



CLEVELAND HEIGHTS

Council Committee of the Whole

February 3, 2025

6:00 PM

City Hall – Executive Conference Room

*An executive session may be held in accordance with the provisions set forth in the
Cleveland Heights Codified Ordinances Chapter 107.01(C)*

Agenda

- 1) Call to Order/Roll Call**
- 2) Legislative Review/Caucus (20 min)**
- 3) Archer Study Results/Update (15 min)**
- 4) Budget Update (5 min)**
- 5) Executive Session (10 min)**
 - a. To consider the appointment of a public official*
- 6) CRC Recommendations Timeline (5 min)**
- 7) 2025 Council Legislation Initiatives (10 min)**
- 8) Revise Economic Development MOU (10 min)**
- 9) Other**
- 10) Adjourn**

CRC Recommendations/Review Timeline

- Council completes the review of recommendations by the end of March.
- As Council finalizes each bucket, the Law Department begins its review.
- The Law Department prepares legislation, and Council receives it by June.
- Council conducts at least two readings of the legislation in August.
- Ballot language is submitted to the Board of Elections by the first week of September.

CITY COUNCIL PROCESS FOR ECONOMIC DEVELOPMENT PROJECTS

RATIONALE

City Council must have a well-defined process to use as a roadmap for considering the different types of economic development projects that come before them. Having an agreement between Council members on what the process is, and how it will be used, will ensure that due diligence will be performed before a preliminary or final vote is cast.

Objective #1: To provide a step-by-step roadmap for performing Council's role in the economic development process.

*Objective #2: To provide the Administration with Council's expectations for approval of a given economic development project.

**These objectives in no way obligate the Administration or the developer to follow the process Council uses, but rather define Council's role in the process while also setting expectations that can be used to create the partnership needed between the 2 branches of government for creating a consensus.*

Because economic development is so essential to the success of our city, we create this document to make success more likely. Note that this process should be flexible and the City should have the ability to alter it on a case-by-case basis, notifying Council along the way.

THE PROCESS

1. For development projects that involve Council approval, Administration informs Council of upcoming project in Executive Session, at least at a meeting prior to the introduction of legislation. For larger development projects on private property that do not involve Council approval, Administration can provide periodic updates. If there are any public engagement opportunities by the proposed developer and/or the administration before a development agreement is reached, council and the council clerk shall be notified in advance of such a meeting. (Council members should not speak or ask questions at such meetings to avoid any interference in a pending econ dev deal, or any public meetings violation)
2. Administration introduces purchase agreement or "city participation" legislation on first reading, such legislation indicates the minimum number of engagement that would need to occur prior to later steps in the process and the potential opportunities to rescind or terminate such legislation if necessary. This would be done in an Executive Session and then in a COTW (same night).
3. Council members can examine the site of the proposed project; Planning staff would be available.

4. Committee of the Whole reviews the legislation itself; Council indicates specific things it wants to see in the Development Agreement. Administration to share these requests with developer early on in process.
5. Council votes on the legislation on second reading ideally.
6. As indicated in purchase agreement and as previously agreed upon, Administration and/or developer have multiple public engagement opportunities for resident input (Council and council clerk informed of all public engagement opportunities in advance of such a meeting).
7. Periodic updates of the development are provided to Council in exec session. Administration to provide a timeline of activities.
8. ABR and Planning Commission have preliminary reviews of the project, allowing for potential revisions to be made by developer if requested. Administration to make it clear to developer from the outset that insufficient engagement and/or negative reception from staff, the Planning Commission and/or ABR would greatly impact in the negative Council's decision-making:
 - a. If ABR and Planning Commission preliminary review is positive, Administration provides update to Council in an Executive Session/COTW – this should allow Council to “feel comfortable” about the project;
 - b. If ABR or Planning Commission preliminary review is not positive, developer is required to make a presentation to Council or COTW; Council can request that changes are made that Council has to see and/or that design review is completed prior to consideration of Development Agreement.
9. Administration informs Council of upcoming Development Agreement in Executive Session, at least at a meeting prior to introduction.
10. Development agreement legislation is presented in first reading to City Council via Executive Session and COTW.
11. Committee of the Whole reviews the legislation itself.
12. Council votes on the legislation in second reading ideally.
13. ABR & Planning Commission continue to review the project until approved.