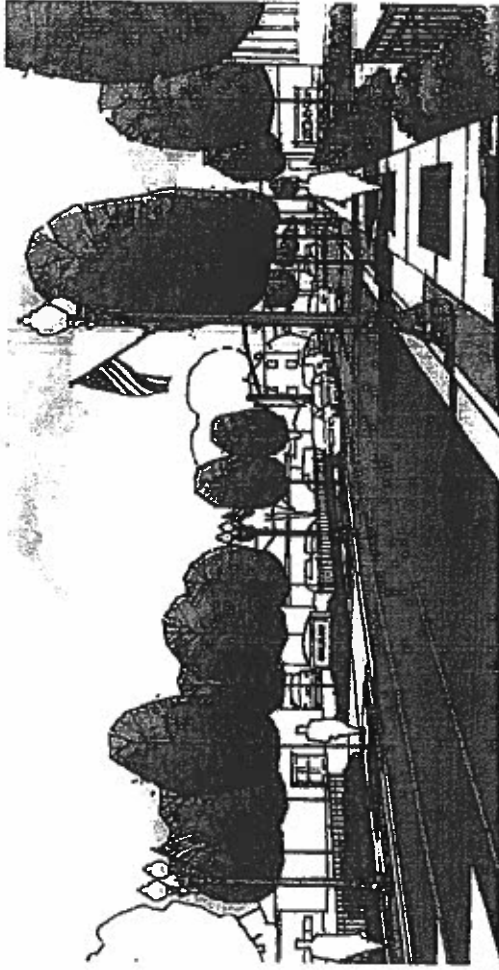
COMPANY PROFILE

As planners, architects, landscape architects, and engineers, CT Consultants (CT) designs and creates with the public and the client's goals always in mind.

CT is a 100-year-old firm, and as such, we've seen challenges confronting our clients evolve and change over the years. We have responded to those challenges by expanding the range of design and support services we offer to help position our clients for success. Today, CT's award-winning projects, intelligent solutions, and spirited commitment further instill confidence in all of our clients. The enduring tradition of client service remains the key to our core business.

The enduring tradition of client service remains the key to our core business.

We have more than 240 employees passionate about delivering personal service to our clients and have structured our business to satisfy their needs effectively. This approach has enabled CT to become a trusted name for professional consulting services. We attribute our success to our commitment to deliver professional services to clients and develop long-term relationships, not merely target individual projects. The institutional knowledge acquired in these relationships creates a winning team that effectively and efficiently plans for the future while addressing immediate project needs. Relationships creates a winning team that effectively and efficiently plans for the future while addressing immediate project needs.





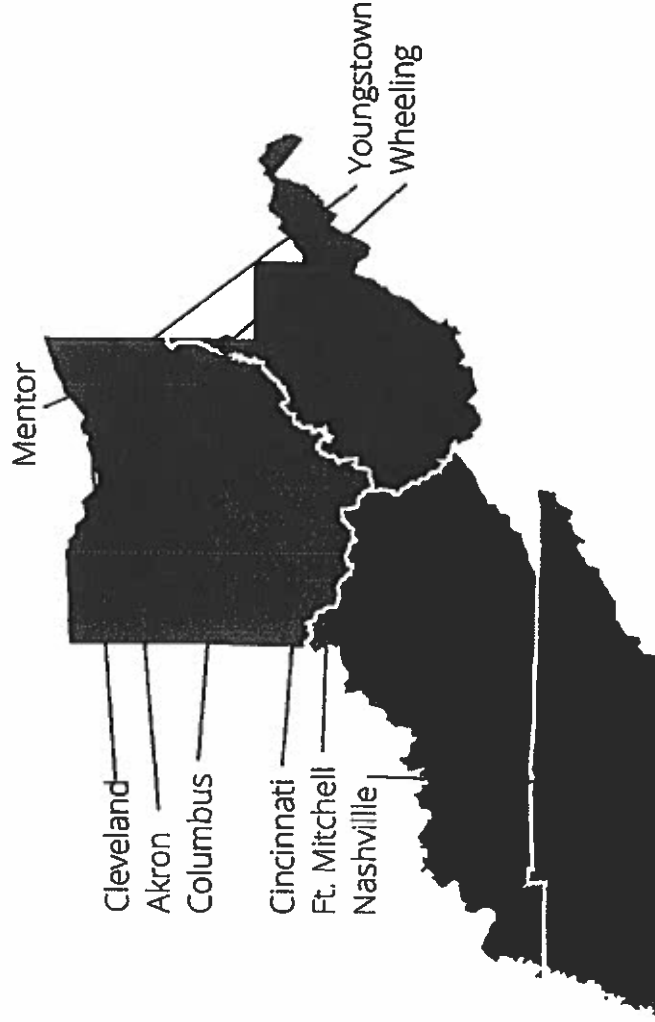
Section B Company Profile

Primary Area of Expertise

Number of Employees in Each Office

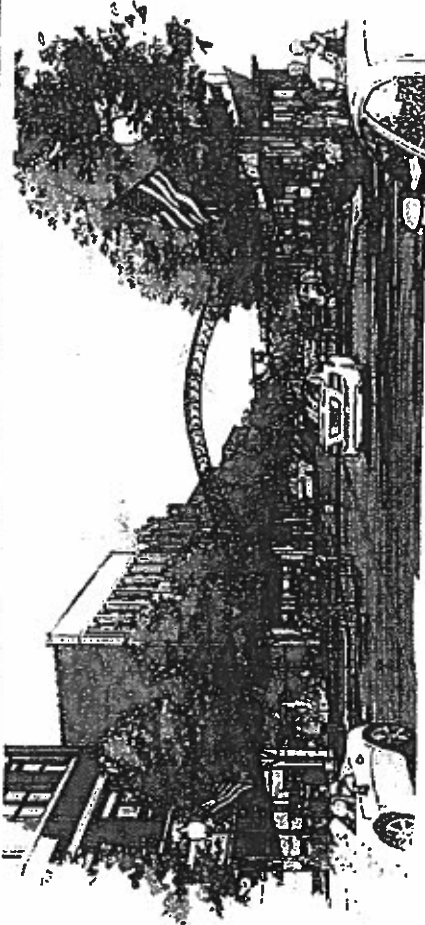
- Planning & Zoning Services
- Land Planning & Site Development
- Downtown Revitalization
- Landscape Architecture
- Architecture
- Parks and Trails
- Funding
- Bridge Engineering
- Construction Services
- Ecological Services
- Geospatial Services
- Land Surveying & GIS
- Municipal Engineering
- Roadway / Highway Engineering
- Stormwater Management
- Structural Engineering Services
- Traffic Engineering
- Wastewater Collections System & Treatment
- Water Treatment & Distribution

- Akron - 13
- Cincinnati - 42
- Cleveland - 7
- Columbus - 42
- Mentor - 115
- Youngstown - 6
- Ft Mitchell - 8
- Wheeling - 3
- Nashville - 4





PLANNING & ZONING



- > Alternative development possibilities
- > Detailed implementation strategies

Neighborhood/Commercial Revitalization

CT works with local governments, community development corporations, and private developers on these revitalization strategies. This includes the preparation of detailed community development plans that provide data documentation, strategy development, and public participation. CT formulates these redevelopment strategies with the necessary critical insights into the ever changing market dynamics and redevelopment complexities.

Zoning Services

CT offers comprehensive planning, revitalization and zoning services to a wide range of communities – large and small, urban and rural, cities and townships – and development services to the private sector. The firm's professional staff includes trained urban planners that possess diverse professional backgrounds and extensive experience in formulating, writing, and implementing community plans and land development regulations including design guidelines.

With an experienced staff and practical planning strategies we are able to integrate our client's vision by facilitating discussion and building community consensus through citizen groups, public bodies, focus group as well as more extensive strategic steering committees with supplemental task forces.

Community Planning

Our approach delivers a superior comprehensive plan to address key issues within a community and have broad based community acceptance. Our approach blends:

- > Broad based citizen involvement
- > Involvement of public officials
- > Market assessments
- > Community needs compared to community aspirations

CT has extensive experience providing zoning expertise to cities, villages, townships, and private clients. We work with communities to establish and revise regulations in line with the community's short and long-term planning goals. Additionally, guidance and representation is provided to private clients seeking development opportunities within communities.

Development Services

- > Site plans for commercial, office, industrial and residential
- > Market feasibility analysis and fiscal impact evaluations
- > Supporting documentation for effective applications
- > Expert representation at community meetings to secure necessary project approval



ORGANIZATION & STAFFING

Kristin Hopkins, FAICP, will be the primary contact to the County of Ashtabula for the on-call planning services.

1001 Lakeside Avenue E, Ste. 1005
Cleveland, OH 44114
P: 216.430.8505 / F: 440.951.7487
khopkins@ctconsultants.com

Ashtabula County Office of Community Services & Planning

Kristin Hopkins, FAICP
Manager of Planning Services

- » Ms. Hopkins will serve as the project manager, provide oversight and assume responsibility for CT's work products

Key Staff

Alisa Duffey Rogers, AICP

- » Principal Planner
- » 24 years experience
- » Member of American Institute of Certified Planners
- » Member of American Planning Association
- » APA Ohio
- » Ms. Duffey Rogers will be responsible for major subdivision review and zoning amendment applications.

Key Staff

Sarah Sitterle, AICP

- » Planner
- » 21 years experience
- » Member of American Planning Association
- » Member of American Institute of Certified Planners
- » Ms. Sitterle will assist with data research, code requirements, existing conditions research, report writing, and contact with applicants.

Key Staff

Janice Switzer

- » Grants / Funding Specialist
- » 43 years experience
- » Member of Ohio Conference of Community Development Association
- » Member of American Planning Association
- » Ms. Switzer will be available as a resource person knowledgeable about past practices and protocol.



DESCRIPTION & APPROACH

We understand that the need for on-call planning services is typically going to be for larger projects such as major subdivision applications and township zoning text and map amendment referrals, and is dependent on the Department's professional staff's workload at the time an application or referral is received. As such, the CT planning team must be available to assist the department in carrying out its duties in a timely manner whenever the need arises.

Knowing the Planning Department's roles and responsibilities to the County Planning Commission, local communities, as well as residential, commercial, and industrial applicants, CT is available to provide the following planning services on an as-needed basis.

Description of Services

1. Assistance with Major Subdivision Review.

The Planning Department reviews and accepts applications for major subdivisions that are brought before the Ashtabula County Planning Commission. CT is available to assist the department, under the direction of the Planning Director, by:

- a. Meeting with applicants/developers to review the subdivision requirements, discuss concept plans, explain application review process/schedule, highlight/explain relevant code requirements, suggest alternative development/layout options, etc.
- b. Reviewing and analyzing major subdivision applications for compliance with the County's Comprehensive Land Use Plan, applicable township zoning requirements, county subdivision regulations, applicable specific plans, and other policies.
- c. Coordinating with developers, other county agencies and applicable township officials on the review of submitted preliminary and final subdivision plats.
- d. Receiving comments from county and township reviewers and incorporating

them in a written report for the Director's review and subsequent distribution to the Planning Commission.

- e. Complying with time requirements specified by the Ohio Revised Code.
- f. Attending the County Planning Commission meeting, when required, to present the report, defend the staff/consultant recommendation and answer any questions.

2. Assistance with Township Zoning Amendment Review.

In accordance with ORC §519.12, in townships with zoning, the zoning commission is required to transmit proposed zoning text and map amendments to the Ashtabula County Planning Commission for approval, disapproval, or suggestions. CT is available to assist the department in facilitating the Planning Commission's review by:

- a. Being available as a resource to township officials whenever they are contemplating amending their zoning text and/or zoning map.
- b. Coordinating with township zoning inspectors and zoning commissions in the timely transmission and review of the proposed amendments.
- c. Reviewing the township zoning resolution, township zoning map, township comprehensive plan and existing conditions to understand the context/impetus for the proposed amendment(s).
- d. Summarizing the implications of the proposed amendment(s), and formulating a draft recommendation, with any suggested changes, for the Director's review and comment.
- e. Finalizing a report for distribution to the Planning Commission.
- f. Attending the County Planning Commission meeting, when requested, to present the report, defend the staff/consultant recommendation and answer any questions.
- g. Providing further guidance to township officials if requested, including but not limited to attending township public hearings regarding the proposed amendments.



Section D Description & Approach

Approach

In order to serve as an assistant to the Community Services and Planning staff, CT will:

1. Ensure our planning staff are knowledgeable and able to answer questions about and administer the County Subdivision Regulations.
2. Establish a regular check-in time with the Director, and/or other staff person, to review the status of projects and applications, confirm reporting requirements, and confirm meeting dates and meeting presentation requirements.
3. Establish a regular time to be available to respond to inquiries received from applicants, township officials, and other county officials.

3. Assistance with Miscellaneous Planning-related Assignments.

CT's planning team is available to assist the department with other planning related needs that may arise, such as, but not limited to:

- a. Minor Subdivision Review: including administrative review of applications for minor subdivisions (lot split), and lot split/consolidation, and any necessary variances. Tasks related to this review activity include: review of subdivision regulations, parcel data, sewage certification (if applicable), and township zoning if applicable.
- b. Research and analysis of relevant data related to economic, social, environmental, and physical factors affecting land use, as may be requested to augment reports drafted by Community Services and Planning staff.
- c. Assist with the facilitation of special projects.

4. General Assistance.

CT's planning team is available to provide general assistance, such as:

- a. Responding to inquiries from applicants, other agencies, townships, etc.
- b. Providing assistance with the review of resolutions, ordinances, and conditions of approval.
- c. Attending public hearings and community meetings as an adjunct to the Community Services and Planning staff.



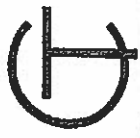
COST PROPOSAL

Given the uncertainty of work to be assigned, CT will review each assignment and provide a general scope and fee estimate to complete the assignment, noting the personnel assigned. CT will not begin work on the assignment until authorized by the Planning Director.

Attempts will be made to respond to inquiries in concentrated blocks of time to maximize efficiency.

Time will be charged based on actual time accrued at the firm's current hourly rate.

Staff	Hourly Billing Rate
Manager / Principal Planner	\$165
Planner	\$90
Grants / Funding Specialist	\$110



RESUMES

KRISTIN HOPKINS, FAICP
Manager of Planning Services



Kris is a certified urban planning professional with broad private and public sector planning and code writing regulatory experience. She has worked with all types of communities, ranging from urban cities and suburbs to exurban villages and townships. Through her work she has developed a unique combination of expertise including: research, land use planning, economic analysis, zoning, storm water management regulations, design guidelines, community surveys, local governance analysis, meeting facilitation, and planning education.

Before joining CT in 2014, Kristin was the Manager of Planning Services at Cuyahoga County Planning Commission (2004-2014) and Principal Planner at D.B. Hartt Planning & Development Consultants (1988-2004).

Her planning accomplishments are wide-ranging; from the preparation and drafting of over 38 plans and 34 codes, to working with over 480 citizen committee members in formulating the vision for their community. By creating an environment that is respectful of all opinions, Kris has facilitated collaboration and earned the trust of those who work with her.

Kris has continuously served in leadership roles for the Ohio Chapter and Cleveland Section of the American Planning Association since 1991, including Chapter President, Vice President, Treasurer, and Professional Development Officer. She has organized numerous local and state wide planning conferences and educational seminars. She has been inducted into the Fellows of the American Institute of Certified Planners for her contributions to the planning profession.

REPRESENTATIVE COMPREHENSIVE PLANS

- > Comprehensive Plan Update - Rootstown Twp., OH
- > Seneca County Multi-Jurisdictional Plan - Tiffin, OH
- > Fort Thomas Community Plan - Fort Thomas, KY
- > Comprehensive Plan - North Royalton, OH
- > Comprehensive Plan Update - Cuyahoga Heights, OH
- > Canfield Township 2040 Comprehensive Plan - Canfield Twp, OH
- > Comprehensive Plan - Conneaut, OH
- > Stow Comprehensive Plan Update - Stow, OH
- > Comprehensive Plan Update - Chardon, OH

REPRESENTATIVE LAND DEVELOPMENT REGULATIONS / REWRITES & UPDATES

- > PUD Code to Facilitate Redevelopment of Commercial Properties; all Overall Code Update - Mentor, OH
- > PUD and Mixed-Use District Updates, Small Lot Infill Development Regulations - Shaker Heights, OH
- > Planning and Zoning Code Update - Willoughby, OH
- > Zoning Code Updates - Euclid, OH
- > Sign Regulations and Design Guidelines - Hudson, OH
- > Route 20 Corridor Land Use Analysis and Zoning Update - North Perry, OH
- > Updated Planning and Zoning Code - Woodsfield, OH
- > SR 64 Corridor Form-Based Code - Whitehouse, OH

YEARS OF EXPERIENCE

35 years

EDUCATION

Cleveland State University, MPA & Economic Development Certificate
University of Cincinnati, BS Urban Planning

LICENSES & AFFILIATIONS

American Planning Assoc. (OH)
American Institute of Certified Planners
Urban Land Institute

AREAS OF EXPERTISE

Comprehensive City and Neighborhood Planning
Citizen Participation & Public Meetings
Land Use and Public Health
Zoning & Other Land Use
Development Regulations
Market Assessments



ALISA DUFFEY ROGERS, AICP
Principal Planner

Alisa has planning and zoning experience with projects in a variety of areas, including the revision of the City of Dayton Zoning Code and the update of the zoning, subdivision and sign regulations for the City of Wooster. With experience in planning and development in both the public and private sectors, Alisa has developed expertise in community development, project management, zoning ordinance development, and site plan analysis. She has public and private planning experience in California, Michigan, Virginia, Ohio, and North Carolina.

Alisa specializes in the development of planning policies, and new and amended zoning regulations with a keen understanding of best practices that are appropriate to meet the clients needs. Because of Alisa's deep experience in multiple municipalities, she understands that regulations and standards have to be drafted with an eye toward effective administration.

REPRESENTATIVE LAND DEVELOPMENT REGULATIONS/ REWRITE & UPDATES

Comprehensive: Zoning Code Update

- > Dayton, OH
- Continuing Zoning Consultation
- > Dayton, OH

YEARS OF EXPERIENCE

24

EDUCATION

- DePaul University, MS Public Service Management
- Agnes Scott College, BA Political Science & History

LICENSES & AFFILIATIONS

- American Institute of Certificate Planners (AICP)
- American Planning Association

AREAS OF EXPERTISE

- Community Development
- Public Policy Development
- Zoning Ordinance Development
- Site Plan Analysis
- Project Management
- Stakeholder Engagement

* Zoning code update design guidelines included



**SARAH SITTERLE, AICP
Planner**



Sarah's career has included a variety of roles from staff level to supervisory experience in small town and city planning focusing on development services, including subdivision plat, commercial site plan and building permit review, historic preservation, design review, code enforcement, GIS and zoning administration. As part of her staff Planner responsibilities, Sarah has also reviewed zoning text and zoning map amendments. Sarah has served as staff support to appointed and elected Boards, Commissions and Councils as well as a liaison for citizen volunteer committees for design review, trees and trails.

Sarah has been a member of the American Planning Association and participated with the Virginia, Tennessee and Alabama state chapters, and became certified with the American Institute of Certified Planners in 2009. While employed with the Town of Warrenton, Virginia, Sarah maintained certification as a Certified Zoning Official and Certified Zoning Administrator through the Virginia Association of Zoning Officials (VAZO).

YEARS OF EXPERIENCE

21

EDUCATION

University of Wyoming, MP Master of Planning
Bowling Green State University, BA Geography

LICENSES & AFFILIATIONS

American Planning Association
American Planning Association
Alabama Chapter
American Institute of Certified Planners

AREAS OF EXPERTISE

Development Review
Land Use Planning
Zoning Code Updates
CDBG DOWNTOWN Applications and Plans

PLANS AND STUDIES

- > DOWNTOWN Plan - Rossford, OH*
- > Indian Lake Land Use Study - Indian Lake, OH*
- > City of Van Wert DOWNTOWN Plan - Bryan, OH*
- > DOWNTOWN Plan and CDBG Tier II Application - Bryan, OH*
- > Village of Gates Mills Comprehensive Plan - Gates Mills, OH
- > Fairview Township Comprehensive Plan - Fairview Township, OH
- > City of Franklin Market Analysis, Franklin, OH

DOWNTOWN PROGRAMS

- > Delphos CDBG Tier I & Tier II Applications - Delphos, OH*
- > Leipsic CDBG Tier I & Tier II Applications - Leipsic, OH*
- > Oak Harbor Tier I & Tier II Applications - Oak Harbor, OH*
- > Oberlin CDBG Tier II Application - Oberlin, OH*
- > Waterville CDBG Tier I & Tier II Application - Waterville, OH*
- > Zellenople DOWNTOWN Revitalization Plan - Zellenople, PA*

HISTORIC DISTRICT

- > Virginia Department of Historic Resources Certified Local Government (CLG) grant for training workshop for Architectural Review Board and regional CLG member communities, Application, Administration*
- > Virginia Department of Historic Resources CLG grant application for Historic District Survey update*

CONSULTANT COORDINATION/CONTRACT ADMINISTRATION ASSISTANCE

- > Town of Nolensville Major Thoroughfare Plan Update - Nolensville, TN*
- > Town of Nolensville Comprehensive Plan Update - Nolensville, TN*
- > Town of Nolensville Zoning Ordinance Update - Nolensville, TN*

MPO COORDINATION

- > Nashville MPO Technical Committee Representative for Town of Nolensville, TIP Program - Nolensville, TN*

* Previous Employer



**JANICE SWITZER
Grants / Funding Specialist**

Janice has many years of experience with grants and funding. She spent over 20 years as the Director of Community Services & Planning, where she worked to obtain millions in grant funding for Ashtabula County. Her expertise ranges from grant writing and administration, zoning administration, to community outreach.



FUNDING SPECIALIST

- > 2021 Natureworks Round 27 Application for Boardwalk Replacement, Phase 2 (\$61,300) - Conneaut Township Park Commission, Conneaut, OH
- > State Capital Budget funds ODNR application - ABC District
- > 2021 Water and Wastewater Infrastructure Grant Program applications - Forest Lawn Stormwater Park Project (\$3,057,000) - ABC District, Boardman Twp., OH
- > H2Ohio Grant Application - Forest Lawn Stormwater Park (\$3,540,000) - ABC District, Boardman Twp., OH

DOWNTOWN & COMMUNITY REVITALIZATION

- > Ashtabula County PY 21 CDBG Neighborhood Revitalization Grant covering Sanitary Sewer Improvements, Clearance, Neighborhood Facilities, Park & Recreation, Waterline Improvements, Street Improvements, Sidewalk Improvements (\$3,742,684) - City of Conneaut, OH
- > Update funding resource guides for Ashtabula, Lake and Cuyahoga Counties
- > Ashtabula Foundation Recreation/Conservation Grant Letter of Intent Rehabilitate Kelsey's Run Bridge (\$346,000) - Conneaut Township Park Commission, Conneaut, OH
- > ODNR Recreational Trails Application for Boardwalk Replacement, Phase 3 (\$90,000) - Conneaut Township Park Commission

YEARS OF EXPERIENCE

43

EDUCATION

Sangamon State University, MBA
Business Administration
The Ohio State University, BA Food
Science

LICENSES & AFFILIATIONS

Ohio Conference of Community
Development
Named 2020 Community
Development Professional of the
Year by OCCD
American Planning Association

AREAS OF EXPERTISE

Grant Writing & Administration
Community Outreach Zoning
Administration
Multi Agency Coordination
Volunteer Management Special
Event Planning

- > NRAC District 6 Clean Ohio Greenspace Conservation Fund Application Forest Lawn Stormwater Park (\$3,540,000) - ABC District, Boardman Twp., OH
- > ODOT Brownfield Remediation Program - Market Street School Asbestos Abatement - ABC District, Boardman Twp., OH
- > Ohio EMA FEMA Hazard Mitigation Grant Program application assistance
- > Forest Lawn Stormwater Park - Boardman Twp., OH
- > WSRLA Re-nominations for various clients

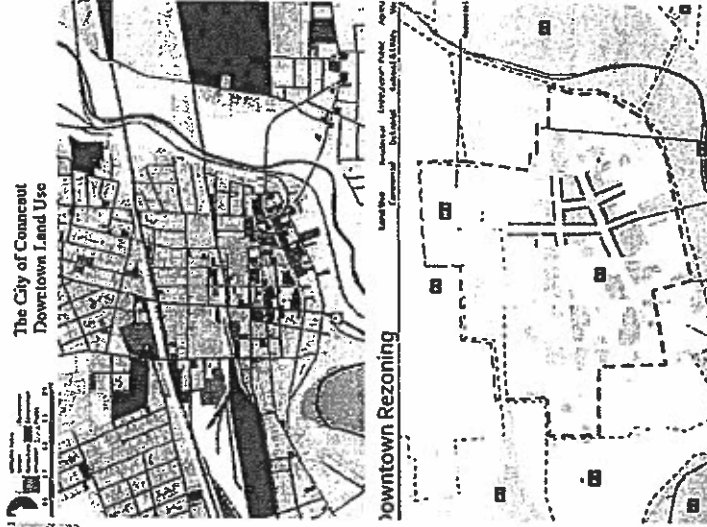
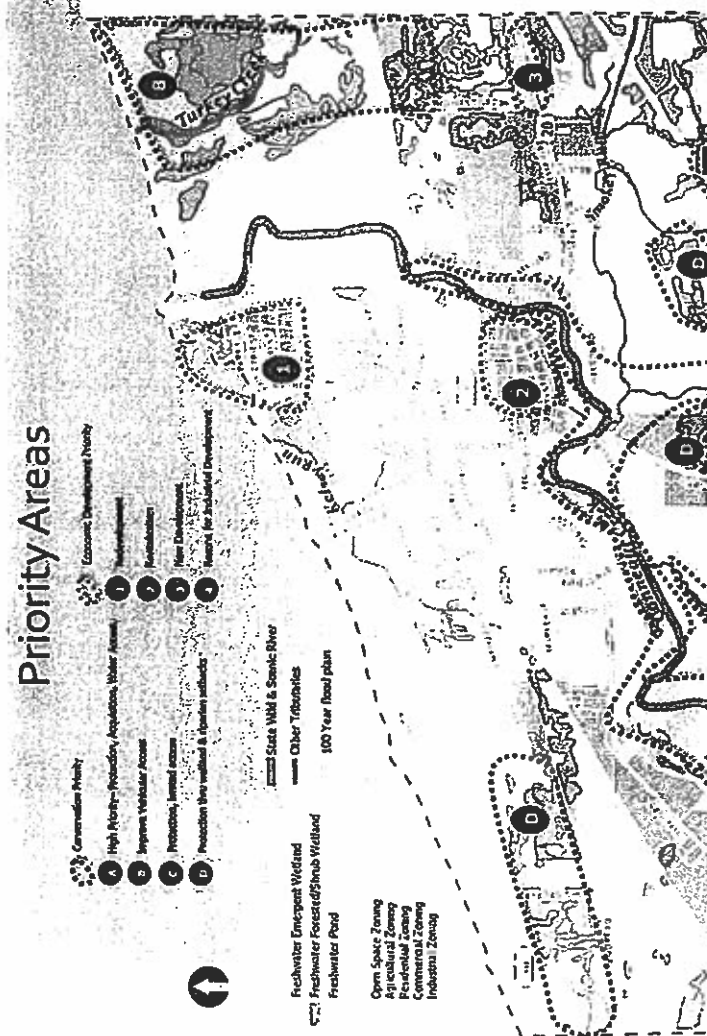


Section F
Resumes, Relevant Projects/Services

RELEVANT PROJECTS/SERVICES

COMPREHENSIVE PLAN UPDATE

Conneaut, OH



CLIENT
City of Conneaut

CONTACT
James Hockaday
City Manager
440.593.7401

SERVICES
Data Analysis
Focus Groups
Public Meetings
Policy and Strategy
Development
Detailed Action Plan

COMPLETION DATE
December 2017

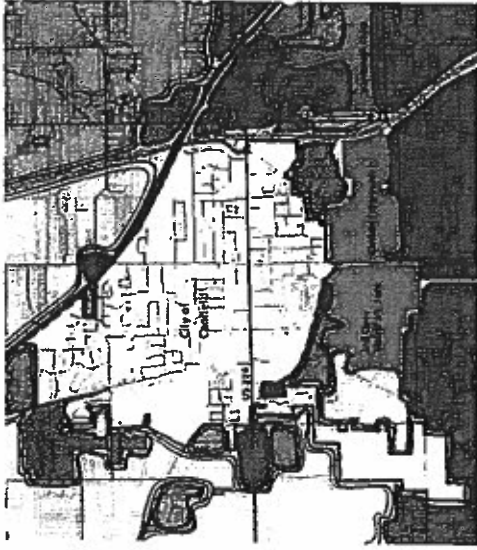
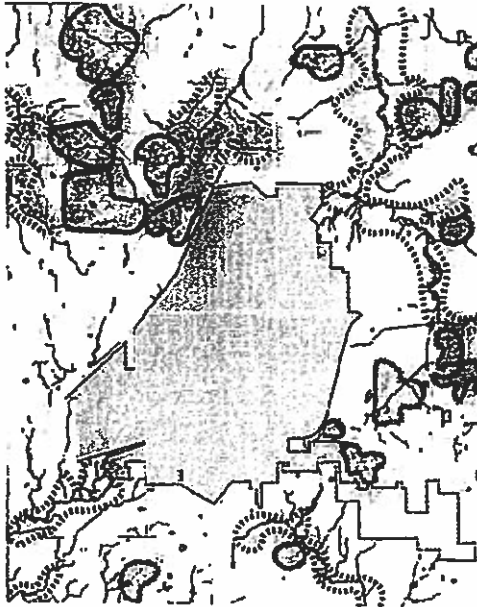
CT completed a comprehensive plan for historic Conneaut, located along Lake Erie in the far northeast corner of Ohio. With 27 square miles, the City encompassed the full range of land use issues and development from the compact historic downtown and its surrounding neighborhoods to obsolete industrial and brownfields, suburban residential development, highway services, rural

farming, and low-density development. The plan provided a detailed road map for the City to use in redeveloping its harbor, revitalizing downtown, working with ODOT on limited access issues, and collaborating with regional partners on economic development and preservation of significant natural areas along Conneaut Creek. Through multiple

meetings with more than 30 community members as well as public forums, the plan had wide-spread support.



CANFIELD TWP. 2040 COMPREHENSIVE LAND USE PLAN
Canfield Township, OH



In 2018, Canfield Twp. was the fastest growing community in Mahoning County and was at a critical point in its history. The Township Trustees agreed it was essential to be proactive in planning for its future to ensure that the characteristics that attracted people and businesses to Canfield Township were not lost because of its success.

The creation of the Canfield Township 2040 Comprehensive Land Use Plan was a 12-month systematic deliberative process, which included significant involvement of a 21-member Citizens Advisory Committee.

The key components of the plan are maps identifying the priority development areas and priority conservation areas, based on land suitability, and areas of the Township where rural character exists and should be conserved

The Strategic Action Plan identified four categories of action steps:

1. Regulatory control: adopting/revising regulations and enforcement procedures, primarily the Township Zoning Resolution.
2. Administrative actions: including enacting or expanding programs.
3. Capital improvement projects.

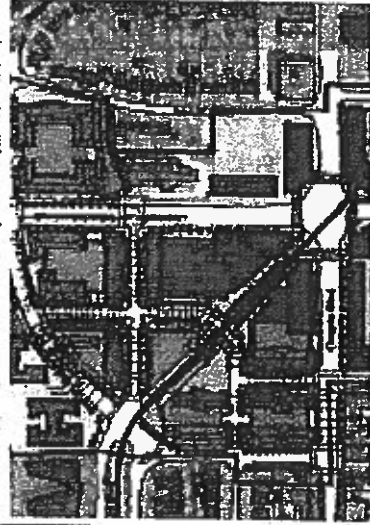
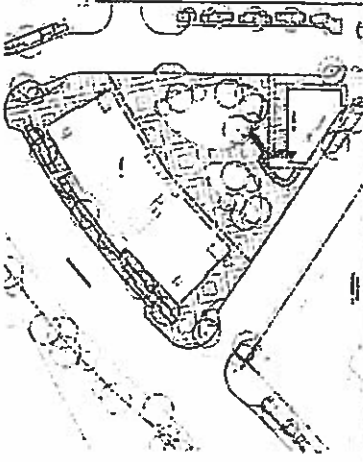
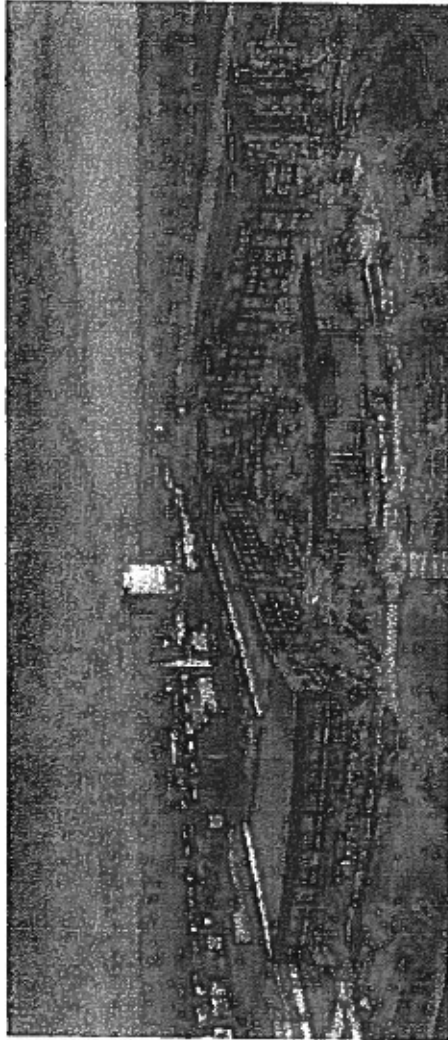
4. Partnerships and collaboration: including taking intentional action to collaborate with other organizations and/or influencing other governmental agencies.

CLIENT	Canfield Township
CONTACT	Traci DeCapua Zoning Administrator 330.533.4239 traci@canfieldtownship.org
SERVICES	Future Land Use Plan Committee Meetings Stakeholder Interviews Public Forum Analysis of Regional Development Trends Asset Mapping Compilation of Baseline Data Detailed Updates to Zoning Resolution to Implement Plan
COMPLETION DATE	2020



Section F
Resumes, Relevant Projects/Services

PLANNING & ZONING SERVICES
Shaker Hts., OH



In 2012, Kristin Hopkins was retained by the City to draft updates to specific sections of the Zoning Code. Working closely with the City Planning Department and Law Director, Kris drafted amendments to the Planned Unit Development (PUD) provisions to streamline the approval process, update the development standards to reflect the typical small lot sizes and dense, built-out nature of Shaker Hts. and incorporate sustainable/green development allowances. Updates to the CM District integrated the goals and objectives of the City's Strategic Investment Plan. They updated the district's design standards

and guidelines to ensure high-quality redevelopment in time to facilitate plan review for the Van Aken District redevelopment project. Since 2015, CT has been providing continuing planning services to assist the City Planning Department on a wide range of planning/zoning activities such as plan review for the new Van Aken District mixed-use development (which includes multiple redevelopment projects) and drafting design guidelines for signs and townhouse developments. In 2016, CT completed a detailed housing study for the South Moreland Neighborhood. As a result of the

reinvestment area in order to stimulate new investment. CT drafted new zoning regulations to enable innovative small lot infill development on vacant lots in this area.

CLIENT
City of Shaker Hts.

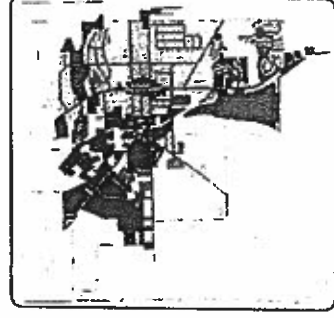
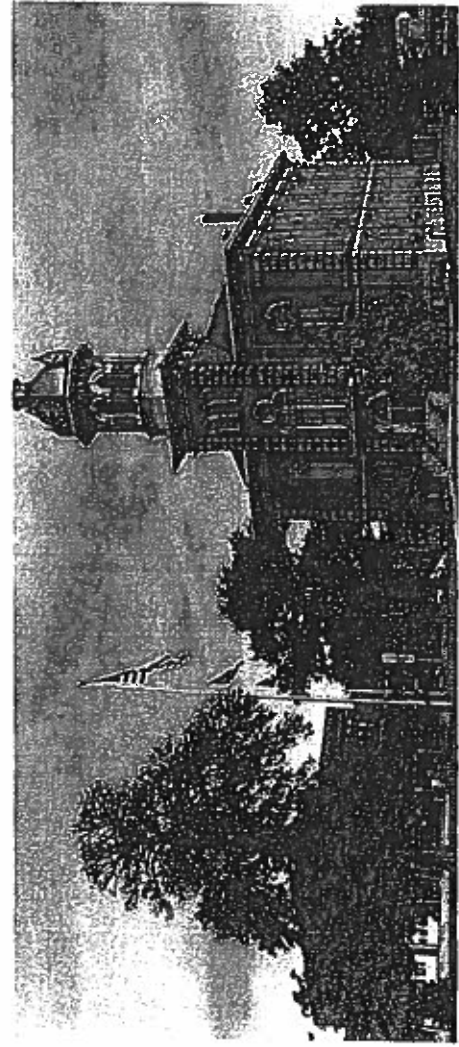
CONTACT
Joyce Braverman
Director of Planning
216.491.1432
joyce.braverman@shakeronline.com

SERVICES
Development Plan Review
Written Reports
Zoning Code Updates Design
Guidelines
Planning Commission and City Council Presentations Housing Study for CRA

COMPLETION DATE
2015-2019 – Continuing Services – Plan Review
2017- Design Guidelines and Targeted Code Updates
2016 – Housing Study
2013 – Targeted Code Updates



COMPREHENSIVE PLAN & ZONING CODE UPDATE
Chardon, OH

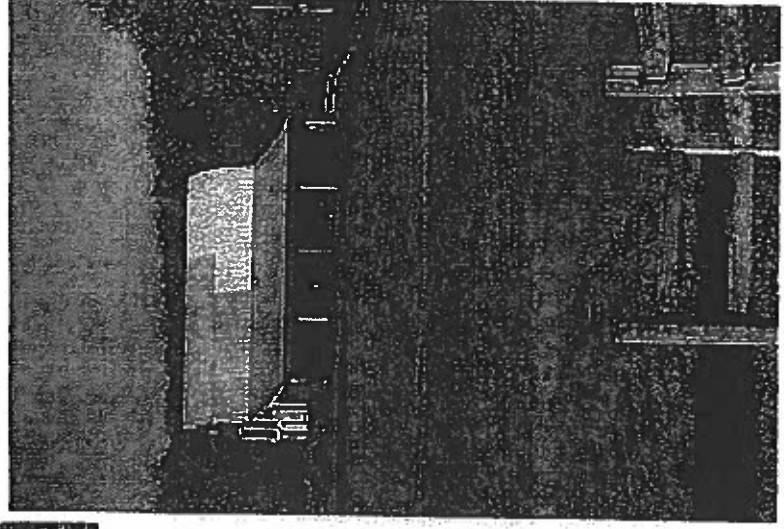


CLIENT
City of Chardon

CONTACT
Randa I Sharpe
City Manager
440.286.2600

SERVICES
Comprehensive Plan
Zoning Code Update

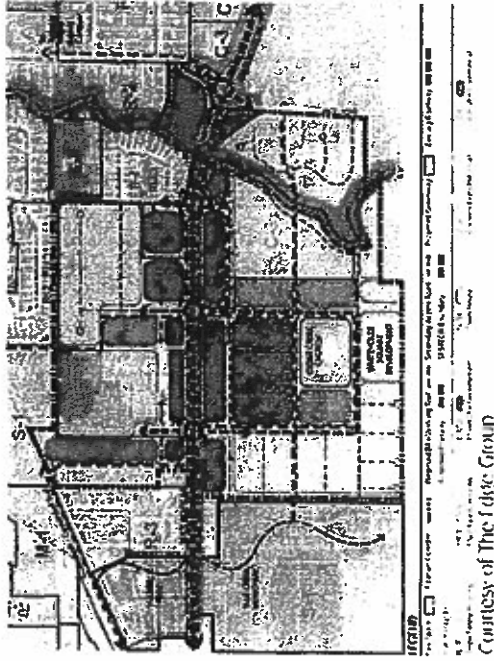
COMPLETION DATE
2008/2018
Zoning Code Update:
In Progress



- options.
- > Being more flexible to foster economic development
 - > Continuing to provide all the supporting public and private amenities in a "complete" and independent community.
- CT recently worked with the City on zoning text amendments that: created an Agritourism Business District to foster economic development; and updated the City's sign regulations to be consistent with recent freedom of speech court decisions issued by the United States Supreme Court.
- CT completed an update of the City's Comprehensive Plan and Zoning Code in 2008. Consistent with Chardon's tradition of keeping its plan current, CT was again retained in 2018 to update the 2008 Plan.
- The update concluded that the primary objectives of the 2008 Plan remain valid, and the City should appropriately maintain the basic directions with a specific focus on:
- > Targeting new development on Chardon Square, the city's most cherished feature.
 - > Expanding housing choices and price



WHITEHOUSE FORM-BASED CODE
Whitehouse, OH



Courtesy of The Edge Group



Photo: Courtesy of The Edge Group

Over the last 20 years, the Village of Whitehouse has experienced rapid expansion from suburban growth in western Lucas County. Recognizing the need to provide a greater variety of housing options while retaining its small-town atmosphere, the Village conducted a series of planning studies to guide updates to the municipality's zoning regulations. In 2018, Whitehouse completed the SR 64 Corridor Vision Plan, which included a conceptual plan for the desired future neighborhood and mixed-use development along

SR 64 on the Village's east side. Then, the Village retained CT and EDGE to prepare a Form-Based Code that codified the fundamental elements of the Corridor Vision Plan. The project included the regulating plan and other illustrations from the Corridor Vision document that depict the overall development vision. CT developed and draft the regulations based on the EDGE's illustrations from the plan, and discussions with Village staff. The regulating plan included aspects of Building Form Standards

such as build-to-lines, required building lines, and building type designations. CT designed the illustrations for the Building Type Requirements and the Street Typology. The Village's SR 64 East Corridor District incorporates many elements of a form-based code, including numerous illustrations and civic space requirements, including public plazas and a trail connected to community open space.

CLIENT
Village of Whitehouse

CLIENT ADDRESS
PO Box 2476
Whitehouse, OH 43571

CONTACT
Jordan Daugherty
Village Administrator
419.877.5383
jdaugherty@whitehouseoh.gov

SERVICES
Zoning Code Amendments

COMPLETION DATE
2020

It also is compatible with the rest of the Whitehouse Zoning Code. Village Council adopted the new district in 2020.



REFERENCES

The following references are provided in connection with ongoing consultation clients and recently completed planning/zoning projects.

Client	Contact Info	Description and Years of Service
City of Conneaut	James E. Hockaday City Manager 440.593.7401	2017-2018, prepared the Conneaut Comprehensive Plan, which included recommendations for zoning text and map amendments. Since 2019, provide plan review for the Planning Commission and Board of Zoning Appeals on an as-needed basis.
Granger Township	Rich Pace, Trustee 3717 Ridge Road Granger Township, OH 44256 rpace@grangertwp.org 330.239.3611	Since 2019, provide ongoing planning consultation to Zoning Commission and Township Trustees for review of plans for Planned Development District and Major Subdivisions.
Bratenahl Village	John Licastro, Mayor 411 Bratenahl Rd. Bratenahl, OH 44108 jlicastro@bratenahl.org 216.681.4266	Since 2020, provide ongoing consultation for Zoning Resolution Updates. Since 2019, provide ongoing planning consultation as Village Planner to Planning Commission and Board of Zoning Appeals for all zoning applications and zoning text amendments
Canfield Township	Traci Decapua Zoning Inspector 21 S. Broad Street Canfield Ohio 44406 Traci@canfieldtownship.org 330.533.4239	2018 to 2021, prepared the Canfield Township Comprehensive Plan, which included recommendations for zoning text and map amendments; consulted with the Zoning Commission on updates to the Township Zoning Resolution.

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2022 under the Agreement has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of:

NWS 1001.001.103-601 (General Fund Planning.Commission-Contract Services) not to exceed \$25,000.00

Agreement Title: Professional Services Agreement - On Call Planning Services

Between: CT Consultants, Inc. and Ashtabula County Board of Commissioners



Paige Williamson
Fiscal Manager

**On behalf of David
Thomas, Auditor**

Date: 6/6/2022