



November 3, 2025
Regular Meeting
7:30 PM

Cleveland Heights City Hall
Council Chambers
40 Severance Cir
Cleveland Heights, Ohio

AGENDA - CLEVELAND HEIGHTS CITY COUNCIL MEETING

- 1) **Meeting called to order by Council President**
- 2) **Roll Call of Council Members**
- 3) **Excuse absent members**
- 4) **Amendments to the Agenda (if necessary)**
- 5) **Approval of minutes from previous meeting(s)**
 - a. August 25, 2025
 - b. September 2, 2025
- 6) **Communications from the Mayor**
- 7) **City Administrator's Report**
- 8) **Departmental Report(s)**
- 9) **Report of the Clerk of Council**
- 10) **Public Comment - Legislative Agenda Items only**

(Note: Persons wishing to speak must register in advance. A 3-minute time limit applies. If there are more than 15 speakers, the time will be automatically reduced to 2-minutes. Council President reserves the right to reduce the time limit based on the volume of business on the agenda).
- 11) **Public Comment - General**

(Note: Persons wishing to speak must register in advance. A 3-minute time limit applies. If there are more than 15 speakers, the time will be automatically reduced to 2-minutes. Council President reserves the right to reduce the time limit based on the volume of business on the agenda).
- 12) **LEGISLATION**

Note: The title for each piece of legislation contains a parenthetical reference to the Council Committee within which the subject matter of the legislation falls.

Council Committees are abbreviated as follows: (AS)-Administrative Services; (COTW)-Committee of the Whole; (CRR)-Community Relations and Recreation; (F)-Finance; (HB)-Housing and Building; (MSES)-Municipal Services and Environmental Sustainability; (PD)-Planning and Development; (PSH)-Public Safety and Health. See Resolution 97-2022 for a list of Council Committee subject matter areas.

a. First Readings – Consideration of Adoption Requested

ORDINANCE NO. 218-2025(CRR): First Reading. An Ordinance authorizing and approving the presentation of entertainment programs in Cain Park for the year 2026; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Cuda

RESOLUTION NO. 219-2025(CRR): First Reading. A Resolution authorizing the Mayor to execute an agreement with ABC Equipment Rental & Sales, a Sourcewell Cooperative Purchasing vendor, for the purchase of two (2) Kubota Utility Vehicles with attachments for use by the Parks and Recreation Department; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Cuda

RESOLUTION NO. 220-2025(CRR): First Reading. A Resolution authorizing the Mayor to execute an agreement with Best Truck Equipment, Inc. for the purchase of four (4) SCAG Commercial Mowers and one (1) SCAG Hurricane Blower for use by the Parks and Recreation Department; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Cuda

RESOLUTION NO. 221-2025(PSH): First Reading. A Resolution authorizing the Mayor to enter into an agreement with Lead Guru Ohio, LLC, a certified lead abatement contractor, for the use of Lead Safe Ohio (LSO) Grant funds in connection with the abatement of lead-based paint hazards at Permanent Parcel Number (PPN) 684-18-041; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Cuda

RESOLUTION NO. 222-2025(PD): First Reading. Resolution authorizing the Mayor to apply for grant funding under the Cuyahoga County Department of Development's Community Development Supplemental Grant (CDSG)

program to make accessible improvements to Cleveland Heights' public parks; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Cuda

RESOLUTION NO. 223-2025(HB): First Reading. A Resolution authorizing the Mayor to execute a contract with Stantec Consulting Services, Inc. to prepare a Housing Needs Assessment for the City of Cleveland Heights; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Cuda

RESOLUTION NO. 229-2025(PSH): First Reading. A Resolution authorizing the Mayor to execute an agreement with Panzica Construction to provide the work necessary for the public improvement of renovating the kitchen areas in Fire Stations 1 and 2; and declaring the necessity that this legislation be effective immediately as an emergency measure.

Introduced by Mayor Cuda

b. First Readings Only

RESOLUTION NO. 224-2025(CRR): First Reading. A Resolution authorizing the Mayor to execute an agreement with CXT, Inc., a Sourcewell Cooperative Purchasing vendor, for the purchase and installation of a precast concrete bathroom for Denison Park; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Cuda

ORDINANCE NO. 225-2025(HB): First Reading. An Ordinance amending Part Thirteen, Building Code, of the Codified Ordinances of Cleveland Heights to update the City's regulations regarding public notice for the Architectural Board of Review.

Introduced by Mayor Cuda

ORDINANCE NO. 226-2025(PD): First Reading. An Ordinance amending various Sections of Part Eleven, Zoning Code, of the Codified Ordinances of the City of Cleveland Heights to create a Severance Overlay Zone.

Introduced by Mayor Cuda

ORDINANCE NO. 227-2025(PD): First Reading. An Ordinance changing the Zoning Map of the City of Cleveland Heights to map the Severance Overlay Zone (SOZ) on Severance Town Center and adjacent parcels,

generally east of South Taylor Road, south of Mayfield Road, west of Crest Road, and north of Severn Road.

Introduced by Mayor Cuda

RESOLUTION NO. 228-2025(MSES): First Reading. A Resolution authorizing the Mayor to submit an application to the Ohio Department of Development for a grant under the Advanced Energy Fund Grant Program; to accept funding if awarded; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Cuda

c. Second Readings

ORDINANCE NO. 153-2025(CRR): Second Reading. An Ordinance amending the use regulations and rates for admission and other services for the Cleveland Heights Community Center, City parks, and Cumberland Pool for calendar years 2025 and 2026, and repealing Ordinance No. 125-2020.

Introduced by Mayor Seren

RESOLUTION NO. 214-2025(PD): Second Reading. A Resolution authorizing a grant agreement with the Noble Area Business Association; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Vice President Russell

13) Committee Reports

14) Old Business

15) New Business

16) Council Member Comments

(Note: Council comments should directly relate to the business of the City of Cleveland Heights, rather than personal reflection or commentary. A maximum 3-minute time limit applies, but the Council President may reduce time limit based on the volume of business on the agenda, the time of evening, or other similar factors.)

17) Council President's Report

18) Adjournment

NEXT MEETING OF COUNCIL: NOVEMBER 17, 2025



August 25, 2025
Special Meeting
6:00 PM

Cleveland Heights City Hall
Council Chambers
40 Severance Cir
Cleveland Heights, Ohio

MEETING MINUTES

1) Meeting called to order by Council President

Start: 6:00 PM

2) Roll Call of Council Members

Present: Craig Cobb, Gail Larson, Davida Russell, Jim Petras, Jim Posch

Excused: None

Also Present: Director Hanna, Clerk Balester

3) Excuse absent members

- None

4) Public Hearing - Charter Amendments

Note: Persons wishing to speak must complete a public comment request form. A 3-minute time limit applies. Council President reserves the right to reduce the time limit based on the volume of business on the agenda.

Speakers

Name	Resident/Board Member/Other	Topic
Drew Herzig	Resident	ORD 169-2025
Linda Striefsky	Resident	ORD 169-2025
Guy Thellian	Resident	ORD 169-2025
Harriet Applegate	Resident	ORD 169-2025
Graham Ball	Resident	ORD 169-2025
Lou Radivoyevitch	Resident	ORD 169-2025
Spencer Luckwitz	Resident	ORD 169-2025

5) Wrap-up Discussion of Charter Amendments

- Wrap up

6) Legislative Review/Caucus

- Discussion of legislation on tonight's agenda

7) Public Comment - Legislative Agenda Items only

Note: Persons wishing to speak must register in advance. A 3-minute time limit applies. If there are more than 15 speakers, the time will be automatically reduced to 2-minutes. Council President reserves the right to reduce the time limit based on the volume of business on the agenda.

- None

8) LEGISLATION

Note: The title for each piece of legislation contains a parenthetical reference to the Council Committee within which the subject matter of the legislation falls. Council Committees are abbreviated as follows: (AS)-Administrative Services; (COTW)-Committee of the Whole; (CRR)-Community Relations and Recreation; (F)-Finance; (HB)-Housing and Building; (MSES)-Municipal Services and Environmental Sustainability; (PD)-Planning and Development; (PSH)-Public Safety and Health. See Resolution 97-2022 for a list of Council Committee subject matter areas.

a. First Readings - Consideration of Adoption Requested

RESOLUTION NO. 170-2025(MSES): First Reading. A Resolution authorizing the Mayor to apply for a grant under Ohio's Urban Forestry Grant Program through the Ohio Department of Natural Resources; to accept funding if awarded; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Motion to adopt: Craig Cobb

Seconded: Jim Petras

Yes: Craig Cobb, Tony Cuda, Gail Larson, Davida Russell, Jim Petras, Jim

Posch
No: None

LEGISLATION PASSED

b. First Readings Only

ORDINANCE NO. 169-2025(COTW): First Reading. An Ordinance providing for the submission to the electors of the City of Cleveland Heights a proposed First Amended Charter of the City of Cleveland Heights; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by President Cuda

READ INTO THE RECORD

c. Second Readings

RESOLUTION NO. 166-2025(PSH): Second Reading. A Resolution authorizing and directing the Mayor to execute an agreement with ETC Institute to design and administer a survey to gauge the overall satisfaction of the residents of the City of Cleveland Heights, Ohio.

Introduced by Councilmember Posch

Motion to adopt: Gail Larson

Seconded: Craig Cobb

Yes: Craig Cobb, Tony Cuda, Gail Larson, Davida Russell, Jim Petras, Jim Posch

No: None

LEGISLATION PASSED

9) Old Business

- None

10) New Business

- None

11) Council Member Comments

(Note: Council comments should directly relate to the business of the City of Cleveland Heights, rather than personal reflection or commentary. A maximum 3-minute time limit applies, but the Council President may reduce time limit based on the volume of business on the agenda, the time of evening, or other similar factors.)

- **Petras:** Thanked the members of the former Charter Review Commission for their work and for coming to these hearings. City Council has spent about 21 hours reviewing the recommendations from the CRC over 8-9 months and he is familiar and comfortable with the changes, but he thinks more opportunity for comment would be great.
- **Russell:** Thanked the members of the CRC and Council for their hard work. All 7 members of Council have been looking at and reviewing the recommendations, but some councilmembers work and can't make it to every meeting.

12) Council President's Report

- This process started over 2 years ago; we are in the 99 percentiles of having discussed almost every thing in this document. There are a few things that came up towards the end that might be tweaked, but they are minor tweaks that are at the end of hundreds of hours of work between the CRC and Council. Every single conversation, both the commission and Council's hours, are available to view on the city's website.

13) Adjournment

End: 7:34 PM

NEXT MEETING OF COUNCIL: SEPTEMBER 2, 2025



September 2, 2025
Regular Meeting
7:30 PM

Cleveland Heights City Hall
Council Chambers
40 Severance Cir
Cleveland Heights, Ohio

MEETING MINUTES

1) Meeting called to order by Council President

Start: 7:41pm

2) Roll Call of Council Members

Present: Craig Cobb, Tony Cuda, Gail Larson, Anthony Mattox Jr., Davida Russell, Jim Petras, Jim Posch

Excused: None

Also Present: Mayor Seren, Director Hanna, Clerk Balester

3) Excuse absent members

- None

4) Amendments to the Agenda (if necessary)

- None

5) Approval of minutes from previous meeting(s)

a. July 7, 2025

APPROVED

6) Communications from the Mayor

- None

7) City Administrator's Report

- None

8) Departmental Report(s)

- The Law Director gave a review of pending litigation against the City.

9) Report of the Clerk of Council

- Notified Council of the following notices received from the Ohio Division of Liquor Control
 1. The transfer of ownership of a D1/D2/D3 liquor permit from Boiling Seafood LLC located at 2201 Lee Rd. to Lees Seafood Boil Lee Road LLC at the same address.
 2. The transfer of ownership of a D5 liquor permit from LA Serena LLC located at 2200 S Taylor Rd. to Dream Spa Inc., at the same address
 3. The transfer of ownership of a D1/D2/D3 liquor permit from LA Serena LLC located at 2190 S Taylor Rd. to Dream Spa, Inc. at the same address

10) Public Comment - Legislative Agenda Items only

(Note: Persons wishing to speak must register in advance. A 3-minute time limit applies. If there are more than 15 speakers, the time will be automatically reduced to 2-minutes. Council President reserves the right to reduce the time limit based on the volume of business on the agenda).

Speakers

Name	Resident/Board Member/Other	Topic
Melody Joy Hart	Resident	ORD 169-2025
Linda Striefsky	Resident	ORD 169-2025
Sherldean Davis	Resident	ORD 169-2025
Lee Barbee	Resident	ORD 169-2025
Lee Chilcote	Resident	ORD 169-2025

11) Public Comment - General

(Note: Persons wishing to speak must register in advance. A 3-minute time limit applies. If there are more than 15 speakers, the time will be automatically reduced to 2-minutes. Council President reserves the right to reduce the time limit based on the volume of business on the agenda).

Speakers

Name	Resident/Board Member/Other	Topic
Tom Hudak	Resident	Recall Election; Vote No on Issue 2

Bob Ivory	Resident	Thanked Council and the Administration for their \$100,000 contribution to the Prentiss Place Project
Susan Efroymsen	Resident	Recall Election; Vote Yes on Issue 2
Jose Quiles	Resident	Thunderbolt Auto Parking Situation
Barbara Sosnowski	Resident	Immigrant Rights in Cleveland Heights
Lou Radivoyovitch	Resident	Happy 5k, 10k and Fun Run
Edgar Mitchell	Resident	Tree roots on Nela View causing damage to clay sanitary/sewer pipes

12) LEGISLATION

Note: The title for each piece of legislation contains a parenthetical reference to the Council Committee within which the subject matter of the legislation falls. Council Committees are abbreviated as follows: (AS)-Administrative Services; (COTW)-Committee of the Whole; (CRR)-Community Relations and Recreation; (F)-Finance; (HB)-Housing and Building; (MSES)-Municipal Services and Environmental Sustainability; (PD)-Planning and Development; (PSH)-Public Safety and Health. See Resolution 97-2022 for a list of Council Committee subject matter areas.

a. First Readings – Consideration of Adoption Requested

RESOLUTION NO. 171-2025(MSES): First Reading. A Resolution authorizing the Mayor to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and Local Transportation Improvement Programs; execute contracts as required; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Motion to adopt: Anthony Mattox Jr.

Seconded: Gail Larson

Yes: Craig Cobb, Tony Cuda, Gail Larson, Anthony Mattox Jr., Davida Russell, Jim Petras, Jim Posch

No: None

LEGISLATION PASSED

RESOLUTION NO. 172-2025(MSES): First Reading. A Resolution authorizing the Mayor to enter into an agreement with Classic Chevy GMC of Madison for the acquisition of a 2024 Chevy Silverado 6500 Crew Cab w/11' SS Dump for the Streets Division of the Department of Public Works; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Motion to adopt: Anthony Mattox Jr.

Seconded: Gail Larson

Yes: Craig Cobb, Tony Cuda, Gail Larson, Anthony Mattox Jr., Davida Russell, Jim Petras, Jim Posch

No: None

LEGISLATION PASSED

RESOLUTION NO. 173-2025(PD): First Reading. A Resolution recognizing September 19, 2025 as *Car Free Day and Park(ing) Day 2025* in Cleveland Heights; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Motion to adopt: Anthony Mattox Jr.

Seconded: Gail Larson

Yes: Craig Cobb, Tony Cuda, Gail Larson, Anthony Mattox Jr., Davida Russell, Jim Petras, Jim Posch

No: None

LEGISLATION PASSED

ORDINANCE NO. 174-2025(F): First Reading. An Ordinance determining to proceed with the implementation of a public services plan for the Cedar Fairmount Special Improvement District, Inc ("Cedar Fairmount SID") and the assessment of its costs to the properties within its boundaries; requesting that City property be included in the assessments; authorizing the Mayor to execute an agreement with F & C Development, Inc. to provide for payment of the assessment; levying assessments for said purpose; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Motion to adopt: Anthony Mattox Jr.

Seconded: Gail Larson

Yes: Craig Cobb, Tony Cuda, Gail Larson, Anthony Mattox Jr., Davida Russell, Jim Petras, Jim Posch

No: None

LEGISLATION PASSED

b. First Readings Only

ORDINANCE NO. 175-2025(PD): First Reading. An Ordinance authorizing the Mayor to execute a real estate purchase agreement for the sale of 46 vacant residential lots located within the City to FutureHeights, Inc.; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

READ INTO THE RECORD
MOVED TO COMMITTEE

ORDINANCE NO. 176-2025(PD): First Reading. An Ordinance authorizing the Mayor to execute a real estate purchase agreement for the sale of 19 vacant residential lots located within the City to YRM Corp.; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

READ INTO THE RECORD
MOVED TO COMMITTEE

c. Second Readings

ORDINANCE NO. 167-2025(PD): Second Reading. An Ordinance authorizing the Mayor to execute an agreement with Park Landlord LLC for a commercial development loan in the sum of One Million Two Hundred Fifty Thousand Dollars (\$1,250,000.00), to fund improvements to the real property located at 3300 Mayfield Road, Permanent Parcel Nos. 68434015, 68434014 and 68435025, and more commonly known as the Park Synagogue Campus; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

NO VOTE

ORDINANCE NO. 168-2025(PD): Second Reading. An Ordinance authorizing the Mayor to execute a grant agreement with Friends of Mendelsohn in the sum of Seven Hundred Fifty Thousand Dollars (\$750,000.00), to fund trails, walkways, sidewalks, site lighting and landscaping improvements to the real property located at 3300 Mayfield Road, Permanent Parcel Nos. 68434015, 68434014 and 68435025, and more commonly known as the Park Synagogue Campus; and declaring the necessity that this legislation become immediately effective as an emergency

1 measure.

2
3 Introduced by Mayor Seren

4 **NO VOTE**

5 **ORDINANCE NO. 169-2025(COTW): Second Reading.** An Ordinance
6 providing for the submission to the electors of the City of Cleveland Heights a
7 proposed First Amended Charter of the City of Cleveland Heights; and
8 declaring the necessity that this legislation become immediately effective as
9 an emergency measure.

10
11 Introduced by President Cuda, Vice President Russell, and Councilmembers
12 Larson, Posch, and Cobb

13 **Motion to adopt:** Craig Cobb

14 **Seconded:** Gail Larson

15
16 **Discussion:**

- 17
- 18 • **Posch** is in favor of this legislation bringing these amendments to the
19 ballot for voters to decide. This Council will need to help educate voters
20 over the next couple of months. RCV does not appear in this
21 amendment, but he would like to see the Council bring that forward in
22 2026.
 - 23 • **Mattox** is not in favor of this legislation as he believes more time is
24 needed for the public to give feedback. He doesn't feel that the public
25 engagement process that the Council went through was performative.
26 Changes to the charter are necessary, but this is not the way or the
27 time.
 - 28 • **Larson** is vested in the Charter amendments that have been discussed
29 at length. The League of Women voters will be having a forum and an
30 excellent summary has been provided by the Law Director. She is
31 always available to discuss any questions you may have. She supports
32 this legislation.
 - 33 • **Cobb** thinks that we will never agree on what a perfect charter, and it
34 is not up to City Council to do so. It is for voters to decide, and this
35 legislation simply puts this question to the voters. He urges the voters
36 to go online and educate themselves, and he is available to anybody
37 who has questions. He is willing to have as many meetings as
38 necessary to educate voters.
 - 39 • **Russell** thinks the CRC did a wonderful job, but also believes that it is
40 too large a document to put on the ballot as is, and thinks it should be
41 broken up into pieces.
 - 42 • **Cuda** believes this document puts in place changes that are needed
43 since the change to a Mayoral form of government. He supports these
44 changes wholeheartedly. Most of the changes are common in other
45 communities. The members of this Council are the representatives of

the residents, and did their due diligence, and now it will be up to the voters.

Yes: Craig Cobb, Tony Cuda, Gail Larson, Jim Petras, Jim Posch

No: Anthony Mattox Jr., Davida Russell

LEGISLATION PASSED

13) Committee Reports

- **PD:** There will be a PD Committee Meeting scheduled soon.

14) Old Business

- **Mattox** would like to have a discussion about rules of conduct in Council meetings. Cuda agrees, and would like to have that discussion COTW on 9/15

15) New Business

- **Mattox** would like to discuss how we are going to do public meetings to educate voters regarding the Charter Amendments.
- **Cuda** asked the Law Director if the Council is able to have meetings at places other than City Hall to host these meetings. The Law Director advised that, yes, the Council can meet at any public place in the City.
- **Petras** suggested having an overview at the public meetings and then a robust question and answer session. He suggested that the Law Director might be the best person to help lead these discussions.

16) Council Member Comments

(Note: Council comments should directly relate to the business of the City of Cleveland Heights, rather than personal reflection or commentary. A maximum 3-minute time limit applies, but the Council President may reduce time limit based on the volume of business on the agenda, the time of evening, or other similar factors.)

- None

17) Council President's Report

- None

18) Adjournment

End: 9:12 pm

NEXT MEETING OF COUNCIL: AUGUST 15, 2025



Date: 10/22/2025

To: City Council

From: Andres Gonzalez, Director of Parks & Recreation

Subject: 2026 Cain Park Season

Purpose Statement: To authorize the 2026 program of entertainment at Cain Park and to establish ticket prices.

Is this legislation recurring: Yes: ☒ No: ☐

Is emergency language necessary: Yes: ☒ No: ☐

If yes, why? So we can begin booking contracts for the 2026 season ASAP.

Is passage on first reading necessary: Yes: ☒ No: ☐

If yes, why? Same as above.

If funding is required, is it already budgeted for? Yes: ☐ No: ☒

If not already budgeted for, where will funding come from?

Mayor Cuda will be introducing legislation for a budget adjustment in the 2025 budget to account for 2026 contracting.

Proposed: 11/03/2025

ORDINANCE NO. 218-2025(CRR), *First Reading*

By Mayor Cuda

An Ordinance authorizing and approving the presentation of entertainment programs in Cain Park for the year 2026; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, this Council annually reviews its use and rentals of the theatres in Cain Park; and

WHEREAS, the Mayor recommends the use and rentals set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. The City of Cleveland Heights shall sponsor and present in Cain Park and other locations to determined, through the spring and summer of 2026; a program of entertainment in general accordance with plans therefore previously adopted by the Mayor.

SECTION 2. Stage productions will be presented in Cain Park. Admission charges for these productions will not exceed Three Hundred Dollars (\$300.00). Rates will be determined according to seat location, with the designations subject to approval by the Mayor. Groups of twenty (20) or more may purchase tickets at a discount rate subject to the approval of the Mayor.

SECTION 3. Musical concerts will be presented at times scheduled by the Mayor. Such programs may or may not be co-produced with an outside agency as deemed fit by the Mayor. Special arrangements may be made for ticket prices to exceed Three Hundred Dollars (\$300.00), with the proceeds of the box office split pursuant to an agreement approved by the Director of Law to accommodate costs of the concert.

SECTION 4. One or more plays (musicals) may be presented at times scheduled and at the theaters designated by the Mayor. The City's share in the cost of such programs is hereby approved and such expenditure is authorized in a total amount not to exceed Eighty Thousand Dollars (\$80,000.00) per production.

SECTION 5. The Mayor is hereby authorized and directed to enter into any and all agreements necessary for the presentation of summer concert and other non- theatrical programs at Cain Park and this council approves all currently executed contracts. All agreements shall be in a form approved by the Director of Law.

SECTION 6. To the extent possible, monies to pay for the aforesaid

ORDINANCE NO. 218-2025(CRR)

contracts shall be taken from the Cain Park Operating Fund and monies derived from Cain Park activities shall be placed in the Cain Park Operating Fund.

SECTION 7.

(a) Such other programs and activities shall be presented as are approved by the Mayor. Fees may be established by the Mayor to defray the cost of these new programs. Special promotions which reduce or eliminate ticket prices in exchange for media time, print advertising or other publicity may be arranged as approved by the Mayor.

(b) Except as otherwise provided herein, when any class or activity is offered which requires the use of materials to be furnished to the participant, the Mayor is authorized to establish a fee based upon actual costs, which shall be paid by each person at the time of registering for such activity.

(c) Special benefit performances either at Cain Park or elsewhere may be presented for the purpose of offsetting programs deemed appropriate by the Mayor with ticket prices not to exceed the sum of Three Hundred Dollars (\$300.00). These arrangements will be made as deemed appropriate by the Mayor.

SECTION 8.

(a) In the event that it should become necessary, in the judgement of the Mayor, at any time to limit the number of persons in attendance at any concert, dance, or other activity to which the public would otherwise be generally admitted, the Mayor is hereby authorized to establish and place in effect such regulations and restrictions as he may deem necessary for such activities to protect the safety and welfare of the public grounds, the community in general, and members of the public at large.

(b) Such regulations may include, but are not limited to, advance or on-the-spot limitation of admissions, including closing-off of admission, and may also include a requirement that admission be limited to persons who are bona fide residents of Cleveland Heights and are authorized holders of a proper Recreation I.D. Card issued by the City of Cleveland Heights, and such number of guests accompanied by such Cardholder as the Mayor shall establish.

(c) In the event that the Mayor shall determine, in his sole discretion, that the conduct of a given program, or portion of the program, would endanger the safety and welfare of the public, then he shall have the authority to cancel any program and at the earliest time possible, to

ORDINANCE NO. 218-2025(CRR)

give notice, by appropriate means, to persons wishing to participate in such activity of the fact that the program or activity has been canceled.

(d) Notwithstanding any other provision, the Mayor is hereby vested with authority to transfer the conduct of any portion of the summer program for the year 2026 to another facility in order to ensure the safety and/or convenience of the general public. At such time, the Mayor shall, by appropriate means, advise persons wishing to participate in such activities of the change of location.

SECTION 9. It is found and determined that all formal actions of the Council relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 10. Notice of the passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Ordinance to the City's website.

SECTION 11. It is necessary that this Ordinance become immediately effective as an emergency measure necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to meet seasonal deadlines. Therefore, provided it receives the affirmative vote of five (5) or more members elected or appointed to this Council, this Ordinance shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

GAIL L. LARSON
President of Council

ADDIE BALESTER
Clerk of Council

ORDINANCE NO. 218-2025(CRR)

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor



Date: 10/13/2025

To: City Council

From: Andres Gonzalez, Director of Parks & Recreation

Subject: Kubota Utility Vehicles

Purpose Statement: To authorize the purchase of two (2) new Kubota Utility Vehicles with Snow Brush and Snow Plow attachments through ABC Equipment Rental & Sales using Sourcewell contract #112624-KBA for use in the Parks and Trails. The total price is \$72,579.16 and is already budgeted and funded in Parks Capital for 2025.

Is this legislation recurring: Yes: _____ No: X

Is emergency language necessary: Yes: X No: _____

If yes, why? To be able to place the order now so we have the mowers in time for Winter of 2025.

Is passage on first reading necessary: Yes: X No: _____

If yes, why? Same as above.

If funding is required, is it already budgeted for? Yes: X No: _____

These are already funded and budgeted for in the Parks 2026 capital budget in account 402.8201.3004.0.

If not already budgeted for, where will funding come from?

Proposed: 11/03/2025

RESOLUTION NO. 219-2025(CRR), *First Reading*

By Mayor Cuda

A Resolution authorizing the Mayor to execute an agreement with ABC Equipment Rental & Sales, a Sourcewell Cooperative Purchasing vendor, for the purchase of two (2) Kubota Utility Vehicles with attachments for use by the Parks and Recreation Department; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, the City of Cleveland Heights Parks and Recreation Department has identified the need for two (2) new Kubota utility vehicles to support maintenance of City parks, trails, and other public grounds; and

WHEREAS, ABC Equipment Rental & Sales, through the Sourcewell Cooperative Purchasing Program (formerly the National Joint Powers Alliance) (Contract No. 112624-KBA), has provided quotes for two Kubota RTVX2C-SKLH-1 diesel utility vehicles, one equipped with a K-Connect broom attachment and one equipped with a Boss V-Blade snow plow attachment, at a total combined cost not to exceed Seventy-Two Thousand Five Hundred Seventy-Nine and 16/100 Dollars (\$72,579.16); and

WHEREAS, funds for this purchase have been budgeted and are available in the 2025 Parks Capital account (Fund 402.8201.3004); and

WHEREAS, this Council finds that making this purchase through the Sourcewell Cooperative Purchasing contract will be in the best interest of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, OH that:

SECTION 1. Pursuant to Section 171.02(bb) and 171.12 of the Codified Ordinances of the City of Cleveland Heights, the Mayor be, and is hereby, authorized to execute an agreement with ABC Equipment Rental & Sales for the purchase of two (2) Kubota RTVX2C-SKLH-1 utility vehicles with attachments at a total amount not to exceed Seventy-Two Thousand Five Hundred Seventy-Nine and 16/100 Dollars (\$72,579.16), through Sourcewell Contract No. 112624-KBA, in accordance with the attached quotes.

SECTION 2. The purchase shall be charged to the appropriate account within the Parks and Recreation Capital Fund (Fund 402.8201.3004.0).

SECTION 3. It is found and determined that all formal actions of the Council relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such

RESOLUTION NO. 219-2025(CRR)

formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 4. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents once in a newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution to the City of Cleveland Heights website.

SECTION 5. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to ensure timely delivery for the 2025 winter season. Wherefore, provided it receives the affirmative vote of not less than five (5) members of this Council, it shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

GAIL L. LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor

-- Standard Features --

-- Custom Options --



V Series

RTVX2C-SKLH-1

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105
3 Cyl. 68.5 cu in
+23.3 Gross Eng HP
75 Amp Alternator

TRANSMISSION

VHT-X
Variable Hydro Transmission
Forward Speeds:
Low 0 - 15 mph
High 0 - 25 mph
Reverse 0 - 17 mph
Limited-slip Front Differential
Rear differential lock

HYDRAULICS

Hydrostatic Power Steering
with manual tilt-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
Cooling 8.3 qts
Engine Oil 4.3 qts
Transmission Oil 1.8 gal
Brake Fluid 0.4 qts

CARGO BOX

Width 57.7in
Length 40.5 in
Depth 11.2 in
Load Capacity 1102 lbs
Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

TIRES AND WHEELS

ATV Tire 25 x 10 - 12, 6 ply
HDMP Tires 25 x 10 - 12, 6 ply

KEY FEATURES

Factory Cab with A/C, Heater,
Defroster
Digital Multi-meter
Fully-opening roll-down side
windows
Speedometer
Pre-wired w/ speakers/antenna for
stereo
Front Independent Adjustable
Suspension
Rear Independent Adjustable
Suspension
Brakes - Front/Rear Wet Disc
Rear Brake Lights / Front
Headlights
2" Hitch Receiver, Front and Rear
Deluxe 60/40 split bench seats
with driver's side seat adjustment
Underseat Storage Compartments
Deluxe Front Guard
(radiator guard, bumper, and lens
guard)

DIMENSIONS

Width 63.2 in
Height 81.9 in
Length 120.3 in
Wheelbase 80.5 in
Tow Capacity 1300 lbs
Ground Clearance 10.4 in
Suspension Travel 8 in
Turning Radius 13.1 ft

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
Horn
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts

RTVX2C-SKLH-1 Base Price: \$28,649.00

Selected Kubota Attachments

(1) LED FRONT WORK LIGHTS KIT (2) 77700-11811-LED FRONT WORK LIGHTS KIT (2)	\$184.99
(1) LED REAR WORK LIGHT KIT (1) 77700-11812-LED REAR WORK LIGHT KIT (1)	\$99.99
(1) STROBE LIGHT MOUNT KIT 77700-VC5058-STROBE LIGHT MOUNT KIT	\$187.95
(2) SINGLE SIDE MIRROR - CAB (1) 77700-V5059-SINGLE SIDE MIRROR - CAB (1)	\$231.84
(1) BACKUP ALARM K7591-99640-BACKUP ALARM	\$213.59
(1) REAR SCREEN - BLACK K7731-99280-REAR SCREEN - BLACK	\$383.46
(1) PTO DRIVE AND K-CONNECT V5299B-PTO DRIVE AND K-CONNECT	\$4,573.00
(1) 4 POINT K-CONNECT V5293B-4 POINT K-CONNECT	\$6,241.00
(1) 4PT HITCH UPGRADE KIT PNF V5298-4PT HITCH UPGRADE KIT PNF	\$597.00
(1) 66" BROOM (PTO) PNF V5266-66" BROOM (PTO) PNF	\$5,335.00

Total Kubota Attachments: \$18,047.82

Total Attachments: \$18,047.82

Configured Price: \$46,696.82

Sourcewell Discounts:

Kubota Items: (\$10,273.30)

Total Discount: (\$10,273.30)

SUBTOTAL: \$36,423.52

Kubota Item Fees:

Dealer Assembly: \$1,723.33

Freight Cost: \$1,143.75

PDI: \$400.00

Additional K-Connect Installation Labor \$1,980.00

Total Unit Price: \$41,670.60

Quantity Ordered: 1

Final Sales Price: \$41,670.60

Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

-- Standard Features --

-- Custom Options --



V Series

RTVX2C-SKLH-1

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105

3 Cyl. 68.5 cu in

+23.3 Gross Eng HP

75 Amp Alternator

TRANSMISSION

VHT-X

Variable Hydro Transmission

Forward Speeds:

Low 0 - 15 mph

High 0 - 25 mph

Reverse 0 - 17 mph

Limited-slip Front Differential

Rear differential lock

HYDRAULICS

Hydrostatic Power Steering

with manual tilt-feature

Hydraulic Cargo Dump

Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal

Cooling 8.3 qts

Engine Oil 4.3 qts

Transmission Oil 1.8 gal

Brake Fluid 0.4 qts

CARGO BOX

Width 57.7in

Length 40.5 in

Depth 11.2 in

Load Capacity 1102 lbs

Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

TIRES AND WHEELS

ATV Tire 25 x 10 - 12, 6 ply

HDMP Tires 25 x 10 - 12, 6 ply

KEY FEATURES

Factory Cab with A/C, Heater,

Defroster

Digital Multi-meter

Fully-opening roll-down side

windows

Speedometer

Pre-wired w/ speakers/antenna for

stereo

Front Independent Adjustable

Suspension

Rear Independent Adjustable

Suspension

Brakes - Front/Rear Wet Disc

Rear Brake Lights / Front

Headlights

2" Hitch Receiver, Front and Rear

Deluxe 60/40 split bench seats

with driver's side seat adjustment

Underseat Storage Compartments

Deluxe Front Guard

(radiator guard, bumper, and lens

guard)

DIMENSIONS

Width 63.2 in

Height 81.9 in

Length 120.3 in

Wheelbase 80.5 in

Tow Capacity 1300 lbs

Ground Clearance 10.4 in

Suspension Travel 8 in

Turning Radius 13.1 ft

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS

Horn

Dash-mounted Parking Brake

Spark Arrestor Muffler

Retractable 2-point Seat Belts

RTVX2C-SKLH-1 Base Price: \$28,649.00

Selected Kubota Attachments

(1) LED FRONT WORK LIGHTS KIT (2) \$184.99
77700-11811-LED FRONT WORK LIGHTS KIT (2)(1) LED REAR WORK LIGHT KIT (1) \$99.99
77700-11812-LED REAR WORK LIGHT KIT (1)(1) STROBE LIGHT MOUNT KIT \$187.95
77700-VC5058-STROBE LIGHT MOUNT KIT(2) SINGLE SIDE MIRROR - CAB (1) \$231.84
77700-V5059-SINGLE SIDE MIRROR - CAB (1)(1) BACKUP ALARM \$213.59
K7591-99640-BACKUP ALARM(1) REAR SCREEN - BLACK \$383.46
K7731-99280-REAR SCREEN - BLACK

Total Kubota Attachments: \$1,301.82

Total Attachments: \$1,301.82

Configured Price: \$29,950.82

Sourcewell Discounts:

Kubota Items: (\$6,589.18)

Total Discount: (\$6,589.18)

SUBTOTAL: \$23,361.64

Kubota Item Fees:

Dealer Assembly: \$366.67

Freight Cost: \$881.25

PDI: \$400.00

6' 6" BOSS Snow V-Blade - Installed \$5,899.00

Total Unit Price: \$30,908.56

Quantity Ordered: 1

Final Sales Price: \$30,908.56

Purchase Order Must Reflect Final Sales Price.**To order, place your Purchase Order directly with the quoting dealer**

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.



Date: 10/13/2025

To: City Council

From: Andres Gonzalez, Director of Parks & Recreation

Subject: Lawnmower and Blower

Purpose Statement: To authorize the purchase of four (4) new SCAG commercial ride on lawn mowers and 1 SCAG Hurricane Blower for the parks department from Best Truck Equipment, Inc using Sourcewell contract #112624-SCG. This will also allow us to trade in 2 old models that are on their last leg to get credit towards new ones. The total price is \$77,064.00 and is already budgeted and funded in Parks Capital for 2025.

Is this legislation recurring: Yes: _____ No: X

Is emergency language necessary: Yes: X No: _____

If yes, why? To be able to place the order now so we have the mowers in time for Spring of 2026.

Is passage on first reading necessary: Yes: X No: _____

If yes, why? Same as above.

If funding is required, is it already budgeted for? Yes: X No: _____

These are already funded and budgeted for in the Parks 2025 capital budget in account 402.8201.3004.0.

If not already budgeted for, where will funding come from?

Proposed: 11/03/2025

RESOLUTION NO. 220-2025(CRR), *First Reading*

By Mayor Cuda

A Resolution authorizing the Mayor to execute an agreement with Best Truck Equipment, Inc. for the purchase of four (4) SCAG Commercial Mowers and one (1) SCAG Hurricane Blower for use by the Parks and Recreation Department; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, the City's Parks and Recreation Department has identified the need to replace aging mowing equipment used for the maintenance of City parks and public grounds; and

WHEREAS, Best Truck Equipment, Inc., through the Sourcewell Cooperative Purchasing Program (formerly known as the National Joint Powers Alliance) (Contract No. 112624-SCG), has provided a quote for four (4) SCAG Commercial Mowers and one (1) SCAG Hurricane Blower, with trade-in credit applied for two (2) outdated units, at a total combined cost not to exceed Seventy-Seven Thousand and Sixty-Four Dollars (\$77,064.00); and

WHEREAS, funds for this purchase have been budgeted and are available in the Parks and Recreation Capital account (Fund 402.8201.3004.0); and

WHEREAS, this Council finds that this purchase through the Sourcewell Cooperative Purchasing will be in the best interest of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. Pursuant to Section 171.02(bb) and 171.12 of the Codified Ordinances of the City of Cleveland Heights, the Mayor be, and is hereby, authorized to execute an agreement with Best Truck Equipment, Inc. for the purchase of four (4) SCAG Commercial Mowers and one (1) SCAG Hurricane Blowers, with trade-in on two (2) existing units, for a total amount not to exceed Seventy-Seven Thousand and Sixty-Four Dollars (\$77,064.00), through Sourcewell Contract No. 112624-SCG, in accordance with the attached quote.

SECTION 2. The purchase shall be charged to the appropriate account within the Parks and Recreation Capital Fund (Fund 402.8201.3004.0).

SECTION 3. It is found and determined that all formal actions of the Council relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such

RESOLUTION NO. 220-2025(CRR)

formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 4. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents once in a newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution to the City of Cleveland Heights website.

SECTION 5. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to ensure timely ordering and delivery for the upcoming 2026 Spring season. Wherefore, provided it receives the affirmative vote of not less than five (5) members of this Council, it shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

GAIL L. LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor

BEST TRUCK EQUIPMENT INC.

300 TEMPLE AVE

PAINESVILLE TOWNSHIP, OH 44077

Phone: (440) 579-5300 Fax: (440) 579-5255

Invoice Estimate**214355**

Thank you for your business!

Bill To				Ship To		
CLEVELAND HTS. CITY 40 SEVERANCE CIRCLE CLEVELAND HTS., OH 44118						
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
1220	ACCT PAYABLES		(216) 691-7308		Estimate	
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department
Chris Miceli	Chris Miceli	08/19/25	214355			SHOP SALES

Description	Line	Reference	Quantity	Net Each	Amount
MISC PART		SCAG STTII-72-31DFI 72" TIGER 31LIQ KAWASAKI	2	\$17,003.00	\$34,006.00
MISC PART		SCAG STTII-61V-31DFI 61" TIGER 31LIQ KAW	2	\$15,989.00	\$31,978.00
MISC PART		BILLY GOAT Z3002 HURRICANE BLOWER	1	\$11,880.00	\$11,880.00
MISC PART		TRADE IN UNIT 632	-1	\$400.00	(\$400.00)
MISC PART		TRADE IN UNIT 612	-1	\$400.00	(\$400.00)

Note

SCAG SOURCEWELL CONTRACT # 031121-SCG

Invoice Total \$77,064.00

Sales Tax \$0.00

Grand Total \$77,064.00

2.0% Service Charge monthly if not paid within terms.
NO returns after 15 days ~ 25% Restocking Fee on returns.
NO returns on Electric and Plow Parts or Special Orders.
Please pay from Invoice.

Notes:



Customer acknowledges receipt thereof:

**MASTER AGREEMENT #112624****CATEGORY: Grounds Maintenance Equipment and Related Attachments****SUPPLIER: Scag Power Equipment**

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Scag Power Equipment, 1000 Metalcraft Drive, Mayville, WI 53050 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

**Article 1:
General Terms**

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on January 31, 2029, unless it is cancelled or extended as defined in this Agreement.
- a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
- b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in RFP #112624 to Participating Entities. In Scope solutions include:
- a) Lawn and garden equipment for all types of lawn, field and turf care, golf course, landscape, sidewalk, walking path, and parking lot maintenance, and snow removal;
- b) Irrigation and aeration equipment, systems, parts, and installation; and
- c) Beach and waterfront maintenance equipment and accessories.
- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.
- 12) **Open Market.** Supplier's open market pricing process is included within its Proposal.
- 13) Supplier Representations:**
- i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.

ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.

iii) **Supplier Warrants.** Supplier warrants that all Included Solutions furnished under this Agreement are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.

14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the term of this Agreement.

15) **Debarment and Suspension.** Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Agreement. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time during the term of this Agreement.

16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Section, all references to "federal" should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier's Included Solutions with United States federal funds.

i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

ii) **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5,

“Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must comply with all applicable Davis-Bacon Act provisions.

iii) **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).**

Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of

\$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Agreement it will comply with applicable requirements as referenced above.

vi) **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

vii) **BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352).** Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

viii) **RECORD RETENTION REQUIREMENTS.** To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

ix) **ENERGY POLICY AND CONSERVATION ACT COMPLIANCE.** To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

x) **BUY AMERICAN PROVISIONS COMPLIANCE.** To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

xi) **ACCESS TO RECORDS (2 C.F.R. § 200.336).** Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions. The

right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

xii) **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

xiii) **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Agreement or any purchase by an authorized user.

xv) **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. § 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Agreement or any purchase by a Participating Entity.

xvi) **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

xviii) **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

xix) **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** To the extent applicable, Supplier certifies that during the term of this Agreement it will comply with applicable requirements of 2 C.F.R. § 200.216.

xx) **DOMESTIC PREFERENCES FOR PROCUREMENTS.** To the extent applicable, Supplier certifies that during the term of this Agreement, Supplier will comply with applicable requirements of 2 C.F.R. § 200.322.

Article 2: Sourcewell and Supplier Obligations

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

- 1) **Authorized Sellers.** Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.
- 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
 - Identify the applicable Sourcewell Agreement number;
 - Clearly specify the requested change;
 - Provide sufficient detail to justify the requested change;
 - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
 - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

- 3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcewell for this Agreement and must provide prompt notice to Sourcewell if that person is changed. The Authorized Representative will be responsible for:
 - Maintenance and management of this Agreement;
 - Timely response to all Sourcewell and Participating Entity inquiries; and
 - Participation in reviews with Sourcewell.

Sourcewell's Authorized Representative is its Chief Procurement Officer.

- 4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.

- 5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcewell reserves the right to pursue all remedies available at law including cancellation of this Agreement.
- 6) **Reporting Requirements.** Supplier must provide Sourcewell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcewell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;

- 7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.
- 8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.
- 9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.

- 10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit payment, delinquent payments, underpayments, or other deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.
- 11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.
- 12) **Assignment, Transfer, and Administrative Changes.** Supplier may not assign or otherwise transfer its rights or obligations under this Agreement without the prior written consent of Sourcewell. Such consent will not be unreasonably withheld. Sourcewell reserves the right to unilaterally assign all or portions of this Agreement within its sole discretion to address corporate restructurings, mergers, acquisitions, or other changes to the Responsible Party and named in the Agreement. Any prohibited assignment is invalid. Upon request Sourcewell may make administrative changes to agreement documentation such as name changes, address changes, and other non-material updates as determined within its sole discretion.
- 13) **Amendments.** Any material change to this Agreement must be executed in writing through an amendment and will not be effective until it has been duly executed by the parties.
- 14) **Waiver.** Failure by Sourcewell to enforce any right under this Agreement will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.
- 15) **Complete Agreement.** This Agreement represents the complete agreement between the parties for the scope as defined herein. Supplier and Sourcewell may enter into separate written agreements relating specifically to transactions outside of the scope of this Agreement.
- 16) **Relationship of Sourcewell and Supplier.** This Agreement does not create a partnership, joint venture, or any other relationship such as employee, independent contractor, master-servant, or principal-agent.
- 17) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of any act or omission in the performance of this Agreement by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in design, condition, or performance of Included Solutions under this Agreement. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.
- 18) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and

maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.

19) Grant of License.

a) During the term of this Agreement:

i) **Supplier Promotion.** Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.

ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.

b) **Limited Right of Sublicense.** The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.

c) Use; Quality Control.

i) Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

ii) Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Each party may make written notice to the other regarding misuse under this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.

d) **Termination.** Upon the termination of this Agreement for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

20) Venue and Governing law between Sourcewell and Supplier Only. The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and Participating Entity to negotiate this term to within any transaction documents.

- 21) **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.
- 22) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:
- a) **Commercial General Liability Insurance.** Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Agreement.
 - \$1,500,000 each occurrence Bodily Injury and Property Damage
 - \$1,500,000 Personal and Advertising Injury
 - \$2,000,000 aggregate for products liability-completed operations
 - \$2,000,000 general aggregate
 - b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.
 - c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.
 - d) **Waiver of Subrogation.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Agreement or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

- e) **Umbrella/Excess Liability/SELF-INSURED RETENTION.** The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.
- 23) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.
- 24) **Termination for Cause.** Sourcewell may terminate this Agreement upon providing written notice of material breach to Supplier. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Supplier will have 30 calendar days in which it must cure the breach. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

Article 3: Supplier Obligations to Participating Entities

The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.
- 2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.
- 3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.
- 4) **Ordering Process and Payment.** Supplier's ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.
- 5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier's

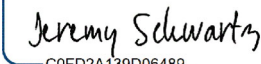
standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity’s unique Sourcewell account number.

- 6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcewell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.
- 7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.
- 8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.

Sourcewell

Scag Power Equipment

Signed by:



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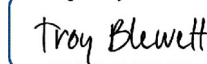
By: _____

Jeremy Schwartz

Title: Chief Procurement Officer

Date: 2/5/2025 | 7:49 PM CST

Signed by:



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By: _____

Troy Blewett

Title: Director Business and Dealer Development

Date: 2/5/2025 | 2:55 PM CST

RFP 112624 - Grounds Maintenance Equipment and Related Attachments

Vendor Details

Company Name: Scag Power Equipment
Address: 1000 Metalcraft Dr
Mayville, Wisconsin 53050
Contact: Troy Blewett
Email: tblewett@scag.com
Phone: 920-644-8181
Fax: 920-644-8100
HST#:

Submission Details

Created On: Monday November 25, 2024 08:00:16
Submitted On: Tuesday November 26, 2024 12:27:34
Submitted By: Troy Blewett
Email: tblewett@scag.com
Transaction #: 093a7b83-6599-4229-88cd-74099bfb4b82
Submitter's IP Address: 71.13.128.34

Specifications

Table 1: Proposer Identity & Authorized Representatives (Not Scored)

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer's corporate organization affiliation.

Line Item	Question	Response *	
1	Provide the legal name of the Proposer authorized to submit this Proposal.	Metalcraft of Mayville, Inc.	*
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Y	*
3	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	d.b.a. Scag Power Equipment	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	DH3RTW2Q5V36	*
5	Provide your NAICS code applicable to Solutions proposed.	3331 (333111, 333112)	
6	Proposer Physical Address:	1000 Metalcraft Drive, Mayville, WI, 53050, USA	*
7	Proposer website address (or addresses):	www.scag.com	*
8	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer):	Troy Blewett Director, Business and Dealer Development 1000 Metalcraft Drive, Mayville, WI, 53050 tblewett@scag.com 920-644-8181	*
9	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Troy Blewett Director, Business and Dealer Development 1000 Metalcraft Drive, Mayville, WI, 53050 tblewett@scag.com 920-644-8181	*
10	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	N/A	*

Table 2A: Financial Viability and Marketplace Success (50 Points)

Line Item	Question	Response *	
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11	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.	Scag Power Equipment, a division of Metalcraft of Mayville, was founded in 1983. Since then, it has grown into one of the leading manufacturers of commercial mowing and turf & debris management equipment in the outdoor power equipment industry. Scag's core values and business philosophy is deeply rooted in the corporate objectives of its parent company Metalcraft of Mayville: God--Conduct our day-to-day business so as to honor and glorify our Lord Jesus Christ. Customers--Work continuously to provide excellent service at a fair price while striving to be the best at whatever we do. Employees--Provide an environment in which each individual can maximize their unique talents. Stockholder--Profitably grow the business in a manner that's consistent with our corporate objectives. Our workforce has a wide array of specialized skills that span multiple disciplines. Of the many factors that fuel our success, the one that best relates to our success in the outdoor power equipment business is our parent company's expertise as a metal fabricator. While other companies outsource most of the necessary steel components required to build their machines, this expertise combined with Scag's cutting edge designs set us apart, particularly when it comes to controlling costs and assuring quality. With more than 1000 employees and 1 million square feet of manufacturing space (all located in Wisconsin), Scag also provides world-class laser cutting, robotic welding and automation, powder paint lines in a dust free environment, and state-of-the-art assembly. Additionally, Scag's sales, marketing, engineering, technical support and R&D are all housed under one roof in Mayville, Wisconsin. Scag tests all of its products both in R&D, as well as under "real world" conditions, to assure quality and longevity its customers can count on. In fact, Scag is the only outdoor power equipment manufacturer to be AS9100 Certified: AS9100 is the most recent standard for organizations that design, develop or provide aviation, space and defense products and services, including parts, components and assemblies. No, Scag is not planning on building flight-critical components. We did, however, see AS9100 as the most stringent quality certification available and want all of our plants to measure up to this standard of quality.	*
12	What are your company's expectations in the event of an award?	Scag would expect to grow its cooperative contract business in proportion to the growth of Sourcewell and its members. We would expect to broaden our brand awareness, interest and preference among participating Sourcewell members while encouraging qualified non-cooperative entities to sign up. Scag understands the influence of having a quality partner like Sourcewell and believe associating with Sourcewell will increase our credibility and brand awareness among its customers.	*
13	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response. DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.	See attached credit references in Step 2. Additional information, if necessary, is available upon request.	*
14	What is your US market share for the Solutions that you are proposing?	The Outdoor Power Equipment Institute collects shipment data among the various manufacturers and provides market share estimates on a regular basis. Based on OPEI reporting the past three years, Scag consistently ranks as having 12% to 14% market share.	*
15	What is your Canadian market share for the Solutions that you are proposing?	No Canadian market share data currently exists. Scag does, however, have a Canadian distributor based in Ontario. It's provincial Scag sales grew 30% in 2024.	*
16	Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.	Metalcraft of Mayville, Inc., d.b.a. Scag Power Equipment has never petitioned for bankruptcy protection.	*

17	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b). a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Option B. Scag Power Equipment is the manufacturer of all Scag branded mowing and turf & debris management products. Scag products are sold via two-step distribution both domestically and internationally. Scags internal team works closely with these distributors (7 in the U.S./1 in Canada) to provide annual pricing & programs, sales strategies & promotions, and sales & service training and support, including warranty. The distributors, in turn, assign territory managers to provide sales and service support to independent outdoor power equipment dealers. It is the TM's responsibility to develop and maintain the network of authorized servicing dealers. The dealer is the final link in the retail chain, proving sales, service and parts support to the consumer. The Scag network of authorized servicing dealers in the U.S. is 1200 strong. In addition to sales personnel, all Scag dealers are required to have a technical service department that provides standard repairs, warranty service, preventive maintenance and parts availability. In addition to being certified to service Scag products, the dealers are also required to be authorized to work on the engines that power them. The Scag distributor, in addition to its sales staff, offers technical support through a technical service department and field service experts all trained by the Scag technical support team. So, there are three legs to the customer service stool: the Scag corporate technical support team, the distributor technical support team and the authorized dealer. The Scag corporate team and the TMs of our Scag Southwest distributor are Scag employees; territory sales and service personnel are employees of the distributor; dealers are independent businesses supported by Scag and its distributors.	*
18	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	The Clean Air Act requires that all engines and vehicles be covered by a certificate of conformity before they can enter into commerce. Scag holds these certificates for all the engines used in its finished products.	*
19	Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcwell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.	Metalcraft of Mayville, Inc., d.b.a. Scag Power Equipment has not been suspended or debarred from doing business with the government within or beyond the past seven years.	*
20	Describe any relevant industry awards or recognition that your company has received in the past five years.	* 2020 and 2023 NAEDA Dealer's Choice Award (North American Equipment Dealers Association) *2021, 2022 and 2024 NAEDA Gold Award *2024 Editor's Choice Award given to Scag V-Ride XL by "Green Industry Pros" magazine *Twenty for 2024 Award given to Scag V-Ride XL by "OPE+" magazine.	*
21	What percentage of your sales are to the governmental sector in the past three years?	We do not track these sales as individual categories (i.e., federal government, state government, municipal, educational, etc.). Based on our sales to group purchasing organizations and sales made under our corporate bid program (sales to tax exempt entities), we would estimate our sales at 6% to 8% over the past three years.	*
22	What percentage of your sales are to the education sector in the past three years?	We do not track these sales as individual categories (i.e., federal government, state government, municipal, educational, etc.). Based on our sales to group purchasing organizations and sales made under our corporate bid program (sales to tax exempt entities), we would estimate our sales at 4% to 6% over the past three years.	*
23	List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?	Sourcwell Average annual sales volume is \$3.42 million (22-24, excludes Q4 2024)	*
24	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	GSA Contract #47QSHA22D002A. Average annual sales volume the last three years is \$123,000.	*

Table 2B: References/Testimonials

Line Item 25. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Historic St. Mary's City	Damion Hall	240-577-5381	*
CT Airport Authority	Dennis Palmer	860-627-3024	*
College of Staten Island	Benjamin Rosenson	718-982-2450	*

Table 3: Ability to Sell and Deliver Solutions (150 Points)

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
26	Sales force.	Scag Power Equipment employs a factory Director of Business and Dealer Development who works with the sales teams at each individual distributor. Each of our 7 US distributors/1 Canadian distributor employ their own Territory sales managers who work directly with our 1200 authorized dealers. These territory managers work with the sales, service and marketing personnel within their respective dealerships. All dealership sales personnel are required to complete online Scag "Dealer University" training on all Scag products and services. Dealers must complete Bronze and Silver level training to maintain their dealership status. Gold training is required for any dealer who wants to be a Scag Pro Gold dealer. This is in-person training. In all, there are well over 2,000 factory, distributor and dealer sales people in the field. The vast majority are at the dealer level and 3rd party employed, and they are the customers main point of contact at retail.	*
27	Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.	Scag Power Equipment offers its products for retail using the two step distribution method. All retail activity is done exclusively through our network of 1200 of the industry's "best in class" sales and servicing dealerships. These dealers receive products and parts from our strategically located distributors, which assure a local source of equipment and service support for all end user customers.	*
28	Service force.	Scag Power Equipment employs a full-time factory technical service/support team of three: Manager of Technical Support and two Technical Support Specialists. This in-house team works directly with distributors in the U.S. and Canada to provide technical service support for all Scag products. Our distributors, collectively, supply more than 30 associated people in their technical service, warranty and parts departments. Each one of our factory authorized dealers, as a condition of supporting our brand, must employ qualified technicians. These technicians are required to further their training and demonstrate their technical ability through our training platform: Scag University. Scag University offers both online and in-person courses. Like their sales counterparts, Bronze and Silver training are required to maintain a dealer's authorized status. Gold Service Training is required to be classified as a Pro Gold dealer. Each dealer must employ at least one technician and most employ more than one. The total number of front-line full-time technicians available to support Scag Power Equipment at any given time is approximately 1800.	*
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	The proposer develops an annual distributor program, providing pricing, retail financing programs, bid and fleet programs, and other special order opportunities. This program is given to distributors who create dealer programs in their territories. These distributors, through their TMs, conduct annual booking meetings with dealers each fall. Orders are broken down into shipping periods and go into a rolling 12 month production calendar, assuring dealers have product throughout the year. TMs continue to take supplemental orders throughout the year. Because the 12 month calendar is only firm for the upcoming 4 months, distributors can add and adjust orders as necessary throughout the year.	*

30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Scag Power Equipment has several processes and procedures to assure customer service at a high level throughout the chain of distribution. Our goal of having our retail dealers being completely satisfied with our product is second only to that of our end user customer. The Scag name has endured the test of time. One of the ways we measure or success has been the ability take care of our customers...tax paying or tax exempt. We see many inquiries coming through our website using our "build a mower" tool. The response to these inquiries can be measured in hours, not days. We fully support and uphold all of the warranty, service policies and guidelines described within our published literature. Because we focus on outdoor power equipment and are the single source for its design, manufacture and delivery, we can react quickly to the service needs of our customers. One of the ways we provide this level of customer service is through the ongoing training of our corporate team, distributor employees and dealer sales & service reps using the previously mentioned Scag University. Scag University is a blend of internet and hands on training modules that focus on product features, applications, safety, service, etc. This training is required for all Scag employees and distributor sales and service teams. In addition, all Scag dealers, in order to maintain their authorized status, are required to have separate people from sales and service complete the training and pass the tests. Started in 2014, Scag University has certified nearly 4,500 sales and service representatives. Between sales and service there are nearly 300 classes to complete across the Bronze, Silver and Gold levels. Gold level training classes are held in person and offered to small groups no larger than 20 per class. Scag and its distributors also work with dealers interested in achieving special recognition through the "Pro Gold" certification. This special program offers qualifying dealers special recognition, by certifying that the dealership and its employees consistently deliver the highest level of service, sales and parts support in the OPE industry. Approximately 20% of all Scag dealers qualify as Pro Gold. Finally, while some manufacturers offer part look up and service assistance through a third party subscription, Scag offers--at no charge--Scag Tech...a 24/7 information platform that is updated in real time by the factory service team. Scag Tech assures that dealers are notified of any critical information or updates in a timely manner.	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities.	If re-awarded a contract, Scag's ability to provide products and services to any Sourcewell participating entity is already in place. Scag will service this contract using its vast network of authorized dealers. In the event that a certain product or part isn't available at a particular dealer, Scag will work with its distributors and/or other local dealers to transfer product when and where it is needed.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Scag's ability to provide products and services to any Sourcewell participating entity is not limited to the United States. Through its distributor in Canada, Scag has a network of authorized dealers ready to help customer in Canada.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	Scag is prepared to service all areas in the U.S. and Canada.	*
34	Identify any account type of Participating Entity which will not have full access to your Solutions if awarded an agreement, and the reasoning for this.	There are no Sourcewell participating entity sectors Scag cannot service. The selection and placement of Scag dealers across the U.S. is strategic in nature, with total U.S. coverage in mind. However, Scag does not have a dealership on every corner. Care is taken in any given market to partner with the strongest dealerships in a pattern that does not "stack" dealer on top of each other. This philosophy helps our dealers grow stronger and promotes healthy competition. It also gives our customers a reasonable array of dealer choices. There are a few regions of the U.S. including, but not limited to, the U.S. Territories, Puerto Rico, Guam, Virgin Islands (U.S.) and the Commonwealth of the Northern Mariana Islands that may be more challenging for supply and service. We have limited presence in these areas. We shall make every effort to fulfill any contract request as economically as possible. Due to the remote nature of some of these regions, additional charges may be necessary and shall be addressed with the buyer(s) on a case by case basis. In addition, our existing contracts do not have restrictions on promoting other contracts priced similarly.	*
35	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Shipping costs to Hawaii, Alaska and U.S. Territories will be the responsibility of the buying member. Local delivery will remain free within 25 miles of the local Scag dealership handling the transaction. Delivery in excess of 25 miles from the dealer handling the transaction may be subject to additional delivery charges and shall be quoted on a case by case basis. The Sourcewell administration fee shall not be paid on shipping or delivery.	*
36	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	No. Scag has a separate bid program allowing the local dealer to participate in "one off" bid requests.	*

Table 4: Marketing Plan (100 Points)

Line Item	Question	Response *	
37	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Scag distributors and their dealers will be notified via email immediately upon re-awarding of the contract and update information about the cooperative on www.scag.com . Scag and its distributors currently include details of the Sourcewell opportunity in all program materials. Scag has also included a training session in Scag University detailing the benefits of the Sourcewell opportunity, including instructions on how to use the contract with qualifying entities. As always, Scag distributor sales representatives (TMs) participate in presenting and demonstrating equipment to Sourcewell members and potential members, letting them know the details of the program.	*
38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	The various social media platforms that we participate in are predominately used as a medium for the Scag customer or potential customer to ask questions, interact with each other, and share their passion for the Scag brand. We post a blend of Scag generated content and distributor/dealer generated content. We often hear that our social media platforms are used in sales pitches by dealers/distributors to not only showcase our products, but to demonstrate the value they provide the current or perspective new user. Our factory availability is enhanced through a "Contact Us" form on www.scag.com , which is closely monitored. Inquiries are responded to as they occur with appropriate actions to assure quick response and customer satisfaction.	*
39	In your view, what is Sourcewell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcewell-awarded agreement into your sales process?	It is our position that Sourcewell's role in promoting contracts arising out of this RFP is largely rooted in their position as being the only cooperative that is a government unit and public agency. This in our opinion lends additional process understanding and credibility within the qualifying entity group. This is easily demonstrated by a larger number of participating entities compared to other established cooperative buying groups. Larger numbers of participating entities mean greater sales opportunities and more notoriety in the cooperative space. It also puts the Sourcewell brand at the top of the list when it comes to purchasing entities requesting specific brands on specific contracts. We feel that a significant component to Sourcewell's role should continue to be its social platform participation and the timely availability of digital up-to-date information on existing and new contracts on their website. We will continue to integrate a Sourcewell awarded contract into our sales process by notifying and educating our distributors and dealer sales force on how to use the contract. By understanding how the Sourcewell contract works, our sales people will make sure that qualifying entities clearly understand the availability, easy of use and cost savings of the Sourcewell opportunity.	*
40	Are your Solutions available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	We do not currently offer an e-procurement ordering process.	*

Table 5A: Value-Added Attributes (100 Points)

Line Item	Question	Response *	
41	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	For interested Sourcewell entities, training such as proper operation, applicable service and safety training are always available. Standard training, conducted at delivery or when the equipment is picked up is freely offered and an important part of the sales process. This necessary training consists of, but is not limited to, the proper safe operation of the machine(s) being purchased. The training is consistent with material published in the owner's manual and safety video (located on www.scag.com and accessed via post card QR code provided with the machine.) Required point of sale training does not replace the need to read the owner's manual and watch the safety DVD, but rather highlights key aspects of safe operation. Additional "like" safety and varying levels of service training can be conducted and customized to meet the needs of the requesting entity and, where possible, at the entity's facility. The customized training offered, in most cases would need a 30-day lead time to assemble and schedule. Although Scag prefers to have these trainings well attended, smaller group or individual or individual training can be accommodated on a case by case basis. There will be no charge for training Sourcewell member entities that have purchased Scag Power Equipment on this contract. Training may be conducted by Scag, its distributors and/or its dealer.	*

42	Describe any technological advances that your proposed Solutions offer.	Scag makes every attempt to incorporate the most modern industry-wide technology into our equipment while continuing to advance technologically in both the engineering and manufacturing of our products. As a division of a custom metal fabrication company, Scag is essentially the designer, fabricator, assembler, tester, painter, packager, shipper and marketer of all Scag whole goods. Many of our products tout engines from top manufacturers with the most modern fuel injection technology. Advanced (EVAP), Evaporative Emission Control Systems are also used to control harmful gasoline vapors. The fuel vapor, normally vented from the fuel tank directly into the atmosphere is, is now directed back into the engine with EVAP technology. Scag uses its own patented technology on certain systems such as its Custom Cut Baffle used on its Velocity Plus mower decks or the patented coil-over-shock suspension platform used on its Cheetah II zero turn. Further advances include an integrated operator information display called the Tiger Eye. The on-board Tiger Eye™ Advanced Monitoring System keeps constant watch of important system functions on your Scag® mower. Depending on the mower model and engine selection, a wide variety of systems are monitored in real-time, giving you valuable information in just a glance, right from the operator's seat. The Tiger Eye monitors of the following systems: Hour Meter, Volt Meter / Charging System, Engine Water Temperature (on liquid-cooled models), Engine Oil Pressure (on select models), Glow Plug Indicator (on diesel models), Air Filter Condition, Control Lever Circuit, PTO Circuit, Parking Brake Circuit, Seat Switch Circuit, Safety Interlock Module. Scag has also introduced an electric zero turn mower, and electric stand-on mower and a remote controlled hybrid slope mower. Prototyping in our 4700 square foot technology center is made easy with Pro-E/Creo CAD software, the ability to build our own tooling, and 3-D printing technology.	*
43	Describe any "green" initiatives that relate to your company or to your Solutions, and include a list of the certifying agency for each.	Scag uses a variety of "green" initiatives each and every day. Recycling bins for paper, plastic and aluminum are available in multiple locations throughout its facilities. Drinking fountains have been replaced with "next generation" water bottle refilling stations, enhancing sustainability by minimizing dependency on plastic bottles. All building upgrades include low-flow toilets and low voltage LED lighting for water and energy conservation. Motion control lighting is in place in our corridors and office areas to conserve energy. Scag and its parent company use 10 million pounds of steel per month--all of which contains varying amounts of recycled content. It is typical that multiple jobs in our plant run simultaneously on a single piece of steel. This strategy is called "nesting" and is one of many important techniques used to reduce scrap and minimize waste. Of the scrap steel we do generate, we strive to recover and send back 100% of it to our steel suppliers for recycling. The finish paint on our equipment is a seven stage powder coat system. It requires parts to pass through 7 sequential stages of preparation or cleaning before it can be powder coated and cured. Three of those 7 stages are water baths or rinsing. The local water supply is used for these stages and reclaimed and recycled cleaner than it came into the plant.	*
44	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the Solutions included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Scag has not been issued eco-labels, ratings, or certifications for the equipment in this proposal. However, the engines that are used to power the Scag commercial family products are all EPA certified for conformity with the Clean Air Act. Compliance Certificates of Conformity have been attached in the Step 2 documents section. In addition, Scag currently offers propane and diesel configuration as an alternative fuel source.	*

45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	One unique attribute for our company is the fact that we are independently owned. The benefit to the customer is that our design decisions are not compromised by a large corporate office that also sells, sprinklers, vacuums and "widgets." We are not forced to build products that are just "good enough." The entire Scag team focuses all its resources on designing, manufacturing and assembling the finest commercial-grade mowers and turf & debris equipment money can buy. Every product starts as a piece of steel...then we punch, press, bend, cut, weld, paint, assemble, package and ship it from one of our plants to our distributors. Scag makes Scag mowers. No one makes them for us. And we don't make mowers for anyone else. In fact, we're one of the last mower manufacturers making its own components. Other companies are simply assemblers, bolting together parts that other companies have made for them. Ultimately, we control our own destiny and we are able to react quickly with new designs and product enhancements. Each mower is run at the end of the assembly line to assure that the following items are up to specification: engine RPM is set, all safety switches are checked, fluids are filled, systems are checked for leaks, and neutral and tracking adjustments are set using special dynamometers that apply load to the drive system. These steps add to the value of every Scag product to ensure the product is the best it can be when it leaves the factory. Scag offers Sourcewell contract purchasers the benefits of single source responsibility. Because we design, build, test and deliver the product, we know its right.	*
46	Describe the safety features your equipment offers such as emergency stop, operator presence control, roll over protection systems, guarding, noise reduction, stability controls, warning lights, etc.	All Scag walk-behind, stand-on and ride-on mowers and turf & debris management products offer operator presence controls. The moment the operator lets go of a handle, steps off the operator platform, or leaves the seat, the product stops. All Scag commercial zero turn mowers feature roll over protection systems (ROPS) and seat belts. In fact, Scag builds its own ROPS. All Scag mower decks have passed throw tests and meet all other ANSI standards. Stand on and ride on mowers are designed with wide stances and low centers of gravity for enhanced stability. A new, remote-controlled slope mower is being introduced in Q1 2025 which allows mowing of slopes up to 40 degrees like those on roadside embankments without risk to the operator.	
47	Describe any ergonomic features your equipment has such as anti-vibration, suspension and swivel seating, adjustable handles, ergonomic control layout for ease of reach, padded shoulder straps or harnesses, easy pull-start cords, etc.	All Scag products are ergonomically designed with operator comfort in mind. Control handles, deck lift pedals and levers, and parking brakes are all within easy reach of the operator seat and/or platform. Zero turn steering levers are adjustable based on the size of the operator. All stand-on and ride-on mowers feature iso-mounted suspension platforms and ride-ons feature suspension seats. The Cheetah II zero turn features an isolated suspension platform. Importantly, new product design and engineering includes ergonomic studies on how operators use the products. How far does someone have to reach for a lever, how do they use the controls, how do they grip a knob, is a seat easy to get in and out of, etc.	
48	Describe features your equipment offers that positively impact the environment such as low-emission engines, battery powered and electric, eco-mode settings, biodegradable fuel use, water conservation technology, solar powered charging capability, smart technology, auto-shut off/no-idling systems, etc.	Scag offers a variety of engine option including low emissions, propane and diesel models. We offer a battery powered zero turn and a battery powered stand on model. A new, remote controlled slope mower is being introduced in Q1 2025 which features hybrid technology. It is powered by four electric motors recharged by a single cylinder gas engine.	
49	Describe the serviceability of the products included in your proposal (parts availability, warranty and technical support, etc.)	The Scag branded product offered in this proposal is intended to be serviced at intervals described in the owner's manual provide with each machine. Maintenance points are easily identifiable and accessible for a hassle-free experience. Every authorized Scag Power Equipment dealer is required to provide standard and warranty service, plus technical support as a condition of maintaining that authorization. Parts availability is an integral part of the support offered by our dealers to their end-user customers. Our wholesale distributors are required to participate in parts stocking program driven by their historical performance. They, in turn, create and implement programs with our dealers to assist in maintaining a healthy parts inventory at the point of retail purchase.	

Table 5B: Value-Added Attributes

Line Item	Question	Certification	Offered	Comment	
50	Select any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation and a listing of dealerships, HUB partners or resellers if available. Select all that apply.		☐ Yes ☒ No	Scag Power Equipment is not a Women or Minority Business Entity, Small Business Entity or Veteran Owned Business.	*
51		Minority Business Enterprise (MBE)	☐ Yes ☒ No	Scag is not a Minority Business Enterprise.	*
52		Women Business Enterprise (WBE)	☐ Yes ☒ No	Scag is not a Women Business Enterprise.	*
53		Disabled-Owned Business Enterprise (DOBE)	☐ Yes ☒ No	Scag is not a Disabled-Owned Business Enterprise.	*
54		Veteran-Owned Business Enterprise (VBE)	☐ Yes ☒ No	Scag is not a Veteran-Owned Business Enterprise.	*
55		Service-Disabled Veteran-Owned Business (SDVOB)	☐ Yes ☒ No	Scag is not a Service-Disabled Veteran-Owned Business Enterprise.	*
56		Small Business Enterprise (SBE)	☐ Yes ☒ No	Scag is not a Small Business Enterprise.	*
57		Small Disadvantaged Business (SDB)	☐ Yes ☒ No	Scag is not a Small Disadvantaged Business.	*
58		Women-Owned Small Business (WOSB)	☐ Yes ☒ No	Scag is not a Woman-Owned Small Business.	*

Table 6: Pricing (400 Points)

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response *	
59	Describe your payment terms and accepted payment methods.	Payments for all Sourcewell transactions are made directly to the authorized Scag dealer with whom the purchasing entity is making the transaction. Payment is due upon delivery of the equipment.	*
60	Describe any leasing or financing options available for use by educational or governmental entities.	Our finance partners offer funding solutions in all 50 states. Leasing options may be available through Western Equipment Finance. Contact Joel Schuman at 866-806-8021.	*
61	Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.	All Sourcewell transactions are conducted between the purchasing entity and the authorized Scag dealer. The purchasing entity need only produce its Sourcewell membership number to receive the Scag Sourcewell price. The dealer will provide an invoice for payment with the Scag Sourcewell contract number and the purchasing entity's member number.	*
62	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	P-Cards can be accepted for payment by participating, authorized Scag dealers with advanced notification. These equipment transactions may be subject to a 3% surcharge when not prohibited by state law. Invoice payments for these purchases will be directly to the Scag dealer.	*

63	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Scag is proposing a 22% discount off of Scag's MSRP (list price) on all qualifying whole good and accessories for the 48 contiguous states. Canada, Alaska, Hawaii and any U.S. Territory will carry the same 22% discount plus freight and any other fees associated with international shipments. All pricing will be in U.S. dollars. Qualifying products will be defined by Scag Power Equipment and limited to products considered commercial in nature and listed on the attached price list (Step 2). Qualifying accessories must be purchased on the same transaction as the whole good that it is intended to be used with in order to qualify for the 22% discount.	*
64	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	The proposed pricing in this response represents a percentage discount of 22% off our U.S. MSRP (list price). For purchases in Hawaii, Alaska, Canada and U.S. Territories, shipping and any fees associated internationally will be the responsibility of the buying entity. Prices are listed in U.S. dollars. Final delivery of up to a 25-mile radius from the delivering dealer is free. Deliveries over 25-miles or considered "non standard" may be subject to additional feels.	*
65	Describe any quantity or volume discounts or rebate programs that you offer.	We propose to offer an additional 1% on any single order from a single entity in excess of \$100,000 on invoice.	*
66	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "non-contracted items". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Scag proposes that any of its over 1200 authorized, servicing U.S. and Canadian dealerships can be used or "sourced" for warranty, standard repairs or preventive maintenance. Labor rates are established by the dealer and are market driven. Non-warrantable service parts are not part of the proposed price structure in this offering. While competition exists in the marketplace, Scag offers a full listing of its dealers via the locator tool on its website (www.scag.com). This will assist the Sourcewell contract purchaser in obtaining multiple quotes to source parts prices and labor rates. Scag does not endorse or facilitate the sourcing of any aftermarket or non-standard products or parts for use in its equipment.	*
67	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Cost elements to be considered that may impact the total cost of the acquisition may include, but are not limited to, items such as equipment set up, accessory installation labor, administrative fees on P-Card usage or finance programs. Equipment accessories ordered with a base unit, such as a grass mulch kit or grass bagging collection system required detailed installation and are best handled by a qualified Scag service technician. Labor to install these items can be quoted by the installing dealer at the dealer's hourly rate, and added to the purchaser's invoice. P-Card usage, as mentioned in Line 62, may include a 3% administrative fee. Available financing programs may have administrative or processing feels. These items are not included in the 22% whole goods and accessory discount provided by Scag.	*
68	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	In the event that items cannot be picked up by the buying entity, delivery can be arranged without charge within a 25-mile radius of the dealer filling the order. Charges for delivering newly purchased Scag equipment beyond a 25-mile radius or "non-standard" deliveries will be subject to the current rate established by the dealer and be quoted in U.S. dollars in advance of the purchase. For buyers in Alaska, Hawaii, Canada or U.S. Territories, shipping costs, international tariffs and/or customs fees are the responsibility of the buying entity.	*
69	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight and associated shipping costs to Alaska, Hawaii, or U.S. Territories are the sole responsibility of the buying entity. Scag Power Equipment has authorized sales and servicing dealers located in Alaska and Hawaii. Purchasers are encouraged to pick their equipment at no additional charge from the dealer filling the order. When delivery is requested, the dealer will deliver the equipment at no charge within a 25-mile radius of their location. For deliveries beyond 25-miles, or deliveries that may be considered "non-standard", delivery charges are at the discretion of the dealer making the delivery. Freight and associated shipping costs to Canada are the sole responsibility of the buying entity. Scag Power Equipment has authorized sales and servicing dealers located in Canada. Purchasers are encouraged to pick their equipment at no additional charge from the dealer filling the order. When delivery is requested, the dealer will deliver the equipment at no charge within a 25-mile radius of their location. For deliveries beyond 25-miles, or deliveries that may be considered "non-standard", delivery charges are at the discretion of the dealer making the delivery.	*

70	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Scag has more than 70 products, most of which are readily available at dealers or their distributor suppliers. In the unlikely event a product cannot be located at a dealer, their distributor or the factory, Scag will contact neighboring distributors in an effort to satisfy the retail sale. This process is currently in place for existing customers and Scag will extend it to Sourcewell members as well.	*
71	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing.	Scag provides all dealers and distributors with a complete Sourcewell price list to be used with any customer who requests Sourcewell pricing and who shares their membership number. Scag promotes this relationship with its distributors and dealers and they consider it a great benefit to their businesses. Additionally, any dealer who manages a purchase through Sourcewell qualifies for a rebate from the distributor and must submit a copy of the invoice with their rebate claim form. The distributor double checks that the correct pricing was used prior to funding the rebate. These rebates are reported to Scag on a quarterly basis, with a full listing of each transaction in order that Scag can pay Sourcewell its administrative fee. The reports are again audited to confirm correct pricing was used. Additionally, the Director of Dealer Development is listed as a key contact in the Scag dealer programs should anyone have any pricing/quoting questions.	*
72	If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement.	Internal metrics will be two fold: First, YOY Sourcewell sales by distributor will be tracked. Second, Sourcewell sales will be tracked by Scag model type.	*
73	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The propose an Administrative Fee will be payable to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.	Scag Power Equipment proposes to pay a 2% administrative fee on any qualifying sales under this contract. Scag interprets a qualifying sale as any whole good or accompanying accessory offered on our price list at the price offered. Associated fees such as shipping, delivery, or setup, repair or installation labor, or P-Card charges will not be eligible for the administrative fee.	*

Table 7: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments	
74	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	Scag is offering an extra 1% discount on single orders over \$100,000. This opportunity, plus the 2% administrative fee, makes the Sourcewell price better than what Scag offers similar entities.	*

Table 8A: Depth and Breadth of Offered Solutions (200 Points)

Line Item	Question	Response *	
75	Provide a detailed description of all the Solutions offered, including used, offered in the proposal.	The grounds maintenance equipment in our proposal consists of commercial walk-behind mowers, stand-on mowers, and sit down, zero turn mowers; spreader sprayers; and debris management equipment. The Scag spreader sprayer category is used for application of dry or liquid products on turf or grounds. Debris management equipment is also offered, but not exclusive to turf operations. Primary application is leaf (debris) management or removal consisting of both walk-behind and stand-on equipment for large properties. The blower products can and are often used in hard surface applications such as moving dirt, sand or other unwanted debris from parking lots, paved trails, etc. Scag also offers debris loaders which move piles of organic material--leaves, grass, etc.--into truck beds for transport and disposal.	*
76	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	The RFP category is fairly specific to our product without straying too far off center into sub-category solutions. Our products potential sub-category applications titles would be Turf, Athletic Field, Parks Maintenance and Equipment, Debris Management Equipment, Sprayers, Lawn Blowers. Lawn & Garden Equipment, Leaf Removal Equipment, Truck Loaders, and Industrial Blowers. Related accessories subcategories could include Grass & Leaf Collection, Grass Mulching Systems and Light Kits for Scag Power Equipment Products.	*

Table 8B: Depth and Breadth of Offered Solutions

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
77	Lawn and garden equipment for all types of lawn, field and turf care, golf course, landscape, sidewalk, walking path, and parking lot maintenance, and snow removal	☒ Yes ☐ No	To include lawn mowers, spreader sprayer, blowers, truck loaders and their related attachments and accessories including mulching and bagging accessories.	*
78	Irrigation and aeration equipment, systems, parts, and installation	☐ Yes ☒ No	We do not manufacture, maintain or install irrigation systems.	*
79	Beach and waterfront maintenance equipment and accessories	☐ Yes ☒ No	We do not manufacture specific beach or waterfront maintenance equipment.	*

Table 9: Exceptions to Terms, Conditions, or Specifications Form

Line Item 80. NOTICE: To identify any exception, or to request any modification, to Sourcewell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the “Bid Documents” section. Proposer must upload the redline in the “Requested Exceptions” upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Master Agreement.

Do you have exceptions or modifications to propose?	Acknowledgement *
	☐ Yes ☒ No

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- [Pricing](#) - SourcewellV2Pricing.pdf - Tuesday November 26, 2024 11:30:03
- [Financial Strength and Stability](#) - Credit Reference 202404 Rev 10.pdf - Tuesday November 26, 2024 11:30:15
- Marketing Plan/Samples (optional)
- [WMBE/MBE/SBE or Related Certificates](#) - 2024EngineCertifications.zip - Tuesday November 26, 2024 11:33:06
- Standard Transaction Document Samples (optional)
- Requested Exceptions (optional)
- Upload Additional Document (optional)

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for award.
3. The Proposer certifies that:
 - (1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-
 - (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered.
 - (2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and
 - (3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcewell.
5. Proposer will provide to Sourcewell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.
6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Troy Blewett, Director, Business and Dealer Development, METALCRAFT OF MAYVILLE INC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

☐ Yes ☒ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum 6 Grounds Maintenance Eqpt RFP Tue November 12 2024 03:29 PM	☒	1
RFP 112624 Grounds Maintenance Equipment Pre-Proposal Recording Link Mon November 11 2024 08:17 AM	☒	1
Addendum 5 Grounds Maintenance Eqpt RFP Fri November 8 2024 10:31 AM	☒	2
Addendum 4 Grounds Maintenance Eqpt RFP Mon November 4 2024 04:03 PM	☒	1
Addendum 3 Grounds Maintenance Eqpt RFP Mon October 28 2024 03:53 PM	☒	2
Addendum 2 Grounds Maintenance Eqpt RFP Wed October 16 2024 08:40 AM	☒	2
Addendum 1 Grounds Maintenance Eqpt RFP Wed October 9 2024 07:54 AM	☒	2

AMENDMENT #1
TO
CONTRACT # 112624-SCG

THIS AMENDMENT is effective upon the date of the last signature below by and between **Sourcewell** and **Scag Power Equipment** (Supplier).

Sourcewell awarded a contract to Supplier to provide Grounds Maintenance Equipment and Related Attachments to Sourcewell and its Participating Entities, effective February 5, 2025, through January 31, 2029 (Contract).

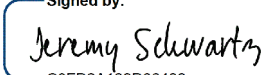
The parties wish to amend the contract to update Suppliers pricing strategy.

NOW, THEREFORE, the parties amend the Contract as follows:

Line items 63, 64, and 67 of “Table 6: Pricing” of the Proposal are modified to remove all references to “22% discount,” and replacing them with “12.5% - 22% discount.”

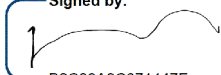
Except as amended by this Amendment, the Contract remains in full force and effect.

Sourcewell

Signed by:
By: 
C0FD2A139D06489...
Jeremy Schwartz, Chief Operating Officer

Date: 4/16/2025 | 5:39 PM CDT

Scag Power Equipment

Signed by:
By: 
B2C89A9C071447F...
Troy Blewett, Director of Business & Dealer Development

Date: 4/16/2025 | 4:30 PM CDT



Date: November 3, 2025

To: City Council

From: Eric Zamft, Director of Planning, Neighborhoods & Development; Brian Iorio, Assistant Director of Community Development

Subject: Lead Guru Ohio, LLC Contract

Purpose Statement: To authorize a contract for a Lead Abatement project that includes a large owner portion that brings the project over the \$50,000 threshold for contract authority.

Is this legislation recurring: Yes: _____ No: X

Is emergency language necessary: Yes: X No: _____

If yes, why? To ensure that the contractor can begin work quickly, eliminate the hazard and so that funds are expended before grant deadlines.

Is passage on first reading necessary: Yes: _____ X No: _____

If yes, why? To ensure that the contractor can begin work quickly, eliminate the hazard and so that funds are expended before grant deadlines.

If funding is required, is it already budgeted for? Yes: X No: _____

If not already budgeted for, where will funding come from? N/A

Proposed: 11/3/2025

RESOLUTION NO. 221-2025(PSH), *First Reading*

By Mayor Cuda

A Resolution authorizing the Mayor to enter into an agreement with Lead Guru Ohio, LLC, a certified lead abatement contractor, for the use of Lead Safe Ohio (LSO) Grant funds in connection with the abatement of lead-based paint hazards at Permanent Parcel Number (PPN) 684-18-041; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, the Lead Safe Ohio Program is a program administered by the Cuyahoga County Board of Health (CCBH) through American Rescue Plan Act (ARPA) State-allocated funds; and

WHEREAS, the home located on PPN 684-18-041 contains lead-based paint hazards and is eligible for assistance through the LSO Program; and

WHEREAS, the property owner has contributed Thirty-Four Thousand Five Hundred Forty Dollars (\$34,540.00) of their own funds in order to fully fund the lead abatement project; and

WHEREAS, the abatement of lead-based paint hazards in residential structures is vital for the health and well-being of all people, particularly for children under the age of 5; and

WHEREAS, the lowest bidder, Lead Guru Ohio, LLC is a certified lead abatement contractor and is in good standing with the City of Cleveland Heights' Housing Preservation Office; and

WHEREAS, it would be in the best interest of the City and its residents to provide partial funding to assist such a project; and

WHEREAS, there are monies available for such purpose from the Lead Safe Ohio Grant Program.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor be, and he is hereby, authorized to enter into an agreement and any related documents with Lead Guru Ohio, LLC for the abatement of lead-based paint hazards at PPN 684-18-041. The agreement shall provide for funding in the amount of up to Seventy Thousand Nine Hundred and Ninety-Four Dollars (\$70,994.00) from Lead Safe Ohio Grant funds. The project to be completed by Lead

RESOLUTION NO. 221-2025(PSH)

Guru Ohio, LLC is set forth in the Bid Request Form on file with the Clerk of Council. The agreement shall be subject to the approval as to form by the Director of Law.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 3. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights or by posting the full text of this Ordinance to the City of Cleveland Heights website.

SECTION 4. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to encumber grant funds for the abatement of lead-based paint hazards at PPN 684-18-041. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

GAIL LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved: _____

TONY CUDA
Mayor



Date: November 3, 2025

To: City Council

From: Andres Gonzalez, Director of Parks & Recreation
Eric Zamft, Director of Planning, Neighborhoods & Development

Subject: Cuyahoga County Community Development Supplemental Grant (CDSG) Application

Purpose Statement: To authorize the Mayor to apply for grant funding under the Cuyahoga County Department of Development's Community Development Supplemental Grant (CDSG) program to make accessible improvements to Cleveland Heights' public parks.

Is this legislation recurring: Yes: _____ No: X

Is emergency language necessary: Yes: X No: _____

If yes, why? The CDSG Applications need to be submitted to the Cuyahoga County Department of Development no later than 4:30 p.m. on November 6, 2025.

Is passage on first reading necessary: Yes: X No: _____

If yes, why? The CDSG Applications need to be submitted to the Cuyahoga County Department of Development no later than 4:30 p.m. on November 6, 2025.

If funding is required, is it already budgeted for? Yes: _____ No: X

If not already budgeted for, where will funding come from?

This would be a 2026 project. Although a match is not required, providing matching local funds makes an application more competitive. To that end, the Department of Planning, Neighborhoods & Development has included a request in the 2026 budget for additional funding to supplement the grant amount.

Proposed: 11/3/2025

RESOLUTION NO. 222-2025(PD), *First Reading*

By Mayor Cuda

Resolution authorizing the Mayor to apply for grant funding under the Cuyahoga County Department of Development's Community Development Supplemental Grant (CDSG) program to make accessible improvements to Cleveland Heights' public parks; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, Cuyahoga County has initiated a program named the Community Development Supplemental Grant ("CDSG") program, which is a competitive grant of up to Fifty Thousand Dollars (\$50,000) awarded to help strengthen cities, encourage regional collaboration, and improve the quality of life for county residents; and

WHEREAS, the CDSG program is funded through the County Casino Revenue Fund and requires no matching funds; and

WHEREAS, the City is interested in applying for said grant to make accessible improvements to the City's public parks; and

WHEREAS, accessibility and improved public parks address a community need and improves the quality of life for City residents; and

WHEREAS, said application to the CDSG program would be in the interests of the City and its residents

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor be, and is hereby, authorized to apply to the Department of Development, County of Cuyahoga, State of Ohio, for funding in a sum of up to Fifty Thousand Dollars (\$50,000.00), under the Community Development Supplemental Grant program, to make accessible improvements to public parks. The Mayor is further authorized and directed to execute any and all documents necessary for acceptance of said grant, upon forms approved by the Director of Law, should it be awarded.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

RESOLUTION NO. 222-2025(PD)

SECTION 3. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights or by posting the full text of this Ordinance to the City of Cleveland Heights website.

SECTION 4. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to meet the grant application deadline. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

GAIL LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor



Date: November 3, 2025

To: City Council

From: Eric Zamft, Director of Planning, Neighborhoods & Development

Subject: Stantec Consulting Services, Inc. – Housing Needs Assessment for the City of Cleveland Heights

Purpose Statement: To authorize the Mayor to execute a contract with Stantec Consulting Services, Inc. for an amount not to exceed \$94,196 to prepare a Housing Needs Assessment for the City of Cleveland Heights. Budget is available in the Department of Planning, Neighborhoods & Development's consultant line (101.5101.2055.0).

In recent years, the City has begun to attract new investment and business interest from all over the region, particularly in the residential market. However, with this renewed interest in the City has come public debate about what is needed for the community, particularly with regards to residential development. As a result of recent proposals and as a best practice, the City wishes to ensure it has a comprehensive understanding of the local housing market and is able to respond to any gaps with the appropriate housing policies. Although market studies have been produced for various projects, a more appropriate action is to prepare a housing needs assessment, since it is a means for a government to better understand current and future housing needs within the community. This has been deemed a priority of the Department, to the extent that budget has been allocated in the 2025 consulting budget.

As a result, on or about July 14, 2025, a Request for Proposals ("RFP") was issued by the City for a consultant to prepare such an assessment. 25 (!) responses were received and reviewed. A tabulation of the respondents is included in this agenda item. Five (5) firms were short-listed to interview – all of which were qualified and in the same general cost range – Stantec Consulting Services, Inc., Camoin Associates; KM Date Community Planning, LLC; Urban Partners; and MS Consultants, Inc.

After the interview, of the five (5), three (3) stood out – Stantec, Urban Partners, and KM Date Community Planning and staff reached out to their references. Their proposals are included in this agenda item.

Each of the three (3) could do a tremendous job for the City. Staff struggled (in a good way) to make a recommendation as each firm brought their own strengths and weaknesses. After this review, reaching out to references, and internal discussions, staff ultimately recommended Stantec Consulting Services, Inc. to the Mayor to retain. Stantec is a nationally respected firm that had the most experience in preparing housing needs assessments. Staff takes knowledge of Northeast Ohio and local firms seriously. To that end, their location in Minneapolis was initially a concern. However, that concern was quelled by discussing with references (all of whom were distant from Minneapolis, including Mentor) that it did not present any issues in terms of travel and obtaining knowledge of the community. In fact, their location and experience specifically with Midwestern communities can be seen as a strength. Their work products are impressive, not only the information that is provided, but the ease of use of their work products, which really stood above the other firms. In many of the communities where they have worked, they have been brought back to undertake additional work, which is a great sign. Finally, they have teamed with Square Loop Planning, an impressive DBE/WBE/MBE/TGB, that has a focus on arts – an important component of our community. The Director of Planning will be present at the November 3, 2025 Committee of the Whole meeting to detail further this recommendation and answer any questions.

Is this legislation recurring: Yes: _____ No: X

Is emergency language necessary: Yes: X No: _____

If yes, why? It would allow the contract to be signed and the project to begin.

Is passage on first reading necessary: Yes: X No: _____

If yes, why? It would allow the contract to be signed and the project to begin.

If funding is required, is it already budgeted for? Yes: X No: _____

If not already budgeted for, where will funding come from?

Proposed: 11/03/2025

RESOLUTION NO. 223-2025(HB), *First Reading*

By Mayor Cuda

A Resolution authorizing the Mayor to execute a contract with Stantec Consulting Services, Inc. to prepare a Housing Needs Assessment for the City of Cleveland Heights; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, in recent years, the City has begun to attract new investment and business interest from all over the region, particularly in the residential market; and

WHEREAS, with this renewed interest in the City has come public debate about what is needed for the community, particularly with regards to residential development; and

WHEREAS, the City wishes to ensure it has a comprehensive understanding of the local housing market and is able to respond to any gaps with the appropriate housing policies; and

WHEREAS, a housing needs assessment, which differs from a market study, is a means for a government to better understand current and future housing needs within the community; and

WHEREAS, the Administration has deemed this to be a priority initiative that can help set up the future of the City; and

WHEREAS, preparation of a Housing Needs Assessment was included in the Department of Planning, Neighborhoods & Development's 2025 consulting budget (101.5101.2055.0); and

WHEREAS, the City therefore seeks a qualified consultant or consultant team to produce a data-driven Housing Needs Assessment for the City of Cleveland Heights that includes community engagement; and

WHEREAS, on or about July 14, 2025, a Request for Proposals ("RFP") was issued by the City for a consultant to prepare a Housing Needs Assessment; and

WHEREAS, the City received twenty-five (25) responses, which were all deemed complete; and

WHEREAS, each of the responses were first reviewed by staff from the Department of Planning, Neighborhoods & Development; and

RESOLUTION NO. 223-2025(HB)

WHEREAS, after evaluating responses, five (5) teams were selected for interviews: Stantec Consulting Services, Inc.; Camoin Associates; KM Date Community Planning, LLC; Urban Partners; MS Consultants, Inc.; and

WHEREAS, after the interviews, reaching out to references, and internal discussions, staff from Planning, Neighborhoods & Development recommended to the Mayor that Stantec Consulting Inc., with offices located 733 South Marquette Avenue, Suite 100, Minneapolis, MN, 55402, teamed with Square Loop Planning, as DBE/WBE/MBE/TGB, would provide the best service to the City; and

WHEREAS, the cost of the services to be provided by Stantec Consulting Services, Inc. is not to exceed Ninety-Four Thousand One-Hundred and Ninety Six Dollars (\$94,196); and

WHEREAS, this Council wishes to authorize a contract with Stantec Consulting Services, Inc., to prepare a Housing Needs Assessment.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor shall be and is hereby authorized to execute a contract with Stantec Consulting Services, Inc. to prepare a Housing Needs Assessment at a cost which shall not exceed Ninety-Four Thousand One-Hundred and Ninety-Six Dollars (\$94,196). All agreements hereunder shall be approved as to form by the Director of Law.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 3. Notice of the passage of this Resolution shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution to the City of Cleveland Heights website.

SECTION 4. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to allow the project to begin as soon as possible to better meet the housing needs of city residents at the earliest possible time. Therefore, provided it receives the affirmative vote of five (5) or more members elected or appointed to this Council, this Ordinance shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. 223-2025(HB)

GAIL L. LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor

City of Cleveland Heights, Ohio



Housing Needs Assessment

Request for Proposals (RFP)

RFP Issued: **July 14, 2025**

Questions Due: **July 28, 2025**

Response Deadline: **August 11, 2025 at 5:00 PM EST**

Questions Directed to: planning@clevelandheights.gov

CITY OF CLEVELAND HEIGHTS
HOUSING NEEDS ASSESSMENT RFP
TABLE OF CONTENTS

I. INTRODUCTION 1

II. SCOPE OF WORK..... 3

III. PROJECT SCHEDULE & BUDGET 8

IV. SUBMITTAL REQUIREMENTS 9

V. EVALUATION CRITERIA11

VI. PROPOSAL SCHEDULE 12

VI. ADMINISTRATIVE INFORMATION.....13

I. INTRODUCTION

The City of Cleveland Heights (the "City") is seeking proposals from qualified consultants to produce a Housing Needs Assessment for the City of Cleveland Heights, as described in this Request for Proposals (RFP)

BACKGROUND

The City of Cleveland Heights, Ohio (the "City") is an inner ring suburb of the City of Cleveland. With a current population of 45,312, Cleveland Heights is the 20th largest city in the State of Ohio and the 9th densest. Among the characteristics that make Cleveland Heights a place where "All are Welcome" are its 11 distinct business districts and diverse and historic residential neighborhoods.

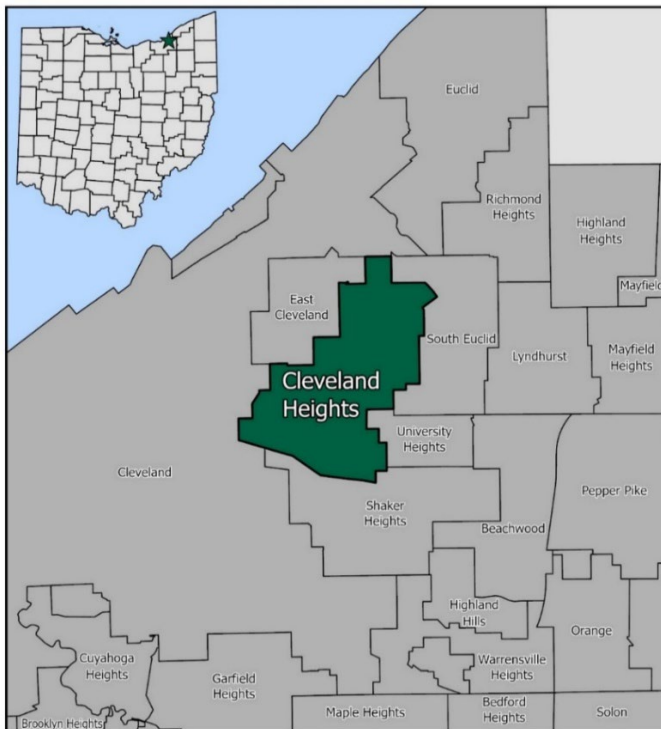


Figure 1, Cleveland Heights location map

In recent years, the City has begun to attract new investment and business interest from all over the region, particularly in the residential market. Organizationally, the City has taken significant strides to make strategic reinvestments in the community, setting aside funding in its infrastructure, parks, and public spaces. With this renewed interest in the City has come public debate about what is needed for the community. This debate is often based upon emotion. In particular this applies to residential development. Recently, two (2) affordable housing developments were proposed in two (2) vastly different neighborhoods. Members of the public came out to both support and oppose these developments and the City administration and Council were unable to directly respond to comments with factual data. On the other hand, there are other recent and current examples of mixed-used projects where a range of housing types and housing affordability are being considered – notably Cedar-Lee-Meadowbrook¹, Cain Park Village², and Severance Town Center³ projects.

¹ <https://www.clevelandheights.gov/1154/Cedar-Lee-Meadowbrook>

² <https://www.clevelandheights.gov/1443/Cain-Park-Village-Revitalization>

³ <https://www.clevelandheights.gov/1004/Severance-Town-Center-Redevelopment>

To that end, the City wishes to ensure it has a comprehensive understanding of the local housing market and is able to respond to any gaps with the appropriate housing policies. A housing needs assessment is a means for a government to better understand current and future housing needs within the community. Cleveland Heights is an engaged community where debate is encouraged and fostered. Ultimately, the City wants to be able to participate in the debate over housing and development with the ability to focus on what has impact in moving market demand and growing the City's population, but in a sustainable manner. Therefore, for this project, the City seeks a qualified consultant or consultant team (the "Consultant") to produce a data-driven Housing Needs Assessment for the City of Cleveland Heights that includes community engagement.

This RFP describes the project, the anticipated Consultant responsibilities and scope of work, the consultant selection process, and the minimum information that must be included in the proposal. The successful proponent requires a solid understanding of current and projected housing market demand, socioeconomic factors affecting housing, demographics and other relevant factors.

PROJECT OBJECTIVES AND CONSULTANT RESPONSIBILITIES

Objective: In order for the City to develop strategies and policies that support housing choice for all current and future residents of Cleveland Heights, all of the factors underpinning housing demand should be considered, housing typologies examined (such as "Missing Middle") and best practices from other jurisdictions reviewed to develop effective conclusions and recommendations.

With all this in mind, the Housing Needs Assessment for the City of Cleveland Heights should assess:

- The City's needs and gaps as a whole;
- The needs and gaps within sub-geographies of the City – as different parts of the City currently have very different housing profiles; and
- The City in the context of the needs and gaps within Cuyahoga County and the Cleveland Metropolitan Statistical Area (MSA).

Consultant Responsibilities: The selected Consultant is anticipated to have the following responsibilities:

1. The overall management and preparation of the Housing Needs Assessment;
2. Collaboration and engagement with City staff;
3. Stakeholder and community engagement; and
4. Creation of deliverable products.

RFP INFORMATION

One (1) electronic version of the proposal shall be received by the City no later than **August 11, 2025 at 5:00 PM**. The required electronic version of the proposal must be emailed to planning@clevelandheights.gov.

If an applicant chooses to submit hard copies in addition to the electronic copy, it should be mailed or hand delivered (to the dropbox outside of City Hall) to:

City of Cleveland Heights
Department of Planning, Neighborhoods & Development
Attn: Eric Zamft, AICP
40 Severance Circle
Cleveland Heights, OH 44118

II. SCOPE OF WORK

SCOPE OF WORK

The Housing Needs Assessment should include, but is not limited to, analysis of the following as provided within the five (5) general tasks below. Should one (1) or more items be considered by the Consultant as irrelevant or superfluous to assessing housing needs or developing related strategies, please indicate this in the response.

Note that for all tasks it will be important to focus not only on the City as a whole, but sub-geographies (e.g., neighborhoods, planning districts) within in order to have a local understanding of the true existing conditions and needs. The make-up of those sub-geographies will be established in a kick-off meeting with City staff, noted in Task #1.

Task #1 – Kick-Off Meeting

The Consultant will meet with City staff to discuss the scope of the project, assess the available documents/data to review, confirm the project schedule, and establish the parameters of stakeholder & community engagement. An important component of Task #1 is to identify how the sub-geographies that are to be utilized throughout the project are to be defined (e.g., via GIS, census data, a community survey, community engagement).

Task #2 – Background Review and Data Collection

The Consultant must review recent research and data sets, as well as any policies, plans, and programs related to housing in order to provide a comprehensive overview of housing in Cleveland Heights as the basis for the assessment. Suggested areas of investigation are:

A. Policy, Plan, and Program Review

1. 2017 City of Cleveland Heights Master Plan
2. City of Cleveland Heights Zoning Code
3. Other City provisions located in the City of Cleveland Heights Codified Ordinances, as relevant to housing or building
4. Draft Consolidated Plan 2025-2029⁴
5. City housing and community development programs^{5 6}
6. City tax incentive program⁷
7. Accessory Dwelling Unit (ADU) Study and Design Competition⁸
8. 2021 City of Cleveland Heights Historic Preservation Design Guidelines⁹
9. City of Cleveland Heights Climate Action and Resiliency Plan¹⁰
10. City of Cleveland Heights Livable Neighborhoods Initiative¹¹

⁴ <https://oh-clevelandheights.civicplus.com/DocumentCenter/View/19981>

⁵ <https://www.clevelandheights.gov/184/Community-Development>

⁶ <https://www.clevelandheights.gov/194/Housing-Programs>

⁷ <https://www.clevelandheights.gov/1075/Grow-Tax-Savings-Plan>

⁸ <https://www.clevelandheights.gov/1707/ADU-Design-Competition>

⁹ <https://www.clevelandheights.gov/DocumentCenter/View/9836>

¹⁰ <https://www.clevelandheights.gov/1719/Climate-Action-Resiliency-Plan>

¹¹ <https://www.clevelandheights.gov/1514/Zoning-Amendments>

11. Cuyahoga County Planning Commission reports and data sets, including the 2025 Cuyahoga County Housing Study, the Data Book Series, and the Single-Family Zoning Analysis¹²
 12. Housing Ohio Tools for Development¹³
 13. An Analysis of Residential Market Potential for the Severance Town Center Site by Zimmerman/Volk Associates, Inc.¹⁴
- B. Demographic and Economic Profile of Cleveland Heights. Suggested data points to look at include, but are not limited to:
1. Population and Demographics – Total Population, Age (including Seniors Aged 55+), Ethnicity and Race
 2. Household Characteristics – Size, Income, Tenure, Cost Burden, Poverty Rates
 3. Household Affordability, including an analysis of households:
 - a. Earning up to 30% AMI; 50% AMI; 80% AMI, 100% AMI
 - b. Homeless families and individuals
 - c. Households receiving Rental Assistance
 - d. Households residing in subsidized housing
 - e. Households residing in supportive housing
 - f. Percentage of renters paying more than 50% of their income toward their housing costs
 - g. Percentage of homeowners paying more than 50% of their income toward their housing costs
 4. Economics – Labor Force, Unemployment, Employment Trends, Major Employers and Employment Sectors, Regional Comparison of Economic Conditions, Wage Trends, Earnings by Sector, Relative Cost of Living
 5. Transportation/Commuting Status – Commuting Patterns and Transit Access
- C. Existing Housing Stock. Suggested data points to look at include, but are not limited to:
1. Housing Stock by Age, Condition, Type, Density, Tenure (rental/ownership), Number of Bedrooms, Group Quarters Status, and Location
 2. Cost of Construction by Housing Type
 3. Overcrowding and Habitability
 4. Units with Incomplete Plumbing/Kitchen
 5. Residential Building Permits, MLS, and Development Pipeline
 6. Characterization of Developers
 - a. Financing sources used (LIHTC, Section 202, etc.)
 - b. Developers – non-profit and for-profit that have developed units
 7. Household Access to Broadband
 8. Foreclosures and evictions
 9. Housing rehabilitation, including building permit data, code enforcement data, Point-of-Sale Inspection data, Western Reserve Land Conservancy (WRLC) data, and County assessors' condition data,
 10. Data from the City's Housing Preservation Office (HPO) and CDC-partner Home Repair Resource Center (HRRC), including LeadSafe, Senior Home Repair, Violation Repair, Down Payment Assistance, ARPA programs
 11. Housing Affordability, including housing stock that is:

¹² See <https://www.countyplanning.us/>

¹³ <https://www.housingoh.org/>

¹⁴ <https://www.clevelandheights.gov/DocumentCenter/View/19734/Severance-Town-Center-ClevelandHeightsOH2025-Final?bidId=>

- a. Available for up to 30% AMI; 50% AMI; 60% AMI; 80% AMI; 100% AMI; and 120% AMI
 - b. HUD Section 202 Supportive Housing for Elderly Project Rental Assistance (PRAC)
 - c. HUD Section 811 Supportive Housing for Persons with Disabilities PRAC
 - d. LIHTC properties
 - e. Project-Based Section 8 and Housing Choice Voucher (HCVP) allocations via CMHA
- D. Homeownership Market and Trends Since 2010. Suggested data points to look at include, but are not limited to:
 1. Geographic Dispersion of Sales by Price Point
 2. Payment Delinquency/Foreclosure
 3. Homeownership Rates and Vacancy Rates
 4. Home Prices, Values, Sales, and Inventory
- E. Rental Housing Market and Trends Since 2010. Suggested data points to look at include, but are not limited to:
 1. Geographic Dispersion of Rents by Price Point
 2. Payment Delinquency/Eviction
 3. Rental Tenancy Rates, Vacancy Rates, and Median Rent
 4. Availability of Deed-Restricted Affordable Housing/Rental Assistance and Waiting Lists for Rental Assistance
- F. Special Populations (including disabled, homeless, veterans, non-homeless with special needs: persons with mental, physical, and/or developmental disabilities, persons with alcohol or other drug addiction; persons with HIV/AIDS and their families; and victims of domestic violence, dating violence, sexual assault, and stalking). Suggested data points to look at include, but are not limited to:
 1. Populations and households
 2. Housing with Supportive Services for Disabled and Other Populations (e.g., Section 202 units, elderly/handicapped)
 3. Transitional Housing for Homeless and Non-Homeless Persons with Special Needs
 4. Student Housing Needs, Trends, and Impacts
 5. Rates of Housing Assistance, Temporary Assistance for Needy Families (TANF), and Welfare Receipt

The Consultant should identify, if applicable, any new data that should be collected – and who should collect such data. While the inventorying and collection of data is important, how it is related to the general public is important as well. Data reviewed and collected as part of this task, but really as part of the project overall, should be presented graphically and be accessible by those with a variety of reading abilities and disabilities, language (i.e., ESL), cultural, educational attainment, and other distinctions. An example of such a mapping tool was utilized in the City's collaborative effort with First Suburbs and the neighboring Cities of Euclid and South Euclid by WRLC¹⁵.

Task #3 – Stakeholder & Community Engagement

A hallmark of Cleveland Heights is the interest and participation of its residents. However, engagement without a framework can lead to projects and initiatives that run off course and languish without completion. Typically, those segments of the population that are already engaged tend to be

¹⁵ <https://storymaps.arcgis.com/stories/3b0f978b6d63493c8e11fd56d92385b5>

the ones who participate. For conversations around housing, often the most impacted segments are left out of the conversation. In addition, there are a number of key stakeholders and partners in the community related to housing, including the School District, Cuyahoga County, CMHA, and non-profits providing housing and/or housing services that often are not engaged locally. In the past on larger projects and initiatives, the City has utilized a Technical Advisory Committee (TAC) to advise and consult with staff and its consultants, while engaging the overall community at particular touch-points in the process for their input.

This task will run concurrently and in conjunction with the other tasks. The City does not have a preferred engagement approach in this RFP and is open to a variety of engagement tools – including in-person methods, virtual engagement, surveys, etc. The only requirement is that there is robust engagement. To that end, the respondent should provide a clear approach to stakeholder and public engagement in its proposal.

These activities may include and certainly are not limited to:

- Convening a TAC of technical experts, stakeholders, and other community members to meet with and advise the Consultant and staff. If proposed, indicate how often the TAC would meet.
- Two (2) or more community meetings or workshops. The Consultant will attend the meetings and present, support facilitation, and be available for note taking.
- Creation of on-line survey and/or virtual option to become informed or comment. An example could be holding a virtual meeting as a precursor to the public meetings listed above.
- Conduct additional outreach, such tables at events for the entire community.
- Attend and present at least one (1) meeting with City Council to present the Final Plan
- Conduct interviews with key stakeholders and staff to gather feedback and perception of demand and supply, outline existing and local support systems and provide suggestions for best practices

The Consultant may also hold additional community meetings, workshops, or focus groups as needed to obtain the information required for the study. Please include within your proposal any additional community meetings, workshops, or focus groups as part of your work.

Task #4 – Analysis

Once the data is collected from Tasks 2 and 3, the Consultant shall analyze the data, as follows, again noting that it should be evaluated through the lens of sub-geography:

- A. Gap Analysis
 1. Demand Forecast
 2. Perceived Needs for Housing Rehabilitation
 3. Need-Supply Gap by Household Income, Housing Type, Sub-Geography, and Tenure
 4. Need-Supply Gap for special populations such as housing options for people with disabilities, seniors
 5. Forecast of Costs to Close Gaps in Housing Stock by 2050
- B. Barriers Analysis
 1. Regulatory provisions such as those found in the City's Zoning Code and Building Code that have a direct impact on housing and housing costs
 2. Market forces impeding housing supply
 3. Analysis of supply market, including costs for land, construction, utilities, and permitting fees, with geographical analysis

4. Households experiencing cost burden and conditions problems; special populations
5. Race/Ethnicity
6. Fair housing complaints via HUD, court, and/or the Ohio Civil Rights Commission (OCRC), as well as complaints received by the City via the Mayor's Action Center, Access Cleveland Heights, or via email
7. Regulatory provisions related to transitional housing and household status

Task #5 – Recommendations and Report

The Consultant shall provide best practice recommendations for the City of Cleveland Heights to consider to help meet the housing need. These should include:

- Discussion of local needs, if any or, if none, why the City has met or surpassed its local need
- Discussion of how Cleveland Heights's housing situation fits into the larger regional housing considerations and/or if the City has met or surpassed its share of the regional need and burden
- Numerical targets for supply by sub-geography, tenure, and household income
- Recommendations and best practices for regulatory changes, including inclusionary zoning, household status, and other zoning changes
- Recommendations and best practices for addressing displacement of residential tenants
- Scalable strategies to address need-supply gaps
- Strategies for public and private sector, including community land trusts (CLT), land banks, and other strategies to address vacant land reutilization and vacant property
- Tools and strategies to promote affordable and attainable housing for very-low-, low-, moderate-income households, and middle-income housing; special populations
- Tools and strategies to reduce non-rent cost burdens such as utility and commute costs
- Local, State, and Federal Funding Sources

The recommendations shall be included in the full Housing Needs Assessment. The recommendations should be characterized as short-, mid-, and long-term and prioritized. The Report should include:

- A concise Executive Summary
- Introduction and Purpose
- Methodology
- Community Engagement
- Existing Conditions and Trends
- Gaps and Barriers
- Recommendations
- Appendices

A draft of the Report will be provided to City staff for review and comment. The Consultant will then revise the Report based upon City staff comments. The revised draft of the Plan will then be posted on the City's website and made available for a time-limited public comment. City staff will compile the comments on the draft Plan and share with the Consultant. The Consultant will then revise and finalize the Report, as necessary. The Consultant will then present the Final Plan at a public meeting or at a City Council meeting. The City may then choose to adopt the Report.

REQUIRED FORMS AND COPIES

The selected Consultant will deliver one (1) storage device containing all images, drawings, plans, and documentation developed in the preparation of the Housing Needs Assessment.

III. PROJECT SCHEDULE & BUDGET

PROJECT SCHEDULE

Work is expected to begin in early-Fall 2025, after consultant selection, Council approval, and issuance of a Notice-to-Proceed. It is anticipated that the project will be completed in twelve (12) months. The City is open to alternative timelines so long as the proposal provides a rationale for why a shorter/longer timeline is desired.

PROJECT BUDGET

The City believes it has ample budget is available for this project, but has not set a budget range.

IV. SUBMITTAL REQUIREMENTS

All proposals submitted for consideration shall include, but not be limited to, the following components.

1. **Cover Page:** Submit RFP cover page on letterhead, signed by a duly authorized officer, employee, or agent of the responding party submitting the proposal. The cover page should include a statement that the proposal is submitted in response to the “*City of Cleveland Heights Housing Needs Assessment RFP*”. The cover page should contain the name, address and contact information, including email, of the main contact for the proposal.
2. **Statement of Qualifications and References:** Responding parties should include in their proposal with a Statement of Qualifications that includes the information below:
 - a) General description of the responding party or team, including size and length of time in business;
 - b) A summary of the responding party s or team s background and specific experience on similar projects;
 - c) A summary of examples of completed projects similar in size and scope; and
 - d) Any qualifications not previously described that make the responding party or team unique.
3. **Personnel:** List key personnel and the anticipated roles which said personnel are expected to play on this project. Resumes for key personnel should be provided and include work location, education and licenses or certifications.
4. **Proposed Project Understanding and Approach:** Provide a written narrative describing the respondent’s understanding of the City’s request to prepare an Housing Needs Assessment, along with the respondent’s approach.
5. **Proposed Scope of Services with Deliverables:** The proposal should include a description of the scope of services and a list of the specific deliverables to be provided; this should include a work plan that identifies the major tasks to be completed, as well as any optional work tasks that the respondent thinks would be valuable in conducting.
6. **Proposed Timeline:** The proposal should include a timeline for the tasks noted above. The proposal should provide a rationale for why the proposed timeline is desired. The timeline should also include provisions for City staff and other reviews, revision of draft deliverables, and preparation of the final documents.
7. **References:** Provide three (3) references from other clients, especially public agencies, with whom the responding party or team currently works or worked in the past and has established a contract on a project of this nature, of same or similar size as that called for by this RFP. Provide the name of the agency, contact name, address, telephone number/email, project name, and dates the services were provided.
8. **Example Assessment/Report:** Provide a copy of or a link to at least one (1) housing needs assessment that the responding party has completed (or an equivalent study).
9. **Cost Proposal:** Provide a cost proposal, including fees and/or number of billable hours and hourly rate of all named team members, and total cost. Any expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total

anticipated expenses to be claimed and nature of the expenses (e.g., office supplies, travel/lodging/meals, etc.).

10. **Statement on Minority, Women-Owned, Veteran-Friendly, Disadvantaged Business Enterprises, or Encouraging Diversity Growth and Equity Program (MBE/WBE/VBE/DBE/EDGE) Inclusion; Prevailing Wage and Local Hiring:** Include a statement regarding the participation of Minority, Women-Owned, and Veteran-Friendly, Disadvantaged Business Enterprises or Encouraging Diversity Growth and Equity Program certified businesses, as well as the use of commercially reasonable efforts to ensure that those employed on the project are local and paid at a prevailing wage rate to an extent reasonably practicable.
11. **Statement of Non-Discrimination:** Include a statement that the respondent will comply with all applicable federal, state and local laws with regard to fair employment practices and will not discriminate on the basis of the protected classes identified in Section 749.01 of the Cleveland Heights Codified Ordinances (e.g., age, race, color, religion, sex, familial status, national origin, disability, sexual orientation, or gender identity or expression) in connection with the Project.

V. EVALUATION CRITERIA

For all proposals deemed acceptable by the City, the evaluation criteria may include but not be limited to the following considerations:

- Completeness and quality of the proposal
- Project Approach / Understanding of Scope of Work / Understanding of Cleveland Heights
- Qualifications, Experience, and Relevant Knowledge
 - Similar experience on affordable housing and housing needs assessments
 - Experience working with/for local government
 - Strength of references
- Cost Proposal
- (If required) Interviews

VI. PROPOSAL SCHEDULE

1. **Issue Date:** The issue date of this RFP is **July 14, 2025**.
2. **Questions and Responses:** Questions and inquiries will be accepted by the City, but must be submitted **via email** to planning@clevelandheights.gov. The closing date for submitting written questions is **July 28, 2025**. A summary of all substantive questions and answers will be distributed via email to all responding parties and posted on the City's website. If necessary, amendments to the RFP will be posted on the City's website.
3. **Proposals Due:** To be eligible for consideration, all responding parties must submit:

ONE (1) ELECTRONIC VERSION OF THE PROPOSAL RECEIVED BY THE CITY NO LATER THAN AUGUST 11, 2025 AT 5:00 PM.

Responding parties who choose to submit hard copies of their proposals by mail or delivery service in addition to the required electronic copy should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above. There will be no exceptions granted.

4. **Where to Submit Proposals:** The required electronic version of the proposal must be emailed to planning@clevelandheights.gov.

If an applicant chooses to submit hard copies in addition to the electronic copy, it should be mailed or hand delivered (to the dropbox outside of City Hall) to:

City of Cleveland Heights
Department of Planning, Neighborhoods & Development
Attn: Eric Zamft, AICP
40 Severance Circle
Cleveland Heights, OH 44118

Both the hard and electronic copies should indicate that the proposal is in response to the *City of Cleveland Heights Housing Needs Assessment RFP*.

5. **Interviews:** Certain responding parties may be invited to present their proposal at a follow-up interview.

VII. ADMINISTRATIVE INFORMATION

1. **Insurance:** The respondent shall provide any insurance protection required by the contract. This shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City, its officers, officials, employees, volunteers and agents related to the Project.
2. **Addenda and Supplements to Proposal:** In the event that the City requires additional information, responding parties will have the opportunity to further respond to any questions asked and to clarify any points by submitting a written addenda and supplement to their proposal.
3. **Expenses Incurred by Responding Respondent:** The City will NOT be responsible for any cost or losses incurred by any responding parties at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.
4. **Rights Reserved by the City:** The City of Cleveland Heights reserves the right to determine appropriateness and merit of all submissions. Issuance of this RFP does not obligate the City to enter into negotiations with any responding party. All information provided by responding parties and written correspondence will be considered public records.
5. **Minority, Women-Owned, Veteran-Friendly, Disadvantaged Business Enterprises, or Encouraging Diversity Growth and Equity Program (MBE/WBE/VBE/DBE/EDGE) Inclusion; Prevailing Wage and Local Hiring:** The City strongly encourages the participation of Minority, Women-Owned, and Veteran-Friendly, Disadvantaged Business Enterprises or Encouraging Diversity Growth and Equity Program certified businesses, as well as the use of commercially reasonable efforts to ensure that those employed on the project are local and paid at a prevailing wage rate to an extent reasonably practicable.

CITY OF CLEVELAND HEIGHTS RFP TABULATION SHEET

YEAR:	2025		
RFP FOR:	<i>Housing Needs Assessment</i>		
RFP DUE DATE:	August 11, 2025	TIME:	5:00 PM
RFP PUBLICATION DATE:	July 14, 2025		
BUSINESS: Diversified Systems, Inc. (DSI)			
NAME: Sherry Smith			
ADDRESS: 100 Dorchester Sq. N, Suite 200			
CITY: Westerville	STATE: OH	ZIP CODE: 43081	
E-MAIL: ssmith@diversifiedsystems.com	WEBSITE:		
PHONE #: 614.476.9939 x3			
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BUSINESS: City Consultants & Research, LLC			
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E-MAIL: alicia@cityconsultantsllc.com	WEBSITE:		
PHONE #: 317.744-5600			
SUBCONSULTANT:			
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PHONE #: 518.899.2608 x107#			
SUBCONSULTANT:			
BUSINESS: KM Date Community Planning, LLC			
NAME: Kirby Date, AICP, RLA			
ADDRESS:			
CITY:	STATE: OH	ZIP CODE:	
E-MAIL: kdate@kmdateplanning.com	WEBSITE: kmdateplanning.com		
PHONE #: 216.970.7354			
SUBCONSULTANT: OHM Advisors; the Task Team			
BUSINESS: Urban Partners			
NAME: Isaac Kwon			
ADDRESS: 123 S. Broad Street, Suite 2042			
CITY: Philadelphia	STATE: PA	ZIP CODE: 19109	
E-MAIL: ikwon@urbanpartners.us	WEBSITE: www.UrbanPartners.us		
PHONE #: 215.829.1901			
SUBCONSULTANT: City Architecture			
BUSINESS: Thompson Consulting & Analytics, LLC (TCA)			
NAME: Ron Thompson			
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CITY: Charlotte	STATE: NC	ZIP CODE: 28269	
E-MAIL: rtompson@tcaanalytics.com	WEBSITE: www.tcaanalytics.com		
PHONE #: 704.840.9970			
SUBCONSULTANT: The Saunders PR Group (TSPRG) – Columbus OH – MBE/WBE/DBE			
BUSINESS: TPMA			

CITY OF CLEVELAND HEIGHTS RFP TABULATION SHEET

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PHONE #: 614.224.0187		
SUBCONSULTANT:		
BUSINESS: RKG Associates, Inc.		
NAME: Eric Halvorsen, AICP		
ADDRESS: 76 Canal Street, Suite 401		
CITY: Boston	STATE: MA	ZIP CODE: 02114
E-MAIL: ehalvorsen@rkgassociates.com	WEBSITE:	
PHONE #: 617.847.8912		
SUBCONSULTANT: Fisher Associates		
BUSINESS: Everlong Consulting		
NAME: Tara Beard		
ADDRESS: 2519 E 22 nd Street, #2		
CITY: Minneapolis	STATE: MN	ZIP CODE: 55406
E-MAIL: tara@everlongconsulting.com	WEBSITE:	
PHONE #: 612.454.8740		
SUBCONSULTANT: Landtrace Studio LLC (Minneapolis)		
BUSINESS: Public Works LLC		
NAME: Eric Schnurer		
ADDRESS: 1690 East Strasburg Road		
CITY: West Chester	STATE: PA	ZIP CODE: 19380
E-MAIL: eschnurer@public-works.org	WEBSITE:	
PHONE #: 610.296.9443		
SUBCONSULTANT: Funkhouser & Associates		
BUSINESS: Stantec Consulting Services Inc.		
NAME: Tom Leighton, AICP, EDFP		
ADDRESS: 733 S Marquette Avenue, Suite 1000		
CITY: Minneapolis	STATE: MN	ZIP CODE: 55402
E-MAIL: tom.leighton@stantec.com	WEBSITE:	
PHONE #: 612.712.2154		
SUBCONSULTANT: Square Loop Planning (Minneapolis) – DBE/WBE/MBE/TGB		
BUSINESS: czbLLC		
NAME: Charles Buki		
ADDRESS: Grant Building, 31 Centre Street		
CITY: Bath	STATE: ME	ZIP CODE: 04530
E-MAIL: cbuki@czb.org	WEBSITE: czb.org	
PHONE #: 207.888.3811		
SUBCONSULTANT: Allan Mallach		
BUSINESS: Spatialist LLC		
NAME: Amanda King		

CITY OF CLEVELAND HEIGHTS RFP TABULATION SHEET

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CITY: Columbus	STATE: OH	ZIP CODE: 43214
E-MAIL: amanda@SpatialistLLC.com	WEBSITE: spatialistllc.com	
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SUBCONSULTANT:		
BUSINESS: Baker Tilly Advisory Group, LP		
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CITY: Columbus	STATE: OH	ZIP CODE: 43215
E-MAIL: Donald.bernards@bakertilly.com	WEBSITE:	
PHONE #: 608.240.2643		
SUBCONSULTANT: Yard & Co. (Cincinnati)		
BUSINESS: DevelopmentStrategies		
NAME: Andy Pfister, AICP		
ADDRESS: 10 South Broadway, Suite 1500		
CITY: St. Louis	STATE: MO	ZIP CODE: 63102
E-MAIL: apfister@development-strategies.com	WEBSITE:	
PHONE #: 303.848.0798		
SUBCONSULTANT: CDTA Partners (St. Louis)		
BUSINESS: CommunityScale LLC		
NAME: Nels Nelson		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
E-MAIL: nels@communityscale.io	WEBSITE:	
PHONE #: 978.494.2162		
SUBCONSULTANT:		
BUSINESS: McKenna		
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SUBCONSULTANT:		
BUSINESS: JQUAD Planning Group, LLC		
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CITY: Plano	STATE: TX	ZIP CODE: 75024
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PHONE #: 214.533.9028		
SUBCONSULTANT:		
BUSINESS: SB Friedman Development Advisors, LLC		
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E-MAIL: ecaminer@sbfriedman.com	WEBSITE: spatialistllc.com	
PHONE #: 312.424.4257		
SUBCONSULTANT: All Together (Chicago) WBE/DBE		
BUSINESS: ms consultants, inc.		
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ADDRESS: 425 Literary Road, Suite 100		

CITY OF CLEVELAND HEIGHTS RFP TABULATION SHEET

CITY: Cleveland	STATE: OH	ZIP CODE: 44113
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SUBCONSULTANT: ThirdSpace Action Lab; RDL Architects		
BUSINESS: Public Policy Associates		
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CITY: Lansing	STATE: MI	ZIP CODE: 48912
E-MAIL: tgardner@publicpolicy.com	WEBSITE:	
PHONE #: 517.485.4477		
SUBCONSULTANT:		
BUSINESS: Partners for Community Impact (PCI)		
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CITY: Goleta	STATE: CA	ZIP CODE: 93116
E-MAIL: carolyn@pcimpact.org	WEBSITE:	
PHONE #: 805.214.8410		
SUBCONSULTANT: View Community Advisors (VCA) – Atlanta, GA		
BUSINESS: APD Urban Planning and Management		
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PHONE #: 404.900.5696		
SUBCONSULTANT:		
BUSINESS: 300 Block LLC		
NAME: Aaron Finley		
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CITY: Dayton	STATE: OH	ZIP CODE: 45419
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PHONE #: 937.204.3789		
SUBCONSULTANT:		



City of Cleveland Heights Housing Needs Assessment RFP

August 11, 2025

Prepared for: City of Cleveland Heights

Prepared by: Stantec Consulting Services Inc.

1 COVER LETTER



Stantec Consulting Services Inc.
733 S Marquette Avenue, Suite 1000
Minneapolis, MN 55402

August 11, 2025

Attention

Eric Zamft, AICP
City of Cleveland Heights
Department of Planning,
Neighborhoods & Development
40 Severance Circle
Cleveland Heights, OH 44118

Reference

Request for Proposal: City of
Cleveland Heights Housing Needs
Assessment

Proposal Contact

Tom Leighton, AICP, EDFP
Project Manager
733 S Marquette Avenue, Suite 1000
Minneapolis, MN 55402
612-712-2154
tom.leighton@stantec.com

25+

Housing studies
completed in the
last five years

Dear Mr. Zamft and members of the selection committee,

Housing availability is one of the most pressing issues of our time. Cleveland Heights is a vibrant and progressive suburb committed to providing housing solutions that meet the community's diverse housing needs, including various types, affordability, and accessibility.

Meeting these goals will require a sharp analysis of current and forecasted market dynamics, along with identifying a broad range of innovative strategies and solutions. Our team helps communities understand the factors driving local and regional housing trends and disparities by analyzing demographic and economic trends, the existing housing inventory, and the housing market context across a range of market indicators. This analytical foundation will support a broad range of recommended strategies that can serve to close the gap between housing needs and supply.

For the City of Cleveland Heights (City), we bring:

Industry-leading technical methodologies and strategic insights: Having completed more than 25 housing studies in the last five years, our team has experience working with a range of communities of various sizes facing a wide array of challenges. Stantec's housing study team has developed cutting-edge methodologies that provide a clearer and more current picture of housing gaps than the typical analysis. We bring the ability to synthesize data and develop targeted, implementable strategies that work for Cleveland Heights.

Community engagement expertise for housing studies:

Truly effective engagement is an art, not a science. Stantec has experience implementing effective engagement strategies within the unique context of housing studies. Ranging from traditional to innovative, we bring creative and inclusive methods to engage community members.

Insight into your community: We understand the diverse and historic nature of Cleveland Heights' neighborhoods and the need for tailored solutions that reflect the unique characteristics of each area. Our approach will prioritize robust and inclusive stakeholder and community engagement, so that a broad range of voices—including those from historically underrepresented groups—are actively heard and thoughtfully considered throughout the process.

Stantec's team will deliver a comprehensive housing study designed to support strategic action, developed in partnership with City staff throughout the process. Our team is excited to work with you to address the Cleveland Heights' housing challenges. If you have questions or require additional information, please do not hesitate to contact us. We look forward to hearing from you!

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in blue ink that reads "Tom Leighton".

Tom Leighton, AICP, EDFP
Project Manager
612-712-2154
tom.leighton@stantec.com

2 STATEMENT OF QUALIFICATIONS

About Stantec

Stantec empowers clients, people, and communities to rise to the world's greatest challenges. The Stantec community unites more than 32,000 employees working in over 450 locations across 6 continents. Our interdisciplinary teams undertake projects that advance the quality of life in communities across the globe. From rural to urban, we lay the foundation for creating the communities of today and of the future.

Planning and economic development require problem solving. To create careful and thoughtful options for communities, we consider site conditions, public input, client needs, and project requirements. We understand the value of process, collaboration, and consensus building among stakeholders, while never losing sight of client and project goals.

ORGANIZATIONAL PROFILE

Firm Name

Stantec Consulting Services Inc.

Primary Contact

Tom Leighton, AICP, EDFP
Project Manager
612-712-2154 | tom.leighton@stantec.com

Year Established

1954

Size

32,000 employees

Form of Business Entity

Corporation



Tom and a colleague created the hands-on community engagement process called the "Corridor Housing Initiative," which has won national and local awards and recognitions.

Our Housing Study Practice

Communities across the country have a pressing need for housing solutions. Over the last five years, our team has been immersed in housing-related market analysis and strategic problem-solving for more than 25 communities on their specific housing issues—providing tailored solutions that meet the needs of each community, city, or region.

Our methodological approach to housing studies provides our clients with final reports that are current, insightful, and industry-leading.

Our team brings subject matter experts in housing and market analysis, gap analysis, mapping, data analysis, land planning, regulatory/zoning strategies, resilience, stakeholder coordination, and community planning.

Specialized Services

Gap Analysis

We have developed a machine learning methodology for estimating current market characteristics of a community's housing inventory. We then align that with the needs and financial capacity of the local population to provide a current picture of which housing needs are being met and which are not.

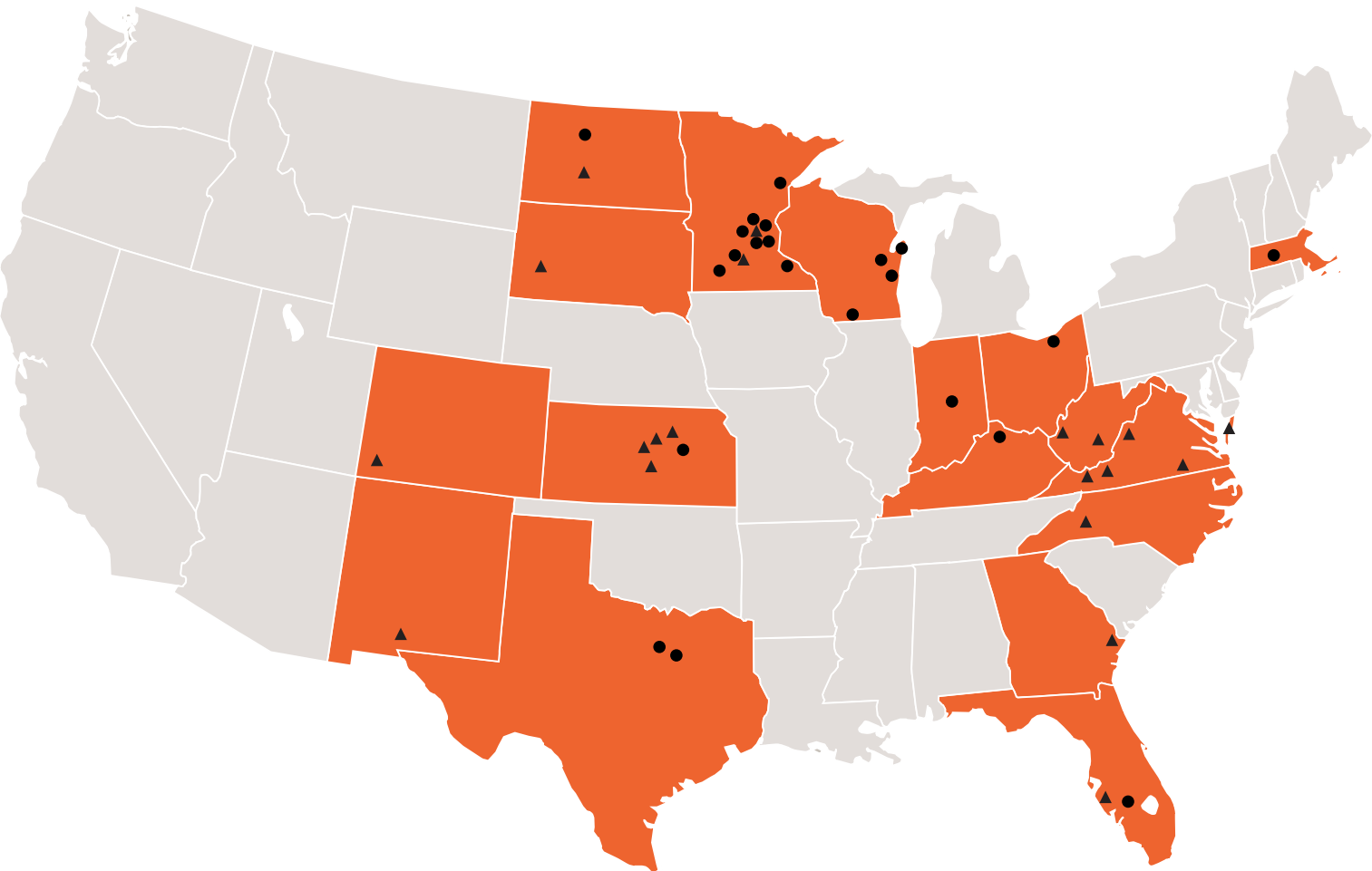
By leveraging proprietary data analysis software in our initial data analysis, we gain efficiencies and streamline the process. We have fine-tuned our methodology iteratively through each housing study, allowing us to gather, visualize, and analyze complex data in ways that make common sense.

Strategic Guidance

Our team prioritizes strategic elements to provide a housing plan that meets local needs. We identify and assemble strategic actions for consideration. Then we work with you to prioritize actions based on your circumstances.

Housing Study and Market Assessment Projects (2021-2025)

The map highlights our team’s recent experience. Stantec has worked with large and small communities in rural, suburban, and urban environments. Through this experience, we have developed a library of strategies, case studies, and best practices to inform a set of tailored recommendations for each community.



● Housing Studies

Florida Babcock Ranch	Oakdale Roseville Shoreview Vadnais Heights Wabasha
Indiana Indianapolis Metro	North Dakota Minot
Kansas Alta Vista	Ohio Mentor
Kentucky Northern Kentucky	Texas Farmers Branch Mesquite
Massachusetts Eastham	Wisconsin Beloit Neenah New Holstein Sister Bay
Minnesota Burnsville Cloquet Janesville New Brighton	

▲ Housing Market Assessments

Colorado Cortez	North Carolina Statesville
Florida Sarasota	North Dakota Mandan
Georgia Savannah	South Dakota Rapid City
Kansas Herington Junction City Manhattan Ogden	Virginia Covington Emporia Narrows Nassawadox Pocohontas
Minnesota Burnsville St. Paul	West Virginia Williamsburg Huntington
New Mexico Las Cruces	

Similar Project Experience



Mentor Housing Study and Needs Analysis

Location: Mentor, OH	Year Completed: 2024
Team: Tom Leighton (Project Manager), Spencer Cox (Housing Analyst), Kribashini Moorthy (Data Analysis and Research)	
Click to view the final housing study	

Mentor is a suburban city with desirable neighborhoods and a strong industrial economy. Homes are snapped up quickly in the community, and the prices of homes are out of reach for many. Mentor’s business community, among others, would like to see more housing choices in Mentor so their workers can find homes near their jobs.

Mentor is also at the cusp of a generational change. It has a large contingent of empty nesters and retirees, many of whom will choose to look for a lower maintenance housing option in the next ten to fifteen years. At the other end of the generational spectrum there is a new wave of young adults and families that would be happy to choose Mentor as a place to live in the next phase of their lives.

In this dynamic generational moment for Mentor, its housing stock is not keeping pace. The growth and adaptation of its housing stock has been gradual compared to the demographic changes.

The City of Mentor engaged Stantec to understand Mentor’s housing conditions and market context, and identify strategies. Our analysis provided essential information for City staff and elected officials as they shape housing related policies and action strategies to meet community needs and advance the City’s economic and human progress.

The study concluded with strategic action, offering a menu of housing strategies that are relevant to and viable in Mentor’s market context—taking into consideration what was learned about its unique challenges and opportunities, and the needs of the Mentor community.

Our team is currently working with the City to complete the 2025 Comprehensive Land Use Plan Update, building on this housing study, and focusing on an analysis of commercial and industrial zoned areas of the city where development or re-development opportunities exist.



Central Indiana Housing Study

Location: Indianapolis, IN	Year Completed: 2023
Team: Spencer Cox (Lead Analyst and Data Scientist)	
Click to view the final housing study	

When the Indianapolis Metropolitan Planning Organization (IMPO) needed help understanding the socioeconomic and market forces driving regional housing trends and disparities, it turned to Stantec. Federal regulations require every urbanized area with a population of 50,000 or more to create bodies like the IMPO to oversee plans for housing and other quality of life issues. Central Indiana’s planning region includes almost 1,500 square miles, 36 communities and jurisdictions, and approximately 1.78 million residents.

Stantec completed a regional housing study to help the IMPO identify housing gaps across the affordability spectrum. Our team then developed a toolkit to help expand housing access and equity at local and regional levels.

The process included a robust series of recurring meetings with planning officials and members of the 36 communities being impacted.

To complete the gap analysis, Stantec processed a unique combination of public and proprietary data with cutting-edge data science techniques to create an unprecedentedly accurate, detailed, and up-to-date picture of both housing supply and demand across the region. This helped officials identify and address housing issues while also uncovering other local development opportunities with a high degree of confidence.



Minot Housing Needs and Market Study

Location: Minot, ND	Year Completed: 2024
Team: Tom Leighton (Project Manager and Housing Strategies Lead), Spencer Cox (Data Scientist)	
Click to view the final housing study	

Minot’s housing market was heavily impacted by exterior forces. The floods of 2011 demolished 25% of its single-family stock in some of the most affordable neighborhoods in the city. The oil boom stimulated tremendous housing growth from 2009 to 2014, and the subsequent wave of outmigration resulted in the slow absorption of those housing units until just the last few years. A further wave of workers will be coming to Minot in the next five or ten years to execute the upgrade of the nuclear missile silos distributed around the county.

Stantec was hired to analyze the housing stock and its ability to meet local needs, build resiliency to external economic and natural events, and propose strategies for meeting local needs and weathering future economic shocks.

We provided a range of strategies for creating and preserving housing to address local needs:

- 1. **Production Strategies**
 - » Accessory Dwelling Units (ADUs)
 - » Tiny Homes
 - » Manufactured Home Parks
 - » Subdivision Production
- 2. **Preservation Strategies**
 - » Trinity Hospital Rehabilitation
 - » Reposition Hotels for Workforce Housing
- 3. **Location-Specific Strategies**
 - » Infill Housing in Flood Protected Areas
 - » Downtown Living for Downtown Activation
- 4. **Capacity Building Strategies**
 - » New Developer Training
 - » Building Trades Workforce Development



Shoreview Housing Study

Location: Shoreview, MN	Year Completed: 2021
Team: Tom Leighton (Project Manager and Primary Researcher)	
Click to view the final housing study	

Shoreview is a vibrant, growing suburb north of St. Paul. With abundant natural amenities and flourishing schools, it’s an attractive location for new housing developments. But development of high-end apartment buildings is raising questions about other housing needs in the community that are not being met. Looking to address these needs, the City engaged Stantec to help.

We conducted a housing study to provide a detailed understanding of the City’s housing inventory. Our team studied its market and development context and housing opportunities, challenges, and needs. We used market research, mapping analysis, and other analytical methodologies.

Conducting structured interviews with housing developers familiar with Shoreview, we sought to understand their perceptions of the development context and the range of housing types that may be viable in Shoreview. We provided the City with a selection of short-, medium-, and long-term housing strategies that would diversify the housing inventory, preserve critical existing housing types and affordability, and produce new and affordable housing.

The information from our study helped the City sharpen their housing strategies and programs—advancing their housing goals to help meet community needs.



Burnsville Housing Study and Commercial Needs Assessment

Location: Burnsville, MN

Year Completed: 2024

Team: Spencer Cox (Data Scientist and Analytical Lead)

[Click to view the final housing study](#)

Stantec completed a city-wide analysis of Burnsville's housing and commercial inventory to learn where within the City's real estate inventory there are key gaps. The assessment was rooted in both quantitative and qualitative data with findings that led to tailored strategies for how best to address the gaps.

We built an understanding of the existing and future conditions of Burnsville's housing and commercial building stock. The research and analysis set the stage for developing a menu of strategies and solutions that went beyond the surface.

By examining the current condition of the property market, identifying existing gaps, and considering potential needs, the study provided stakeholders

with information to inform future development that can continue to enhance the vibrancy and quality of life of the Burnsville community.

The needs assessment quantified the availability and need within several different real estate market segments. The assessment analyzed the interrelationship between quantified need for new housing and commercial stock and the economic development activities of the City of Burnsville.

The findings informed a related study which focused on updating the City's economic development strategy and the role housing development will play in those strategies.



City of Farmers Branch Comprehensive Plan

Location: Farmers Branch, TX

Year Completed: 2023

Team: Tom Leighton (Housing Market and Policies, Economic Development Strategies)

[Click to view the final plan](#)

The City of Farmers Branch contracted Stantec to update its comprehensive plan at a time when redevelopment activity in the City is at a historic high. Stantec was hired to develop a new comprehensive plan to guide future long-term development and redevelopment efforts. Tom played the lead role in three aspects of the plan.

1. He led the overall market analysis, bringing a focus on understanding the market for new development, and how to attract desired development that is not occurring on a strictly market basis.
2. Because rising rent levels and home sale prices were making Farmers Branch unaffordable, Tom led the equivalent of a

city-wide housing study as part of the comprehensive plan initiative. It emphasized closing housing gaps and developing ways to create opportunities for those who work in the city to be able to also afford to live there.

3. The comprehensive plan included an explicit focus on economic development, which involved a review of the City's economic development programs and recommendations for improving them. The strengths and opportunities present in the City's existing business parks—one aging and one still being developed—were analyzed, and a set of economic development priorities were outlined.

Meet Our Partner

About Square Loop Planning

Square Loop Planning is a Minneapolis-based urban planning consulting practice founded to support organizations, municipalities, and developers in shaping equitable, creative communities. With a focus on housing strategy, market research, and inclusive engagement, Square Loop helps translate vision into action by combining listening to community voices with clear, data-informed practices. Square Loop Planning is a registered DBE/WBE/MBE/TGB.

Square Loop Planning has experience with housing and creative space feasibility, market analysis, and community engagement rooted in equity and access. Drawing from more than 15 years of national experience, they brings a practical understanding of both rural and urban dynamics and has worked in more than 80 communities nationwide. Square Loop Planning also designs and facilitates conversations that build trust and strengthen local partnerships so community voices directly inform development decisions.



Project Experience



Washtenaw County Feasibility Study

Location: Ann Arbor/Ypsilanti, MI	Year Completed: 2024
Team: Aneesha Marwah (Project Manager)	

Aneesha led the Artspace feasibility study in Washtenaw County, Michigan, with the goal of developing new workforce housing and creative spaces in Ann Arbor and/or Ypsilanti.

Funded by the Song Foundation, the study initially focused on Ann Arbor. However, as Aneesha’s team conducted engagement and outreach with local artists, it became clear that the borders between the two cities were porous, and many creatives had relocated to Ypsilanti in search of more affordable space.

As a result, the study expanded to include both communities, each with its own distinct character: Ann Arbor, facing an affordability crisis and rapidly losing its artists and musical roots; and Ypsilanti, a downtown full of potential but in need of greater guidance and funding to support new workforce housing developments. Engagement efforts included site tours and meetings with artists, nonprofits, businesses, government representatives, funders, and other stakeholders to identify opportunities for growth. An outcome of this work is Artspace’s ongoing pursuit of a project in downtown Ann Arbor.



Creative Space and Housing Market Survey and Feasibility Study

Location: Mount Clemens, MI	Year Completed: 2024
Team: Aneesha Marwah (Project Manager)	

[!\[\]\(2bae76de5ebbd5c4d7d47162f1673734_img.jpg\) Click to view the final report](#)

As part of a multi-phase engagement by Artspace, Aneesha led the comprehensive market survey assessing demand for a proposed mixed-use creative space development in downtown. This six-week public survey, kicked off at the Anton Art Center and gathered data from artists, arts organizations, and creative businesses to determine the need for affordable live/work housing, studio space, and shared creative facilities.

The project built on a prior 2019 Preliminary Feasibility Study and informed next-phase decisions including site selection, concept design, space allocation, and key amenities. Survey results helped guide community partners in evaluating the viability of an Artspace development in the region and provided critical insight into artist housing and workspace needs in the Mount Clemens area.

3 KEY PERSONNEL



Project Team

Our multidisciplinary team will be led by **Tom Leighton**, who brings experience managing housing studies for communities across the Midwest. Tom leads Stantec's housing study team, which provides market analysis, development intelligence, and implementation strategies to support projects across North America.

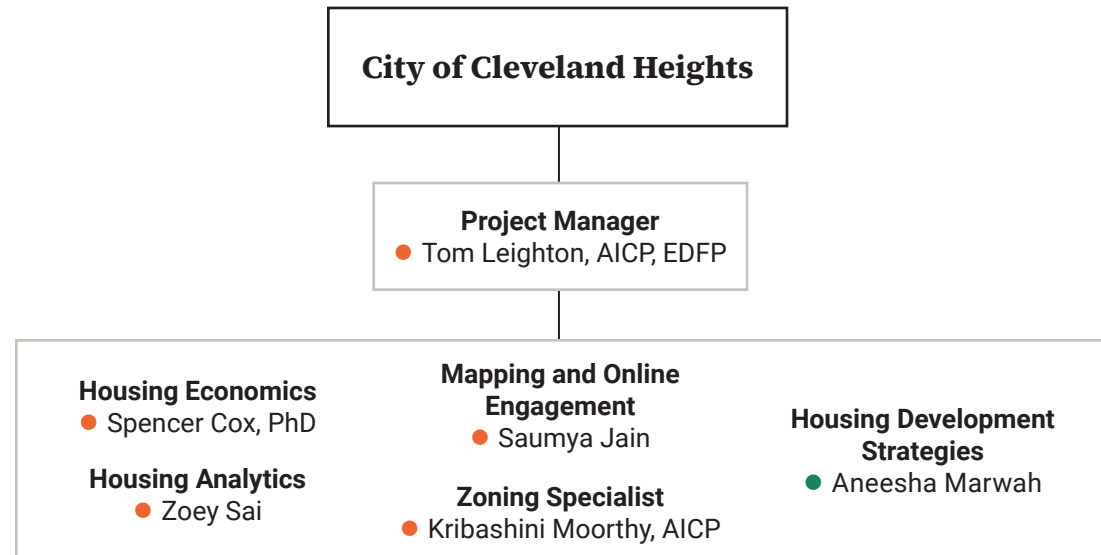
Supporting Tom is a team of professionals with specialized expertise in housing gap analysis, mapping, data analysis, land development, program design, and regulatory/zoning.

We have included resumes for our key personnel in the following pages.

Team Organizational Chart

Legend

- Stantec
- Square Loop Planning





Tom Leighton AICP, EDFP

Project Manager and Primary Contact

Location: Minneapolis, MN

Years of Experience: 27

Registrations

Certified Planner #018262, American Institute of Certified Planners

Economic Development Finance Professional #1216-024, National Development Council

Education

Master in Design Studies (MDesS) in Real Estate and the Built Environment
Harvard University Graduate School of Design

Master of Arts (MA) in Public Affairs
University of Minnesota Humphrey School

Bachelor of Arts in Natural Science
St. John's University

Tom is an urban planner and economic development specialist who has been leading implementation-oriented planning and community development projects across the country for more than two decades. His experience encompasses dozens of projects that include housing-related market analysis or housing strategies since 2015. He is an expert in a broad spectrum of market research and development analysis, with the facilitation and communication skills that help decision-makers, stakeholders, and community members. This proactive communication approach contributes to a meaningful sense of the housing market, an understanding of key housing issues, and a platform for strategy development and policy decisions.

Mentor Housing Study | Mentor, OH, | Project Manager

The City of Mentor engaged Stantec to understand Mentor's housing conditions and market context, and identify strategies that can be employed to meet its unique needs. Tom led the housing study, bringing Stantec's sharp analytical toolkit to the effort, as well as a solutions-oriented approach to outlining potential strategies supported by local or national case studies.

Minot Housing Needs and Market Study | Minot, ND | Project Manager

Tom acted as the project manager and analytical leader for the Minot Housing Needs and Market Study for analyzing the housing stock and its ability to meet local needs, building resiliency in that product to external economic and natural events. Tom led the team to explore and recommend housing strategies for meeting local needs and weathering future economic shocks.

Shoreview Housing Study | Shoreview, MN | Project Manager and Primary Researcher

Tom employed market research, mapping analysis, and other analytical methodologies. Structured interviews were conducted with housing developers familiar with Shoreview to understand their perceptions of development context and the range of housing types that may be viable in Shoreview.

Farmers Branch Comprehensive Plan | Farmers Branch, TX | Economic Development Lead

The City of Farmers Branch contracted with Stantec to update its comprehensive plan at a time when redevelopment activity in the City is at a historic high. Tom led the understanding of the market for new development, and how to attract desired development that is not occurring on a strictly market basis. Tom provided an analysis of the strengths and opportunities presented in the City's existing business parks—one aging and one still being developed. Tom developed a set of economic strategic priorities for discussion and refinement and led a housing study that the City identified as a priority element of the plan, which included a housing gap analysis and strategies for fostering more development to meet identified housing needs.

Beloit Area Communities Housing Demand Analysis | Beloit, WI | Project Manager/Chief Analyst

Tom served as project manager and chief analyst. The project employed demographic research, market demand analysis, forecasting, and other analytical methodologies—as well as structured interviews with area housing developers—to arrive at estimated levels of demand for different housing types.

Roseville Housing Needs Assessment | Roseville, MN | Project Manager

Roseville is a desirable suburb with durable assets in the form of parks, destination retail districts, and easy commutes to both Twin Cities downtowns. However, those same qualities have created housing challenges, with rising rents and home prices. Homelessness and housing fragility have become more pronounced. In this dynamic moment, Roseville sought up-to-date information and strategic options that could be considered to address local housing needs. Tom led the housing needs assessment, which provided an analytical baseline of the local housing market and needs. The study developed a menu of relevant, viable housing strategies for Roseville's market context. Conditions and best practices related to homelessness received special attention in the assessment.

Neenah Housing Study | Neenah, WI | Housing Strategy Advisor

The Fox Cities economy remains a dynamic manufacturing and corporate management hub, with job growth creating demand for new housing. Growth and an aging community is straining existing housing supply, driving prices upwards. Our team analyzed trends and identified workforce entry-level rental and ownership housing and more diverse senior housing as key gaps in the market. After communicating need to community stakeholders, we curated a tailored set of strategies to help increase supply of these housing types despite limited developable land.



Spencer Cox PhD

Housing Economics

Location: Minneapolis, MN

Years of Experience: 9

Education

PhD
University of Minnesota/
Department of Geography,
Environment, and Society

Bachelor of Arts,
Economics and
Environmental Studies
Middlebury College

Spencer is an economic and development analyst who combines urban economic and development expertise with methodological techniques in big data analysis, machine learning, interactive data visualization, and data-driven storytelling. He applies a sophisticated data science toolkit to provide depth and translates market drivers into meaningful stories.

Housing Needs and Market Study Gap Analysis | Minot, ND | Data Scientist/Housing Analyst

Spencer collected, applied, and visualized data on underlying trends to help make sense of the housing market. This clarity informed strategies for the city to shift course in housing policy, identifying short—and long-term policy solutions and strategies to address housing needs.

Central Indiana Housing Study | Indianapolis, IN | Housing Data Scientist

Spencer applied innovative methodologies to predict real-time housing supply and demand by housing tenure, income, and housing cost using big-data analytic techniques. Communicated housing gap information through interactive visualizations that give deep insight into real-time housing needs. This analysis is central to providing a snapshot of the current housing market that goes beyond public surveys.

Neenah Housing Study | Neenah, WI | Data Scientist and Housing Analyst

Spencer developed a data-driven analysis of underlying market drivers in the housing market, pinpointing existing gaps in the market. Working collaboratively with the city, Spencer helped identify strategies unique to Neenah that could help meet existing needs and plan more effectively for future ones.

Mesquite Housing Gap Analysis | Mesquite, TX | Housing Data Scientist

Spencer applied an innovative machine learning model to predict rents and home values, thereby creating market-leading detail on housing supply in the region. The analysis identified major housing gaps for the city at different price points and housing market types and created a portfolio of strategies to induce needed development.



Zoey Sai

Housing Analytics

Location: Minneapolis, MN

Years of Experience: 1

Education

Masters Urban and
Regional Planning
University of Minnesota

Bachelor in Geography and
Environmental Science
Beijing Forestry University

Zoey is an economic analyst and urban planner. She works closely with developers, city planners, and NGOs to drive impactful projects. Zoey's expertise spans market analysis, housing studies, small area planning, and site planning through an equity-focused development perspective.

Roseville Housing Needs Assessment | Roseville, MN | Housing Analyst

Zoey collaborated with a cross-functional team to develop comprehensive strategies addressing housing accessibility and homelessness challenges in Roseville. Conducted thorough analyses of economic and demographic data, creating data visualizations to inform decision-making. Through a combination of gap analysis, detailed case studies, and informational interviews, the research identified opportunities to enhance housing equity across the community.

Emporia Market Analysis | Emporia, VA | Housing Analyst

Zoey contributed to a market analysis supporting the preservation of a historic school building while preserving its structural integrity and economic viability. The analysis encompassed supply and demand dynamics, demographic and economic trends, competitive property profiles, and current real estate market conditions.

Winchester Corridor Market Analysis | Memphis, TN | Housing Analyst

Zoey evaluated existing real estate market conditions and development patterns while identifying key demand segments driving the local economy, including residential, workforce, and business sectors.

Columbus Peninsula Market Analysis | Memphis, TN | Housing Analyst

Zoey examined market conditions across multiple sectors including multi-family housing, retail, office, and hospitality uses. Incorporated qualitative insights from developer interviews to understand market dynamics and challenges associated with the housing typologies.



Saumya Jain

Mapping and Online Engagement

Location: Minneapolis, MN

Years of Experience: 9

Education

Master of Urban Planning,
University of Illinois

Bachelor of Urban Planning,
School of Planning and
Architecture

**denotes projects completed
with other firms*

Saumya brings a background in urban planning and data analytics. She has supported public agencies through technical assistance, helping them assess how shifting policies, proposed infrastructure, and evolving demographic and socio-economic trends impact communities. Driven by a passion for clear, data-informed storytelling, she uses geospatial and analytical tools to tackle challenges related to accessibility, equity, and policy—bringing evidence-based insights to the forefront of decision-making.

Housing Study | Oakdale, MN | Data Analyst

Saumya collected, analyzed, and visualized demographic and economic data to identify key trends shaping the housing market in Oakdale. Her work supports the City's ongoing efforts to address rising housing costs, changing household dynamics, and shifting development patterns by informing short- and long-term strategies for inclusive and responsive housing policies.

La Crosse County Housing Study | La Crosse, WI | Housing Analyst

Saumya is leveraging innovative open data to examine the intersection of housing and transportation across La Crosse County, a regional hub in western Wisconsin with a mix of urban, suburban, and rural communities. By analyzing commute patterns, mode availability, income disparities, and housing options, she is developing and visualizing data to identify where households face compounded burdens from both housing and transportation costs—helping the county target strategies for more equitable and affordable living.

Transportation Access* | Appalachia | Project Manager and Data Science Researcher

Saumya led this pioneering accessibility analysis that improved equitable access to non-work destinations across the 13-state Appalachian Region. She led the use of open-source multimodal travel networks and destination data to develop accessibility metrics. Saumya designed a gap analysis and project prioritization framework to identify spatial disconnects and guide equitable investment in land use and transportation infrastructure. She also developed a suite of interactive web applications using ArcGIS Online to visualize access gaps and provide an easy-to-use visual platform for decision-makers.



Kribashini Moorthy AICP

Zoning Specialist

Location: Minneapolis, MN

Years of Experience: 3

Registrations

Certified Planner #37055,
American Institute of
Certified Planners

Education

Master of Urban and
Regional Planning
University of Minnesota

Masters in Engineering (Remote
Sensing and GIS)
Anna University

Bachelors in Civil Engineering
Anna University

Kribashini is an urban planner with experience in community engagement, research and analysis, and report writing. She has experience in visualization, mapping, StoryMaps, and design for a wide variety of projects including housing and market analysis, zoning studies, comprehensive plans, and small area plans.

Mentor Housing Study | Mentor, OH | Data Analysis and Research

Kribashini assisted the team in GIS mapping and analysis of existing housing inventory for this suburban city, with a strong industrial economy, northeast of Cleveland. She assisted with the analysis of the economic and demographic factors that were shaping the housing demand and identifying the gaps between existing housing stock and community needs.

Neenah Housing Study | Neenah, WI | GIS Specialist and Housing Analyst

Kribashini led the GIS analysis for this housing study to identify market gaps for Neenah, a Fox City in Wisconsin. She also assisted in developing strategies to increase the supply of senior housing and workforce entry-level rental and ownership housing, despite limited developable land.

Riley County Comprehensive Plan | Riley County, KS | Urban Planner

Kribashini is assisting the team in existing conditions, community engagement, and strategic framework development for long-term growth, land use, and policy decisions for the County, to protect their prime agricultural land and sustainable land practices. She also conducted data-driven research on demographic trends and market analysis and performed GIS analysis.

On-call Zoning Specialist | Various Communities in MN | Zoning Advisor

Kribashini provides technical zoning expertise to municipal staff, planning commissions, and city councils on land use applications, including for the cities of Spring Lake Park, Minnetonka Beach, Mounds View, and Centerville.



Aneesha Marwah

Housing Development Strategies

Location: Minneapolis, MN

Years of Experience: 15

Education

Master of Urban Planning and Policy
University of Illinois - Chicago

Bachelor of Arts: Political Science and International Development
Tulane University

**denotes projects completed with other firms*

Aneesha has experience in urban planning, arts and culture policy, affordable housing, nonprofit development, community engagement, land use planning, placemaking, and state politics. She's worked in more than 90 communities nationally—both rural and urban—bringing perspective and unique approach to community-based development. She specializes in leading cross-sector teams to develop implementable plans.

Washtenaw County Feasibility Study* | Ann Arbor/Ypsilanti, MI | Project Manager

Aneesha led the Artspace feasibility study in Washtenaw County, Michigan, with the goal of developing new workforce housing and creative spaces in Ann Arbor and/or Ypsilanti. Funded by the Song Foundation, the study was initially focused solely on Ann Arbor. However, as Aneesha's team conducted more engagement and outreach with local artists, it became clear that the borders between the two cities were porous, and many creatives had relocated to Ypsilanti in search of more affordable space.

Creative Space and Housing Market Survey and Feasibility Study* | Mount Clemens, MI | Project Manager

As part of a multi-phase engagement by Artspace, Aneesha project managed the comprehensive market survey assessing demand for a proposed mixed-use creative space development in downtown Mount Clemens, Michigan. This six-week public survey, launched in February 2020 with a kickoff at the Anton Art Center, gathered data from artists, arts organizations, and creative businesses to determine need for affordable live/work housing, studio space, and shared creative facilities.

Creative Space and Local Manufacturing Action Plan* | Napa, CA | Community Engagement Lead

Aneesha led the community input phase and writing of the "Make It in Napa" Report in 2021 while at Artspace. Significant community input was received through a series of focus groups, one-on-one conversations, and a survey of individual creatives and makers. The Action Plan offers the city and local partners steps they can take to make Napa a place where makers, creatives, businesses, manufacturers, and their workers can thrive.

Our housing methodologies provide a clear, current picture of housing gaps while providing clients with a toolkit of actionable strategies that can be considered for meeting local needs and support growth.



4 PROJECT UNDERSTANDING AND APPROACH

Cleveland Heights is a diverse, inner-ring, fully developed, suburban community. Much of its pattern of development was shaped in the era when it was a streetcar suburb, offering easy access for professionals and others who worked in downtown Cleveland. It offers historical charm, cultural diversity, and a strategic location in the Cleveland metropolitan area. Good transportation access and active neighborhood commercial nodes are additional features that anchor the City's housing market value.

Housing developers recognize these attributes. Costar (the leading source of housing-related market data in the US) identifies four multifamily housing developments that have been constructed in Cleveland Heights in the last decade, and an additional housing development that is under construction. They are upscale, three or more stories in height, and average over a hundred housing units. They bring new population demographics to Cleveland Heights and demonstrate its ongoing market strength.

However, another set of housing needs is not being met. Two affordable housing project proposals generated active opposition (and some support). The development of "missing middle" or "gentle density" housing types, which can provide housing options for local households, is fairly limited.

To support meaningful local and government conversations about housing needs in Cleveland Heights, the City needs comprehensive, objective research and analysis. This work will serve as the foundation for developing housing-related strategies that respond to local challenges and overcome existing barriers. For this data to inform decision-making and spark inclusive dialogue, it must be clear, accessible, and resonate across the City's diverse communities and stakeholders.

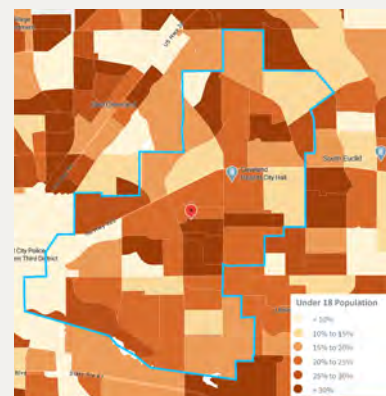
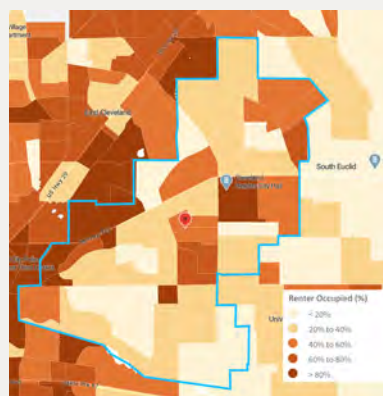
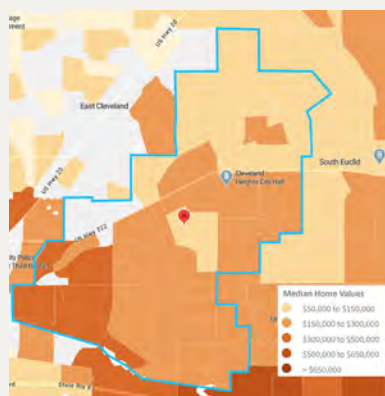
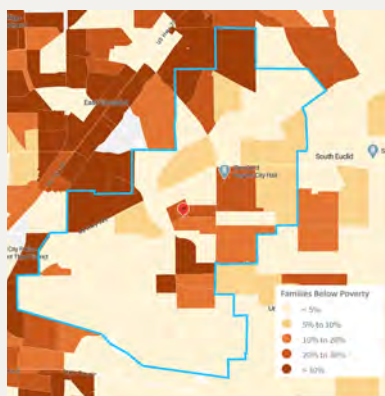
Our team consistently delivers rigorous analysis that informs actionable strategies. Over the past five years, every housing study we've conducted has encompassed data-driven recommendations tailored to the client needs.

We are committed to providing analysis that illuminates and sets the stage for constructive action for each community we work in.

The tasks outlined in the RFP align with our established approach and methodology for housing studies. Our proposed work plan addresses every element of your requested scope and leverages our distinctive experience and strengths in:

- **Industry-leading analytical methods**, including the detailed and current housing gaps analysis,
- **Housing strategies**, informed by research for each project we undertake, and
- **Community engagement** with customized approaches that are adapted to housing studies.

We share your commitment to making information accessible and actionable for stakeholders, community members, and City leadership—both in how it is presented and distributed. From kickoff to completion, our team will work closely with you and the Technical Advisory Committee (TAC) to align the project with your goals and priorities.



← Subareas within Cleveland Heights show a diverse range of characteristics.

5 SCOPE OF SERVICES WITH DELIVERABLES

Task 1: Kick-off Meeting and Project Management

1A: Kick-off Meeting with City Staff

We will launch the project with a kick-off meeting with City staff to review the scope and schedule in detail, confirm project goals and expectations, and finalize project details. We will discuss:

- Project management protocols such as regular check-in meetings,
- The engagement plan, including stakeholder and community engagement,
- Analytical comparison of geographies, and
- Analytical subgeographies in Cleveland Heights.

1B: Initial Site Visit

A site tour will be a critical step for our team to become familiar with Cleveland Heights and its specific housing context. We recommend aligning the initial site visit with the first meeting of the TAC.

1C: Ongoing Coordination with City Staff

We will set recurring virtual project management meetings with City staff at appropriate intervals, such as bi-weekly.

Task 2: Background Review and Data Collection

2A: Policy, Plan, and Program Review

We will review Cleveland Heights' existing housing-related policy, programmatic, and regulatory framework, including documents referenced in the RFP, to provide a baseline understanding of how the City guides and regulates housing development, and the programs it uses to preserve and foster housing that meets local needs. These documents may provide data relevant to the project, identify housing needs, and reference candidate tools and strategies for addressing needs.



↑ Conducting a site tour will enable our team to build on our understanding of Cleveland Heights' current housing context.

2B: Demographic and Economic Profile

Understanding the demographic profile of Cleveland Heights and the surrounding metropolitan area is essential for gauging housing demand across various age groups, income levels, and cultural subgroups. Understanding the economic base of the City and region provides important insights for projecting future housing demand.

Demand Drivers: We will analyze drivers of housing demand represented by population growth, employment growth, and demographic shifts.

Population Demographics: We will analyze and describe the demographic characteristics of the Cleveland Heights residential population. City-wide demographic data is more meaningful if presented relative to other locational reference points. Cleveland Heights demographic data will generally be displayed alongside the data for Cuyahoga County, the Cleveland MSA, and three comparison cities. Comparison cities will be determined in discussion with City staff. It will also be important to understand demographic variations within Cleveland Heights.

Where it's practical, demographic data will be developed and mapped for sub-areas within Cleveland Heights. The sub-areas will be determined in discussion with City staff. The demographic profile will encompass the items noted in the RFP, and additional demographic characteristics routinely developed by Stantec.

Economic Profile: We will analyze and describe the foundation and character of the economies of Cleveland Heights and the Cleveland MSA, including the nature of the job base in Cleveland Heights and surrounding areas. We will also develop information related to major employers and economic indicators, including the items noted in the RFP.

Transportation Analysis: We will develop commuting pattern information for Cleveland Heights residents and the availability of transit.

2C: Existing Housing Stock

We will develop a complete housing inventory for Cleveland Heights, providing maps that illustrate key housing characteristics. We will use assessor data as a basis for mapping existing housing types.



Housing Characteristics: Characteristics of the housing stock—including age, condition, type, density, tenure (rental/ownership), number of bedrooms, and group quarters status, overcrowding, habitability, incomplete plumbing/kitchen, and broadband access—will be analyzed and presented at the city and subarea levels, to the extent of the available data.

Affordable and Senior Housing: An inventory of affordable and senior housing development in Cleveland Heights will be created and presented in table and map formats. Affordable housing properties will be characterized by the funding source/regulatory structure that governs them—i.e., HUD Section 202, HUD Section 811, LIHTC, Project-based Section 8, or local government-enforced affordability limits. Rent levels for naturally occurring affordable housing developments will be analyzed to determine the number of housing units available to households earning 30%, 50%, 60%, 80%, 100%, and 120% of the area median income.

Production and Development Trends: Building permit and Costar data will provide a timeline understanding of production trends. We will create an inventory of recent and pipeline/permitted housing developments, shown in tabular and map formats. The table of projects will include relevant details, including developer, bedroom mix, and rent levels. The table will note the forms of public sector support that developments received, if any.

Foreclosure, Eviction, and Housing

Rehabilitation: We will analyze available data related to foreclosures/evictions and housing rehabilitation investment, using the best available information from various data sources noted in the RFP.

2D: Homeownership Market Trends Since 2010

We will provide an analysis of the homeownership housing market. Using ACS and MLS (or equivalent) data, we will analyze long-term trends for homeownership rates, vacancy rates, and home values for Cleveland Heights and the defined subareas from 2010 to the present. We will analyze trends in real estate metrics, including home sale prices, inventory, and the incidence of payment delinquencies and foreclosure rates in Cleveland Heights. We will chart the long-term cost of purchasing homes in Cleveland Heights compared with long-term growth in household incomes.

2E: Rental Housing Market Trends Since 2010

We will provide an analysis of the rental housing market. Using ACS and Costar data, we will analyze long-term rental housing trends, including rents and vacancy rates for Cleveland Heights, the defined subareas, and comparison geographies, from 2010 to the present.

We will analyze the incidence of payment delinquencies and evictions in Cleveland Heights, along with the availability of deed-restricted affordable housing and waiting lists for rental assistance. We will chart the long-term trend in rental rates in Cleveland Heights against the long-term growth in household incomes.

2F: Special Populations

Using a range of data sources and stakeholder interviews, we will analyze the presence of, and long-term trends in housing for special populations, including those populations noted in the RFP.

● TASK 2 DELIVERABLES

Having completed much of the research and analysis related to the Cleveland Heights economic, demographic, and housing context, we will capture the analysis in the following two forms.

- » **Document:** We will present the research and analysis in a slide-doc deliverable that provides information through charts, graphs, maps, and simple narrative—making it easier to understand than a report that is heavy with text and data tables.
- » **Online StoryMap:** We will present selected information in an online StoryMap format, describing key demographic, economic, and housing-related characteristics of Cleveland Heights to the general public.



Our community engagement philosophy is that it should be fun, accessible, and never boring. We employ a variety of targeted tactics to engage and inform.

Task 3: Stakeholder and Community Engagement

Our team has a deep background in effective and meaningful community engagement. We have translated that experience into developing methods of engagement specifically for housing studies. Effective and meaningful engagement in housing studies has three purposes:

- Bring information to the public and relevant subgroups,
- Invite input that informs the study, and
- Humanize the household with housing needs in a way that the data cannot.

To achieve this, we propose the following menu of engagement approaches.

3A: Technical Advisory Committee (TAC)

We have used TACs in many of our housing studies. In addition to being sources of relevant information for housing conditions and prospective strategies, using a TAC in a housing study creates partners in advancing the implementation of priority strategies. We propose three meetings with the TAC—at project initiation, after the research and analysis phase, and to provide input on recommendations and strategies.

3B: Community Meetings

We will design and facilitate two community meetings.

- The first will be complementary to the housing survey. It will share key research findings and invite participants to share their perspective on local housing needs.
- The second will come later in the process, and present key findings and recommendations of the study.

3C: Online StoryMap

We will create and update a StoryMap that follows the project in an accessible online location. A StoryMap is an approachable and interactive way of digesting the housing-related information developed through the project, similar to the First-Ring Property Inventory example referenced in the RFP. The StoryMap will include the project goals, key observations, and findings from each phase of the research and analysis, and the strategic recommendations that emerge from the project. The online housing survey described in task 3D will be linked from the StoryMap website.

3D: Housing Survey

Our team has successfully used surveys to gather information in housing studies that complement the objective data with qualitative and narrative input from survey respondents. Surveys can humanize housing-related needs and barriers in Cleveland Heights. Stantec will design a housing survey, analyze responses, and highlight key findings. The survey will be linked on the project's StoryMap.

3E: Other Outreach

We will create boards or other interactive materials to use in public pop-up events to inform the public and gather housing-related information and input.

3F: Stakeholder Interviews and Focus Groups

We will deepen our research on housing conditions and strategies through a set of stakeholder interviews and/or research interviews.

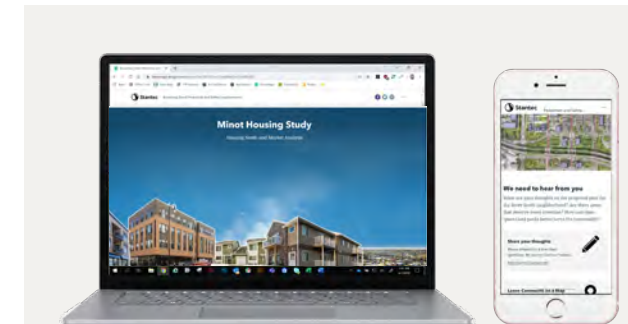
We will conduct up to six focus groups and/or research interviews with stakeholder organizations and individuals identified by City staff and the TAC.

3G: Developer Interviews

To gain a deep understanding of the local housing context, we find it essential to reach out to developers and real estate professionals who have a first-hand understanding of the local development market. We will conduct six to ten research interviews with developers and others who interact with different segments of the housing market—ownership, rental, affordable, and senior housing, at different scales and typologies. These interviews provide depth to our understanding of the market context for different housing types, and are also essential to understanding housing challenges and barriers.

3H: City Council Presentation

We will present key findings and recommendations of the Housing Needs Analysis to the City Council at the study's conclusion.



Use your phone to scan the QR code or [CLICK HERE](#) to view the *Minot Housing Needs and Market Analysis StoryMap*.

3I: Local Housing Stories (Optional Task)

Conveying the housing stories of residents is a way to complement and humanize the information from the housing research and analysis, building empathy for the challenges that many face in today's housing market. In this optional task, we would profile the housing challenges faced by two to three Cleveland Heights households, anonymizing identifying details. The stories would be included on the StoryMap website.

● TASK 3 DELIVERABLES

Having completed much of the research and analysis related to the Cleveland Heights economic, demographic, and housing context, Stantec will capture the analysis in the following two forms.

- » **Document:** We will present the research and analysis in a slide-doc deliverable that provides information through charts, graphs, maps, and simple narrative.
- » **Online StoryMap:** We will present selected information in an online StoryMap format, describing key demographic, economic, and housing-related characteristics of Cleveland Heights to the general public.

Task 4: Housing Market Analysis

4A: Gap Analysis

Our team has developed a model for analyzing housing gaps that is more detailed, current, and accurate than any other approach we are aware of. Standard ACS data is four years old on average. Our methodology scrapes and assembles a set of data that is much more recent, and even up to the present moment. This data comes from online rental listings, home sale records, and Costar records. Because it is property-specific, it can be applied to address records in the City's parcel dataset that it corresponds to.

With these updated parcel records as reference points and leveraging the other property characteristics present in the assessor's parcel database, we use statistical methods to interpolate the data across every residential parcel in the City. The result is an estimate of current home values and rent levels for every housing unit in the City—a complete and current picture of housing supply.

We then use another set of data sources (including Replica) and techniques to build a model of Cleveland Heights households, including size and income levels. This results in a complete and current picture of housing demand.

Finally, we align the housing supply and demand models to illustrate housing sufficiency and gaps in Cleveland Heights by tenure, income levels, and bedroom count. This gap analysis, and the analysis of recent development trends, will support our housing forecast by housing type.

More qualitative input can be used to estimate perceived needs for housing rehabilitation and the supply gap for seniors and people with disabilities.

4B: Barriers Analysis

The barriers analysis will have two focus areas.

- We will research the barriers to new development across the set of housing types that meet local needs, and
- We will research barriers that households face in securing safe and affordable housing.

Developer interviews will provide key insights into the challenges and barriers to new housing of various types. We will also put a particular focus on regulatory barriers through reviewing the City's zoning code to identify provisions that dampen housing production.

● TASK 4 DELIVERABLES

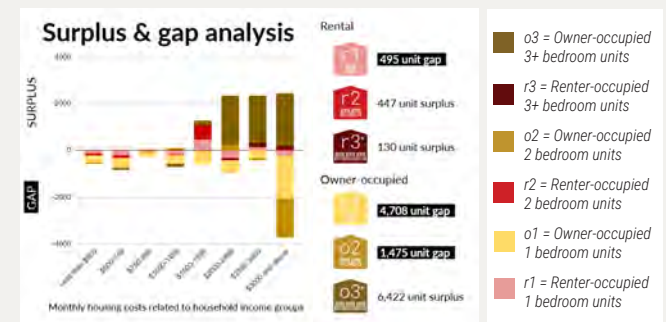
Key findings from the housing gaps and barriers analysis will be added to the StoryMap.

Our methodology leverages big data to create a more detailed, accurate, and up-to-date model of local housing demand and supply than conventional approaches. This approach provides unprecedented clarity on housing needs and opportunities across income levels and housing types. By incorporating recent migration and development trends, we can project future gaps and identify new development opportunities.



Example housing demand and supply by affordability, tenure, and size.

The example graph highlights shortages and surpluses across housing types and costs (housing gap by monthly cost, tenure, and bedroom count). Readings below the line indicate housing that is under supplied relative to the community's existing needs; readings above the line indicate housing that is adequately or oversupplied.





Task 5: Recommendations and Report

5A: Housing Recommendations

Based on our analytical findings, identification of housing needs, and input from City staff and housing committee members, we will develop a menu of candidate strategies for consideration. These strategies will be paired with case studies or best practices from other locations (other Cleveland-area cities will be highlighted where possible).

Recommended strategies may span a broad spectrum of housing development and preservation actions, including:

- Regulatory strategies, such as modifications to land use, zoning requirements, or other regulations,
- Incentive programs, financial or otherwise,

- Partnership approaches,
- Property ownership strategies,
- Context-building actions that increase the attractiveness of the city or parts of the city for new development, and
- Site preparation and positioning.

For each strategy, we will:

- Describe the strategy,
- Outline the need it is intended to address,
- Note any related programs or practices already being done in Cleveland Heights,
- Identify resources required for implementation, and
- Provide one or more case studies or best practices.

We have an existing Housing Solutions Library, assembled from our previous housing study work, that will be the source of some candidate housing strategies. Strategies will also originate from the suggestions of City staff and the TAC.

Strategies will be fleshed out and customized to the Cleveland Heights context through additional research interviews.

5B: Draft and Final Report

We will compile the analytical findings and proposed strategies in a visually appealing draft Housing Needs Assessment document for review and comment by City staff and the TAC.

After collecting feedback on the draft report, we will revise the report and issue a final Housing Needs Assessment document for official review and approval.

● TASK 4 DELIVERABLES

Deliverables will include the draft and final report. The menu of recommended strategies will be added to the online StoryMap.

6 PROPOSED TIMELINE

We believe the project timeline provides ample time for each task along with the review of deliverables throughout the course of the project. We will review with City staff and revise, if needed.

YEAR MONTH PHASE		2025			2026						
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
		Kick-off		Research and Analysis				Strategies		Document	
Task 1: Kick-off Meeting and Project Management											
1A	Kick-off Meeting with City Staff										
1B	Initial Site Visit										
1C	Ongoing Coordination with City Staff										
Task 2: Background Review and Data Collection											
2A	Policy, Plan, and Program Review										
2B	Demographic and Economic Profile										
2C	Existing Housing Stock										
2D	Homeownership Market Trends Since 2010										
2E	Rental Housing Market Trends Since 2010										
2F	Special Populations										
Task 3: Stakeholder and Community Engagement											
3A	TAC Meetings										
3B	Community Meetings										
3C	Online StoryMap										
3D	Housing Survey										
3E	Other Outreach										
3F	Stakeholder Interviews and Focus Groups										
3G	Developer Interviews										
3H	City Council Presentation										
3I	Local Housing Stories (Optional Task)										
Task 4: Housing Market Analysis											
4A	Gap Analysis										
4B	Barriers Analysis										
Task 5: Recommendations and Report											
5A	Housing Recommendations										
5B	Draft and Final Report										

7 CLIENT REFERENCES

We treat our clients as partners with a common goal. By listening closely to their needs, we build a rapport based on trust and confidence. To understand what drives their success, we collaborate at the outset, identifying issues, defining agendas, and keeping the lines of communication open and direct. The client relationships we form span multiple projects and last lifetimes. The projects listed below represent our most relevant projects, and we encourage you to contact these references.

City of Mentor

Contact: Kathleen Cantanzriti, Planning Director
Address: 8500 Civic Center Blvd, Mentor, OH 44060
Phone: 440-974-5737
Email: cantanzriti@cityofmentor.com
Project Name: Mentor Housing Study
Project Dates: September 2023 – July 2024

City of Minot

Contact: Brian Billingsley, Community and Economic Development Director
Address: 1025 31st Street SE, Minot, ND 58701
Phone: 701-857-4147
Email: brian.billingsley@minotnd.gov
Project Name: Housing Needs and Market Study
Project Dates: June 2023 – March 2024

Indianapolis Metropolitan Planning Organization (IMPO)

Contact: Andrea Miller, Senior Planner
Address: 200 E Washington St, Indianapolis, IN 46204
Phone: 317-327-5135
Email: andrea.miller@indympo.gov
Project Name: Central Indiana Housing Study
Project Dates: January 2023 – December 2023

8 EXAMPLE ASSESSMENT/REPORT

Each housing study included in our project experience section, starting on [page 4](#), includes a direct link for review.



↑ **Mentor Housing Study:** Given the comparable context of Mentor, OH, we have included the **complete PDF of the final report as a separate file** to facilitate thorough review. You can also use your phone to **scan the QR code** above or [CLICK HERE](#) to view the final housing study.

9 COST PROPOSAL

We have included the cost breakdown for the proposed services, as summarized in the table. Hours are initial estimates Stantec will invoice at our hourly rates up to the agreed budget. The optional task, Local Housing Stories, can be added to the proposed budget for an additional \$4,000.

Project Team		Tom Leighton	Spencer Cox	Zoey Sai	Saumya Jain	Kribashini Moorthy	Square Loop Planning (Aneesha Marwah)	Expenses	Total Labor Cost
Hourly Rates		\$204	\$176	\$152	\$176	\$152			
Task 1: Kick-off Meeting and Project Management									\$9,136
1A	Kick-off Meeting with City Staff	2	1	1			\$300	\$5,000	\$736
1B	Initial Site Visit	20		5					\$4,840
1C	Ongoing Coordination with City Staff	10		10					\$3,560
Task 2: Background Review and Data Collection									\$16,328
2A	Policy, Plan, and Program Review	2		5		5			\$1,928
2B	Demographic and Economic Profile	2		10	10				\$3,688
2C	Existing Housing Stock	2			10				\$2,168
2D	Homeownership Market Trends Since 2010	2		10	10				\$3,688
2E	Rental Housing Market Trends Since 2010	2		10	10				\$3,688
2F	Special Populations	2		5			\$1,000		\$1,168
Task 3: Stakeholder and Community Engagement									\$19,952
3A	TAC Meetings	8		8				\$10,000	\$2,848
3B	Community Meetings	8		10					\$3,152
3C	Online StoryMap	1			25				\$4,604
3D	Housing Survey	1		8	4				\$2,124
3E	Other Outreach	1		8					\$1,420
3F	Stakeholder Interviews and Focus Groups	5		5			\$1,000		\$1,780
3G	Developer Interviews	8		5			\$1,000	\$5,000	\$2,392
3H	City Council Presentation	8							\$1,632
3I	Local Housing Stories (Optional Task)								
Task 4: Housing Market Analysis									\$10,600
4A	Gap Analysis	5	40						\$8,060
4B	Barriers Analysis	5		5		5			\$2,540
Task 5: Recommendations and Report									\$7,880
5A	Housing Recommendations	15		10		5	\$6,000		\$5,340
5B	Draft and Final Report	5		10			\$1,000		\$2,540
Totals		114	41	125	69	15	\$10,300	\$20,000	\$63,896
Total Project Cost (Labor, Subconsultant, and Expenses)									\$94,196

10 REQUIRED STATEMENTS

Statement on Minority, Women-Owned, Veteran-Friendly, Disadvantaged Business Enterprises

We are proud to include Square Loop Planning, a registered DBE/WBE/MBE/TGB, as part of our team. Their expertise and perspective will contribute meaningfully to project success.

We recognize the importance of authentic and inclusive community engagement, particularly with local stakeholders. During contract negotiations, we can discuss the benefits of identifying and collaborating with a locally based firm that specializes in community outreach and engagement.

Diversity, Equity, and Inclusion at Stantec

Celebrating Differences

Inclusion means valuing the distinct talent flourishing within, and that is an important component to building a more innovative and prosperous Stantec. We design with community in mind and to genuinely fulfill that promise, we need to be representative of the many communities we serve. It's our diversity of thought and expression that sets us apart.

Our Commitment

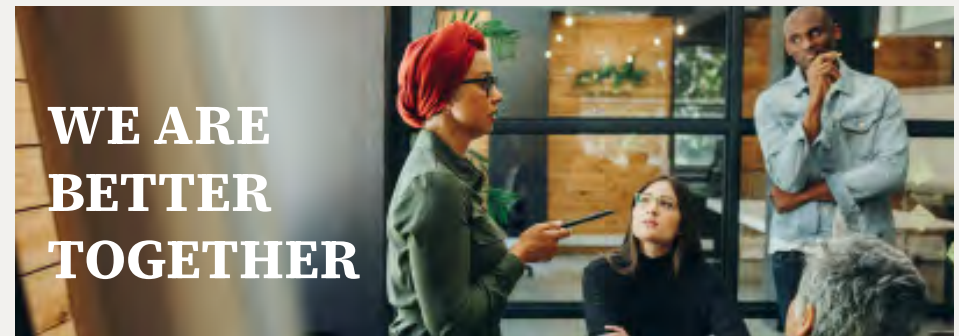
Stantec creates opportunities by inviting, embracing, and celebrating differences. Inclusion, diversity, and equity foster a healthy range of views, facilitates innovation, improves results, and nurtures a sense of belonging. Together shape a culture of mutual support and acceptance.

Equity and Diversity Partnerships: We've been building relationships with organizations like the National Organization of Minority Architects (NOMA), National Society of Black Engineers (NSBE), Society of Hispanic Professional Engineers (SHPE), ACE Mentor Program of America, and American Indian Science and Engineering Society (AISES) to develop a strong talent pipeline of diverse leaders who bring rich experience and value to our industry.

Diversity Policy: We believe that representation matters, and when our top leadership is diverse, it brings about innovation and inspiration to our diverse colleagues, clients, and communities. Currently, our Board and C-Suite are 44% and 40% women and 33% and 10% visible minorities, respectively.

Statement of Non-Discrimination

Stantec will comply with all applicable federal, state and local laws with regard to fair employment practices and will not discriminate on the basis of the protected classes identified in Section 749.01 of the Cleveland Heights Codified Ordinances (e.g., age, race, color, religion, sex, familial status, national origin, disability, sexual orientation, or gender identity or expression) in connection with the project.



Community Engagement Fund: In our communities, we focus on four pillars—arts, education, health and wellness, and environment. We also put our focus on equity and diversity partnerships, scholarships, Dollars for Doers, and Stantec in the Community (SITC) Week. By 2030, we aim to invest a further \$30 million into community organizations around the globe, taking our total to \$60 million since starting this initiative in 2007.

The Stantec Equity and Diversity Scholarship: An annual \$200,000 Equity and Diversity Scholarship fund supports underrepresented and BIPOC communities studying in STEAM fields. Our goal is to support STEAM programs, provide the opportunity for the next generation to pursue their higher education goals, and encourage more students to achieve their aspirations.

Employee Resource Groups (ERGs): Examples of our internal ERGs include Women@Stantec, Pride@Stantec, Indigenous Connections@Stantec, Latinos@Stantec, Persons with Disabilities@Stantec, Military and Veterans Advocates (MAVA), Cultural Awareness and Inclusion, Neurodiversity@Stantec, REACH@Stantec, and Asians@Stantec.



Stantec is a global leader in sustainable architecture, engineering, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.



City of Cleveland Heights

Project Manager

● Tom Leighton, AICP, EDFP

Housing Economics

● Saumya Jain

Online Engagement

● Joe Polacek

Housing Analytics

● Zoey Sai

Zoning Specialist

● Kribashini Moorthy

**Housing Development
Strategist**

● Aneesha Marwah
Square Loop Planning



KM Date Community Planning, LLC

Proposal for

City of Cleveland Heights Housing Needs Assessment



City of Cleveland Heights
40 Severance Circle
Cleveland Heights, OH 44118



August 11, 2025

City of Cleveland Heights
Department of Planning, Neighborhoods & Development
Attn: Eric Zamft, ACIP
40 Severance Circle
Cleveland Heights, OH 44118

Re: City of Cleveland Heights Housing Needs Assessment RFP

Dear Mr. Zamft and Selection Committee,

The City of Cleveland Heights is at an exciting and pivotal moment. In recent years, new investment and business interest in the City from enterprises across the region, particularly in the residential market, has arisen in distinctly different neighborhoods, spanning market-rate, affordable, and mixed-use housing developments. The increased interest has also brought forth an engaged and passionate public dialogue, centering on the future of the neighborhoods. As residents raise both support and opposition, you are recognizing the challenge before you, and the need for comprehensive, data-driven insights to more directly address concerns, correct misconceptions, and accurately outline a future vision.

KM Date Community Planning and *OHM Advisors* have come together to forge a team with a unique blend of technical experts, engagement leaders, and experienced staff members to collaborate and develop a housing assessment analysis that addresses the quantitative and qualitative needs and outlines strategic decision-making steps.

KM Date Community Planning, led by principal Kirby Date, brings over 20 years of experience working in both Ohio and Pennsylvania communities on revitalization, economic development, historic preservation, land development, and housing analysis plans that have helped guide implementation and decision making. We have partnered with OHM Advisors, the Community Advancement firm, who are familiar with the City through previous and ongoing planning/design efforts, but have also recently grown their team of experts in housing and economic development fields. Our team also brings strong community engagement experience, specifically in stakeholder and small group settings, to help facilitate the critical dialogue necessary for the study. KM Date and OHM have successfully partnered on several plans and studies of this nature. In addition, KM Date has a relationship with *The Task Team*, who provide real estate data and advice on housing projects.

Together, our goal is to integrate data-grounded analysis with meaningful community engagement to craft a housing study that captures a complete picture of the Cleveland Heights housing environment, and can chart a course that is a reflection of the community's values and evolving needs. We look forward to the opportunity to partner and collaborate to develop the Cleveland Heights housing vision.

Kirby Date, AICP, RLA
Owner and Principal
KM Date Community Planning, LLC
216.970.7354, kdate@kmdateplanning.com

Contents

1. Firm Profiles

- Meet KM Date Community Planning
- KM Date Project Examples
- Meet OHM Advisors
- OHM Project Examples
- Meet The Task Team

2. Personnel

- Team Chart
- Staff Profiles

3. Understanding & Approach

- Project Approach
- Engagement Strategy

4. Scope of Work & Timeline

5. References

6. Example Reports

7. Cost Proposal

8. Statements



SECTION ONE

FIRM PROFILES

KM Date Community Planning



KM Date Community Planning (KM Date) provides support to communities in making sound decisions about land development, conservation and open space, land management, economic development, housing, historic preservation, and community involvement.

Changing household, market, economic, and environmental conditions require communities to make informed decisions that will make a difference for their future. Your decisions now will determine who you are in twenty years – your fiscal and economic situation, your community character, and your long term prosperity and quality of life. We provide information, analysis, recommendations, data, and facilitation to assist with those decisions – to leaders, groups, businesses, and citizens.

KM Date Community Planning is led by Kirby Date, AICP, a planner with over 30 years' experience working with Ohio communities. Clients and collaborators have included the State of Ohio, Cleveland Housing Network, Western Reserve Resource Conservation and Development Council, Cleveland Metroparks, Ohio Lake Erie Commission, Cuyahoga County, Geauga County, Holden Arboretum, Northeast Ohio Areawide Coordinating Agency, Kent State University, the Northeast Ohio Stormwater Training Council, the Northeast Ohio Sustainable Communities Consortium, City of Cleveland, Hambden Township, and City of Oberlin, OH, among many others.

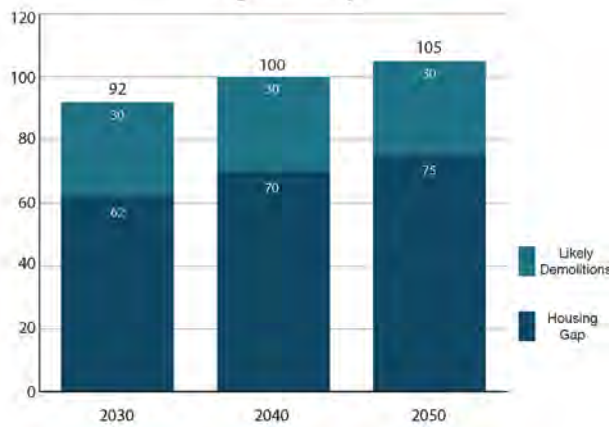
Balancing Conservation and Development. For over 20 years, Ms. Date led the Countryside Program in Northeast Ohio, and the local government outreach component of the Ohio Balanced Growth Program. This work involved collaborations with cities, villages, townships, and counties across Ohio, as well as state and regional agencies, to promote a better understanding of how local government policy affects watershed quality. Over 100 implementation projects resulted in adoption of resource-protecting codes and plans, and improved environmental quality in development projects, creating high quality places to live, work, study, worship and play.

Community Revitalization Strategies. Ms. Date has led strategies for economic and housing revitalization efforts for urban neighborhoods and small towns in Northeast Ohio and western Pennsylvania. In 2020, she developed a comprehensive housing strategy for the City of Lorain, Ohio (population 65,000), based on GIS map and quantitative analysis of property condition, property ownership, and property value. A comprehensive economic strategy for the Town of Greenville, PA included analysis of the business and retail economy through a hand-built inventory of businesses, including business interviews, enabling retail and restaurant niche analysis, location quotient and micro-cluster analysis to lead to specific revitalization recommendations. Other projects have included revitalization strategies for Kenmore Boulevard and West Akron main street neighborhoods in the City of Akron, OH; and a comprehensive plan including economic and housing recommendations for the City of Oberlin, Ohio.

Public and Stakeholder Engagement. All of our projects involve extensive work with the public and key stakeholders. We are committed to the principle of meaningful engagement that facilitates the public and stakeholders in collaboratively shaping positive policy change. The Countryside Program and the Balanced Growth Program both involved innovation in local government policy which would not have succeeded if not founded on heavy input from developers, the banking and real estate community, prosecutors and law directors, elected leadership, planning commissions and zoning boards. Our work has ranged from interviews and focus groups to public meetings, collaborative hands-on workshops, field trips and design seminars.

Project Examples

City of Oberlin Comprehensive Plan and Housing Update, 2024. OHM Advisors and KM Date collaborated with the City of Oberlin Comprehensive Plan Committee on the first comprehensive plan for the City since 2011. An extensive public engagement program included online and paper surveys, focus groups, community meetings, and interviews. Resulting strategies addressed housing and economic development, recreation and open space, transportation and public infrastructure, arts and culture, and 4 other topics. The project included an economic analysis, and an update of the City's 2017 housing plan, also prepared by KM Date. *Reference: Carrie Porter, Director of Planning, City of Oberlin.*



multi-year planning effort to fruition in the form of an actionable Social Equity Plan. Implementation steps were identified in 12 areas of community life, including government, housing, recreation, police relations, economic development, education in schools, education in community, social justice, health and health care, mental health, and transportation. *Reference: Terri Richardson-Sanders, City of Oberlin Community Liaison.*

City of Lorain Comprehensive Housing Study and Needs Assessment, 2021. As part of her role in the Center for Community Planning and Development at Cleveland State University, Ms. Date led the preparation of a ward-by-ward assessment of housing needs and opportunities for housing expansion and neighborhood improvement. Topics addressed included a market study for new market-rate and affordable housing construction, housing rehabilitation, senior housing projected for 2019-2029, and an Analysis of Impediments to Fair Housing. The project also included a Slum and Blight study, using GIS to characterize housing condition based on several sources, and development of a criteria framework for that characterization, in compliance with HUD CDBG national objectives, to develop a rationale for a definition of slum and blight. This project led to adoption of a Slum and Blight ordinance, supporting the City's CDBG Consolidated Plan submittal. January 2021. Available at: https://works.bepress.com/kirby_date/29/ *Reference: Max Upton, former director of Building, Housing and Planning for the City of Lorain; currently Director of Community and Economic Development for the City of North Olmsted.*



Ambridge Housing Study, 2025. In support of a Brownfields Redevelopment strategy led by S-GA Associates, on a grant from the USEPA, KM Date and OHM Advisors collaborated on a housing market analysis for the Borough of Ambridge, PA. The market was defined based on school district boundaries, and analysis led to identification of demand for market-rate, affordable and rehabbed housing. In addition to demographic demand and housing supply analysis, housing condition, rehab needs, and ownership were evaluated. Recommendations were incorporated into the brownfields areawide revitalization strategy. A separate analysis was also provided to understand the market for grocery in Ambridge, since grocery is a key amenity to attract residents. Analysis did support some additional grocery, which will be incorporated into the revitalization strategy. *Reference: Mario Leone, Borough Manager, Borough of Ambridge, and Sean Garrigan, Principal, Stromberg-Garrigan Associates.*

Project Examples

Cleveland 2030: A Housing Equity Plan, 2021.



KM Date supported the Housing Initiative at Penn, of the University of Pennsylvania's Weitzman School of Design, in preparing a forward-thinking housing plan for the City of Cleveland. This was a comprehensive study addressing housing needs with a focus on affordable housing and weak market neighborhoods. Kirby Date led engagement with key stakeholders including appraisers, realtors, community development groups, housing agencies at the County, Federal and State level, developers and designers, philanthropy and finance, social service agencies, residents, and potential homebuyers. In the implementation phase of the project, she led the Neighborhood Investment Working Group, which drafted policy related to strengthening neighborhoods, rehabilitation, infrastructure and jobs/employment related to housing. *Reference: Vincent Reina, Faculty Director, Housing Initiative at Penn.*

Greenville, PA Economic and Housing Strategy, 2022.

KM Date worked with the Town of Greenville, PA to develop an economic development, housing and market strategy for the community. Recognizing that quality housing and neighborhoods are the cornerstone of business and workforce attraction, the project began with a parcel-level evaluation of property condition, using state of the art LandGrid software and a criteria framework designed by KM Date. Subsequent phases included business and micro-cluster analysis, retail and housing market analysis, brownfields site evaluation, competitor analysis in an asset-focused strategy. A followup drilldown market strategy for housing, retail, restaurant, office and lodging uses supported a USEPA Areawide Plan for Brownfields Revitalization, led by KU Resources and S-GA Associates. Working with a community economic strategy committee of business, nonprofit and institutional stakeholders, KM Date facilitated collaboration to form an overall strategy and implementation plan for enhancing the business environment in the Town. June 2019 through June 2023. *Reference: Mary Jane Kuffner Hirt, Act 47 Manager*

West Akron Retail and Housing Study, 2023.

KM Date prepared a retail and housing analysis as part of an overall neighborhood plan for the West Akron and Sherbondy neighborhoods of Akron, led by MKSK Associates. The retail analysis assessed a range of potential uses from grocery to restaurants to pet stores, and made recommendations for revitalizing two key retail corridors in the neighborhood. The housing analysis analyzed and made recommendations regarding housing condition, rehab, and demand for new housing. *References: Pastor David Nelson, Progressive Alliance*

City of Oberlin Comprehensive Housing Analysis, 2017.

Ms. Date worked with the City of Oberlin to assess the City's housing market and housing needs and make recommendations that could be incorporated into the future Comprehensive Plan, planned for 2018. The Housing Needs Assessment was done in response to resident concerns and disagreement about the need for affordable and senior housing in the community. In addition to traditional supply and demand analysis, the project included a detailed housing-related code review, and extensive interviews of residents and workers living in Oberlin and elsewhere, Oberlin College, and key Oberlin employers, and a community open house. The work was done in concert with a steering committee of leaders and stakeholders which acted as a sounding board and a public forum for ongoing information about the process. Recommendations included definition of Oberlin's existing and potential renter and buyer markets, specific goals for affordable and senior housing, and implementation steps related to walkability, infill, development of amenities, code revisions, green building and green site development. *Reference: Carrie Porter, Director of Planning, City of Oberlin.*



Meet OHM Advisors

Who We Are

OHM Advisors (OHM) is a community advancement firm delivering award-winning work across the architecture, engineering, and planning spheres. As our client, you can expect collaboration from a multidisciplinary team that's in lockstep with you from idea to reality, resulting in detailed plan that gives direction, and a path to successful change. We are eager to continue to play a part in the advancement of Cleveland Heights.

Firm History + Local Integration

Founded in 1962, we have grown to a 750+ person team with 24 offices throughout the Midwest and Florida. In our 63 years of practice, we have remained steadfast in our commitment to advancing communities by creating great places for people. We've demonstrated this commitment to dozens of communities throughout the region by helping them plan for the next chapter.

Expansion In Housing & Economic Development Expertise

OHM Advisors recently acquired Community Image Buildings (CIB), a community planning and development consulting firm based in Fenton, Michigan. CIB has more than 13 years of experience delivering planning, housing and branding solutions to public and private sector clients. The teams approach includes a combination of data-driven insights with strategic marketing and identify services to assist communities, developers, and investments. There acquisition further expands OHM's expertise in planning, economic development, housing analysis, and redevelopment services.

OHM PLACE Studio

Our PLACE studio members are actively engaged in Cleveland Heights through existing projects and community initiatives. Our team members will bring our local insights, connections, and enthusiasm in creating engagement strategies to reach residents, stakeholders, and other interested parties to ensure a well-rounded plan.



Our PLACE Philosophy

THE TENETS OF PLACE

- ▼ Build **TRUST** with our client and community.
- ▼ Elevate the **DIGNITY OF PEOPLE AND PLACE**.
- ▼ Craft **HOLISTIC**, artistic, and timeless solutions.
- ▼ Promote **INNOVATION** and sustainability .
- ▼ Focus on the **ECONOMICS** of place.
- ▼ Create **HAPPINESS**, joy and energy.

Award-Winning Design that Connects People and Communities

Our PLACE (*Planning, Landscape Architecture, Community Environment + Engagement*) Studio sees each project as an opportunity to partner, dream big and evoke your community's vision. Whether we're creating public spaces or regulations, plans or community identities, we take a holistic design approach to restoring and shaping better places for people and our environment.

Whatever we're designing, we thrive on exploring new and sustainable methods and materials, forging new relationships, and ultimately creating lasting, livable places that people connect with.

Our portfolio includes award-winning solutions for parks and public spaces, streetscapes, comprehensive and vision plans, economic development plans, codes and standards, and more.

Vision for the Valley Cleveland, OH

Creating a unified legacy vision to guide growth and decision making for future initiatives along the Cuyahoga River Valley.



Project Examples



City of Oberlin Comprehensive Plan, City of Oberlin, 2024.

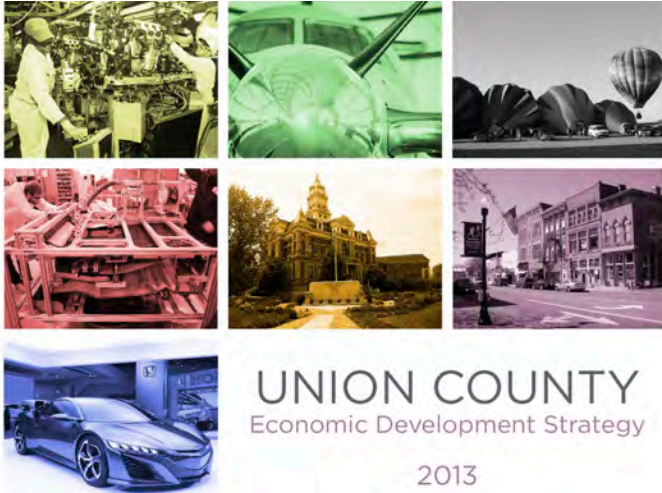
The City of Oberlin has long been recognized as a leader and early adopter in implementing progressive municipal policies in sustainability, renewable energy, and responding to climate change. A small Ohio town that is home to highly ranked Oberlin College, with its associated excellent environmental and cultural programs and opportunities, Oberlin is also a highly desirable place to live and work. After completing an extensive housing study in 2017, a Climate Action Plan in 2019, and a comprehensive plan preparation process from 2020-2021, the city engaged the combined KM Date Community Planning and OHM Advisors consultant team to engage the community and guide in creating a comprehensive plan for its future. The result is a state-of-the-art community plan which furthers Oberlin's vision and reputation as a leader

in resilient, sustainable municipal policy and social equity. It sets forth strategies for growth to expand and improve diversity and affordability of housing, economic growth and development, community services, arts and culture, and communication and collaboration, to ensure that Oberlin remains a wonderful place to live, work, and study into the future for all citizens.

Downtown Medina Housing Strategy, City of Medina, 2016. OHM Advisors worked with the City of Medina to create a housing development plan for the neighborhoods surrounding Downtown Medina. The Downtown Neighborhood Improvement Program is a comprehensive and financially sustainable housing strategy that works to elevate the quality of Medina's core neighborhoods, and the economic competitiveness of the downtown. The impetus for the project stemmed from the America's Best Communities competition, an initiative of Frontier Communications, DISH, and other partners to help small towns and rural communities thrive. The ultimate award of the competition was a cash prize to help bring local economic revitalization plans to life. As a quarter-finalist, the City was expected to create a revitalization plan that focused on community engagement, a long-term vision and strategy, and short term tactics. The program is designed to improve the economic competitiveness of the Downtown by enhancing/preserving the character of the housing, as well as, improving physical conditions of the housing. The Medina Community Development Corporation would work with a local financial institution to establish a Revolving Loan Fund (RLF) with the prize money and matching contributions from banks and organizations. Using the RLF as the financial footing for the program, the program would execute on the following strategies.



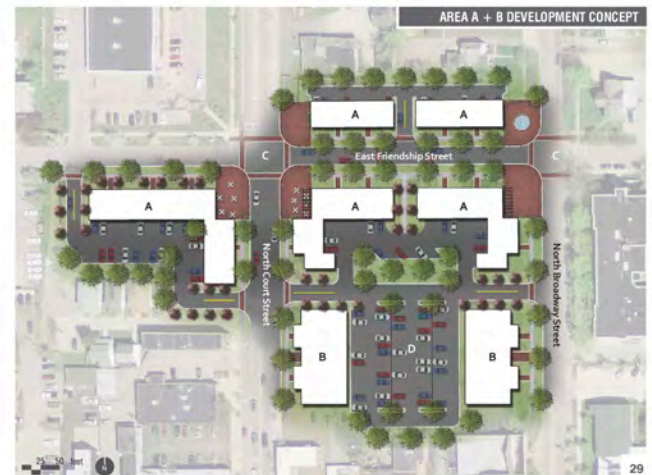
Project Examples



Union County Economic Development Action Plan, Union County, OH, 2013. An Economic Development Action Plan was created for Union County Ohio to position the County to be a hub of manufacturing and innovation throughout Central Ohio. The purpose of the Strategy was to examine what is working well and to leverage those assets to attract and retain high quality businesses and development in the County. The EDAP is a guide for policy makers and businesses to identify actionable goals and tactics that will strengthen the economic vitality of Union County. A coordinated effort among various groups was considered to ensure the County's economic priorities are being addressed and that actions will not take place in a piecemeal fashion. The plan is action oriented. The Strategy starts by framing a vision for the County that establishes the overall direction the Strategy

will take. The four chapters that follow outline the objectives necessary to meet the vision. A series of tactics within each chapter show the specific, actionable items that are necessary to meet each objective. The implementation chapter assigns responsibility to various parties for action. A major goal when creating the EDAP was to design an approach that considered a variety of County stakeholders. Throughout the process, the Community Improvement Corporation (CIC) and Port Authority (Steering Committee), staff and consultants conducted steps to ensure that not only were key county stakeholders involved, but Economic Development plans adopted in the past and plans from other groups and committees with economic elements, were considered and implemented into this strategy.

Medina Strategic Downtown Redevelopment Plan, City of Medina, 2015. OHM Advisors planning team worked with the City of Medina and the Economic Development Office to create a market-based approach to the development and redevelopment of specific focus areas within historic Downtown Medina. This project evaluates the current and future development potential for various market segments in the Downtown that are currently vacant or underutilized, and develops a vision and strategy for these areas that will respond to the opportunities in the regional marketplace.



The goal of this plan is to establish a refined vision for Downtown that is rooted in a market-based approach by identifying opportunities for new catalyst projects, that generate city revenue and enhance the character and brand of the community. These development opportunities are complemented by creative redevelopment strategies and incentives created by some of the industry leaders in economic development. These strategies aim to minimize financial risks and build momentum and trust with the private sector. OHM Advisors worked to strategically engage key stakeholders in the Medina community, ensuring the plan has their support. The final product is a document that guides future redevelopment in Downtown Medina and attracts investment from the private sector.

Project Examples



Shorb Neighborhood Development Master Plan, Canton, OH, 2022. Canton, Ohio, like many rust-belt towns, experienced decline in the late twentieth century as trends in industry and manufacturing began to shift leading to vacant properties, poor infrastructure, and blight. On the precipice of resurgence with extensive investment in the Pro Football Hall of Fame Village, the City's Downtown Centennial Plaza, and other institutional investments, the City embarked on a comprehensive planning process in 2016 to study the condition of its infrastructure and assets and make recommendations for improvements to enhance quality of life as well as continue to attract and retain businesses and residents. The Comprehensive Plan identified six target areas for investment including the Shorb Neighborhood which provides a key linkage between the Pro Football Hall of Fame and Downtown Canton. The

OHM team worked closely with the City as well as area stakeholders on a Master Plan for the Shorb Neighborhood, a dense residential area with significant minority and disabled populations. The neighborhood offers abundant parkland and an authenticity enjoyed by its residents. It also contains key local and regional transit corridors in Fulton Avenue and Shorb Avenue. However, high vacancy rates, a decline in residents and housing units, and cost-burdened renters and homeowners has led to safety and infrastructure concerns. The plan, which included a market study and significant community and stakeholder engagement, proposes strategies to remove blight and expand affordable housing to area residents to create a safer, more vibrant neighborhood, as well as infrastructure improvements to improve overall mobility and connectivity.

Wooster Comprehensive Plan, City of Wooster, 2014/2024.

Located in Northeastern Ohio and home to around 26,000 residents, the City of Wooster is a regional center for education, industry, and agriculture. OHM Advisors led a process to update the city's aging comprehensive plan, which we previously completed in 2014. This update was in response to recent growth within and around the city, as well as changing demographics that are impacting the local marketplace. The goal of the plan update is to create a roadmap for city officials and community members that provides insight into Wooster's current conditions and makes recommendations to guide future policy decisions and development within the city. The OHM Advisors team worked closely with a steering committee throughout the process and sought extensive input from the community to ensure the plan was community driven. The plan identified development areas within the community that presented significant redevelopment or development potential and were considered a priority public and private sector reinvestment initiatives. Detailed urban design and development plans were created for each one of these areas to graphically illustrate a redevelopment vision and outline the preferred development program for each area. Included were strategies around redevelopment and new development of housing in and around the City. Specific stakeholder sessions were conducted to further develop key strategies integrated into the final plan.





Meet The Task Team

Location

2217 East 9th Street, Cleveland, OH 44115
216.970.0035

Our Work

The Task Team (Berkshire Hathaway HomeServices Professional Realty) connects people, properties, and possibilities in Greater Cleveland. Our team of seasoned real estate agents and support staff offers residential, commercial, and new construction services for buyers, sellers, developers, and investors.

Values

Our team's co-created values are professionalism, care, grit, innovation, and integrity. We believe real estate professionals have a duty to improve quality of life for both clients and communities. To that end, we are highly engaged in community work ranging from Board and committee service to in-kind and financial donations to community education and advocacy.

Expertise

The Task Team has ranked in the top 1% of all REALTOR® agencies in the United States in volume, and we are consistently ranked in the top 100 worldwide agencies within the Berkshire Hathaway network. Our team is endorsed with the Commitment to Excellence designation by the National Association of REALTORS®, is a top ranking member of the national LGBTQ+ Real Estate Alliance, and is a long-time annual recipient of both the Berkshire Hathaway national Chairman's Circle designation as well as a top 3 statewide BHHS team. Each agent holds specific designations and areas of expertise.

Example Projects

The Task Team has supported KM Date Community Planning in the Oberlin Comprehensive Plan Housing analysis, and the Ambridge Borough Housing Market Analysis. (See descriptions under KM Date). In both cases, The Task Team provided market economic trends data, real estate data for multi-family and single family housing, comparable sales data, and related information, and advised on pertinent recommendations.

Meet Seth Task

Seth (CRS, Green, C2EX, CNHS, AHWD) has been a licensed REALTOR® since 2005 and started The Task Team the following year.

His passion for improving the quality of his clients' lives, the rights of homeowners, and the industry in which he serves has fueled his service at every level of the REALTOR® associations, including as President of both Ohio REALTORS® in 2021 and Akron Cleveland Association of REALTORS® in 2014. At the National Association of REALTORS®, Seth has served on the Board of Directors since 2016, was part of the Leadership Academy, chaired both the Federal Financing & Housing Policy and the Conventional Financing committees, and most recently served on the Extended Leadership team as the Public & Federal Issues Liaison.

Seth has appeared before the Federal Reserve Bank, FHFA, the Veterans Administration, Rural Housing Services, and the Department of Housing and Urban Development as an expert in his field. He is a member of the NAR RPAC Hall of Fame and the Ohio REALTORS® RPAC Hall of Honor. Seth was named Ohio REALTOR® of the Year (2017).

In the community, Seth has served on the Boards of Neighborhood Housing Services of Greater Cleveland as well as Future Heights. He recently founded Rebuild Cleveland, a private company spearheading modular construction in Greater Cleveland. Additionally, Seth serves the Gates Mills Elementary School Parent Teacher Club.

In addition to leading The Task Team, Seth is a partner in Re-Build Cleveland, a development group working to build custom affordable new housing in Cleveland and environs using innovative modular construction technology. Re-Build Cleveland is a certified Small Business Enterprise (SBE) with the City of Cleveland. See <https://rebuild-cle.com/>



SECTION TWO

PERSONNEL

Our Team

A TALENTED + HIGHLY SPECIALIZED TEAM OF PROFESSIONALS

Careful thought and consideration went into assembling a team that has the **expertise** needed to deliver this project to Cleveland Heights. Our team is committed to servicing this project from start to finish and the project staff will maintain the required availability.



PROJECT LEADERSHIP	
Kirby Date, AICP Project Manager + Technical Lead	
COMMUNITY ENGAGEMENT	TECHNICAL ADVISORS
Arthur Schmidt IV Project Coordinator + Engagement Lead	Justin Sprague Technical Analysis
Greta Thomas Community Engagement	Adam Cook, CNU-A,NCI, FBCI Technical Analysis
Erica Tinnirello Graphics + Community Engagement	Kim Littleton, AICP Zoning Code Specialist
	Jake Murawski GIS Analysis
	Seth Task Real Estate Advising & Data

KM Date Planning & OHM Advisors : A Team Engineered for Results



The KM Date Planning and OHM Advisors team offers the integration of innovative thinking and proven local expertise in community engagement.

Drawing from KM Date’s work developing a number of housing assessments and development strategies and OHM Advisors’ 60+ year track record of creating vibrant, sustainable communities, our collaboration will deliver an assessment that bridges vision and action.



Our partnership has spanned through several projects within Northeast Ohio and Pennsylvania, working on a scale of projects from localized market analysis, comprehensive planning, and housing strategies. Our shared philosophy places meaningful community and stakeholder engagement at the heart of the process, while our complementary technical expertise ensures that recommendations translate into achievable outcomes, positioning Cleveland Heights to navigate its next chapter of housing sustainability and development.

Meet the Team



EDUCATION

Master of Urban Studies,
Neighborhood, and
Community Development
Focus, Cleveland State
University

Bachelor of Science with
Distinction, Specialization
in Landscape
Architecture, Cornell
University

Ohio Economic Development
Association and
International Economic
Development Council

LICENSURE/ CERTIFICATION

American Institute of
Certified Planners
#17688, July 2002.

KIRBY DATE, AICP

PRINCIPAL, PROJECT MANAGER, & TECHNICAL LEAD

Kirby Date, AICP, is a certified community planner, and principal of KM Date Community Planning, LLC, a community planning and decision support consultancy.

Ms. Date's areas of expertise include comprehensive planning and community engagement, and decision support technical studies in economic, fiscal, retail and market analysis, housing, and code review. She was the local government outreach planner for Countryside Program in Northeast Ohio from 1996 to 2006, and for the Ohio Balanced Growth Program from 2006 to 2016. From 2006 to 2021, she was a member of the professional staff of the Center for Community Planning and Development at the Maxine Goodman Levin College of Urban Affairs, Cleveland State University. Born and raised in Pittsburgh, PA, Ms. Date holds a BS in Landscape Architecture from Cornell University, and an MS in Urban Studies, Community and Neighborhood Development focus, from Cleveland State University. She is the author/ editor of Best Local Land Use Practices, a suite of policy tools and resources for Ohio communities based on the Ohio Balanced Growth Program's web site.

Select Relevant Experience

- City of Oberlin, Comprehensive Plan and Housing Update, 2024, with OHM Advisors
- City of Oberlin, Social Equity Plan, 2025, with OHM Advisors
- City of Lorain, Housing Needs Assessment, Slum and Blight Study, and Analysis of Impediments to Fair Housing, 2020; via Levin College of Urban Affairs, CSU
- City of Cleveland, Housing Equity Plan 2030, 2021, public engagement role, with the Housing Initiative at the University of Pennsylvania
- Borough of Ambridge, PA, Housing and Grocery Market Analysis, 2025, with OHM Advisors
- West Akron Retail and Housing Analysis, 2023
- Kent State University, regional campus student housing and Tuscarawas County Housing Market Analysis, 2023
- Town of Greenville, PA Brownfields Economic and Housing Strategy and Market Analyses, 2022
- East Cleveland Re-Envisioning, via Levin College of Urban Affairs, CSU, and with PolicyBridge, Cleveland, 2020
- Community and Merchant Engagement, with OHM Advisors for an Amish Community in Holmes County, OH, Fall 2020.
- Kenmore Boulevard Revitalization Strategy, Kenmore Neighborhood, Akron, 2019
- EDEN Scattered Site Housing Rehabilitation Study, 2018, via Levin College of Urban Affairs, CSU
- City of Oberlin, Comprehensive Housing Needs Assessment, 2017, via Levin College of Urban Affairs, CSU
- Neighborhood Housing Services Housing Land Trust Focus Groups, 2017
- City of Kent Comprehensive Housing Assessment, 2016, via Levin College of Urban Affairs, CSU
- Variety Village Economic Impact Study, Westown Neighborhood, Cleveland, 2017, via Levin College of Urban Affairs, CSU
- Fleet Avenue Revitalization Strategy, Slavic Village Neighborhood, Cleveland, 2016, via Levin College of Urban Affairs, CSU

2. PERSONNEL

PROJECT TEAM



Arthur Schmidt IV Principal | Project Coordinator + Engagement Lead

Master of Urban Design, Kent State University; Master of Planning in Design & Development, Cleveland State University

As a Planner at OHM Advisors, Arthur brings a collaborative and place-based approach to each project. Arthur's 13 years of experience include community and transportation planning, public policy, zoning codes, economic development and public engagement. Prior to joining OHM Advisors, Arthur worked in the public sector where he coordinated local design review boards, collaborated with local communities on neighborhood-based plans with developers, and managed grant programs to assist in funding planning and implementation projects and efforts. Arthur believes that design is a participatory process that engages citizens in the development of plans that embrace the desires of the community, the character qualities of the community, and set a sustainable model for continued long-term success. His commitment to understanding the needs and desires of the community, and pairing that with a collaborative, trust-building approach translates to enriched visions and plans.



Justin Sprague Principal | Technical Advisor

Bachelor of the Arts in Resource Planning, University of Michigan—Flint

Justin Sprague serves as Principal at OHM Advisors. Justin excels in economic development strategic planning, financial incentive support and housing policy and strategy development. With a diverse background as a planner, economic developer, facilitator, and entrepreneur, he offers OHM clients a comprehensive and distinctive approach to their projects. He also has experience supporting private sector development including site selection, incentive negotiations, and consulting clients to navigate the municipal development process. Previously, Justin served as Principal and Vice President for CIB Planning and prior to CIB, as the Director of Business Development at the Flint & Genesee Chamber of Commerce, where he was responsible for business attraction/retention efforts, large site redevelopment, and municipal collaboration projects.



Adam Cook, CNU-A, NCI, FBCI Principal | Technical Advisor

MSc. (ABD) Urban and Regional Planning, Eastern Michigan University; Bachelor of Science in Mathematics/Economics, The University of Michigan-Dearborn

Adam is a highly-skilled planner with extensive expertise in urban planning, design, economics, and community development. He brings a deep understanding of city planning and urban design to every project. As an experienced private-sector consultant, he specializes in market analysis and strategic development, working collaboratively to create sustainable and thriving communities. Adam's ability to communicate effectively with stakeholders, combined with his attention to detail, make him a valuable asset in multidisciplinary teams. Passionate about shaping the built environment, he seeks to leverage his expertise in both public and private sectors, contributing to projects that foster vibrant, resilient places.

PROJECT TEAM



Greta Thomas Community Engagement

Master of Urban Planning and Development, Cleveland State University

Greta is a planner at OHM Advisors and local Cleveland Heights resident, with a mindset of creating community destinations, her ability in recognizing the uniqueness of each community connects her to the places and spaces of each project. Her experiences focus on community and economic development, urban design, multi-mobility, and community engagement. Prior to joining OHM, Greta worked at Slavic Village Development, a non-profit community development corporation within the city of Cleveland, as their business development associate. She believes that planning can be a powerful tool in enhancing the resiliency, adaptability, and legacy of place.



Erica Tinnirello Graphics + Community Engagement

Master of Urban Planning and Development, Cleveland State University

Erica is a planner at OHM Advisors with a passion to create memorable and unique places. Her experiences focus on historic preservation, transportation initiatives, graphic development, and community and stakeholder engagement. Prior to joining OHM, Erica worked at Slavic Village Development, a non-profit community development corporation within the city of Cleveland, as their grant and marketing coordinator. She believes that planning is an effective tool that cities can use to reimagine viable spaces. She has been able to work on a variety of projects that help further her experience to create unique solutions.



Kim Littleton, AICP Zoning Code Specialist

MBA, Capital University School of Management and Leadership; B.S. in Urban Planning, University of Cincinnati

Over the past 35 years, Kim has developed an expertise in helping local jurisdictions throughout Ohio and the United States to visualize, plan for, and manage future community growth and development. He has prepared numerous comprehensive plans, area plans, corridor plans, unified development ordinances, form-based codes, and hybrid codes for communities of all sizes.



Jake Murawski GIS Analysis

M.S. and B.S. in Geographic Information Systems, Central Michigan University

Jake Murawski serves as a GIS Project Manager at OHM. Performing as a technical GIS professional and department PM, Jake has a strong work ethic coupled with the ability to address complex problems and design technical solutions. He manages all GIS field data collection projects and contracts and all GIS tasks. He is also responsible for mentoring and supervising GIS staff members in each of our regional offices.



Seth Task Real Estate Advising & Data

Seth Task is a licensed REALTOR® with BHHS Professional Realty where he leads The Task Team. Over the past two decades, his team has closed over 2,200 transactions throughout nearly 50 NE Ohio communities. He has served as a Board Member of NHS, President of ACAR, President of Ohio REALTORS®, Director at the National Association of REALTORS® and as the 2024 Public & Federal Issues Liaison at NAR.



SECTION THREE

UNDERSTANDING & APPROACH

Approach

CREATING A PLATFORM FOR MEANINGFUL DISCUSSION

As the Cleveland area community economies slowly recover from the economic downturn of recent years, many questions arise related to housing. How can we attract high-quality new housing and new residents? What is the condition of our existing housing stock, and how can we enhance our neighborhoods and retain a high quality of life? How does the cost and type of housing relate to the needs of our community residents and potential residents?

KM Date Community Planning and our collaborating partner, OHM Advisors, will prepare a comprehensive community housing study and needs analysis for the City of Cleveland Heights. While many other planning and economic development organizations have prepared housing studies, we believe that our knowledge of Cleveland Heights, solid track record of data and GIS analysis, housing and economic development advising, and experience working in “emotional community engagement” settings, will provide an assessment and implementation recommendations that are tailored to the special needs of the City of Cleveland Heights.

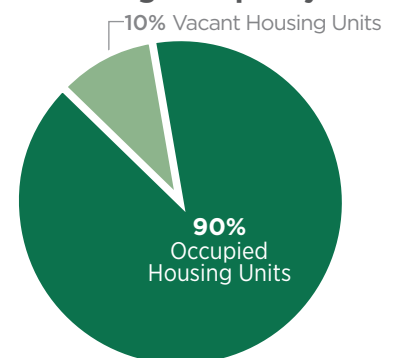
Our proposed approach is to address specific housing questions, framed in concert with the City, through the collection and analysis of a wide range of data, leading to a set of clear recommendations. The resulting recommendations and implementation program will be organized to respond to key questions, in light of community and leadership-identified issues.

We believe strongly in the role community engagement can play in ensuring that recommendations have the support of the community, and are truly grounded in the community’s needs. We have provided for this work task in the outlined process. Community input and visioning are incorporated through a community open house, pop-up sessions/neighborhood tours, online and/or written surveys, key informant interviews, and targeted focus groups to ensure that the community is confident that all voices and perspectives have been heard.

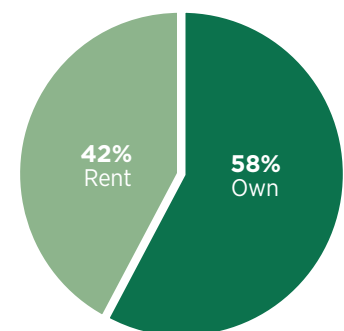
We also believe strongly in the importance of the neighborhood to the residential experience. Analysis will be addressed both citywide, and at the neighborhood sub-area level, in order to identify particular areas of the City that might indicate a tailored approach or specific issues to be addressed. Our assessment will include a look at neighborhood demographics, neighborhood character, housing issues specific to neighborhood assets and infrastructure, and the need for improvements in order to support strong residential communities. A review of zoning and recommendations will support this approach. In addition, our relationship with The Task Team will provide critical support in generating economic environment, commercial real estate and residential sales data, and acting as a sounding board for real estate-related recommendations.

Cleveland Heights Housing Data

Housing Occupancy



Occupied Housing Units



Source: 2023 American Community Survey 5-Year Estimates

APPROACH

The consulting team will work closely with a Cleveland Heights Housing Assessment Steering Committee, with periodic meetings to review progress and gain input on each phase of the project. We recommend working with a Steering Committee of around 15 people that includes knowledgeable community members, such as School representatives, neighborhood group representatives, business community members, and other key stakeholders, and who are all contributing to the community in some way. They can act as a valuable sounding board in Steering Committee meetings, representing the community's concerns, and can also interact with community members at community engagement opportunities, helping to ensure that all voices are heard. If additional technical advisors are required who are not engaged in the community in some way, they can be consulted separately or as part of the City Team.

Preliminary questions to be addressed could be identified as follows. These will be refined in concert with the Steering Committee at the start of the project:

Existing Plans: How do previous and existing policies, plans and programs of the City and others set the stage for a quality residential experience in the City going forward?

Housing Demand and Supply: What is the match of the City of Cleveland Heights's housing stock in quantity, type, size, price, age, design, and condition to the needs of residents and resident households? How could household demand change in the future? What is the projected market and demand for housing of various types and price points? What projects are in the works, and how will they impact the balance of supply and demand going forward?

Impact of Economic Conditions and Regional Trends: What are the potential impacts of economic and real estate trends on the housing market and environment going forward in the City?

Cleveland Heights Housing Data

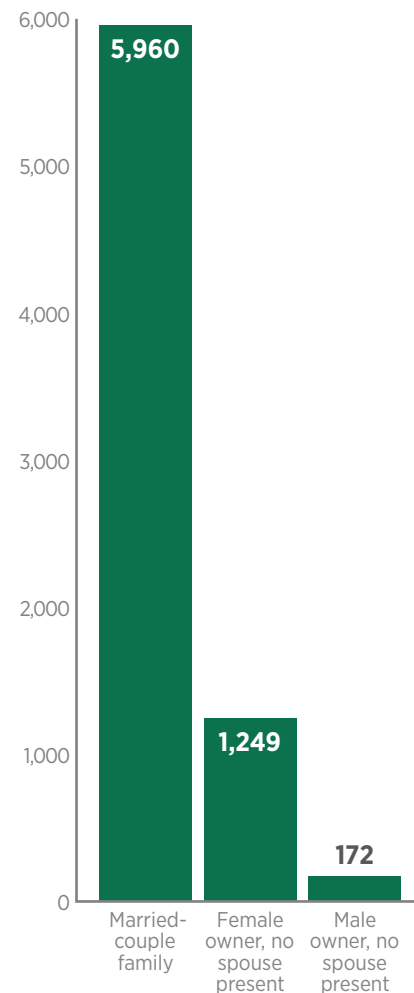
Housing Ownership



58.0%

59.1% Cuyahoga County
67.0% Ohio

Owner-Occupied Housing Units by Household Type



Source: 2023 American Community Survey 5-Year Estimates

APPROACH

Housing Quality and Condition: Is the City's housing stock in adequate condition? If not, where and what are the challenges? What needs to be done? What do current patterns in building permits, violations, and use of repair programs indicate about the pace of rehabilitation in the City, and is this keeping up with the need? What barriers to ongoing maintenance of quality housing stock exist and how can they be addressed? Can the housing stock be more green/sustainable and what needs to be done?

Special Housing Needs: What proportion of residents are dealing with concerns that would indicate special housing needs, such as homelessness, disability, severe mental health, crowding, poverty and low income, veterans status, and transportation challenges? How are these met now, and what are the gaps? How might these be addressed?

Affordability: How does affordability and access to housing play out in the City? How are the needs of various income levels met? What is the current state of subsidized housing (LIHTC, other subsidies) in Cleveland Heights, and how will it likely change in the future? What role does subsidy play in meeting housing needs in the City?

Ownership and Tenancy: How well is housing meeting the needs of owners, tenants and landlords? What do patterns in homeownership/tenancy rates, distant ownership, housing value, foreclosure, delinquency and eviction, fair housing complaints, and tenant-landlord disputes and resolution indicate about housing needs in the City, and how could these be addressed?

Neighborhood Quality: What is the overall character and quality of residential neighborhoods, and how could this be enhanced to support the housing and residential experience?



APPROACH

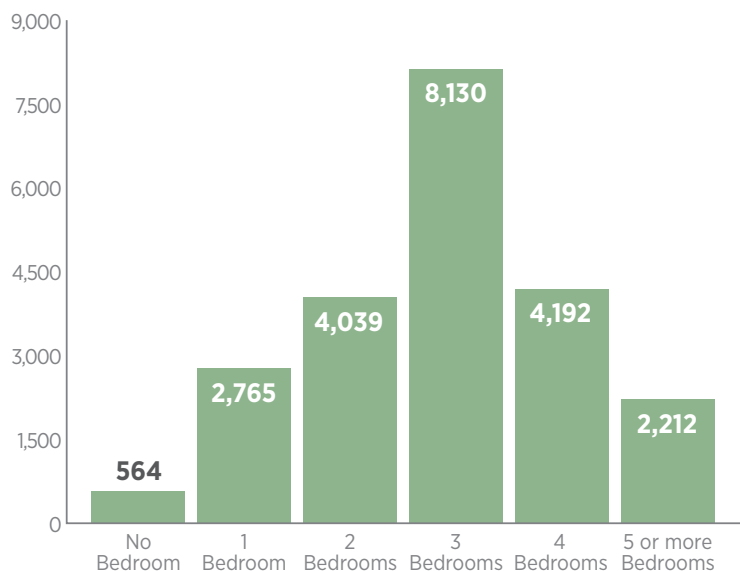
Cleveland Heights Housing Market: What drives people to live in Cleveland Heights, and/or choose to live elsewhere? What role does school quality and availability, transportation, housing quality and availability, and other quality of life issues play in the decision to live in Cleveland Heights? What is/are the target market(s) for the City in attracting new residents?

Range of Community Opinions: What do the residents, business owners, workers/employees think about the major issues facing the community with regard to housing? What do they see as the assets and challenges? What is their vision for the future? Where are the areas of disagreement with regard to housing, how does the data inform the response, and how can these be resolved? How can the range of interests and needs be reflected in action steps going forward?

Implementation and Feasibility: How can recommendations be translated into actionable implementation steps that are feasible and fundable, and what is a timeline for implementation? What sources of funding and financing would be needed?

Cleveland Heights Housing Data

Number of Bedrooms in Occupied Housing Units



Source: 2023 American Community Survey 5-Year Estimates

Median Household Income



\$72,302

\$62,823 Cuyahoga County
\$69,680 Ohio

Median Home Value



\$176,700

\$183,200 Cuyahoga County
\$199,200 Ohio

Household Size



2.23

2.21 Cuyahoga County
2.38 in Ohio

ENGAGEMENT STRATEGY

Engagement should be inclusive, fun, and inspiring.

By tailoring our planning process to each client, community, and project, we reach people where they are and create an environment where everyone feels welcome and valued. Equity and inclusion are essential to building thriving communities. In studies where the focus is on a particular and personal topic, such as housing, it is imperative to ensure we are engaging all members of the community to gain the necessary insight to craft a well-rounded strategy. Our scope of work outlines specific engagement tasks; however, our team is adaptable to provide other types of engagement based on city input.



Focus groups & interviews allow for collaboration and idea sharing among a select group of community members and stakeholders. These sessions serve as an arena for participants to share their aspirations, insights, and feedback for the analysis. Additionally, it allows the project team to be targeted in their questions and discussions.



OHM's **digital and social engagement** ensures equitable participation and maximum engagement. We utilize tools such as Zoom, Miro, Mentimeter, Typeform, QR codes, social media platforms, and project websites. We will work collaboratively with Cleveland Heights to ensure we capture all available resources.



Pop-ups are a great way to meet people where they're at – whether it be coffee shops, recreational centers, or grocery stores. Making engagement convenient by bringing to it them is as, if not more, effective than attending a formal public meeting. It also assists in gathering input from a broader range of community members.

GUIDING TENETS OF OUR PROCESS

TRUST

Building trust in a community is crucial. Trust fosters cooperation, open communication, and a sense of belonging, ultimately creating a supportive environment where individuals work together towards a common goal.

COLLABORATION

By placing engagement and collaboration at the forefront of our process, we can ensure that the resultant plan is rooted in the community.

VISION

Success in the previous two tenets, trust and collaboration, leads to a strong vision that our team will guide the community in bringing to life.



A standard in public engagement, **community surveys** are highly effective in reaching the broader community and including all resident groups. We strive to ensure our surveys are practical and efficient, using modern software and tools to provide clarity in the questions and choices.



An **area tour** can be conducted with the client team and stakeholders to identify specific housing styles or neighborhoods, as well as constraints, opportunities, and other site-related elements, laying the foundation for further analysis. A tour can also assist in further familiarizing all members of the team with the current conditions.



Public open houses serve as a platform to unite the broader community in reviewing and discussing the collective efforts involved in the process. Our approach involves highly interactive activities, stations, and other elements to ask and discuss several topics to maximize effort and resident time.



SECTION FOUR

SCOPE OF WORK & TIMELINE

SCOPE OF WORK

Scope of Work

The following scope of work outlines the specific work tasks and deliverables to be included. All analysis will be done, and recommendations made, at the Citywide and Neighborhood Sub-Area levels, as data is available. Sub-areas will be defined in concert with the Steering Committee at the outset of the project.

Our approach to community engagement is intended to provide diverse opportunities for community members to participate. Working together on recent projects, our team has found that open houses, community surveys, focus groups, community tours and interviews each reach a different audience, and a truly robust engagement program can be achieved by using all of them. In particular, focus groups and interviews can be scheduled a little later in the community engagement phase, and can help to “fill the gaps” of groups and views not represented in the open houses, tours and surveys.



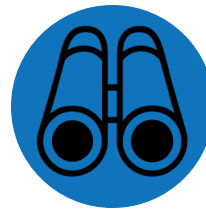
Phase 1
PROJECT
STARTUP



Phase 2
DATA
COLLECTION



Phase 3
COMMUNITY
ENGAGEMENT



Phase 4
ANALYSIS



Phase 5
RECOMMENDATIONS &
IMPLEMENTATION

Phase 1 | PROJECT STARTUP

1.1 Project Preparation & Kickoff Meeting

Meet with City representatives to refine project scope, schedule, clearly define the project's goals and objectives, and plan for project needs and steering committee recruitment. The City will be responsible for recruiting Steering Committee members, and arranging for meeting locations and invitations. Data to be collected and reviewed will be discussed, along with refinement of key questions to be answered. Neighborhood sub-area boundaries for analysis throughout the project will be evaluated and refined, based on general neighborhood sub-areas, and data-based boundaries such as census tracts and block groups.

1.2 Coordinate GIS Data and Assemble Base Information

Following the kickoff meeting with City representatives, the consultant team will continue to collect and refine base mapping and boundaries. The data will be organized to create a series of maps which will be utilized throughout the process.

1.3 Steering Committee Meeting #1

An initial meeting with the City Steering Committee will be held to review project goals, objectives and approach, priority issues, schedule, data availability, and public engagement. Key questions will be refined, and neighborhood sub-area boundaries will be refined and confirmed balancing logical neighborhood-identified boundaries with data availability (such as census tract and block boundaries).

Meetings & Deliverables:

- Kickoff Meeting
- Steering Committee Meeting #1
- Base Mapping
- Refined Communication and Engagement Strategy

Phase 2 | DATA COLLECTION

A range of data will be collected and organized to assist in responding to these questions. Specific data points to be addressed include the following, outlined in the tasks. Where data is available, it will be collected and analyzed at the citywide and neighborhood sub-area levels. Specific data sources are identified under sub-bullets below.

SCOPE OF WORK

2.1 Policy, Plan, and Program Review

A range of policies, plans and programs of the City of Cleveland Heights, Cuyahoga County, and nearby communities will be reviewed, as listed in the Request for Proposals and refined with City staff, and their implications for the project research and recommendations will be summarized.

2.2 Demographics and Household Economics

Quantify, analyze and project pertinent demographic characteristics of population, households and economic attributes of the community.

- Population, age, race/ethnicity, socioeconomic levels, employment, educational attainment, disability, veteran status, etc (American Communities Survey (ACS))
- Household size, age, characteristics, income, tenure, poverty levels (ACS)
- Housing cost burden by housing tenure and household income (moderate cost burden: 31-50% of gross income; severe cost burden: exceeds 50% of gross income) (ACS, US Department of Housing and Urban Development (HUD))
- Concentrations of households at 30%, 50%, 80% and 100% of area median income (ACS, HUD)
- Percentage of poverty at the census block level (ACS)
- Household income supports received such as housing vouchers and subsidies, SNAP, TANF, and changes expected due to administrative downsizing (ACS, interviews)
- Areawide Median Household Income and Fair Market Rents (HUD)
- Population living in supportive and subsidized housing (hand-collected based on interviews with local agencies)
- Homelessness (hand-collected using Ohio Human Services Data Warehouse (OHSDW), Homeless Management Information Systems, Cuyahoga County Continuum of Care, Cuyahoga County Office of Homeless Services, Coalition on Homeless and Housing in Ohio (COHIO), and HUD, supplemented with calls/emails)
- Household commute patterns and access to a vehicle (ACS and NOACA)
- Household access to broadband and computer use (as data is available)(state of Ohio Broadband Coverage data)
- Mortgage foreclosure, rent delinquency, and eviction data as available (hand-collected from various sources such as Legal Services Corporation Eviction Tracker, Cleveland Heights Municipal Court, United Way, Legal Aid Society)

- Fair housing complaints and resolutions (as reported to HUD, court, Ohio Civil Rights Commission, Mayor's Action Center, Access Cleveland Heights, and City staff)
- Mortgage origination equity data (Home Mortgage Disclosure Act data, from the Consumer Protection Bureau, as available)

2.3 Economic and Development Conditions and Trends

City and regional data on employment, business environment, major employers, real estate trends, development, and projected changes will be collected to help identify conditions impacting housing demand and supply in Cleveland Heights now and in the future.

- County and Regional economic trends such as employment change by sector, cost of living, wage trends by sector, labor force characteristics (hand collected from Task Team, ACS, County Business Patterns, US Bureau of Labor Statistics (USBLS), Cuyahoga County) Economic Development)
- City economic trends including major businesses and potential new business, employment by sector, inflow and outflow commuter patterns, cost of living, income and property taxes (City and County Economic Development Departments, USBLS, County Parcel Data, Longitudinal Employer-Household Statistics (LEHD))
- City, County and Regional housing and real estate trends such as lease rates, absorption and vacancy rates, single family and multi-family building sales, sales and construction cost per square foot, geographic distribution of new housing by price point, median and typical rents (Task Team real estate data from CoStar, MLS, other sources)
- Financing and subsidy trends, including patterns in rent subsidies and rental assistance, waiting lists for subsidized housing, subsidies available, and typical financing packages for recent developments (Cuyahoga Metropolitan Housing Authority (MHA), financing agencies such as Cleveland Development Advisors, City data)
- Identification of developers who have worked in the City and environs, and their nonprofit/profit status, and financing used (hand collected based on interviews, City knowledge, Task Team contacts)
- Review of comparable sales of existing and new housing in Cleveland Heights, by type (Task Team Real Estate Data)

SCOPE OF WORK

2.4 Characterizing Housing Stock and Availability

Quantify the existing housing stock and related data that will help understand the current condition of housing in the City. This information will come from a mix of census data (American Communities Survey), County and City data, and nonprofits such as WRLC and CHN Partners.

- Tenure: rental (market rate, student-by-unit, student-by-bed, affordable/voucher-based, special needs), owner-occupied, student housing (ACS, Cuyahoga MHA, web search for student identified housing);
- Ownership: map residential property ownership and match to identify likely out of city, out of county, and out of state landlords (County parcel data matched by owner location vs property location)
- Type: single-family, multi-family (identified by number of units, number of bedrooms, manufactured, townhome, condominium, cluster, mobile, for-rent by-the bed); (ACS, County parcel data)
- Value and cost: property valuation ranges in geographic concentrations, rental income generated; rent levels; costs of construction by housing type (ACS, County parcel data, Task Team real estate data)
- Size: number of bedrooms, livable area (ACS, County parcel data)
- Construction, age and condition: materials, year built, condition rating, major systems condition rating (if available), availability of plumbing/kitchen, type of heating (ACS, County Parcel Data)
- Overcrowding and habitability (ACS, Cuyahoga County data)
- Status of housing condition and rehabilitation: building permits and inspections, code violations and resolutions (City data)
- Pending housing developments (single family homes, townhomes, multi-unit projects) in the City and nearby communities (City, County, news data, interviews, Task Team real estate data)
- Housing sales and vacancy patterns, days on the market, listing price vs sale price (Task Team real estate data, ACS)
- Supportive and transitional housing for special populations, including people and their families with disabilities, veterans status, returning citizens, HIV/AIDS status, homelessness (hand collected from social service agencies)

2.5 Neighborhood Quality

Characterize Cleveland Heights' neighborhoods/sub-areas with regard to livability, walkability and related quality of residential life issues.

- Assets and amenities such as schools, houses of worship, community centers, libraries, job centers, daycare, family entertainment, commercial main street (hand collected based on web search, City staff, and drive-around)(schools information from the Cleveland Heights-University Heights City School District, and the Ohio Department of Education and Workforce)
- Access to a full range of transportation, including pedestrian, bike and transit infrastructure (City, NOACA)
- Overall street character including tree cover, quality of sidewalks and roads (hand-collected via City data, drive-around, urban tree canopy assessment, Western Reserve Land Conservancy (WRLC))
- Access to parks and open space (GIS mapping)
- Overall characterization of neighborhood housing quality and condition (synthesized analysis)

2.6 Steering Committee Meeting #2

The consulting team will package the data collected concisely to be shared with the City and Steering Committee members before the meeting. The meeting with the Steering Committee aims to review highlights of the collected data, identify any additional data needed, and finalize plans for community engagement.

Meetings & Deliverables:

- Data Collection Memorandum
- Steering Committee Meeting #2



SCOPE OF WORK

Phase 3 | COMMUNITY ENGAGEMENT

Working with the Steering Committee, the consultant team will organize opportunities for the public to participate in the conversation. The public can provide valuable ideas and feedback about identified needs, assets, challenges, and opportunities. The consultant team will develop materials to be posted on the City's website, including items for social media and other city digital platforms. The consultant will provide materials to the City for posting, and will lead the community open house, neighborhood tours, and interviews. Based on discussion with the Steering Committee and city team, Steering Committee members will be engaged with the public in open houses, tours, and focus groups as appropriate.

3.1 Community Housing Survey

The consultant will prepare and host an online community survey, soliciting input on existing assets, challenges, and visions for housing in Cleveland Heights. Survey questions will be prepared, reviewed, and approved by the committee and project team before survey launch. Market flyers and advertisements will be ready for the committee and city team to distribute across physical and digital media forums. After the survey, the results will be summarized and packaged in a memorandum to be shared with the Steering Committee and team members.

3.2 Community Pop-Up Sessions

The consultant team will collaborate with the client team and steering group to identify two sessions where the team can engage with the community where they are already gathering. The sessions are intended to promote the online survey, understand the community's needs and to give a better understanding to the overall goals of the housing analysis. The sessions will build upon the questions from the survey and utilize visual graphics to represent various conditions. The information gathered will be summarized and shared with the City and Steering Committee.

3.3 Focus Groups

The consultant team will conduct up to eight focus group sessions to gather additional insight for the analysis. The groups will be identified and confirmed in conjunction with the Steering Committee and city team, whose assistance will be needed to identify and invite group members. These sessions will serve as a method to gather deeper insights and understandings into the current conditions and future vision for housing in Cleveland Heights, and are a good way to

reach voices that are otherwise unheard. These sessions will be summarized into a memorandum to be reviewed by the steering group and city team.

3.4 Stakeholder Interviews

Up to 20 interviews will be conducted by telephone and in-person with key stakeholders and informants in the community, as identified by Steering Group members, including realtor's, developers, funders, faith leaders, City Council members, residents, people who live in Cleveland Heights but work elsewhere, people who work in Cleveland Heights but live elsewhere, and main street business owners, and neighborhood leaders

3.5 Community Open House

The consultant team will host a community open house welcoming residents, stakeholders, and committee members to share their input. We will host the event at a time that will best capture a large number of participants. The format of the open house will be finalized with the project team, but the intention will be to format it in such a manner that provides equal opportunity and participation for all attendees. Visual aids and graphics will be incorporated to clearly articulate messages, themes, and questions so as to engage in discussion over assets, challenges, and the community's vision for housing in the future. The event can be duplicated online to increase involvement and access further. Results of the open house will be summarized in written and map form.

Meetings & Deliverables:

- Community Survey
- Community Open House
- Community Pop-Up Sessions (x2)
- Focus Groups (x8)
- Stakeholder Interviews (x20)
- Engagement Summary Memorandum



SCOPE OF WORK

Phase 4 | ANALYSIS

The consultant team will analyze the data collected to identify and summarize gaps, trends, barriers, change that can be anticipated, and opportunities for meeting the identified needs. Recommendations will be made for meeting gaps and expanding the range of housing availability in the City in response to those gaps. Questions identified at the beginning of the study will guide the organization of recommendations and solutions. Key items will include:

4.1 Gaps Analysis

Gaps will be quantified and needs will be projected to meet demand by 2050.

- Identification of likely housing market area for the City, market “brand” and target market groups
- Identification of demand for potential new housing, and the City’s role in providing it
- Identification of any oversupply of housing by type, and options for adapting it to meet needs
- Rental market analysis, unit match to identified household needs by income band
- Owner-occupied gap analysis, unit match to identified household needs by income band
- Availability and gaps in specific types of housing for special populations
- Estimated costs will be projected developed in concert with the City.
- Review of current housing conditions, and options for improving quality and condition of housing, recommended pace of rehabilitation needed to meet ongoing housing needs
- Review of neighborhoods, and recommendations for improving quality and livability

4.2 Barriers Analysis

- Regulatory barriers including zoning code provisions
- Market barriers and conditions impeding development and rehabilitation
- Financial barriers for households and availability of subsidies
- Fair housing barriers

Meetings & Deliverables:

- Gap and Barriers Analysis Memorandum

Phase 5 | RECOMMENDATIONS & IMPLEMENTATION

5.1 Preliminary Findings and Recommendations

Based on data analysis, Steering Committee and City staff input, a preliminary outline of findings and recommendations will be developed and submitted to the Steering Committee for review.

5.2 Steering Committee Meeting #3

Consultant team will meet with the City and Steering Committee to discuss the findings of phases 3 and 4. The initial outline of recommendations will be discussed.

5.3 Recommendations and Implementation Framework

Based on analysis in 4.0 and results of community engagement in 3.0, and discussion with the Steering Committee, a set of recommendations will be drawn with regard to housing needs and solutions. Specific areas to be addressed include the following, and will be supplemented based on conversations with the Steering Committee:

- Role of Cleveland Heights in the regional housing market: gaps and opportunities, and Cleveland Heights’ share of housing need; and leveraging that market to attract residents and businesses
- New Housing gaps. Recommended types, price points and locations for both for-sale and for-rent housing, market rate and subsidized, and options for implementation
- Rehabilitation and ongoing Maintenance of Existing housing. Recommended actions to improve quality and condition of the City’s current housing stock, and options for implementation.
- Special housing and programs. Recommended actions related to supportive and transitional housing, intergenerational housing, and other issues identified as part of the project.
- Affordability programs. Recommended actions to address affordability for households at all income levels, including the cost of housing, taxes, housing-associated costs (utilities, insurance, etc) and transportation.
- Addressing vacant and underutilized land for housing. Recommended alternative housing models such as land banks, community land trusts, and vacant land reutilization programs to meet affordability and rehabilitation needs.
- Neighborhood recommendations. Recommended actions to improve neighborhoods for livability.

SCOPE OF WORK

- Zoning Code and regulations. Recommended actions to enhance zoning codes and regulations to support desired housing change in the City.
- Development process recommendations. Recommended actions and programs to address resident displacement which could occur as part of redevelopment, and related issues such as communication and engagement.
- Funding and financing options, tools and strategies at the local, state and federal level for implementation of new housing, affordable and market rate, housing rehabilitation, and special programs.

5.4 Draft Preparation and Review

A draft report, including data summary, analysis, recommendations, and implementation framework, will be prepared and reviewed with the Steering Committee. An outline of the report is as follows:

- Executive Summary (2 to 4 pages, able to be a standalone document for review with the community)
- Introduction, Background, and Purpose of the Study
- Study Timeline and Methodology
- Community Engagement and findings
- Existing Conditions and Trends
- Analysis of Gaps and Barriers
- Recommendations and Implementation Framework
- Appendices

5.5 Steering Committee Meeting #4

The consultant team will review the draft report with the committee, in preparation of finalizing and presenting to City Council. The draft report will be shared prior to the meeting.

5.6 Final Report

Based on comments from the Steering Committee and City, updated and finalize the report (PDF format).

Meetings & Deliverables:

- Preliminary Findings & Recommendations Memorandum
- Recommendations and Implementation Framework
- Draft Plan
- Steering Committee Meetings #3 & #4
- Final Report (PDF Format)
- Presentation to City Council

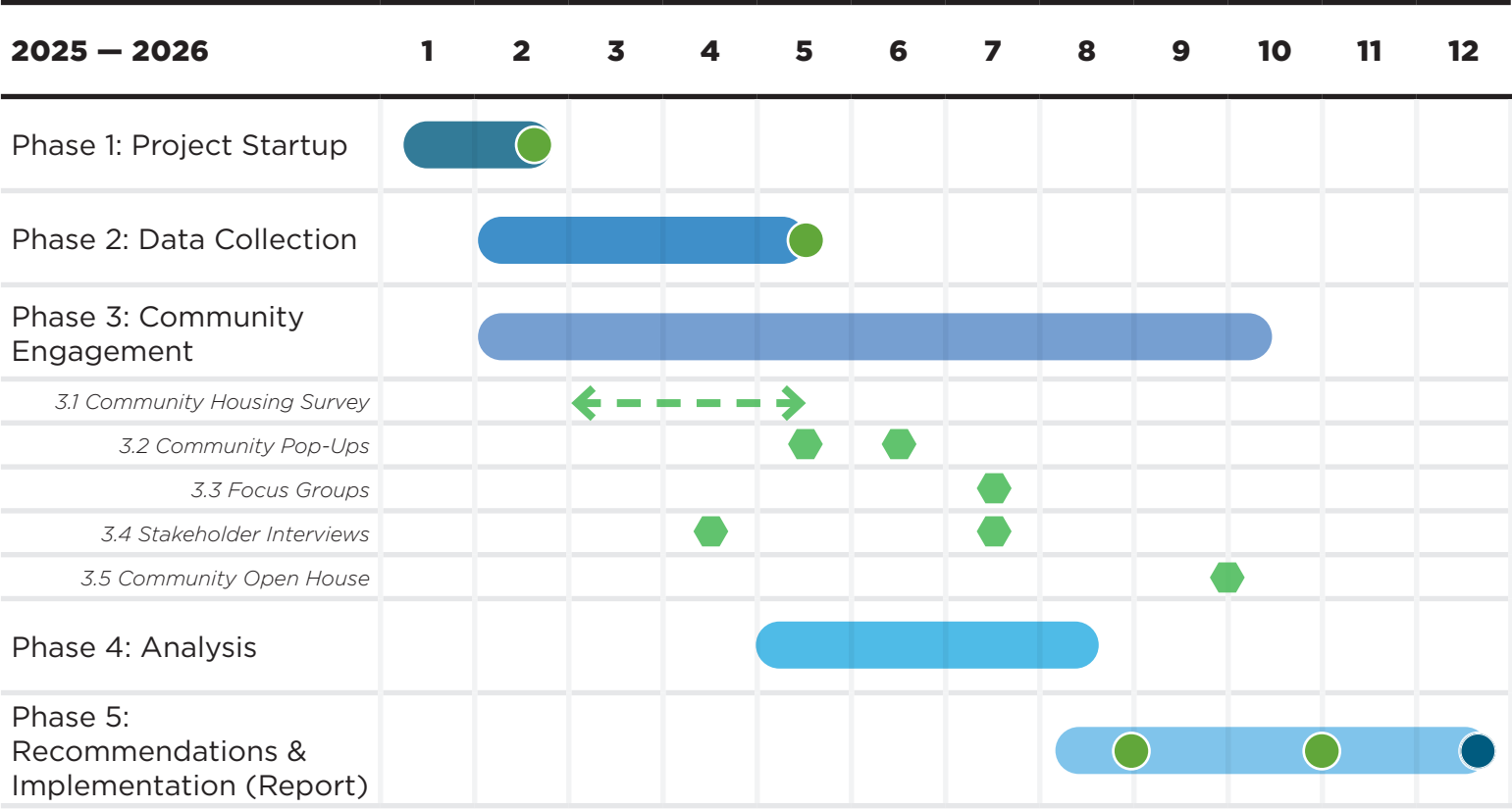
ROLE OF CITY OF CLEVELAND HEIGHTS

This scope of work anticipates the following responsibilities by Cleveland Heights staff. We welcome further discussion to define this understanding:

1. Provide single point of contact for day to day communication and support for project completion.
2. Participate in interim coordination meetings with consulting team staff between Steering Committee meetings.
3. Provide meeting locations for Steering Committee meetings and Community Open House. OHM Advisors will provide Zoom license.
4. Identify members of and assemble project Steering Committee.
5. Work with the consultant team to establish clear communication channels with Steering Committee and schedule meetings.
6. Provide support to the consultant team during Steering Committee meetings by participating and facilitating breakout discussions.
7. Utilize graphic content prepared by consultant team to post to and monitor City communication channels, including social media, City website, City publications, and public postings.
8. Provide staffing support during community open houses, which may include staffing check-in tables, facilitating engagement exercises and set-up/breakdown. We would also encourage steering committee members to participate in these activities.
9. Collect and share available plans, reports, GIS layers, and other data to be used by the consultant team throughout the project.
10. As needed, facilitate conversation with external stakeholders, including but not limited to Cuyahoga County and surrounding municipalities.
11. Advising on the stakeholder interview and focus group participant lists.

Timeline

The table below outlines are proposed timeframe to complete the phases outlined in the scope of work. The community engagement phase three is broken into its sub tasks to show where they fit as part of the overall engagement strategy. As part of phase one, the consultant team will go over the proposed scheduled in detail, specifically the engagement schedule and layout with the city team to confirm timeframes and discuss engagement opportunities. Review time for City staff and Steering Committee members has been factored into the timeline.



-  Engagement event/touchpoint
-  Steering committee meeting
-  Council presentation



SECTION FIVE

REFERENCES

Client References



We encourage you to contact the references listed below who can speak to the quality of our work and the effectiveness of our collaborative approach.

KM Date Community Planning & OHM Advisors:

Carrie Porter

Director of Planning
City of Oberlin
(*City of Oberlin Comprehensive Plan*)
85 South Main Street
Oberlin, OH 44074
440-775-7250
cporter@cityofoberlin.com

Terri Richardson-Sanders

Community Liaison
City of Oberlin
(*City of Oberlin Social Equity Plan*)
85 South Main Street
Oberlin, OH 44074
440.776.4898
tsanders@cityofoberlin.com

KM Date Community Planning:

Vincent Reina

Faculty Director, Housing Initiative
University of Pennsylvania
(*Cleveland 2030: A Housing Equity Plan*)
215.898.8329
vreina@design.upenn.edu

Max Upton

Director of Community and Economic
Development (former Director of Building,
Planning and Housing at the City of Lorain)
(*City of Lorain Comprehensive Housing Study
and Needs Assessment*)
City of North Olmsted
440.716.4118
uptonm@north-olmsted.com

OHM Advisors:

Kimberly Marshall

Economic Development Director
City of Medina
(*Medina Strategic Downtown Study*)
132 N. Elmwood Avenue
Medina, OH 44256
330.764.3319
kmarshall@medinaoh.org

Vince Marion

Planning Director
City of Wooster
(*Wooster Comprehensive Plan*)
538 North Market Street
Wooster, OH 44691
330.263.5238
vmarion@woosteroh.com



SECTION SIX

EXAMPLE REPORTS

Take A Look At Samples!

<https://ohm.filegenius.com/downloadPublic/5dnzuwe1h8z7axy>

Included in the link above are example reports from KM Date Community Planning, and collaborative work by the KM Date-OHM Advisors team.

City of Oberlin Comprehensive Plan was a comprehensive project led by the KM Date-OHM team with extensive community engagement, where housing was the primary focus of concern for residents. As a result, housing analysis is woven throughout the plan. Specific pages you may want to review are:

Executive Summary starting on Page 2

Timeline pages 16-17

Residential Analysis pp 24-29

Community Engagement p 42-59

Goals and housing objectives p 67-68

Residential capacity analysis p 81

Housing Implementation p 104-106

Demographic and Housing Analysis, p 142-175, especially housing recommendations on p 171

The City of Oberlin Social Equity Plan followed on the Comprehensive Plan and gave the consultant team of KM Date and OHM Advisors the opportunity to facilitate and support the City's Social Equity Steering Committee in building on previous community engagement and analysis to craft a vision, and develop objectives and a framework for implementation. Housing was seen by residents and Steering Community members as playing a critical role in ensuring equity in the community. See especially:

Executive Summary p 4-13

Principles Overview p 46-47

Housing p 66-67

Plan Framework starting on p 72; Housing implementation pp 93-95

The City of Lorain Comprehensive Housing Needs Assessment, led by Kirby Date while based at the Center for Community Planning and Development at Cleveland State University, included a review of demographics and housing supply and demand, with recommendations for new housing at various price points, housing rehabilitation, and implementation steps. A Slum and Blight Analysis used GIS to provide the rationale for the City to adopt a new definition which facilitated funding through CDBG; and an Analysis of Impediments to Fair Housing supported the City's 5-year Consolidated Plan. Since the City did not have clear neighborhood boundaries for analysis, a special neighborhoods analysis provided neighborhood-level data and proposed boundaries for use by the City in the future. The full report and Slum and Blight study will likely be of interest.



SECTION SEVEN

COST PROPOSAL

Cost Proposal

The table below summarizes our estimated cost and hours for completion of the work outlined in this proposal. All expenses are included in the total numbers. As always, we are interested in discussing the cost proposal and related scope in more detail and making adjustments as needed to suit the City's needs

BASE SCOPE	TOTAL HOURS	TOTAL FEE
PHASE 1: PROJECT STARTUP	28	\$2,150
PHASE 2: DATA COLLECTION	325	\$39,750
PHASE 3: COMMUNITY ENGAGEMENT	171	\$16,600
PHASE 4: ANALYSIS	100	\$11,000
PHASE 5: RECOMMENDATIONS AND IMPLEMENTATION	164	\$12,500
TOTAL	788	\$82,000



SECTION EIGHT

STATEMENTS

8. STATEMENTS

STATEMENT ON MINORITY, WOMEN-OWNED, & VETERAN-FRIENDLY BUSINESS ENTERPRISES (MBE/WBE/VBE)

KM Date Community Planning is 100% woman-owned, Cleveland regional small business firm and values the participation of Minority, Women-Owned, and Veteran-Friendly, Disadvantaged Business Enterprises or Encouraging Diversity Growth and Equity Program certified businesses partners. Kirby Date and OHM Advisors use commercially reasonable efforts to ensure those employed on the project are local and paid at a prevailing wage rate to an extent reasonably practicable. This certificate can be renewed in a 2-week timeframe if the City desires.



STATEMENT OF NON-DISCRIMINATION

KM Date and OHM Advisors will comply with all applicable federal, state and local laws with regard to fair employment practices and will not discriminate on the basis of the protected classes identified in Section 749.01 of the Cleveland Heights Codified Ordinances (e.g., age, race, color, religion, sex, familial status, national origin, disability, sexual orientation, or gender identity or expression) in connection with the project.

At OHM Advisors, we are committed to attracting, retaining, and promoting a diverse workforce of highly talented people, enriching both our internal culture and our collaborative professional efforts for our clients, and reflecting the diversity of the client communities we serve. Putting people first drives our entire mission of Advancing Communities. We want all people to belong, thrive and innovate at OHM Advisors, so we've created a Diversity, Equity & Inclusion Action Plan as a framework for cultivating a culture that supports, empowers and respects diverse talent. We also feel it's our corporate responsibility to set an example for our industry and encourage more diversity in the overall workforce, outside of our walls, for the good of our profession and the communities we serve.



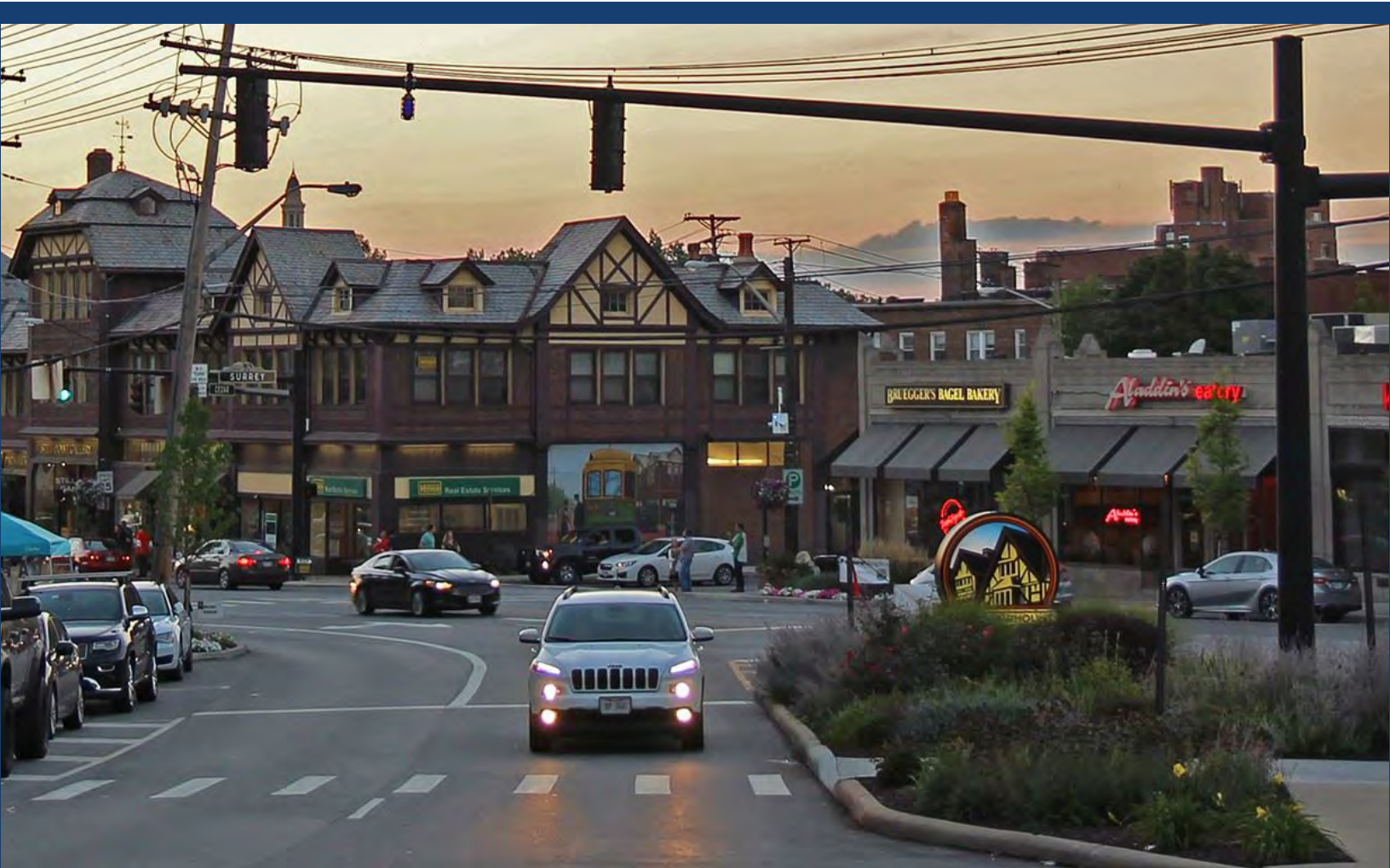
OHM Advisors joined in the signing of the CEO Action for Diversity & Inclusion™ pledge—the world's largest CEO-driven initiative to advance diversity and inclusion within the workplace. The firm has been working toward this day since 2017 as part of the launch of our firm's DEI program. We're thrilled to stand today with the many participating companies to publicly share our current and future program results.

For a team to work well together, its members need to understand each other. As part of our Diversity Action Plan created in 2018, we engaged a nationally recognized expert in strategic diversity leadership, Dr. Damon A. Williams, to conduct ongoing, in-house educational seminars designed to help us have important conversations with each other about diversity and inclusion. The firm's DEI elevation program has steadily expanded in scope since 2018 with programming, experts, and staff covering a range of important topics.

THANK YOU & TALK SOON!



Proposal: Housing Needs Assessment



Proposed by:

URBAN PARTNERS

123 S. Broad Street, Suite 2042

Philadelphia, PA 19109

www.UrbanPartners.us

215-829-1901

August 11, 2025

URBAN PARTNERS

COMMUNITY & ECONOMIC DEVELOPMENT

123 S. Broad Street, Suite 2042
Philadelphia, PA 19109
215 829-1901

August 11, 2025

Mr. Eric Zamft, AICP
City of Cleveland Heights
Department of Planning, Neighborhoods & Development
40 Severance Circle
Cleveland Heights, OH 44118

Dear Eric:

Urban Partners, together with City Architecture, is pleased to submit the following proposal for the Housing Needs Assessment for the City of Cleveland Heights. Urban Partners—a certified Ohio Disadvantaged Business Enterprise (DBE) firm—is a Philadelphia-based economic development consulting practice with a 45-year track record of providing high quality services to our clients. The team members assembled for this project are leading national experts that have successfully completed numerous housing market analyses and planning initiatives in various communities that are approaching important crossroads for determining their future housing policy, especially as it relates to housing production and affordability.

In the last decade, we've completed housing analyses for communities in Ohio, Delaware, Florida, Georgia, Indiana, Kentucky, Missouri, New York, Pennsylvania, and Virginia—and the desired outcomes of this project are very similar to the assignments recently completed by our team members. We've completed several housing studies in Ohio communities—including Downtown Cleveland, three neighborhoods in Cleveland (Glenville, Buckeye, and Slavic Village), Dublin, Delaware County, Strongsville, and Middleburg Heights.

What sets Urban Partners apart from our competitors is that we are more than number crunchers—we also possess a wide range of planning, economic development, and real estate development experience, often bridging the gap between academic studies completed by public entities and the on-the-ground experience of the development community. Our team has the technical skills to assess and formulate strategies to attract different types of residential development (e.g., low-maintenance homes for seniors, amenity rich multi-family rentals for young working professionals, workforce housing, income-restricted affordable, and others).

Please let me know if you have any questions about the Urban Partners team or our approach to this project. I can be reached directly at (215) 829-1901 or ikwon@urbanpartners.us and I look forward to speaking with you.

Sincerely,



Isaac Kwon
Principal, Urban Partners

Project Understanding

Our understanding of this assignment is that the City of Cleveland Heights is commissioning this Housing Needs Assessment to gain a clear, data-driven understanding of its current and future housing needs across all neighborhoods and income levels. This will enable the City to move beyond anecdote and emotion in public debates, craft evidence-based policies, and strategically guide housing development that supports growth, equity, and long-term community sustainability.

Having successfully completed housing market analyses and planning initiatives in numerous communities throughout the country—working closely with project steering committees and community stakeholders in most cases—Urban Partners has the experience necessary to help Cleveland Heights preserve and promote a balanced housing market that accommodates all ages, incomes, and family backgrounds.

Seminal questions that the Housing Needs Assessment will address include:

- **What are Cleveland Heights’ current and projected housing needs and gaps** – both citywide and within different neighborhoods or sub-geographies, and how do these compare to Cuyahoga County and the Cleveland MSA?
- **What are the barriers—regulatory, market, and systemic—that prevent the housing market from meeting those needs**, including issues of affordability, accessibility, and equity for special populations?
- **What is the quantified demand-supply gap across income levels, housing types, and tenures**, and what will it take—in cost and strategy—to close that gap by 2050?
- **What best-practice, actionable strategies should the City adopt**—including regulatory changes, incentive programs, and public/private initiatives—to meet its housing needs sustainably while preventing displacement and ensuring housing choice for all residents?

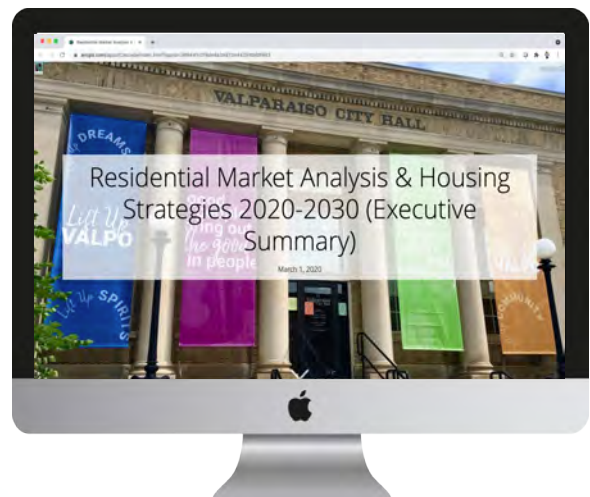
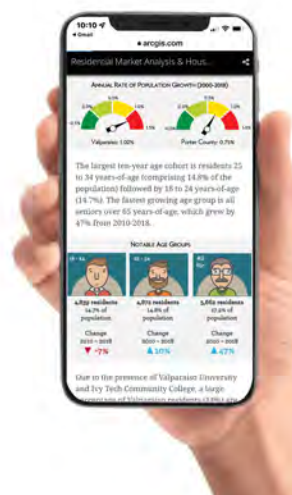
Answering these questions based on real-time data and on-the-ground market conditions will provide an accurate snapshot of the city’s housing market and help shape the policy discussions. It is evident from the stated goals in the RFP that this

study needs to go well beyond mere number crunching with census data. We believe that it is crucial for the City of Cleveland Heights to hire a consultant team that has both the data management/analytical expertise as well as broad-based planning and economic development backgrounds from which we can skillfully craft the housing strategy recommendations.

Distinguishing Characteristics of the Urban Partners Team:

- We have completed a vast array of market analysis and economic development strategies that go far beyond research and quantitative analysis—**our strategies serve as detailed blueprints for communities** to realistically consider their assets and opportunities for growth, to exploit their competitive advantages and to understand the required next steps involved in moving forward.
- We position our clients to **replicate our analytical methodology for future updates**. We do not assert trade secrets or proprietary techniques for housing market analyses. At the client's request, we can provide periodic updates of our analysis in a cost-effective manner.
- Each staff member mobilized for this study has decades of **public engagement experience**, often in socio-economically diverse communities. We skillfully conduct public meetings and smaller focus groups; prepare resident surveys; and make presentations to council meetings, neighborhood groups, and housing/economic development entities.
- We pay careful attention in presenting technical information in ways that can be **easily understood by a diverse audience**. We believe that the Housing Needs Assessment is first and foremost a public document, and therefore its “readability” should not be considered an afterthought. Urban Partners has also utilized project websites and *ESRI Story Maps* to present the report to the public.

Below: ESRI Story Map prepared for the Valparaiso Residential Market Analysis- Executive Summary (click the [link](#)).



Key Service Area:

Housing Market Analysis and Assessment

We prepare detailed analyses of housing markets that include supply and demand analysis, forecasting of future housing needs, incentive programs to provide unmet demand, and affordable housing needs analysis. Our work usually involves the engagement of community stakeholders in formulating housing priorities. We also assist specific housing developments in identifying target markets and planning production strategies.

Below are some of the projects that represent the firm's experience in housing market analysis and strategy projects (click the thumbnail images for detailed project sheets):

Dublin, OH
Client: City of Dublin



Delaware County, OH
Client: Delaware Co. Housing Alliance



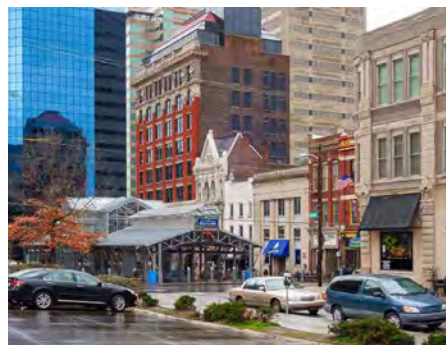
Cleveland, OH
Client: Downtown Cleveland Alliance



Fishers, IN
Client: City of Fishers



Lexington-Fayette County, KY
Client: Lexington-Fayette UCG



Joplin, MO
Client: City of Joplin



Practice Lead
Isaac Kwon Principal
ikwon@urbanpartners.us
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www.urbanpartners.us

Boone County, IN
Client: Boone Co. Economic Dev. Corp.



Dauphin County, PA
Client: Dauphin County



Ontario County, NY
Client: Ontario County



Valparaiso, IN
Client: City of Valparaiso



Oneida County, NY
Client: Oneida County



St. Cloud, FL
Client: City of St. Cloud



Fayetteville, NC
Client: City of Fayetteville



Wayne County, PA
Client: Wayne County



The information presented provides an overview of our firm's approach to providing planning and architectural services. With this, we hope to demonstrate and illustrate City Architecture's values, creativity, involvements and the credentials of our outstanding staff.



This is who we are. This is what we do.

Founded in 1989, City Architecture has been in practice for more than 30 years. We are a Cleveland firm providing integrated services in architecture, planning, and urban design. We are focused on creating places that are vibrant, responsive to their context, and reflective of the vision of the client and community. We believe in "meeting people where they are," bringing every voice to the table through authentic and meaningful community engagement. As a group of highly motivated professionals and staff, we strive to identify issues, solve problems, and create opportunities which go beyond the basic project requirements while respecting defined budgets.

Together, our three principals, along with our outstanding staff of 21, work as a cohesive and motivated group on a wide variety of projects. Our firm is composed of registered architects, certified planners, LEED accredited professionals, graduate architects, urban designers, interns and administrators. Our firm has a track record of working with public and private clients and we take significant pride in our ability to deliver projects that are well received and enthusiastically supported by the community.

The longstanding mission of City Architecture is to design buildings and places that complement their neighborhood, add to a city's vitality, and reflect our clients' values. We aspire to create the people-places that promote a sense of community. It has been our ongoing commitment to serve as neighborhood builders - often working within established places. At our core, we believe that inspired designs serve as economic catalysts, meeting current needs while positioning strategic investments for a healthy future.

We have an extensive reputation as the architects and planners of many of Northeast Ohio's most highly recognized projects. City Architecture's dedication to our work is best represented in over 200 awards and honors for excellence in planning, urban design, architecture, renovation, historic preservation and smart growth development. Our work has been recognized and highlighted in local, state and national publications. **We are honored to have been recognized with an AIA Ohio Gold Medal Firm Award, the highest honor the organization can bestow upon a firm, in recognition of consistent excellence in design and professional practice.**

Most importantly, we value our work and our relationships with the people and places with whom we are privileged to collaborate.

"We believe City Architecture possesses the necessary talent, and more importantly passion, to help guide processes that lead to long-term successes."

- Cynthia Leitson, Vice President, Capital, Construction and Facilities, Cuyahoga Community College



Staffing Plan

Each of the staff members featured below are available for the task hours required to complete this project in 12 months assuming a start date of September 1, 2025.

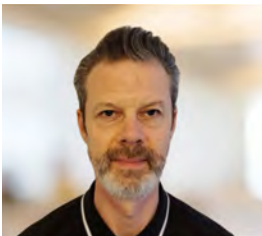


Project Lead

▫ **Isaac Kwon**, Principal, will serve as Project Lead and be a point of contact for the City of Cleveland Heights. Isaac brings more than 25 years of experience in community/economic development and neighborhood-based planning. In the last several years, Isaac managed for most of the firm's recent housing market analyses, including the following communities:

- Downtown Cleveland Housing Demand Analysis (Cleveland, OH)
- Dublin Housing Study (Dublin, OH)
- Housing Needs Analysis and Strategy (Fishers, IN)
- Housing Strategy (Delaware County, OH)
- Development Feasibility Studies (Middleburg Heights/Strongsville, OH)
- Housing Market Demand Study (Lexington, KY)
- Comprehensive Housing Market Analysis (Joplin, MO)
- Residential Market Analysis and Housing Strategy (Valparaiso, IN)
- READI Housing Needs Assessment & Utility Study (Boone County, IN)
- Gillespie Street Property Market Analysis (Fayetteville, NC)
- Comprehensive Citywide Housing Study (St. Cloud, FL)

Prior to joining Urban Partners, Isaac served nearly a decade as a real estate developer for community-based housing development organizations. He was responsible for all facets of real estate development—including site acquisition, financing, design oversight, construction management and marketing. Isaac possesses extensive experience in urban neighborhood development and in packaging a variety of local, state, and federal financing sources. Isaac received his bachelor's degrees from UCLA and is a graduate of the University of Pennsylvania with a master's degree in City Planning.



▫ **Christopher A. Lankenau**, AICP, Principal, will help manage this project and complete the analytical work alongside Isaac. Chris is an experienced city planner and economic development specialist having guided dozens of projects for the firm, including countywide housing studies in Genesee, Oneida, Ontario, and Schuyler Counties in New York State. Chris's current work focuses on community revitalization and economic development in both commercial and residential areas, including real estate market analysis, demographic analysis, zoning assessment, and fiscal impact analysis, as well as economic feasibility analysis for adaptive use and new development projects.

Chris also has experience in community outreach, transportation planning, and land use planning. Originally from New York's Southern Tier region, Chris is a graduate of Michigan State University with a master's degree in Urban and Regional Planning.



- **Amy Cunniff, Associate**, will help provide analytical and research support for the project. Amy served as a team member for a wide range of Urban Partners projects, including the Oneida County NY Housing Study; the Route 60 Real Estate Market Study in Chesterfield County, VA; and a Neighborhood Revitalization Strategy in Chester, PA. Prior to joining Urban Partners in 2024, Amy worked as a case manager at Nationalities Service Center providing client assistance services ranging from SNAP benefits to housing insecurity and personal safety. Amy is a graduate of the University of Pennsylvania with a master's degree in City and Regional Planning and received her bachelor's degrees in Geography & Urban Studies and Spanish from Temple University.



- **James E. Hartling** is a Founding Partner of Urban Partners and has served as partner-in-charge for most of the firm's downtown, neighborhood revitalization and economic development projects in Philadelphia, Hartford, Trenton, Camden, Pittsburgh, Baltimore, Cleveland, Miami, Newark and many other communities in the Mid-Atlantic and the Southeast. Jim served many years as a lecturer at the University of Pennsylvania, holds the position of Vice Chairman of Entrepreneur Works, and serves on the advisory board of the Philadelphia Local Initiatives Support Corporation. Jim received his A.B. from Princeton University in Mathematics and his master's degree and predoctoral degree in planning from the University of California at Berkeley.

Sub-Consultants

We are also very excited about the participation of top-notch professionals from **City Architecture**, an interdisciplinary firm that specializes in physical planning, urban design, and architectural solutions. Our two firms have completed several projects over the years, including planning initiatives in Cleveland, Cincinnati, and Erie, PA. The members of the City Architecture team possess a wealth of housing experience, including work completed for Choice Neighborhood funded projects and development initiatives undertaken by community development corporations. For this study, City Architecture will assist Urban Partners with land use analysis, mapping, and community engagement.

Members of City Architecture staff participating in this project are:



- **Michelle Bandy-Zalatoris**, AICP, LEED AP, Director of City Planning and Urban Design. Michelle will manage the City Architecture side of the work. Michelle is an urban designer and planner with significant experience in the development of neighborhood and city master plans, corridor studies, streetscape designs and the development of design standards. Her work is characterized by projects that seek to rebuild the urban core and elevate the quality of life for our communities. She believes that collaboration is key to the success of any project, and Michelle seeks to work with clients, the community and other design professionals in an open, respectful and interactive process.

Education and Registration

- University of Cincinnati, Bachelor of Architecture
- American Institute of Certified Planners
- LEED Accredited Professional
- American Planning Association Member



- **Alex J. Pesta**, AIA, AICP, LEED AP, Principal. Alex leads City Architecture's planning practice, focusing on the "design of experience" at every scale of work. Through his studies and passions, he has been able to hone the firm's evolving planning practice to "create space with purpose" and actively seeks out projects and initiatives that can rebuild neighborhoods or re-activate an urban core. Critical to City Architecture's service, Alex concentrates on the concept of "experience" - ranging from the experience of collaborating with residents and colleagues to the experience of the people who use the spaces the firm designs.

Education and Registration

- University of Cincinnati, Bachelor of Architecture, Certificate of Historic Preservation
- Registered Architect - State of Ohio



- **Krysta Pesarchick**, AICP, EcoDistricts AP, LEED Green Associate, Senior City Planner. Krysta believes in improving the overall health and well-being of individuals and communities through biophilically-conscious design. She strives to improve human health and comfort through the incorporation of nature and natural forms in the built environment. Krysta looks at every project from different scales to develop creative design solutions. Her organization and attention to detail in everything she does ensures a high level of coordination that leads to a successful project. Krysta combines her perspective with her passion for restorative environmental design to develop sustainable places for people to live, work and play.

Education and Registration

- Kent State University - Cleveland Urban Design Collaborative, Master of Urban Design, Bachelor of Arts in Architectural Studies
- American Institute of Certified Planners
- EcoDistricts AP

Please see **Appendix 1** for detail bios for each staff member shown above.

Project Approach

Phase 1: Kick Off & Project Initiation

■ Task 1: Project Initiation

The Urban Partners team will hold a project initiation call with City staff to discuss the detailed work plan, the communication strategy, and, if necessary, provide input for a larger Technical Advisory Committee recruitment process.

■ Task 2: Kickoff Meeting (Technical Advisory Committee Meeting #1)

Urban Partners will facilitate an in-person kick-off meeting with the TAC to:

- 1) Confirm goals, expectations, and project deliverables
- 2) Finalize the schedule of tasks and engagement milestones
- 3) Review available data, mapping resources, and previous plans
- 4) Establish key contacts and communication protocols
- 5) Define sub-geographies (e.g., neighborhoods, planning districts) for analysis

Following the kick-off meeting, our team will conduct a windshield survey of Cleveland Heights to document current housing conditions, development activity, and context for sub-geographic segmentation.

Phase 2: Existing Conditions

Urban Partners will conduct a comprehensive review of City and County plans, policies, housing programs, and datasets. We will synthesize our quantitative analysis with policy review and on-the-ground understanding to develop a full housing profile.

■ Task 3: Policy and Plan Review

We will analyze the City's planning and housing-related documents including:

- 2017 Master Plan
- Zoning Code and Codified Ordinances
- Draft 2025–2029 Consolidated Plan
- Climate Resiliency and Livable Neighborhoods plans
- Historic preservation guidelines, ADU study, and incentive programs
- Cuyahoga County Planning Commission studies
- Regional development tools and prior market studies (e.g., Severance Town Center)

■ Task 4: Demographic and Economic Profile

Using available data from the U.S. Census Bureau (American Community Survey, HUD's Consolidated Housing Affordability Strategy data, Longitudinal Employer-Household Dynamics data, and regional datasets, we will assess:

- Population growth and change (age, race, ethnicity)
- Household size, tenure, income, cost burdens, and poverty rates
- Labor force participation, wages, industry mix, and commuting trends

We will supplement this analysis with ESRI Tapestry Segmentation data to better understand consumer behavior and lifestyle preferences for Cleveland Heights residents.



ESRI Tapestry Segmentation - Tapestry data is available for 14 "LifeMode" groups and additional segments in each LifeMode. Shown on the right are sample segment profiles in two of the LifeModes.

■ Task 5: Housing Stock and Conditions

Our team will inventory and evaluate the existing housing stock by:

- Tenure, unit type, size, age, condition, and density
- Incomplete plumbing/kitchens, overcrowding, and broadband access
- Permit activity, code enforcement, and rehabilitation efforts
- Income-restricted housing stock (e.g., LIHTC, HUD 202/811)

We will assess housing affordability by income band (up to 120% AMI) and evaluate the pipeline of both market-rate and subsidized development.

■ Task 6: Special Populations

We will document housing needs for vulnerable populations, including:

- Seniors, persons with disabilities, veterans, homeless individuals/families
- Transitional housing and supportive service capacity
- Voucher utilization, waiting lists, and housing assistance rates

**Phase 3:
Community
Engagement**

Urban Partners takes a proactive, inclusive approach to engagement. For Cleveland Heights, we propose the following components:

■ **Task 7: Technical Advisory Committee (TAC) Meetings**

We recommend convening a TAC composed of housing stakeholders, including CMHA, Cuyahoga County, nonprofits, developers, and service providers. We will attend monthly TAC meetings virtually over the course of the project. During these meetings, Urban Partners will provide updates on the progress of the Housing Needs Assessment, present preliminary findings when available, and respond to questions or feedback from members.

■ **Task 8: Stakeholder Interviews & Focus Groups**

We will interview approximately 30 key stakeholders across public, private, and nonprofit sectors to document perspectives on supply/demand, regulatory barriers, and housing services. As necessary, we can conduct additional focus groups with developers, realtors, renters, seniors, or special-needs households as needed.

■ **Task 9: Housing Survey**

To paint a fuller picture of the residents' perspective of the housing market, we will work with the TAC and the City to circulate an online survey (we've successfully administered online residential preference surveys for numerous communities including Delaware County, OH; Boone County, IN; Ontario County, NY; Wayne County, PA; Lexington, KY; St. Cloud, FL; Erie, PA; and Camden, NJ).

To obtain input and experiences from all households (specifically, underrepresented households and residents that may not have convenient internet access), we will prepare a paper version of the survey and work with municipal and community partners to disseminate and collect the paper surveys.

Public Engagement Experience

The Urban Partners team members possess a wealth of experience in stakeholder engagement working in communities with similar socio-economic characteristics as Cleveland Heights. We provide multiple ways for residents and community stakeholders to learn about the project and provide valuable input.



■ **Task 10: Support for Event-Based Outreach**

Urban Partners will provide Cleveland Heights City staff materials to conduct outreach efforts at community events to share project materials and gather real-time feedback. If the City desires the Urban Partners team to be physically present at these events, we will submit an add-on cost proposal for the City to approve.

■ **Task 11: Public Meetings**

We will host two community meetings for the Housing Needs Assessment. The first, held at the project's 75% mark, will be used to present interim findings—highlighting background trends and results from the market analysis—to establish a fact-based baseline for future housing policy discussions. We will also gather community feedback and suggestions on potential policy recommendations grounded in these trends and market realities.

At the second meeting, we will present the draft final report to City Council, providing a concise summary of market findings and outlining a toolkit of potential housing strategies for the City to consider.

**Phase 4:
Market
Analysis**

The centerpiece of any effective housing needs assessment is the market analysis, which reveals the dynamics of the local housing market and validates the lived experiences of residents across all income levels. Accordingly, Urban Partners will conduct a detailed analysis of both the homeownership and rental markets in Cleveland Heights. Our approach in this phase will include:

■ **Task 12: Rental Housing Market**

Using a combination of on-the-ground field survey conducted by the Urban Partners team, census data, and rental permit records that may be maintained by municipal agencies, we will perform a detailed analysis of the rental housing market in Cleveland Heights.

We will start with a comprehensive inventory of rental housing in the city:

- Housing units by housing types (traditional multi-family, as well as non-conventional single-family rental conversions).
- Segmentation of rental housing into types:
 - Market rate units (i.e., non income-restricted, or subsidized), including homes in the workforce segment (affordable to households in the 80% to 120% of the Area Median Income)
 - Units restricted to low-to-moderate-income households (i.e., Low-Income Housing Tax Credit, HUD Multi-Family, USDA Rural Development, Public Housing, Housing Choice Vouchers).
 - Housing units designated for seniors at different levels of care.

Working from the inventory of rental homes, we will then complete the following:

- Analysis of market performance of key rental home segments (asking rent, price per square foot, vacancy, features/amenities offered)
- Provide an analysis of the stock of assisted and market-rate affordable rental properties (also known as Naturally Occurring Affordable Housing, or NOAH) within the city.
- Provide an analysis of the distribution of current and planned affordable housing and identify geographic areas with a lack, or a concentration of, affordable housing, both assisted and unassisted (i.e., without subsidies).
- Using census data, we will analyze the rental rates from 2015 to 2025 by bedroom type.

■ Task 13: Owner-Occupied Housing Market

Using county property records as primary sources of information, we will perform a comprehensive analysis of the city's owner-occupied housing market. We recommend a 6.5-year analysis period (from the pre-pandemic baseline in 2019 to the first half of 2025), as extending the examination period to a 10-year span stated in the RFP would not drastically improve the analysis.

We will start with a comprehensive inventory of owner-occupied housing by submarkets within the city:

- Housing units by housing types (single-family detached, single-family attached, and multi-family).
- Income-restricted home sales to low- and moderate-income households.
- Market-rate units affordable to low- and moderate-income households (also known as NOAH).
- Housing units designated for seniors at different levels of care.

We will then complete the following comprehensive transactional analysis for the for-sale market:

- Single-family and multi-family home sales (single-family detached, townhome, condominium, age-restricted, etc.).
- Number of sales per year and submarket location.
- Median sale price and sale price per square foot.
- Average length on market based on Multiple Listing Service listing.
- Absorption rates, length of development for recently completed projects.

Finally, we will complete the following analysis for the for-sale market:

- An analysis of for-sale units currently marketed, looking at current price point and geographic dispersion of sales by price point.
- An analysis of the new home market including data on housing types being built, sales by price point, inventory remaining in active subdivisions, and a price per square foot comparison of current offerings.

**Phase 5:
Analysis of
Housing Needs
and Barriers**

While a housing needs analysis can quantify local demand and supply gaps, it is important to recognize that housing markets function within a broader regional context. Commuting patterns, regional economic shifts, and development activity in neighboring jurisdictions can all influence local market dynamics, making it challenging for a single municipality to precisely estimate its housing gaps. Therefore, local findings should be interpreted alongside regional data to provide a fuller understanding. Finally, whenever possible, regional cooperation should be pursued so that the burdens and benefits of the housing market are shared equitably across multiple jurisdictions.

■ Task 14: Gap Analysis

- Housing need forecasts by tenure, income, household type, and geography
- Quantification of unmet need for special populations and older adults
- Assessment of rehabilitation needs by housing submarket
- Work with local developers, contractors, and industry data sources to estimate typical construction costs by housing type—single-family, two-family, and multi-family—factoring in local labor, materials, and regulatory requirements to produce realistic cost projections

■ Task 15: Barriers Analysis

- Review zoning and building codes to identify constraints to housing diversity (e.g., ADUs, duplexes, townhomes)
- Assess land and construction costs, utility availability, permitting timelines
- Document patterns of racial/ethnic disparity in housing outcomes
- Analyze fair housing complaints from HUD, OCRC, and local reporting systems
- Evaluate challenges in developing supportive/transitional housing

**Phase 6:
Final Report****■ Task 16: Recommendations and Final Report**

Based on the cumulative research, Urban Partners will develop actionable strategies that respond to Cleveland Heights' housing needs and advance the City's equity, sustainability, and affordability goals.

Our recommendations will include:

- Numerical housing targets by sub-area, income band, and tenure
- Regulatory changes (e.g., zoning modernization, inclusionary zoning)
- Strategies to prevent displacement and preserve affordability
- Approaches to adaptive reuse and redevelopment of vacant properties
- Public-private tools including land banks, community land trusts, tax incentives, and site-specific partnerships
- Guidance on leveraging local, state, and federal funding
- Approaches to reduce total cost burdens (e.g., utility support, location-efficient housing)

We will prioritize recommendations by short-, medium-, and long-term implementation timeframes. Deliverables will include:

- Draft Report for staff and public comment
- Final Report incorporating feedback
- ESRI StoryMap presenting executive summary content in an interactive, accessible format
- Public Presentation to City Council or a community-wide event

Client References

Below is a list of references for work previously completed by Urban Partners:

1. **Audrey Gerlach**
Chief Operating Officer, Executive Vice President
Downtown Cleveland Alliance
(216) 325-0988 • agerlach@downtowncleveland.com
Project: **Cleveland Downtown Housing Development Market Study**
2. **Tammy Noble**
Senior Planner, City of Dublin
(614) 410-4649 • tnoble@dublin.oh.us
Project: **Dublin Housing Study**
3. **Megan Baumgartner**
Director of Economic and Community Development
City of Fishers
(317) 595-3232 • baumgartnerm@fishers.in.us
Project: **Fishers Housing Needs Analysis and Strategy**

Budget & Schedule

PROPOSED BUDGET

The Urban Partners team proposes to complete the assignment with a not-to-exceed project cost of **\$98,500**. The overall budget is based on the following Staff/Task/Cost matrix that includes a breakdown of tasks, labor assignments and rates:

Task		Urban Partners				City Architecture		
		Kwon	Lankenau	Cunniff	Hartling	Pesta	Zalatoris	Pesarchick
PHASE ONE: KICK OFF & PROJECT INITIATION								
1	Project Initiation	4					2	2
2	Kickoff Meeting (TAC Meeting #1)	8	8	8			4	4
PHASE TWO: EXISTING CONDITIONS								
3	Policy and Plan Review	12					4	8
4	Demographic and Economic Profile			16				
5	Housing Stock and Conditions	4		12				
6	Special Populations	4		12				
PHASE THREE: COMMUNITY ENGAGEMENT								
7	Technical Advisory Committee (TAC)	16	8	8			8	8
8	Key Stakeholder Interviews & Focus Groups	24	16			4	4	
9	Housing Survey	4		12				
10	Support for Event-Based Outreach	6		4				8
11	Public Meetings	16	16	16			4	8
PHASE FOUR: MARKET ANALYSIS								
12	Rental Market	8		36				
13	Owner-Occupied Market		8	36				
PHASE FIVE: ANALYSIS OF HOUSING NEEDS AND BARRIERS								
14	Gap Analysis	24	8		8			
15	Barriers Analysis	16	4					
PHASE SIX: FINAL REPORTS								
16	Recommendations and Final Report	48	12	60		4	4	16
Total Hours		194	80	220	8	8	30	54
Hourly Rate		\$210	\$210	\$85	\$290	\$205	\$155	\$135
Labor Cost		\$40,740	\$16,800	\$18,700	\$2,320	\$1,640	\$4,650	\$7,290
Out-of-Pocket Expenses (travel, data purchase, printing)		\$4,940				\$1,420		
TOTAL LUMP SUM FEE (NOT TO EXCEED)						\$98,500		

PROPOSED SCHEDULE

The Urban Partners team is prepared to complete this assignment in a 12-month period. Shown below is our proposed schedule in relation to each phase based on the assumption that the project will kick off in early-September. We estimate that a total of 594 task hours are necessary to complete this assignment. Based on the projection of our current commitments for the staff members proposed for this project, we have ample capacity to complete this assignment within 12 months.

	September	October	November	December	January	February	March	April	May	June	July	August
PHASE ONE: KICK OFF & PROJECT INITIATION												
1 Project Initiation												
2 Kickoff Meeting (TAC Meeting #1)												
PHASE TWO: EXISTING CONDITIONS												
3 Policy and Plan Review												
4 Demographic and Economic Profile												
5 Housing Stock and Conditions												
6 Special Populations												
PHASE THREE: COMMUNITY ENGAGEMENT												
7 Technical Advisory Committee (TAC)												
8 Key Stakeholder Interviews & Focus Groups												
9 Housing Survey												
10 Support for Event-Based Outreach												
11 Public Meetings												
PHASE FOUR: MARKET ANALYSIS												
12 Rental Market												
13 Owner-Occupied Market												
PHASE FIVE: ANALYSIS OF HOUSING NEEDS AND BARRIERS												
14 Gap Analysis												
15 Barriers Analysis												
PHASE SIX: FINAL REPORTS												
16 Recommendations and Final Report												

Appendix 1: Staff Resumes

Attached are detailed resumes for Urban Partners team members.

- Isaac Kwon, Principal (Project Lead for this study)
- Chris Lankenau, Principal
- Amy Cunniff, Associate
- James Hartling, Founding Partner

Team members from City Architecture:

- Michelle Bandy-Zalatoris, City Planner/Urban Designer
- Alex J. Pesta, Principal
- Krysta Pesarchick, City Planner/Urban Designer

Isaac Kwon

Principal



EDUCATION

University of Pennsylvania

Master's in City and
Regional Planning

University of California, Los Angeles

Bachelor's in Geography,
Asian American Studies

MEMBERSHIPS & AFFILIATIONS

Urban Land Institute, Member

Calvary Center for Culture and
Community, Board of Director

Philadelphia Chinatown
Development Corporation,
Real Estate Committee Member

Community Design
Collaborative, Volunteer Planner

CONTACT INFORMATION

123 S. Chestnut Street, Suite 2042
Philadelphia, PA 19109
(215) 829-1901

ikwon@urbanpartners.us

<http://www.urbanpartners.us>

Isaac Kwon is a community and economic development consultant with more than 20 years of experience working in urban communities throughout the nation. Since joining Urban Partners in 2008, Isaac has managed a wide array of economic development projects for the firm, including downtown and commercial district revitalization strategies, neighborhood master plans, market analysis and feasibility studies, and economic impact analyses. Isaac has managed most of the firm's recent housing market analyses, for various communities in Delaware, Florida, Georgia, Indiana, Kentucky, Ohio, Pennsylvania, South Carolina, and Virginia. Isaac possesses the experience and skillsets to assess and formulate strategies to attract different types of housing development (e.g., workforce housing, market-rate, income-restricted affordable, age-restricted senior housing, and others).

Prior to joining Urban Partners, Isaac served as the real estate development director for three different community development corporations in Philadelphia. He was responsible for all facets of real estate development—including site acquisition, financing, design oversight, construction management and marketing. Isaac possesses extensive experience in urban neighborhood development and in packaging a variety of local, state and federal financing sources.

HIGHLIGHTS OF RELEVANT PROJECT EXPERIENCE:

Residential Market Analysis and Strategy Plans

- Housing Needs Assessment and Utility Study (Boone County, IN)
- Comprehensive Housing Needs Analysis (Dauphin County, PA)
- Housing Needs Assessment (Wayne County, PA)
- Comprehensive Housing Market Analysis (Joplin, MO)
- Housing Needs Analysis and Strategy (Fishers, IN)
- Housing Study (Dublin, OH)
- Housing Strategy (Delaware County, OH)
- Gillespie Street Residential Market Study (Fayetteville, NC)
- Residential Market Analysis (Valparaiso, IN)
- Fayette County Housing Demand Study (Lexington, KY)
- Citywide Housing Study (St. Cloud, FL)
- Housing Needs Assessment (Newark, DE)
- Downtown Cleveland Housing Study (Cleveland, OH)
- Housing Authority Portfolio Assessment (Richmond, VA)
- SW Philadelphia Affordable Housing Strategy (Philadelphia, PA)

Commercial District/Downtown Revitalization

- Route 301 Chesterfield Market Study (Chesterfield, VA)
- Buford Hwy Economic Development Plan (Brookhaven, GA)
- Poinsett Corridor Market Analysis (Greenville, SC)

Christopher Lankenau, AICP

Principal



EDUCATION

University of Vermont

Bachelor's in Geography

Michigan State University

Master's in Urban and Regional Planning

MEMBERSHIPS & AFFILIATIONS

American Planning Association

American Institute of Certified Planners (AICP)

Fairmount Community Development Corporation - Vice President, Board of Directors

CONTACT INFORMATION

123 S. Chestnut Street, Suite 2042
Philadelphia, PA 19109

(215) 829-1901

clankenau@urbanpartners.us

<http://www.urbanpartners.us>

Christopher Lankenau, AICP, is a planner and economic development consultant with 30 years of professional experience. Since joining Urban Partners in 2006, Chris has managed a variety of projects ranging in scale from single sites to large master plans on behalf of municipalities, community development corporations, and non-profit organizations in several states. His current work focuses on community revitalization and economic development in both commercial and residential areas, including real estate market analysis, demographic analysis, and fiscal impact analysis, as well as economic feasibility analysis for adaptive use and new development projects. Chris also has experience in community outreach, transportation planning, and land use planning.

Prior to joining Urban Partners, Chris was a Senior Associate at the Pennsylvania Economy League, where he focused on community revitalization in Southeastern Pennsylvania's older core communities. Chris also has significant planning experience as a consultant with the Philadelphia firm of Kise Straw & Kolodner (now KSK Architects, Planners and Historians), where he managed a variety of planning projects with a particular focus on commercial district and community revitalization. Previously, Chris also held staff positions with county planning agencies, serving as planner for the Montgomery County Planning Commission (PA), as well as the Maryland National Capital Park and Planning Commission.

HIGHLIGHTS OF RELEVANT PROJECT EXPERIENCE:

Commercial District/Downtown Revitalization

- Rejuvenating Urban Centers (Dutchess County, NJ)
- Englewood Downtown Master Plan (Englewood, NJ)
- Souderton Business Improvement District Feasibility Plan (Souderton, PA)
- Downtown Glassboro Arts and Entertainment District Plan (Glassboro, NJ)
- Hagerstown City Center Plan (Hagerstown, MD)
- Trenton 250 Master Plan (Trenton, NJ)
- Downtown Boyertown Vision & Action Plan (Boyertown, PA)
- Martinsburg Mills & Rail Corridor Revitalization Initiative (Martinsburg, WV)

Market Research/Feasibility Analysis

- Market Analysis for Downtown Erie (Erie, PA)
- Garrett Williamson Foundation Master Plan (Newtown Square, PA)
- Johnstown Train Station Reuse Study (Johnstown, PA)
- New Granada Theater Reuse Plan (Pittsburgh, PA)

Amy Cunniff

Associate



EDUCATION

University of Pennsylvania

Master's Candidate in City and Regional Planning

Temple University

Bachelor's in Geography and Urban Studies, Spanish

AWARDS

Distinction in Major

LAURA Scholar

Diamond Key Award for Excellence in Temple University Diamond Marching Band

Sigma Delta Pi

CONTACT INFORMATION

123 S. Chestnut Street, Suite 2042
Philadelphia, PA 19109
(215) 829-1901

acunniff@urbanpartners.us

<http://www.urbanpartners.us>

Amy Cunniff (she/her) is a Master of City Planning candidate at the University of Pennsylvania. Her interests center around urban resilience as well as neighborhood-centered community and economic development. She graduated from Temple University in 2022 with degrees in Geography & Urban Studies and Spanish.

Prior to joining Urban Partners, Amy served as an Employment Readiness and Placement case manager with Nationalities Service Center, where she assisted a diverse array of clients with accessing their basic needs. Amy has had experience interning with several nonprofits, including Share Food Program, Nationalities Service Center, and Regional Plan Association.

HIGHLIGHTS OF RELEVANT PROJECT EXPERIENCE:

Housing Study and Residential Market Analysis

- Housing Market Inventory, Assessment, and Strategy (Oneida County, NY)

Strategy Plans

- Yeadon 2035 Plan – Studio 1 (Yeadon, PA)
- Housing Policy Proposal (Northern Liberties, Philadelphia, PA)

Research

- State of the Region's Health Report 2023 (New York State)
- Northern Liberties Neighborhood Study (Northern Liberties, Philadelphia, PA)

OTHER PROJECTS:

Programming

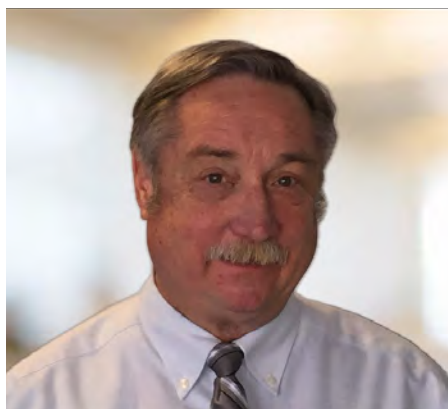
- Alfresco New York Program 2022 (New York City, NY)

Research

- Language Acquisition in Bilingual Children (University of Texas)
- Gondolas in Philadelphia: Safety, Accessibility, and the Price of Verticality (Temple University)

James Hartling

Partner



EDUCATION

Princeton University

Bachelor's in Mathematics

University of California at Berkeley

Master's & Pre-Doctoral Degrees in Planning

MEMBERSHIPS & AFFILIATIONS

Entrepreneur Works – Chairman Emeritus & Vice-Chair, Board of Directors

Local Initiatives Support Coalition (LISC) Philadelphia – Advisory Board

Community Design Collaborative, Advisory Board

CONTACT INFORMATION

123 S. Broad Street, Suite 2042
Philadelphia, PA 19109
(215) 829-1902
jhartling@urbanpartners.us
<http://www.urbanpartners.us>

Since co-founding the firm in 1980, James Hartling has been partner-in-charge for most of Urban Partners' economic development projects and has been responsible for examining the market feasibility of many large-scale development and redevelopment projects, including the Hoboken, NJ Waterfront Plan, the Bayonne, NJ Military Ocean Terminal Reuse, the former St. Christopher's Hospital in Philadelphia, the Greystone Hospital Site Reuse Strategy in Morris Plains, NJ, and the I-16 Flyover Removal Project in Savannah, GA, which was awarded Georgia's "Plan of the Year" for 2012. He has directed the firm's downtown revitalization efforts in 84 cities in the mid-Atlantic and Southeast, and has prepared and helped implement neighborhood housing and commercial revitalization strategies in both large cities and smaller communities. He has also directed the firm's work involving the planning and development of new village centers and transit-oriented developments, as well as significant participation in establishing transfer of development rights programs (TDR) in New Jersey and Pennsylvania, including Woolwich Township, which earned the 2010 New Jersey Smart Growth Award. He has also developed financing strategies for transit-oriented development projects, including the recently-implemented Middletown/Wawa TRID.

He has undertaken numerous studies documenting the regional tax and employment impacts of major cultural institutions (Philadelphia Museum of Art, Franklin Institute, National Constitution Center); he has prepared similar economic and fiscal impact analyses for many Delaware Valley development projects and, currently, for the systematic analysis of the impacts of the development moratorium in Mamaroneck, NY.

Recent projects include work in Philadelphia neighborhood housing, commercial and industrial revitalization efforts--retail market analysis for the South St. District, strategic planning for the American Street Empowerment Zone—as well as economic analysis for the Phoenixville Area Multi-Municipal Comprehensive Plan, market analysis for the Downtown Savannah Master Plan, and economic development strategies for the recently-adopted master plan update in Cherry Hill, NJ—named New Jersey's 2018 "Plan of the Year."

Mr. Hartling was Lecturer in the Fels School of Government at the University of Pennsylvania for 35 years (1981-2015). Prior to founding Urban Partners, he was Deputy Director for Economic Development of Philadelphia's Community Development program, administering \$15 million annually of CDBG and EDA funds from 1977 to 1980. Previously, Mr. Hartling was on the faculty of the University of Texas teaching in both the graduate planning and public affairs programs. He has also held staff positions with planning and development agencies in Texas, California, and New Jersey

MICHELLE BANDY-ZALATORIS, AICP, LEED AP

Director of Planning & Urban Design

Michelle is an urban designer and planner with significant experience in the development of neighborhood and city master plans, corridor studies, streetscape designs, and the development of design standards.

Her work is characterized by projects that seek to rebuild the urban core and elevate the quality of life for our communities. She has worked in the architecture, planning and design field for more than 25 years, during which she has been involved with an impressive range of projects. A particular strength of Ms. Bandy-Zalatoris is the personal manner in which she conducts business. This has enabled her to work comfortably within diverse groups, gaining the trust of clients and communities who know that she is working in their interest.

Her work in the area of master plans, redevelopment plans and corridor plans has incorporated a significant amount of public process experience. This has included organizing and managing public meetings, ensuring that the ideas and concerns of participants are translated into design details and generating report materials that serve as real 'action' documents. Her experience in working with a wide range of public officials, non-profit organizations and private developers gives her a unique understanding of issues relevant to each group and ways to balance a range of priorities. When cities and neighborhoods undertake a planning process, it is important that the end result inspires and guides implementation.

Understanding and enhancing the unique sense of place of each of the projects with which she's involved is critical to her design approach. She believes that collaboration is key to the success of any project, and Michelle seeks to work with clients, the community and other design professionals in an open, respectful, empowering and interactive process.

PROJECT EXPERIENCE

East 66th Street Implementation Plan TLCI - Cleveland, OH
Woodhill Choice Neighborhood Plan - Cleveland, OH
Jackson Street Pier and Shoreline Drive - Sandusky, OH
Tri-C East Campus Master Plan - Highland Hills, OH
Front Street Downtown Transformation - Cuyahoga Falls, OH
Twinsburg First Mile / Last Mile Plan - Twinsburg, OH
East 79th Street TLCI - Cleveland, OH
Our West Bayfront Community Plan - Erie, PA
Coventry Road Streetscape - Cleveland Heights, OH



HONORS AND INVOLVEMENTS

- Southeast Design Review Board - Cleveland - 2020-Present
- Ohio Planning Conference Presenter - 2019
- American Planning Association - 2001-2005, 2009-Present
- American Institute of Certified Planners - 2001-2005, 2009-Present
- Ohio Planning Conference - Presenter, LEED for Neighborhood Development - 2008
- City of Cleveland Green Team - LEED ND Educational Presentations - 2007
- Midtown Cleveland Design Review Board - 1999-2005

EDUCATION AND REGISTRATION

- University of Cincinnati - Bachelor of Architecture (1994)
- American Institute of Certified Planners
- LEED Accredited Professional
- American Planning Association Member

ALEX J. PESTA, AIA, AICP, LEED AP

Principal/Partner

Alex believes great design enhances every project. Whether developing a city-wide master plan, a streetscape enhancement package or an architectural detail, his accuracy and appreciation of craft permeate his work. Alex's passion for place-making and sustainability has driven him to get involved in his own community through service on several boards and commissions.

Alex's wide array of efforts and experience has gained him a holistic understanding of design, project implementation, detailing and communication with consultants, city officials, and most importantly, the client. Alex's experience and passion for design led him to urban planning where he can practice his design beliefs at a neighborhood scale. As a project manager, urban designer and architect he has been involved with the creation of city master plans, mixed-use developments, redevelopment plans, large infrastructure projects and streetscape designs. He takes great pride in the relationships he has fostered with clients and his ability to earn a community's trust throughout planning and design processes.

His approach also considers and incorporates redevelopment yields, potential job creation and revenue generation through tactical planning strategies.

He believes that intelligent, effective and meaningful investments in public spaces and infrastructure have the ability to celebrate place, redefine a street or establish new identities. Many of the planning projects that Alex has facilitated have led to further investments in their communities. His approach centers on creating realizable initiatives that can be implemented immediately while building momentum and leading to change on larger scales.

PROJECT EXPERIENCE

Woodhill Choice Neighborhood Transformation Plan –
Cleveland, OH

MetroHealth/Metro West Neighborhood Planning - Cleveland,
OH

City of Sandusky Bicentennial Master Plan - Sandusky, OH

Jackson Street Pier and Shoreline Drive - Sandusky, OH

City of Huron City-Wide Plan – Huron, OH

Summit Lake North Shore Implementation Plan – Akron, OH

West Bayfront Neighborhood Plan - Erie, Pennsylvania

Opportunity Corridor Brownfield Area-Wide Planning –
Cleveland, OH



HONORS AND INVOLVEMENTS

- Cleveland Heights Parks and Recreation Board Member - 2018-Present
- East Design Review Committee - Cleveland - 2017-Present
- Multiple local and state conference presentations - Ongoing
- City of Cleveland Heights Planning Commission - 2010-2014
- Home Repair Resource Center Board of Directors - President – 2011-2014; Vice President - 2008-2010; Board Member – 2002-2016
- APA / ULI Member
- AIA Member

EDUCATION AND REGISTRATION

- University of Cincinnati
-Bachelor of Architecture (2002)
-Certificate of Historic Preservation
- Registered Architect - State of Ohio

KRYSTA PESARCHICK, AICP,

ECODISTRICTS AP, LEED GREEN ASSOCIATE

Urban Designer/Planner

Krysta is an urban designer/planner and believes in improving the overall health and well-being of individuals and communities through biophilically-conscious design. Biophilia is a theory that describes our biological need to connect with nature. She strives to improve human health and comfort through the incorporation of nature and natural forms in the built environment. Having studied abroad in Florence, Italy, and traveled through Europe, Krysta has explored several cultures and urban fabrics, gaining a deeper understanding of how people and place interact and influence one another. Furthermore, she continues to share her knowledge and passion for design and cities in her position as Chair of the Historic West Cleveland Design Review Advisory Committee and Member of the Cleveland Downtown / Flats Design Review Advisory Committee and Kent State University Design Studios. She also uses her firsthand experiences from living and working in both highly rural areas and the heart of downtown to relate to the people for whom she is designing and integrates her understanding into successful plans for all.

At City Architecture, Krysta has been involved with a wide variety of project types and sizes. She rises to the challenge of looking at every project from different scales to develop creative design solutions. Her organization and attention to detail in everything she does, ensures a high level of coordination that leads to a successful project. Krysta combines her perspective with her passion for restorative environmental design to develop sustainable places for people to live, work and play.

PROJECT EXPERIENCE

Greater Cleveland Partnership Cleveland Development Model
- Cleveland, OH

Southland Planning Study & Smith Road Reconfiguration -
Middleburg Heights, OH

Aura at Innovation Square - Cleveland, OH

East 66th Street TLCI & Streetscape Design - Hough,
Cleveland, OH

Tri-C East Campus Master Plan - Highland Hills, OH

Envision Grafton TLCI - Village of Grafton, OH

Playwright Park - Fairfax, Cleveland, OH

Carnegie Avenue Midtown TLCI - Cleveland, OH

Innovation Square Neighborhood Master Plan - Cleveland,
OH

Flats Forward Framework Plan - Cleveland, OH



HONORS AND INVOLVEMENTS

- Chair, Historic West Cleveland Design Review Committee - 2019-Present
- Treasurer, APA Ohio Cleveland Section Executive Committee
- City of Cleveland Downtown/ Flats Design Review Committee - 2016-Present
- Cleveland 2030 District - Green Resource and Education Advisory Network (GREAN) Committee
- US Green Building Council - Northeast Ohio Emerging Professionals

EDUCATION AND REGISTRATION

- Kent State University - Cleveland Urban Design Collaborative - Master of Urban Design (2012)
- Kent State University - Bachelor of Arts in Architectural Studies (2011)
- American Institute of Certified Planners
- EcoDistricts AP

Appendix 2: DBE Certification

Attached is the current certification letter for the Ohio Disadvantaged Business Enterprise (DBE) program.



**UNIFIED
CERTIFICATION
PROGRAM**
OhioUCP.org

Ohio Department of Transportation
1980 West Broad Street, MS 3270
Columbus, Ohio 43223
(614) 466-2878
dot.sdbe@dot.ohio.gov

December 27, 2024

Isaac Kwon
UP Development Planning, LLC DBA Urban Partners
123 S. Broad Street, Suite 2042
Philadelphia, PA 19109

Dear Mr. Kwon:

Having reviewed your Annual Declaration of Eligibility, we are pleased to inform you that UP Development Planning, LLC DBA Urban Partners is eligible to remain certified as a Disadvantaged Business Enterprise (DBE) in Ohio, effective December 27, 2024. UP Development Planning, LLC DBA Urban Partners is currently certified in the following NAICS code:

NAICS 541320: LANDSCAPE ARCHITECTURAL SERVICES

DBE certification allows UP Development Planning, LLC DBA Urban Partners to participate as a DBE on federally assisted transportation-related projects and/or contracts. All Ohio's Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration recipients and subrecipients will accept this DBE certification. UP Development Planning, LLC DBA Urban Partners is subject to the requirements of the DBE regulations (49 CFR Part 26, as amended) and all laws of the State of Ohio applicable to the transaction of business. A DBE certificate for UP Development Planning, LLC DBA Urban Partners may be viewed or printed from the Ohio Unified Certification Management System at <https://ohiodot.dbesystem.com/>. Log in to the system with your credentials and use the left navigation menu to select View >> My Certifications.

UP Development Planning, LLC DBA Urban Partners is required to inform ODOT in writing of any change in circumstances affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of the DBE regulations or any material change in the information provided in the firm's application form. The notice must take the form of a sworn affidavit or an unsworn declaration executed under penalty of perjury of the laws of the United States. The written notification, along with supporting documentation describing in detail the nature of the change(s), must be submitted within 30 days of the occurrence of the change(s). Failure to provide timely notification will result in ODOT's action to decertify UP Development Planning, LLC DBA Urban Partners as a DBE in Ohio. To submit a Declaration of Change, go to <https://ohiodot.dbesystem.com/>, log-in with your credentials and click on **Renew / Apply for Certification** on the top right hand corner of the system dashboard.

As a DBE, UP Development Planning, LLC DBA Urban Partners is also required to submit an Annual Declaration of Eligibility attesting there have been no changes in circumstances affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of the DBE regulations or any material changes in the information provided in its application form (except for the changes about which it has already notified ODOT, if any) along with its current Federal business tax return (and those of its affiliates, if any) each year on its anniversary date. UP Development Planning, LLC DBA Urban Partners's next Annual Declaration of Eligibility is due on **October 26, 2025**. To submit an Annual Declaration of Eligibility, go to <https://ohiodot.dbesystem.com/>, log-in with your credentials and click on **Renew / Apply for Certification** on the top right hand corner of the system dashboard.

DBE certifications do not have an expiration date; however, UP Development Planning, LLC DBA Urban Partners must submit the Annual Declaration of Eligibility on or no more than 30 days before its anniversary date. Failure to provide the requested documents in a timely manner will result in ODOT's action to decertify UP Development Planning, LLC DBA Urban Partners as a DBE in Ohio.

Please be advised that a firm is not eligible to retain NAICS codes in all or some areas of work grouped under the NAICS codes if that firm exceeds the size standard listed under the NAICS codes. If a firm exceeds the size standard in any of its approved NAICS codes, it is no longer certified as a DBE under that specific NAICS code. If a firm exceeds the size standard in all of its approved NAICS codes or if the firm's controlling owner(s) exceed the established Personal Net Worth standard, it is no longer eligible to participate as a DBE.

If UP Development Planning, LLC DBA Urban Partners expands in its line of work or adds additional lines of work to its capabilities, one or more NAICS codes and/or descriptors may be needed. To request additional NAICS codes, please submit the NAICS Code/Descriptor Request Form at <https://ohiodot.dbesystem.com/>. Log-in with your credentials and click on **Renew / Apply for Certification** on the top right hand corner of the system dashboard.

We encourage you to contact the Office of Outreach to learn more about upcoming matchmaking events and contracting opportunities with ODOT and transit systems. To locate the Regional Outreach Manager in your area, please go to www.transportation.ohio.gov/odi and visit the Office of Outreach's webpage.

If you have any questions, please contact the Office of Business & Economic Opportunity at (614) 466 2878 or DOT.SDBE@dot.ohio.gov.

Respectfully,

Deborah M. Green
Administrator
Office of Business & Economic Opportunity

DG:js

Proposed: 11/03/2025

RESOLUTION NO. 229-2025(PSH), *First Reading*

By Mayor Cuda

A Resolution authorizing the Mayor to execute an agreement with Panzica Construction to provide the work necessary for the public improvement of renovating the kitchen areas in Fire Stations 1 and 2; and declaring the necessity that this legislation be effective immediately as an emergency measure.

WHEREAS, the kitchen areas currently in use by the City's Division of Fire have deteriorated beyond repair and pose a risk to the health and safety of its personnel;

WHEREAS, the Codified Ordinances of the City of Cleveland Heights, Ohio, Section 171.02(d), permits Council to authorize the award of a guaranteed maximum price contract to a construction manager upon making the determinations provided in Section 1, below; and

WHEREAS, Panzica Construction ("Panzica") has offered, through its proposal attached hereto as Exhibit "A" to serve as construction manager for the project, providing the design services necessary to begin the bidding phase and establish a guaranteed maximum price for the completion of the Project.

BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. This Council determines that the estimated cost of the Project is in excess of seventy-five thousand dollars (\$75,000.00); that it is in the best interest of the City and cost effective to select a construction manager who will enter into a contract to provide labor and materials for all phases of the improvement at a guaranteed maximum price; and that the selection of Panzica as Construction Manager shall expedite the selection and coordination of other qualified contractors or subcontractors, and the performance and completion of the Project

SECTION 2. Notwithstanding any provision of Codified Ordinances Chapter 171 to the contrary, the Mayor is hereby authorized to execute an agreement with Panzica Construction to provide the work necessary for the public improvement of renovating the kitchen areas in Fire Stations 1 and 2. The procedures and processes established therein shall be pursuant to the provisions of C.O. Sections 171.06 through 171.09, and shall contain such other terms as deemed necessary, and approved as to form, by the Director of Law.

SECTION 3. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal

RESOLUTION NO. 229-2025(PSH)

requirements.

SECTION 3. Notice of the passage of this Resolution shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one paper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution on the City of Cleveland Heights website.

SECTION 4. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the availability of safe, clean, and functional facilities, upon which Division of Fire personnel rely in the performance of their duties. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

GAIL L. LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor

Date: May 29, 2025

To: Mr. Andres Gonzalez
Copy: Mr. Tom Fidanza
Chief James Harry
City of Cleveland Heights

From: Steve Varelmann
Panzica Construction Co.

RE: Fire Stations 1 and 2 Kitchen Renovations
Proposal: Design-Build, Design and Preconstruction

Dear Mr. Gonzalez,

We proposed to partner with the City on a design/build approach to integrate the architectural and engineering requirements, provide a comprehensive cost estimate, and streamline construction coordination and execution with City staff. Panzica offers architectural and estimating services in-house to expedite this process.

We propose the following phases as referenced by the attached fee proposal:

- Phase 1 Design: this phase will include gathering data and documenting the project per typical architectural and engineering standards for bidding and construction. A cost estimate will be developed and reviewed with the Owner.
- Phase 2 Design: this phase will further develop the Phase 1 Design with additional details and material specifications, preparing the project for release to the bid market.
- Bidding: We propose to coordinate with your Procurement office to solicit multiple trade contractor bids. Panzica will review bids for conformity and completeness regarding scope of work. This process is open-book and transparent to the City.
- After Bidding, a construction GMP will be developed for final approval and the construction phase will begin.

Note this proposal is for both kitchens in Fire Stations One and Two.

Proposal is for a design-build project delivery which includes Panzica Construction Co. as the constructor. Deliverables in the preconstruction phase including drawings will not be useable for the work if the project does not advance to a GMP with construction performed by Panzica.





Please refer to the attached Fee Proposal. Feel free to contact us to review in person.
Thank you and best regards,

A handwritten signature in blue ink that reads "SR Varelmann".

Steve Varelmann, AIA
Director Design/Build, Sr. Project Manager

	A	B	D	E
1	Preconstruction			
2	Phase	Tasks	Amount	Comments
3	Project initiation	Total:	\$ 1,697	
4		Generate fee proposal and scope of work		Includes site visit
5		Execute PO and/or Agreement		
6		Setup project files and accounting		
7		Develop project schedule		
8		Develop project budget		Preconstruction fees, not construction budget.
9	Phase 1 Design	Total:	\$ 5,844	
10		Field measure existing spaces		Multiple trips to refine.
11		Produce floor plans		Use for communicating project to engineers, vendors, and for construction
12		Engage mechanical and electrical consultants		Thorson Baker and Associates. Allowance cost in Phase 2 Design below
13		Consult with kitchen equipment suppliers		Explore options for stainless steel cabinetry, equipment, and contemporary accessories.
14		Produce cost estimate		
15		Review with Owner for approval		
16		Update schedule		
17		Hazardous Material Testing		Not included. By Owner if required.
18	Phase 2 Design	Total:	\$ 3,016	
19		Produce and refine details & document specifications		
20		Document specifications		
21		Coordinate with engineers		Coordinate drawings and technical requirements
22		Mechanical and Electrical Engineer	\$ 11,200	
23		Create bid packages		
24	Bidding		\$ 3,016	
25		Distribute for bidding		Request bids from multiple contractors
26		Answer RFI's		
27		Issue Addenda		
28		Scope reviews		
29		Tabulate and submit to Owner		
32	Total		\$ 24,772	
33	Contingency	5%	\$ 1,239	
34		Reimbursable expenses	\$ 500	Allowance, mileage, copies, etc.
35	Design/Build Fee	15.0%	\$ 3,977	
36	Total Preconstruction Fee		\$ 30,487	Lump sum
37				
38	Construction			
39	Note: Construction phase costs will be itemized as a GMP after Bidding and will include staffing and general conditions costs.			



LETTER OF ENGAGEMENT FOR PROFESSIONAL DESIGN SERVICES

May 30, 2025

Client: Steve Varelmann, AIA
Panzica Construction
739 Beta Drive
Mayfield Village, OH 44143

Project: Cleveland Heights Fire Department Kitchen Renovations

Cleveland Heights, OH

Basic Project Description:

Engineering for two kitchen renovations with the following scope:

- Replace cabinetry with commercial grade stainless steel. Reuse SS counters and sinks.
- New commercial garbage disposers.
- Reuse sinks with new faucets, drains, etc.
- Replace ceiling and related diffusers, lights, etc.

Thorson · Baker + Associates (TBA) is pleased to submit our Letter of Engagement to provide professional design services for the above referenced Project.

- **Mechanical Engineering**
- **Electrical Engineering**

Scope of services is as follows:

- **Construction Documents (CD)**
- **Basic Contract Administration* (CA)**
- **Shop Drawing Review**
- **Construction Phase Observation (if required)**

*See Basic Qualifications in Exhibit "A" for scope.

Proposed fees are as follows:

Mechanical / Electrical Fees	Fees
Base Mechanical Design Fee:	\$5,000
Base Electrical Design Fee:	\$5,000
Basic Contract Administration Fee:	\$1,200
TOTAL:	<u>\$11,200</u>

Additional Mechanical / Electrical Fees (If Required)	Fees
Pre-Design Observation / Construction Phase Observation / Meeting Fee:	<u>\$TBD</u>
Personnel per visit/meeting: 1	
Number of visits/meetings: 1	
Visit/meeting duration: ½-day @ \$800 per person, per visit/meeting. Additional Visits/Meetings over number listed will be charged at above rates	

Reimbursable expenses will be invoiced at 100% of actual cost and include: travel, shipping and delivery services, plotting, printing, and electronic shop drawings printing and processing fee.

Hourly rate based fees and Additional Services if required will be charged at the following current standard hourly rates:

Principal	\$185	Senior Project Manager	\$145	Project Manager	\$135
Project Engineer/Project Designer	\$105	Design Engineer/Designer	\$95	Senior CAD/BIM	\$95
CAD Technician	\$80				

Hourly rates quoted are subject to change May 1 of each year.

Note: Visit duration is determined by the sum of travel time and time on site, as summarized below:

- ½-day visit duration: 0 ≤ 5 hours total
- 1-day visit duration: 5 < 10 hours total

Pre-Design and Construction Phase observation duration is noted in the fee schedules above. Trips requiring additional time will be invoiced in ½-day increments.

Thorson • Baker + Associates (TBA) strongly recommends and encourages the Owner/Client retain our services to perform pre-design observations for the purpose of reviewing existing conditions and perform observations at appropriate intervals during the construction process to become familiar with the progress and quality of the contractors work and to determine if the work is proceeding in general accordance with the contract documents. If pre-design services are not retained, design associated with or affected by existing conditions will be based on information provided by the Client to TBA. TBA shall be entitled to rely on such information.

Revit (BIM) scope of work qualifications (if required):

1. Fees assume projects modeled in Revit are at a level of development (LOD) in the 100 to 300 range. Models developed beyond this LOD will be additional services.
2. MEP systems will be modeled to the following levels:
 - All major plumbing fixtures are modeled from the architectural model. Domestic, sanitary, vent, gas and other plumbing systems are modeled with approximate routings. Piping will not be sloped. Plumbing lines are sized and fittings are modeled but in-depth valving, controls, hangers, supports, flanges, insulation, etc. are not modeled.
 - HVAC systems and equipment are modeled with approximate sizes and locations. This includes packaged HVAC equipment, unit heaters, furnaces, etc. All equipment, ductwork and fittings are sized and water distribution piping is modeled with approximate routings. Equipment supports, hangers, flanges, dampers, access doors, controls, insulation, wrap, etc. are not modeled. Piping and ductwork will not be sloped.
 - Power distribution, lighting systems, emergency power equipment, cable trays, fire alarm devices, technology outlets, outlet boxes, etc. are modeled with approximate sizes and locations. Equipment and fixtures are circuited. Conduit under 4" will not be modeled.
3. Scope of services does not include a BIM Model LOD of sufficient detail to be used as a construction coordination model by the owner or contractor. BIM Model LOD is only intended for coordination of architecture and engineering systems. Final coordination is the responsibility of the contractor.
4. For BIM360 projects (or similar), the SMEPT Revit model will not "live-link" the architectural or any other external discipline's models.

Revisions to scope of services, design criteria or changes requested which result in redesign will be considered additional services. Written authorization will be required from the Client prior to proceeding with additional services.

If the Project becomes phased construction with multiple bid packages or if TBA construction documents are released prior to issuance of architectural contract documents, the fees stated above shall be subject to renegotiation.

Project Cancellation: Should the Project be canceled prior to completion of our services, TBA will invoice for all services rendered and reimbursable services and expenses.

Fee Adjustment: If the services covered by this Letter of Engagement, excluding Contract Administration, have not been completed within 18 months of the date of this Letter of Engagement, the remaining fees shall be subject to adjustment.

Project Termination: This Letter of Engagement may be terminated upon 10 days written notice by either party should the other party fail to perform its obligations hereunder. In the event of termination of this Engagement prior to the completion of TBA's services, the Client shall pay TBA for services rendered to the date of termination, reimbursable expenses, and reasonable termination expenses.

Contract Administration Duration: Contract Administration services provided under this agreement shall be limited to a period of twelve (12) months from the date of construction commencement. Any services required beyond this period shall be subject to a separate agreement or additional compensation as mutually agreed upon by both parties.

Payment: Payment of invoice is due in 30 days after date on invoice. In the event that any portion of an account remains unpaid 90 days after billing, TBA may, without waiving any claim or right against the Client, and without liability whatsoever to TBA, terminate the performance of all services. Payments for services rendered lapsing more than 90 days from date of invoice shall be charged interest at the rate of 1.5% per month. In addition, Client shall be responsible to TBA for all court costs and costs of collection, including reasonable attorney fees incurred by TBA in collection of any outstanding debt.

The Client shall be obligated, upon completion of TBA's services under this Letter of Engagement and completion of the Client's services under the prime Agreement, to pay TBA in full for all amounts due even if the Client has not received payment in full.

Liability Limit: In recognition of the relative risks and benefits of the Project to both the Client and TBA, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of TBA for any and all injuries, claims, losses, expenses, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of TBA to the Client shall be less than \$250,000. Such causes include, but are not limited to TBA's negligence, errors, omissions, strict liability, or breach of contract.

This Letter of Engagement and Exhibits A and B constitute the entire Engagement between the parties.

Fixed fees and the terms of this Engagement shall be valid for 90 days from date of this Letter of Engagement.

AUTHORIZED ACCEPTANCE:

The undersigned accepts the terms and conditions contained in this Letter of Engagement for Professional Design Services. Written authorization is requested for TBA to begin services on the Project. However, instruction on the part of the Client or the Client's agent, either verbal or written, to proceed with any or all of the services outlined in the scope of services of this Letter of Engagement, constitutes acceptance of this Engagement by the Client in its entirety, including the stipulated fees, terms of the agreement, etc. Execution of this agreement by all parties shall not be a precondition to its effectiveness. This agreement shall become effective upon the commencement of performance by any party hereto. The parties intend to be legally bound by the terms of this agreement whether or not it is signed by all parties hereto.

Client:

Thorson • Baker + Associates

By: _____

By: 

Printed Name/Title:

Name/Title: Nathaniel J. Kobb, Principal

Date: _____

Date: May 30, 2025

Please sign and return one copy for our files

Project # (If Required on Invoice): _____

tba# cleveland heights fire department kitchen reno-
cleveland heights,oh-01.doc

PO # (If Required on Invoice): _____

EXHIBIT 'A'

BASIC QUALIFICATIONS

- **Governing Jurisdiction:** Unless otherwise specified, this Letter of Engagement shall be governed by the laws of the State of Ohio.
- **Benefit of Service:** TBA and the Client agree that the services performed by TBA pursuant to this Engagement are solely for the benefit of the Client and are not intended by either TBA or the Client to benefit any other party or entity. To the extent that any person or entity, including but not limited to the Owner, Contractor and/or any of its Subcontractors, and other Design Professionals, is benefited by the services performed by TBA pursuant to this Engagement, such benefit is purely coincidental and such person or entity shall not be deemed a third party beneficiary to this contract.
- **Assignment:** Neither the Client nor TBA shall assign, sublet or transfer any rights under or interest in (including but without limitations, monies that may be due or monies that are due) this Engagement, without the written consent of the other, except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assigner from any duty or responsibility under this Engagement. Nothing contained in this paragraph shall prevent TBA from employing such independent consultants, associates and subcontractors as TBA may deem appropriate to assist in the performance of services hereunder.
- **Standard of Care:** TBA shall perform those professional services as specified in the Exhibits. In providing services under this Letter of Engagement, TBA will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. TBA makes no warranty, express or implied, as to its professional services rendered under this Engagement.
- **Defects in Service:** The Client shall promptly report to TBA any defects or suspected defects in TBA's services. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like agreement. Failure by the Client and the Client's contractors or subcontractors to notify TBA shall relieve TBA of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.
- **Consequential Damages:** Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither the client nor TBA shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Letter of Engagement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred from any cause or action whatsoever.
- **Indemnification:** The Client and TBA mutually agree to indemnify and hold each other harmless from damages and losses, including reasonable attorney's fees, arising from their own negligent acts, errors or omissions in their performance of the services under this Engagement, to the extent that each party is responsible for such damages and losses on a comparative basis of fault. TBA's indemnification obligation shall be limited to the liability limit defined in the preceding portion of this agreement.
- **Mediation:** All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Engagement or the breach thereof will be presented to non-binding mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, subject to the parties agreeing to a mediator(s). Claims, disputes and other matters that are not resolved by mediation shall be subject to non-binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise.
- **Receivables:** The Client shall furnish all information that affects the design professional's services prior to beginning the design phase including but not limited to geotechnical reports, surveys, available drawings related to existing conditions, prototype drawings, owner criteria, and client criteria, tenant criteria, and appropriate lease exhibits as well as other reports or data relative to the design of the Project. Client shall provide progress architectural drawings at appropriate intervals in the design process for TBA to perform design. Owner approved architectural drawings shall be received prior to beginning the construction document phase services. TBA shall be entitled to rely on such information.
- **Code Information:** The Client shall furnish the appropriate contact for the authorities having jurisdiction for the Project. Client shall furnish a project code search including, but not limited to, the building codes adopted for the Project, construction classification, occupancy classification, occupant load, locations and types of all fire rated walls, floors, roofs, etc., and their appropriate fire ratings.
- **Instruments of Professional Service:** All drawings, specifications and materials prepared by TBA for this Project are instruments of professional service intended for the one-time use in connection with this Project and are the sole property of TBA. The use of these materials is permitted for this Project only. Any use of these materials in part or in whole, for other projects related or unrelated to this Project, by any parties without the written consent of TBA is unauthorized. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless TBA against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from or allegedly arising from or in any way connected with the unauthorized reuse or modification of the construction documents by the Client or any person or entity that acquires or obtains the construction documents from or through the Client without the written authorization of TBA.

- **Pre-Design Observation:** Observations are limited to visual observation only. Visual observation will be limited to areas that are not covered by finished or other obstructions. Access may not be possible to all rooms and areas within the building or buried utilities, etc., on site as defined in the scope. No testing will be performed on materials, equipment or systems. Equipment will not be opened or taken apart for internal inspection. Observation reports are in no way a guarantee to the proper operation of equipment or systems. Observation is not intended to be an inspection for health or environmental problems such as mold, radon gas, asbestos, PCB's, lead, etc. In projects requiring observation and reporting of existing structures, there may be conditions concealed from reasonable observation that differ from available documentation or other information. Notwithstanding anything to the contrary in this Letter of Engagement, such visits and observation are not intended to be an exhaustive check or a detailed inspection of the existing conditions but rather are to allow TBA, as an experienced professional, to become generally familiar with the facility. TBA is not responsible for costs or delays resulting from the later discovery of actual conditions. If the Client desires more extensive project observation, the Client shall request that such services be provided by TBA as Additional Services in accordance with the terms of this Letter of Engagement.
- **Hidden Conditions:** A condition is hidden if concealed by existing finishes or if it cannot be investigated by reasonable visual observation. The Client understands TBA cannot be aware of said conditions and cannot be held liable for risks associated with this condition or any resulting damages to persons or property. Concealed or unknown physical conditions encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist may require additional design fees.
- **Contractor Responsibilities:** TBA shall not be responsible for and shall not have control or charge of construction means, methods, techniques, sequences, procedures or scheduling used by a Contractor to comply with the contractor's obligations under its Contract for the Project or for safety precautions and programs in connection with the Work on the Project. TBA shall not be responsible for or have control or charge over the acts or omissions of contractors or Subcontractors performing any Work on the Project.
- **Shop Drawing Review:** Shop drawing review is only for general conformance of the submittal with information given and the design concept expressed in the Contract Documents. Comments made during this review do not relieve the Contractor from compliance with the requirements of those Contract Documents. The contractor is responsible for confirming and correlating all quantities, dimensions, site conditions, construction means, methods, sequences, procedures and the coordination of all trades. TBA shall not be responsible for any deviations from the construction documents not brought to the attention of TBA in writing by the contractor.
- **Construction Phase Observation:** If TBA is retained to perform construction phase observation, then the Client shall keep TBA informed of the progress of construction such that TBA can arrange appropriate construction observation visits. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Consultant, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on this general observation, TBA shall keep the Client informed about the progress of the Work and shall endeavor to guard the Client against deficiencies in the Work. If the Client desires more extensive project observation or fulltime project representation, the Client shall request that such services be provided by TBA as Additional Services in accordance with the terms of this Agreement.
- **Construction Observation Indemnification:** If the Client does not accept Construction Phase observation under this Agreement or if TBA's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, then such services will be provided for by the Client and the Client shall assume all responsibility for the interpretation of the Contract Documents and for construction observation, and the Client shall waive any claims against TBA that may be in any way connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless TBA, its officers, directors, employees and subconsultants (collectively, TBA) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of TBA.
- **Contract Administration:** TBA shall assist the client in providing administration of the Contract between the Owner and the Contractor. TBA shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedure, or for safety precautions and programs in connections with the Work, nor shall TBA be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. TBA shall assist the Client to interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of the Owner or Contractor.
- **Basic Contract Administration Services:** Includes review and response to pre-bid and construction RFI's and one review of each shop drawing required by the shop drawing schedule or specifications.
- **Enhanced Contract Administration:** Includes participation in any weekly (in-person or virtual) construction meetings, coordination meetings, OAC meetings etc., as well as shop drawings that are not included under 'Basic Contract Administration Services'.

SERVICES NOT INCLUDED IN BASE FEE

Services which arise as a result of unforeseen circumstances during the design or construction process as follows:

- **Civil, structural, technology, and commissioning engineering design services (available as an additional service if required).**
- **Drawing/Specification Standards:** Assistance in determining drawing standards and specification format.
- **Scope Revision:** Changes in scope or magnitude of the Project as described and agreed to under the Letter of Engagement for Professional Design Services. If the scope of the Project is materially changed after the Schematic Design Phase or the finalization of the Construction Budget or at any time after the execution of this Engagement through no fault of TBA, any necessary adjustment in the compensation of TBA shall be negotiated.
- **Revisions:** Revisions which are inconsistent with approvals or instructions previously given by the Client.
- **Alternates:** Services connected with the preparation of documents for alternate bids or for segregated contracts for phased or fast-track construction.
- **Preliminary Opinion of Cost:** Assistance in the preparation of Preliminary Opinion of Cost of Construction.
- **Code Revisions:** Revisions due to the enactment or revision of codes, laws, or regulations subsequent to the start of preparation of construction documents.
- **Demolition:** Preparation of detailed demolition documents.
- **Pre-Bid Meetings and Construction Meetings:** Attendance at pre-bid and construction progress meetings except as outlined in Base Fee.
- **Bid Review:** Assistance with bid review.
- **Value Engineering:** Revisions arising from value engineering after substantial completion of design.
- **Cost Over-run:** Changes necessary because of a construction cost over-run which is outside the control of TBA.
- **Permit Filing:** Filing application for obtaining a building permit.
- **Substitutions:** Review and design of alternate or substitute systems.
- **Change Orders:** Preparing Drawings, Specifications and other documents and supporting data in connection with construction Change Orders.
- **Contractor Errors:** Corrections or revisions required because of errors or omissions in construction by the building contractor or in design by consultants other than TBA.
- **Testing and Inspection:** Assistance in establishing testing and inspection requirements.
- **Shop Drawing Resubmittals:** Review of additional shop drawing submittals as a result of improper or incomplete submittals.
- **Extended Schedule:** Extended design or construction time schedules.
- **Seismic Risk:** Services related to "seismic risk" analysis for high seismic zones.
- **Overtime:** Overtime work requested by the Client.
- **Natural Disasters, Fire:** Assessment of and/or redesign of damage as the result of fires, man-made disasters, or acts of God.
- **Record Drawings.**
- **LEED Design.**
- **Lighting Design / Photometrics:** Lighting Design is limited to Fundamental lighting design only. Fundamental lighting design scope of work assumes the Client will develop a proposed lighting concept and fixture layout (including fixture schedule / selections / cut sheets, elevations, and reflected ceiling plan) for review by the design professional. The design professional shall evaluate the Client's proposed lighting concept, layout and cut sheets to make recommendations for improvement if necessary. One iteration of this process is included in base fee. Normal, Emergency and or Site Lighting Photometrics are not included, unless specially stated under the Project Description on page 1. Specialty and Decorative lighting is excluded and solely the responsibility of others.
- **Weekly or Bi-Weekly Conference Calls:** Attendance on weekly or bi-weekly coordination, virtual meetings, client, owner, Owner-Architect-Contractor (OAC), or design conference calls.
- **Storm Shelter Design:** Unless specifically outlined in the base scope, storm shelter design in accordance with ICC500 requirements are excluded from the scope of design services. Storm shelter design can be provided as an additional service once scope is defined.
- **Coronavirus Pandemic Issues:** Revisions to construction documents after substantial completion of design due to value engineering, alternates, or substitutions as a direct or indirect result of the coronavirus pandemic including, but not limited to, changes in laws, regulations or direction from the Authorities Having Jurisdiction.
- **Material/Supply Chain Issues:** Revisions to construction documents after substantial completion of design due to value engineering, alternates, or substitutions as a result of material/supply chain issues including, but not limited to, material delays, shortages, and cost increases.

EXHIBIT 'C'

SCOPE OF MECHANICAL & ELECTRICAL DESIGN SERVICES:

SERVICES INCLUDED:

Mechanical:

- HVAC system new diffusers and grilles.
- Plumbing design including sanitary sewer, domestic cold water, hot water, and gas piping, and specification of all plumbing fixtures and equipment.

Electrical:

- Fundamental lighting design as defined in design qualifications section below.
- Lighting system energy compliance calculations.
- Power distribution design and circuiting.

SERVICES NOT INCLUDED:

- Evaluation and/or incorporation of LEED consultation or other green building certification documentation.
- Specialty lighting design as defined in design qualifications section below.
- Landscape/hardscape lighting design and circuiting.
- Comparative utility cost and/or life cycle cost analysis for HVAC systems.
- Technology design including, but not limited to, data, telephone, CATV, security, and audio/visual system design and specification.
- Domestic water booster pump design and specification.
- Fire protection sprinkler design.
- Fire Alarm design.
- Dimensioning of roof penetrations for rooftop HVAC equipment.
- Under-slab drainage system and/or vapor mitigation design and specification.
- Septic system design.
- Water well design.
- Area of Refuge/Rescue Assistance system design.
- Sanitary sewage pumps and/or sumps and pumps design specifications.
- Storm sumps and pumps design and specifications.
- Snow melt systems.
- Envelope energy compliance calculations.
- High seismic, high wind and / or extreme soil conditions.
- Medium voltage distribution design (voltages greater than 600V).
- Power company lighting and equipment incentive documentation, evaluation, and application.
- Power factor correction.
- Alternative energy system design (Photovoltaic systems, wind turbines, etc.).
- Determination and specification of utility rough-in requirements for kitchen/bar equipment and/or fixtures.
- Refrigeration system design and specification.
- Determination and specification of case drain locations, and/or floor drain locations.
- Commercial kitchen exhaust hood and pollution control unit design.
- Parking lot lighting design and circuiting.
- Photometrics – Emergency, normal and Site Lighting.
- UPS and Emergency generator design and specification.

DESIGN QUALIFICATIONS:

- Site utilities. Scope of work is limited to 5'-0" outside of building/space and coordination with civil engineer and/or existing building utilities only as noted above.
- Fundamental lighting design scope of work assumes the Client will develop a proposed lighting concept and fixture layout for review by the design professional. The design professional shall evaluate the Client's proposed lighting concept and layout and make recommendations for improvement if necessary. One iteration of this process is included in base fee.
- Fire alarm wiring design, complete Fire Alarm riser, voltage drop calculations, and/or battery calculations shall be the responsibility of the successful fire alarm system vendor for the project. This work shall be performed by the vendor and shall be part of the shop drawing submittal process as is customary for this industry.
- Specialty lighting design is not included in base fees. Examples of this include exterior building façade lighting, display lighting, and custom lighting design for site. This type of work usually requires a back and forth effort between the Client and design professional leading to multiple iterations of fixture and concept evaluation. Lighting design of this nature will be considered additional services.
- Existing site civil utility, tenant and building mechanical and electrical, as well as new proposed site civil utility drawings (including coordination with Utility companies) shall be provided by the Client to TBA for their use in coordinating new design. TBA shall be entitled to rely on such information.
- Lease Exhibits and survey of existing space including CAD, photos, tenant criteria, and any other design information shall be provided by client to TBA for their use in coordinating new design prior to the start of the design. TBA shall be entitled to rely on such information.



Date: 10/23/2025

To: City Council

From: Andres Gonzalez, Director of Parks & Recreation

Subject: Denison Park Bathroom

Purpose Statement: To authorize the purchase of a precast concrete bathroom for Denison Park, utilizing our \$150,000 allotment of CDBG and \$50,000 of CDSG funds. Since we are adding a splashpad, an ADA accessible bathroom will be necessary in proper distance of the water feature. CXT, Inc. is a Sourcewell vendor, prefabricates the bathrooms and then drops them in place. The City of Cleveland Heights will be responsible for preparing the area including running utility lines. The cost of this bathroom is \$195,697.00. CXT, Inc. is a Sourcewell cooperative purchasing vendor.

Is this legislation recurring: Yes: _____ No: X

Is emergency language necessary: Yes: X No: _____

If yes, why? In order to process and get the bathroom ordered before the end of the year.

Is passage on first reading necessary: Yes: X No: _____

If yes, why? Same as above

If funding is required, is it already budgeted for? Yes: X No: _____

If not already budgeted for, where will funding come from?

Proposed: 11/03/2025

RESOLUTION NO. 224-2025(CRR), *First Reading*

By Mayor Cuda

A Resolution authorizing the Mayor to execute an agreement with CXT, Inc., a Sourcewell Cooperative Purchasing vendor, for the purchase and installation of a precast concrete bathroom for Denison Park; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, the City of Cleveland Heights desires to provide a new, ADA-accessible restroom facility at Denison Park in conjunction with the installation of the new splash pad and other site improvements; and

WHEREAS, the Department of Parks and Recreation has recommended the purchase of a precast concrete restroom from CXT, Inc., through the Sourcewell Cooperative Purchasing Program (formerly known as the National Joint Powers Alliance), at a cost not to exceed One Hundred Ninety-Five Thousand Six Hundred Ninety-Seven Dollars (\$195,697.00), as set forth in the attached quotation; and

WHEREAS, funding for this purchase is available through the City's Community Development Block Grant (CDBG) allocation in the amount of One Hundred Fifty Thousand Dollars (\$150,000.00) and Community Development Supplemental Grant (CDSG) funds in the amount of Fifty Thousand Dollars (\$50,000.00); and

WHEREAS, the Council of the City of Cleveland Heights finds it to be in the best interests of the City and its residents to authorize the Mayor to execute an agreement with CXT, Inc. for said purchase and installation.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Cleveland Heights, OH that:

SECTION 1. Pursuant to Section 171.02(bb) and 171.12 of the Codified Ordinances of the City of Cleveland Heights, the Mayor be, and is hereby, authorized to execute an agreement with CXT, Inc., for the purchase and installation of a precast concrete restroom facility for Denison Park in the total amount of One Hundred Ninety-Five Thousand Six Hundred Ninety-Seven Dollars (\$195,697.00), in accordance with the quotation submitted by CXT, Inc.

SECTION 2. The Mayor finds that this purchase through the Sourcewell Cooperative Purchasing Contract constitutes the lowest and best method available and is in the best interests of the City and its residents.

SECTION 3. The cost of said purchase shall be paid from CDBG and CDSG funds as appropriated for this project.

RESOLUTION NO. 224-2025(CRR)

SECTION 4. It is found and determined that all formal actions of the Council relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 5. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents once in a newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution to the City of Cleveland Heights website.

SECTION 6. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to authorize the agreement and place the order prior to the end of the calendar year to ensure timely installation. Wherefore, provided it receives the affirmative vote of not less than five (5) members of this Council, it shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

GAIL L. LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor



CXT® Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Precast Concrete Products, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES):

Remitting by check:

CXT, Inc., PO Box 676208, Dallas, TX 75267-6208

Remitting by ACH or wire transfer:

Beneficiary: CXT, Inc.

Beneficiary Bank: PNC Bank, Pittsburgh, PA

Account: 1077766885 ABA/Routing: 043000096

Email remittance details to AR@lbfoster.com

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

5. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Site must allow for the crane to be within three feet of the building location and the truck to be within three feet of the crane. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for

special equipment required to perform delivery and installation. Customers will negotiate installation on a project-by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at <http://www.cxtinc.com>.

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

Should the delivery and installation costs increase due to changes in the delivery period, this increase will be added to the price originally quoted, and will be subject to the contract payment terms.

In the event that the delivery is delayed more than 90 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1-1/2% of contract price per month or any part of any month will be charged.

****Customer is responsible for all local permits and fees.**

6. DELIVERY CHARGE: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers.

7. PAYMENT TERMS: All orders are cash in advance. At CXT's discretion, credit may be given after approval of credit application. Payment to CXT by the purchaser of any approved credit amount is net 30 days after submission of invoice to purchaser. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning with the 35th day (includes five (5) day grace period) from the date of the invoice. Under no circumstance can retention be taken. If CXT initiates legal proceeding to collect any unpaid amount, purchaser shall be liable for all of CXT's costs, expenses and attorneys' fees and costs of any appeal.

8. LIMITATION OF REMEDIES: In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

9. DELIVERY INFORMATION: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers. Use the information below to determine the origin:

- F.O.B. 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687 applies to: AK, CA, HI, ID, MT, ND, NV, OR, SD, UT, WA, WY.

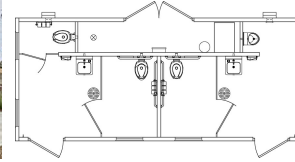
- F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

- F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

- Prices exclude all federal/state/local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

DAKOTA — 11' x 26'

Dakota with chase has two multiuser fully accessible flush restrooms. Standard features include simulated barnwood textured walls, simulated cedar shake textured roof, vitreous china fixtures, 4-gallon water heater, interior and exterior lights, off loaded, and set up at site.



Price Per Unit				
Base Price		\$ 109,566.00		\$ 109,566.00
Added Cost Options			Click to Select	
Final Connection to Utilities		\$ 7,000.00	☐	0.00
Optional Wall Texture- choose one ☐ Split Face Block (\$6,500) ☐ Custom Texture (\$8,500)		Reset Wall Texture		
Optional Roof Texture ☐ Ribbed Metal		\$ 6,500.00		0.00
Individual User Option		\$ 27,500.00	☒	27,500.00
Stainless Steel Water Closet (each)	Qty: 3	\$ 2,500.00	☐	0.00
Stainless Steel Lavatory (each)	Qty: 2	\$ 1,750.00	☐	0.00
Stainless Steel Urinal (each)	Qty: 1	\$ 2,500.00	☐	0.00
Electric Hand Dryer (each)	Qty: 4	\$ 1,000.00	☒	4,000.00
Electronic Flush Valve (each)	Qty: 3	\$ 1,500.00	☐	0.00
Electronic Lavatory Faucet (each)	Qty: 2	\$ 1,500.00	☐	0.00
Electronic Urinal Valve (each)	Qty: 1	\$ 1,500.00	☐	0.00
Paper Towel Dispenser (each)	Qty: 0	\$ 350.00	☐	0.00
Toilet Seat Cover Dispenser (each)	Qty: 3	\$ 350.00	☐	0.00
Sanitary Napkin Disposal Receptacle (each)	Qty: 2	\$ 150.00	☐	0.00
Baby Changing Table (each)	Qty: 2	\$ 1,100.00	☒	2,200.00
Marine Grade Skylight in Restroom (each)	Qty: 2	\$ 1,800.00	☐	0.00
Marine Package (excluding fiberglass doors and frames)		\$ 4,500.00	☐	0.00
Exterior Mounted ADA Drinking Fountain w/Cane Skirt (each)	Qty: 1	\$ 6,500.00	☐	0.00
Exterior Mounted ADA Drinking Fountain w/Bottle Filler (each)	Qty: 1	\$ 8,500.00	☐	0.00
2K Anti-Graffiti Coating		\$ 5,000.00	☒	5,000.00
Optional Door Closure (each)	Qty: 2	\$ 850.00	☐	0.00
Fiberglass Entry and Chase Doors and Frames (each)	Qty: 4	\$ 5,300.00	☐	0.00
Timed Electric Lock System (2 doors- does not include chase door) (each)	Qty: 4	\$ 2,500.00	☒	10,000.00
Exterior Frostproof Hose Bib with Box (each)	Qty: 1	\$ 1,200.00	☒	1,200.00
Total for Added Cost Options:			\$	49,900.00
Custom Options: OH Installation Surcharge 2025 (Crane)			\$	14,888.00
Engineering and State Fees:			\$	9,000.00
Estimated One-Way Transportation Costs to Site (quote):			\$	12,343.00
Estimated Tax:			\$	
Total Cost per Unit Placed at Job Site:			\$	195,697.00



This price quote is good for 60 days from date below, and is accurate and complete.

Christopher Swistak Digitally signed by Christopher Swistak
Date: 2025.10.17 09:52:00 -04'00'

CXT Sales Representative

Date

I accept this quote. Please process this order.

Company Name

Signer's Name
(please type or print)

Company Representative

Date

OPTIONS

Exterior Color(s) *(For single color mark an X. For two-tone combinations use W = Walls and R = Roof.)*

☐ Amber Rose	☐ Berry Mauve	☐ Buckskin	☐ Cappuccino Cream
☐ Charcoal Gray	☐ Cocoa Milk	☐ Evergreen	☐ Georgia Brick
☐ Golden Beige	☐ Granite Rock	☐ Hunter Green	☐ Java Brown
☐ Liberty Tan	☐ Malibu Taupe	☐ Mocha Caramel	☐ Natural Honey
☐ Nuss Brown	☐ Oatmeal Buff	☐ Pueblo Gold	☐ Raven Black
☐ Rich Earth	☐ Rosewood	☐ Sage Green	☐ Salsa Red
☐ Sand Beige	☐ Sun Bronze	☐ Toasted Almond	☐ Western Wheat

Special roof color # _____ Special wall color # _____

Special trim color # _____

Use an X to mark options.

Rock Color *(*If option is not available verify custom wall option is selected on previous page.)*

☐ Basalt*	☐ Mountain Blend*	☐ Natural Gray*	☐ Romana*
----------------------------------	--	--	----------------------------------

Roof Texture *(*If option is not available verify optional roof texture option is selected on previous page.)*

☐ Ribbed Metal*	☒ Cedar Shake
--	---

Wall Texture(s) *(For single texture mark an X. For top and bottom textures use T = Top and B = Bottom.)*

*(*If option is not available verify custom wall texture option is selected on previous page.)*

☐ Split Face Block*	☐ Horizontal Lap*	☐ Board & Batt*	☐ Stucco*
☐ Brick*	☐ Distressed Wood**	☒ Barnwood	

Rock Wall Texture *(bottom texture only)*

*(*If option is not available verify custom wall option is selected on previous page.)*

☐ Napa Valley*	☐ River Rock*	☐ Flagstone*	☐ Stacked Rock**
---------------------------------------	--------------------------------------	-------------------------------------	---

**Textures not included in CXT's quote are additional cost.*

Door Opener

☐ Non-locking ADA Handle	☐ Privacy ADA Latch	☐ Pull Handle/Push Plate
---	--	---

Deadbolt ☐

Accessible Signage

☐ Men	☐ Women	☐ Unisex
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Toilet Paper Holder

☐ 2-Roll Stainless Steel	☐ 3-Roll Stainless Steel
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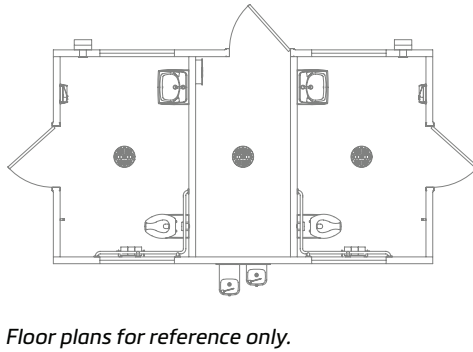
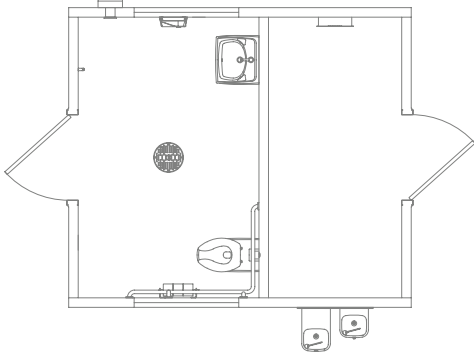
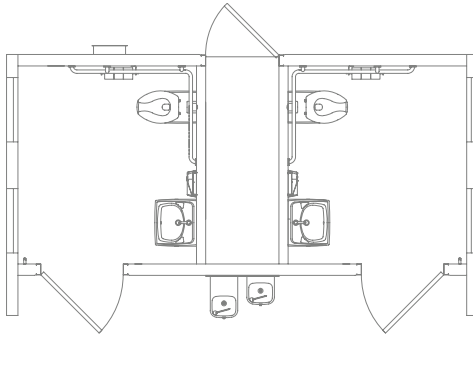
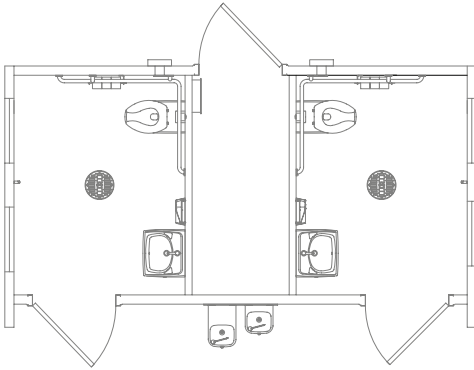
Notes:



CXT® PRECAST CONCRETE BUILDINGS

CXT manufactures precast concrete restroom, shower, concession, and multipurpose buildings for national, state, and municipal parks. Our durable concrete structures are in use at federal, state, county, city, and private recreational sites nationwide.

SINGLE USER RESTROOMS



Floor plans for reference only.

SIMPLE TO INSTALL

Minimal site preparation is required and buildings can typically be in use on the day of installation.

READY TO USE

Prefabricated and delivered complete and ready to use, including plumbing and electrical where applicable.

EASY TO MAINTAIN

Our interiors are designed to resist abusive wear and can be quickly cleaned with warm soapy water and a brush.

CXT buildings are delivered to your site ready to use and require minimal site preparation. Our structures are manufactured with high-strength precast concrete floors, walls, and roofs and are aesthetically designed in multiple floor plans, colors, and textures.

Our buildings can withstand extreme conditions caused by flood, snow, wind, and zone-4 seismic loads.

www.cxtinc.com



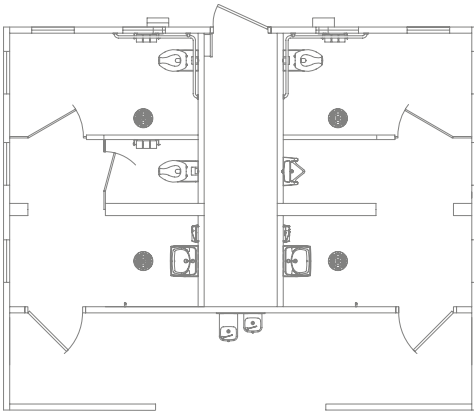
CXT Incorporated is a wholly owned subsidiary of L.B. Foster Company.

800.696.5766
sales@lbfoster.com

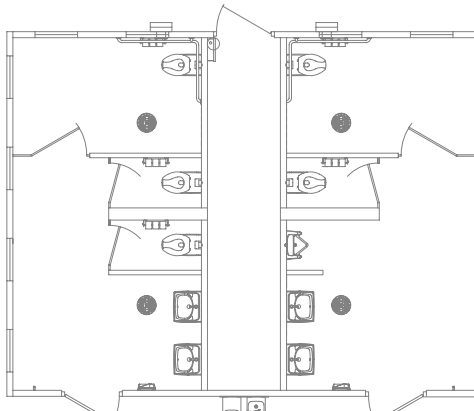
MULTIUSER RESTROOMS



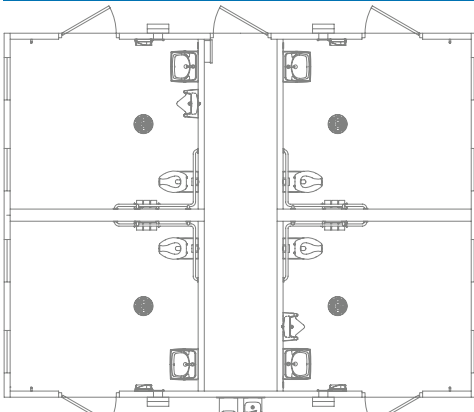
Montrose



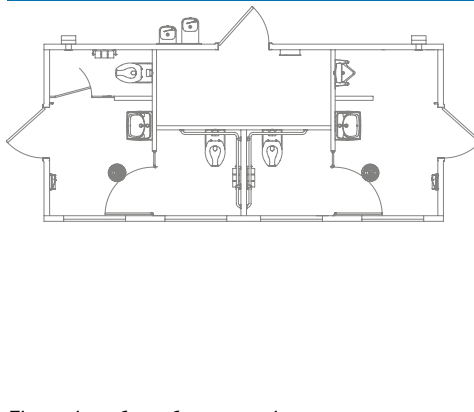
Taos



Arapahoe



Kodiak



Floor plans for reference only.

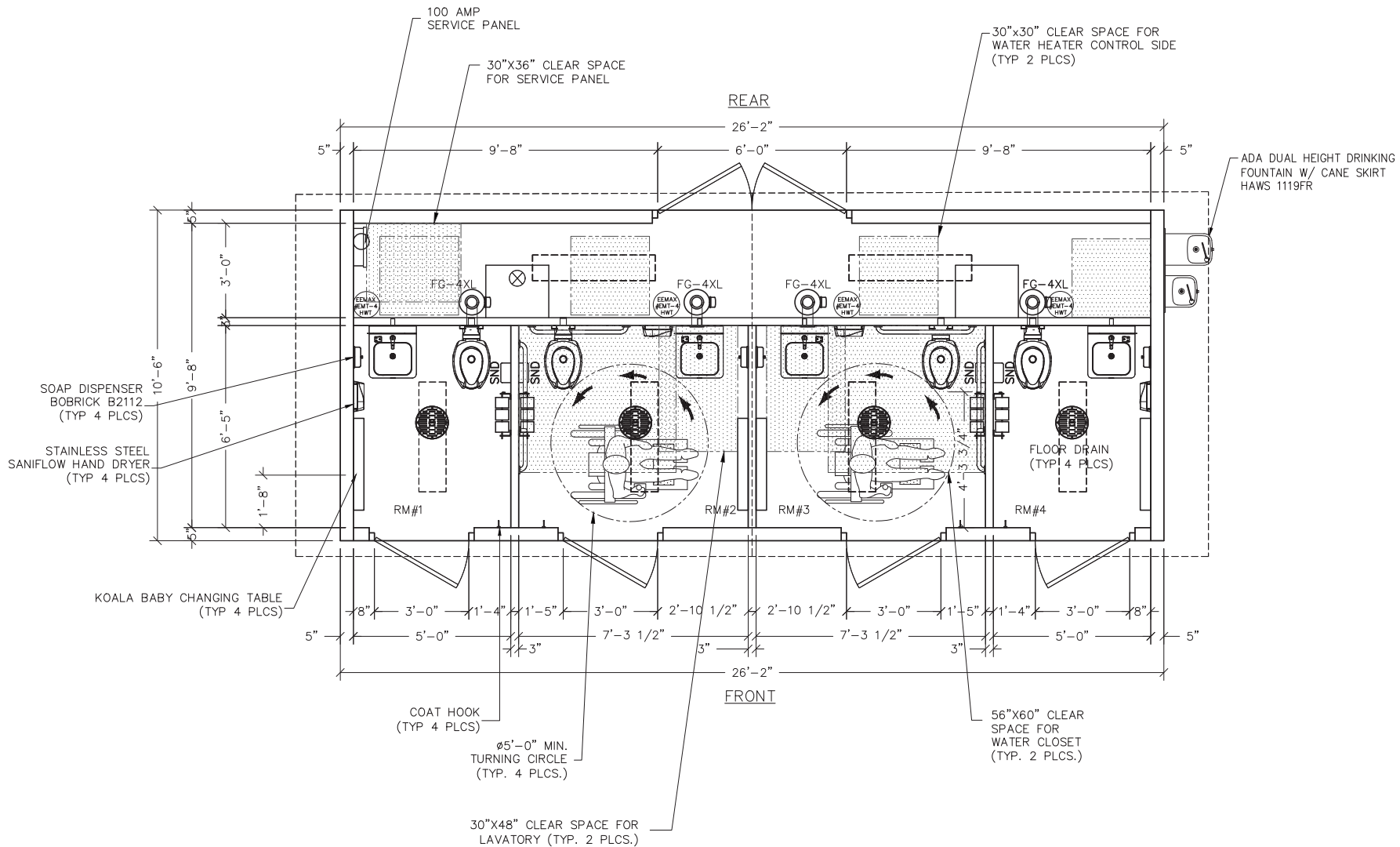
UTILITIES

- > Pre-wired, pre-plumbed, and tested before shipping to meet local code requirements.
- > Concealed within the chase/storage area for easy hook up and maintenance, and to reduce vandalism.

HOOK UP AND INSTALLATION

- > Minimal site work is required.
- > Water, sewage and electrical utility lines are stubbed up through the prepared base material to match up with the utility blockout within the floor of the chase area.
- > Hookup of the three utility lines can be completed in a matter of hours.





6707 E. Flamingo Ave. Bldg 300, Nampa, ID 83687
901 N. Highway 77 Hillsboro, TX 76645
362 Waverly Road Williamstown, WV 26187

PROJECT TITLE
DK4
STANDARD BUILDING

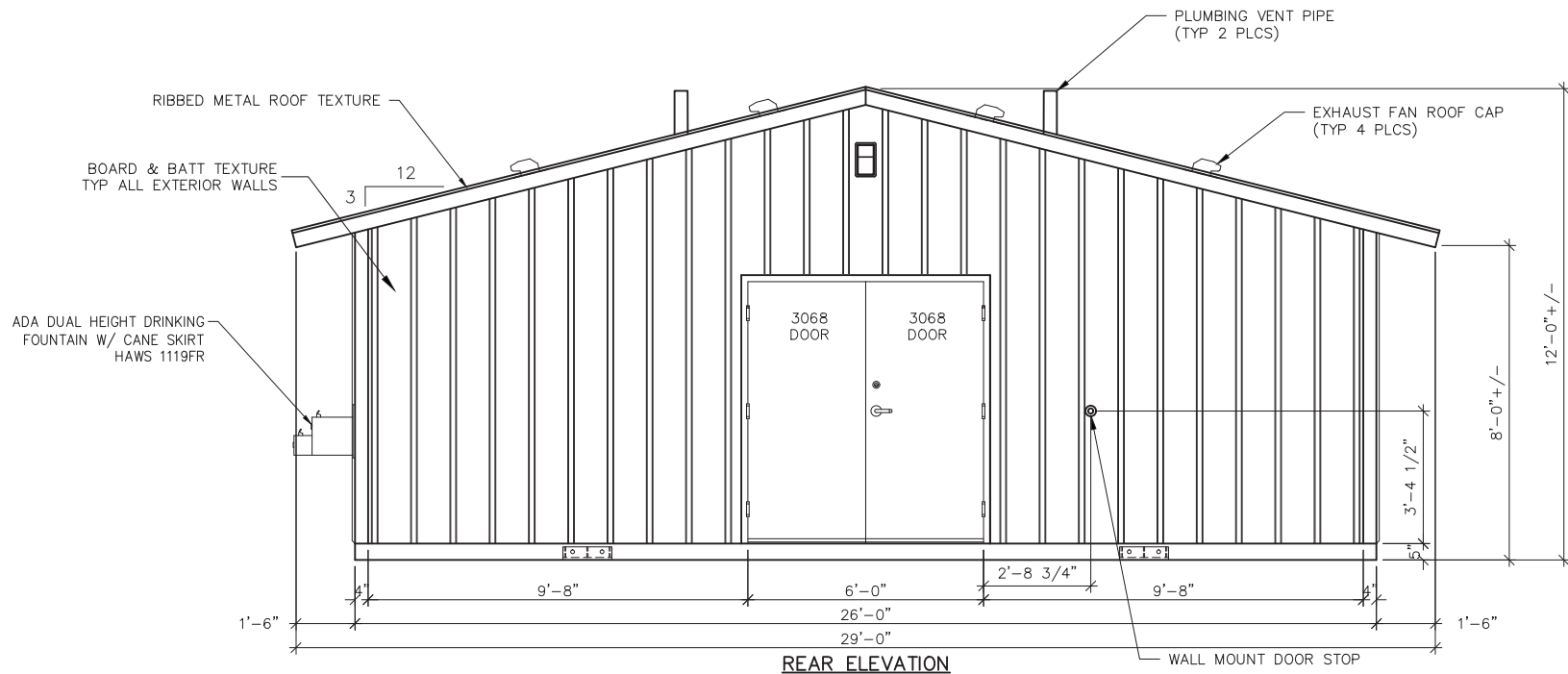
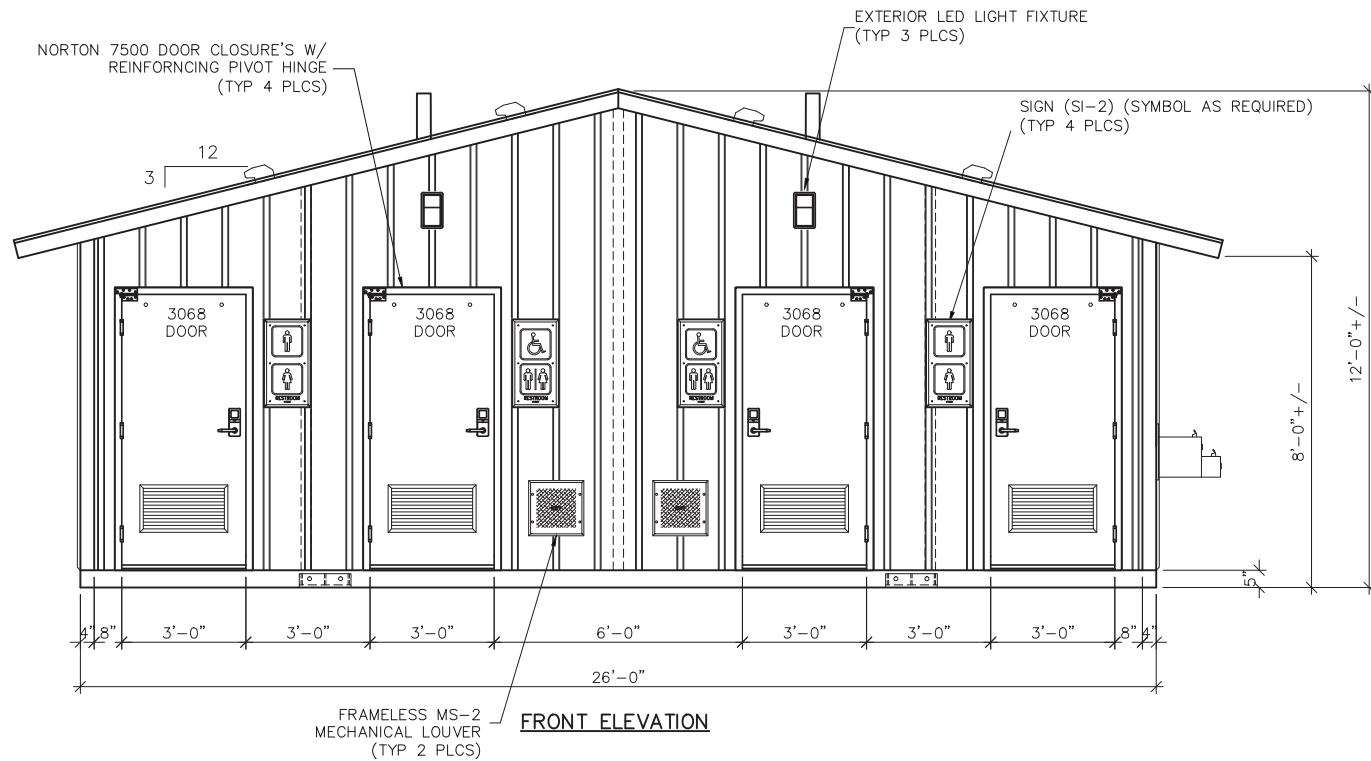
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CXT Incorporated			
REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	12-27-23
DRAWN	C.OGG	FILE NO.	DK4-010
CHECKED	N. FENNER	PLOT	48

FLOOR PLAN

DWG NO. SHEET 1 OF 4 REV. 0

DK4
Page 208 of 469



6707 E. Flamingo Ave. Bldg. 300, Nampa, ID 83687
901 N. Highway 77 Hillsboro, TX 76645
362 Waverly Road Williamstown, WV 26187

PROJECT TITLE
DK4
STANDARD BUILDING

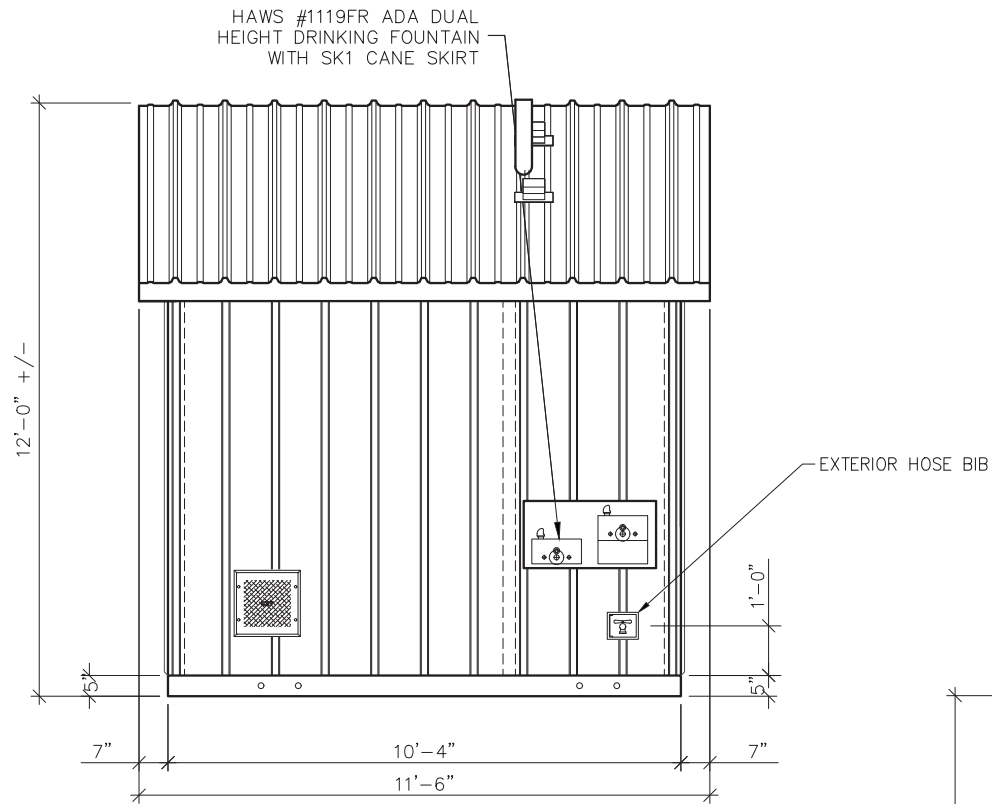
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CXT Incorporated

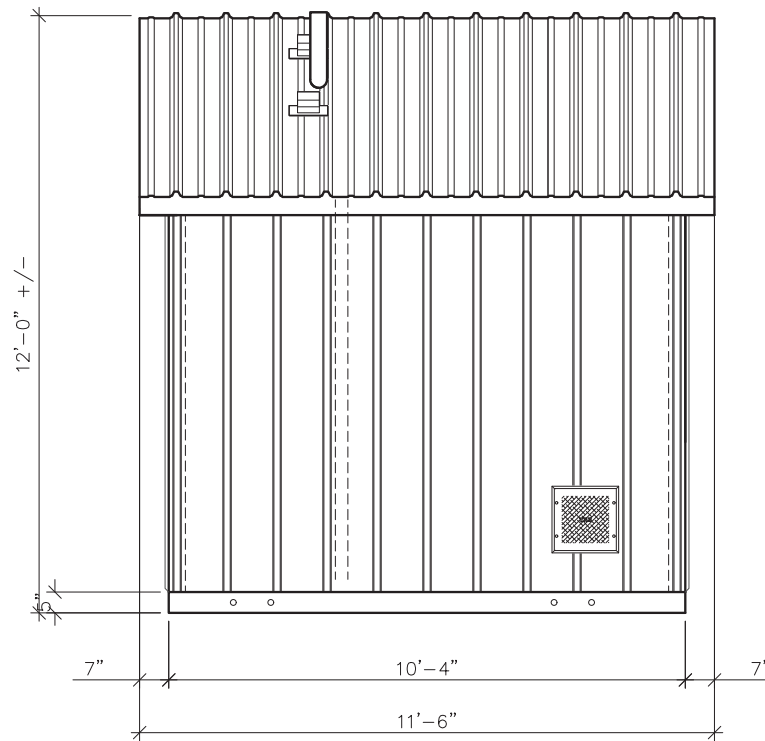
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SCALE	1/4"=1'-0"	DATE	12-27-23
DRAWN	G.392	FILE NO.	DK4-010
CHECKED	N. PENNER	PLOT	48

FLOOR PLAN

DWG NO.	SHEET	REV.
DK4	2	0



RH SIDE ELEVATION



LH SIDE ELEVATION



6707 E. Flamingo Ave. Bldg 300, Nampa, ID 83687
901 N. Highway 77 Hillsboro, TX 76645
362 Waverly Road Williamstown, WV 26187

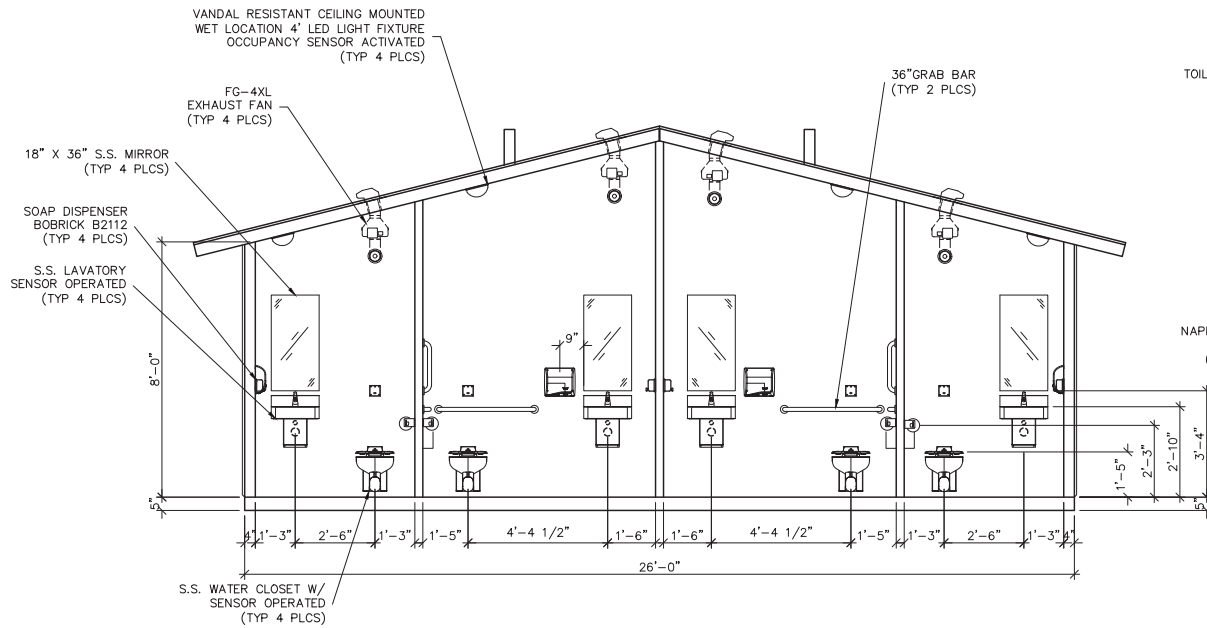
PROJECT TITLE
DK4
STANDARD BUILDING

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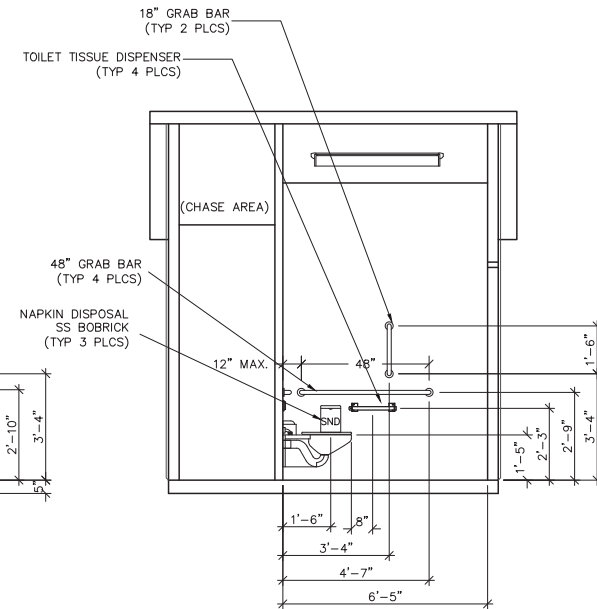
CXT Incorporated			
REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	12-27-23
DRAWN	SSG	FILE NO.	DK4-010
CHECKED	N. PENNER	PLOT	48

FLOOR PLAN

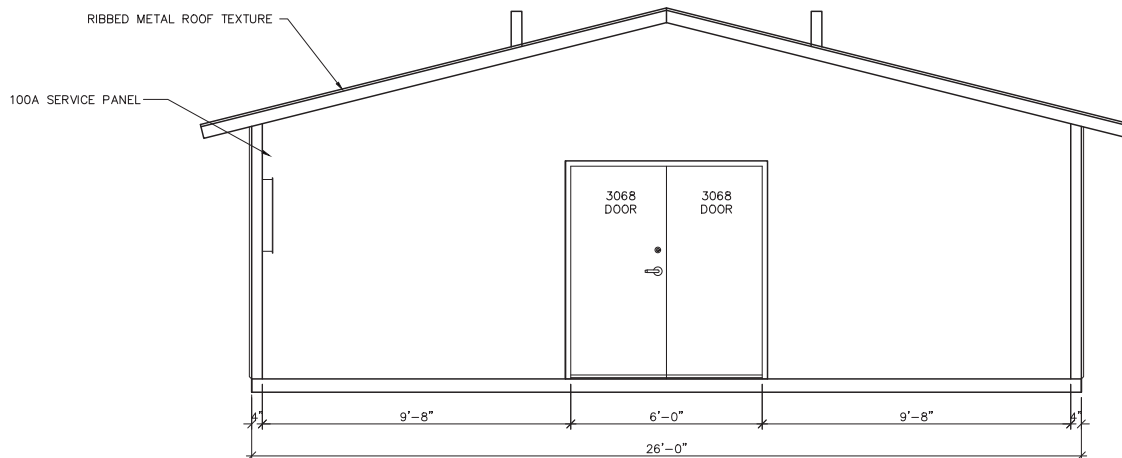
DWG NO.	SHEET	REV.
DK4	3/4	0



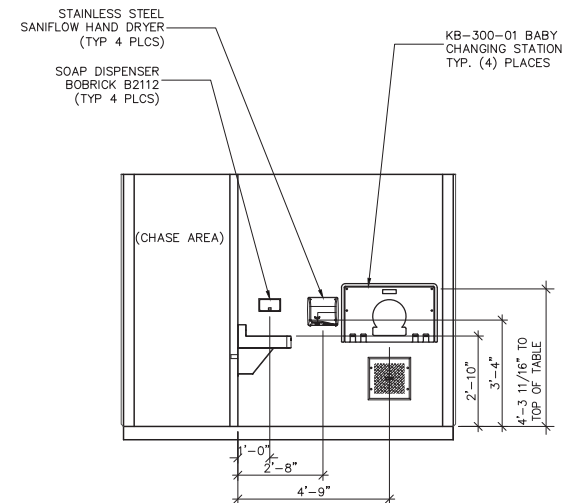
1 INTERIOR ELEVATION - MIDDLE (CHASE) WALL



2 INTERIOR ELEVATION - ADA STALL SIDE WALL



3 INTERIOR ELEVATION - BACK WALL



4 INTERIOR ELEVATION - SIDE WALL



6707 E. Flamingo Ave. Bldg 300, Nampa, ID 83687
901 N. Highway 77 Hillsboro, TX 76645
362 Waverly Road Williamstown, WV 26187

PROJECT TITLE
DK4
STANDARD BUILDING

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REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	12-27-23
DRAWN	CSG	FILE NO.	DK4-010
CHECKED	N. PENNER	PLOT	48

FLOOR PLAN

DWG NO.	SHEET	REV.
DK4	4	0



Date: November 3, 2025

To: City Council

From: Eric Elmi, Chief Building Official

Subject: Amending the Building Code with regards to Public Notice for the Architectural Board of Review in order to help streamline the design review process

Purpose Statement: To amend Chapter 1313.07 of the codified ordinances of the City of Cleveland Heights.

In an effort to streamline the design review process at the Architectural Board of Review (ABR), City staff researched best practices, with a focus on neighboring cities. After this research, one area where the City of Cleveland Heights can improve as compared to its neighbors is in regard to public notice for matters that come before the ABR. At the ABR, seldomly does a neighbor attend the meeting or provide comment. However, the Building Code currently requires City resources – staff time and budget – dedicated to mailing a written notice to each neighbor for each case. Nearby cities (including Shaker Heights and Lakewood) on the other hand, send notices only to the applicants and responsible parties for their projects, but do not send notices to “the neighbors” for each case.

City staff believes based upon this experience and the local research that notifying the neighbors is unnecessary, puts a strain on our resources, and can delay cases that come before the ABR.

Regulations regarding the Architectural Board of Review are in the Building Code (Chapter 1313). City staff recommends amending Chapter 1313 to remove the specific requirement to provide written notice to neighbors. Note, however, that public notice would still be required as with other City functions, pursuant to Section 107.02 of the Codified Ordinances of the City of Cleveland Heights.

Is this legislation recurring: Yes: _____ No: X

Is emergency language necessary: Yes: _____ No: X

If yes, why?

Is passage on first reading necessary: Yes: _____ No: X

If yes, why?

If funding is required, is it already budgeted for? Yes: NA No: NA

*Note, enacting this legislation would decrease the amount of budget necessary for mailings and printing.

If not already budgeted for, where will funding come from?

Proposed: 11/03/2025

ORDINANCE NO. 225-2025(HB), *First Reading*

By Mayor Cuda

An Ordinance amending Part Thirteen, Building Code, of the Codified Ordinances of Cleveland Heights to update the City's regulations regarding public notice for the Architectural Board of Review.

WHEREAS, in an effort to streamline the design review process at the Architectural Board of Review ("ABR"), City staff researched best practices, with a focus on neighboring cities; and

WHEREAS, after this research, one area where the City of Cleveland Heights can improve as compared to its neighbors is in regard to public notice for matters that come before the ABR; and

WHEREAS, with regards to the ABR and the types of items that are before that body, seldomly does a neighbor attend the meeting or provide comment; and

WHEREAS, our neighboring cities send notices only to the applicants and responsible parties for their projects, but do not send notices to "the neighbors" for each case; and

WHEREAS, City staff believes based upon this experience and the local research that notifying the neighbors is unnecessary, puts a strain on our resources – both staff capacity and budget, and can delay cases that come before the ABR; and

WHEREAS, regulations regarding the Architectural Board of Review are in the Building Code (Chapter 1313); and

WHEREAS, City staff recommends amending Chapter 1313 to remove the specific requirement to provide written notice to neighbors; and

WHEREAS, public notice would still be required as with other City functions, pursuant to Section 107.02 of the Codified Ordinances of the City of Cleveland Heights.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. This Council hereby introduces amendments to Sections of Part Thirteen, Building Code, of the Codified Ordinances of the City of Cleveland Heights, as set forth in Exhibit A attached hereto.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were taken in an open meeting of this Council,

ORDINANCE NO. 225-2025(HB)

and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 3. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights or by posting the full text of this Ordinance to the City of Cleveland Heights website.

SECTION 4. This Ordinance shall take effect and be in force from and after the earliest time permitted by law.

GAIL L. LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor

EXHIBIT A

PROPOSED BUILDING CODE TEXT AMENDMENTS

November 3, 2025

PART THIRTEEN – BUILDING CODE

TITLE THREE – Local Provisions

CHAPTER 1313 (ARCHITECTURAL BOARD OF REVIEW)

1. 1313.07 MEETINGS; NOTICE.

(a) The Board shall hold at least one meeting per month as may be provided by its rules. A meeting may be canceled if there are no items for agenda or a lack of a quorum.

(b) Before conducting the meeting, notice shall be given pursuant to Codified Ordinances Section 107.02. Additionally, written notice of the meeting shall be mailed or caused to be mailed by the Board Secretary at least four (4) days before the meeting to the applicant ~~and to all owners and tenant occupants of all properties any part of which abuts the parcel of land upon which the subject Building or Structure is situated.~~

~~(c) In the case of an apartment Building or multiple use Building, in lieu of notice by mail to each tenant in the Building, notice may be posted in a general public use area of the Building.~~



Date: November 3, 2025

To: City Council

From: Eric Zamft, Director of Planning, Neighborhoods & Development

Subject: Legislation related to rezoning Severance Town Center:

- *Zoning Text Amendments* – An Ordinance amending various Sections of Part Eleven, Zoning Code, of the Codified Ordinances of the City of Cleveland Heights to create a Severance Overlay Zone (SOZ)
- *Zoning Map Change* – An Ordinance amending the Zoning Map of the City of Cleveland Heights to map the Severance Overlay Zone (SOZ) on Severance Town Center and adjacent parcels, generally east of South Taylor Road, south of Mayfield Road, west of Crest Road, and north of Severn Road

Purpose Statement:

Background

Severance Town Center is located in the heart of Cleveland Heights and its redevelopment and reimagination is central to the future of the City. The current Master Developer of Severance Town Center, MPACT Collective (“MPACT” or the “Applicant”), has been working collaboratively with the City over the past two (2) years on creating a vision for Severance Town Center, with significant stakeholder and community engagement. The vision for Severance Town Center is encapsulated in the Recommended Action Plan (RAP), prepared by MPACT, which envisions Severance as a walkable, mixed-use neighborhood. The City has created a project webpage as a central repository: <https://www.clevelandheights.gov/1004/Severance-Town-Center-Redevelopment>; MPACT has done that as well: <https://www.severanceclevelandheights.com/about>

Local ordinances are “living and breathing” documents that can be amended from time-to-time in order to keep up with changes in the social and economic environments. The City has followed this practice by constantly and consistently reviewing its Codified Ordinances and – when appropriate and necessary – making changes to those Ordinances. This is particularly the case with Part Eleven – Zoning Code. Beyond that internal review, it is important to hear from and receive petitions for zoning changes from the private sector in order to ensure that the City’s Zoning Code can facilitate

development, redevelopment, and investment within the City. To that end, MPACT, working collaboratively with City staff and the community, has identified that in order to effectuate and incentivize the shared vision for Severance Town Center, new zoning is necessary. MPACT has supplied a memorandum on how zoning reform can impact development potential, which is included as part of this agenda item. In addition, a summary of the stakeholder and community engagement is included in this agenda item. This will be updated.

Zoning text amendments and zoning map changes must follow the procedures put forth in Chapter 1119, including, but not limited to Council referral to the Planning Commission, Planning Commission review and recommendation, and Council public hearing. The full process will be discussed below. Pursuant to Section 1119.01 of the Codified Ordinances of the City of Cleveland Heights, zoning text amendments may be introduced by Council upon its own initiative, upon recommendation by the Planning Commission, or by petition. A petition to amend the Zoning Code and the Zoning Map was received by MPACT on October 28, 2025 and is included as part of this agenda item. That new zoning is proposed as being a form-based, voluntary, overlay district titled the “Severance Overlay Zone”. This agenda item starts the formal zoning text amendment/zoning map change process.

What is Form-Based Zoning and Why Should the City Consider it?

Form-based zoning represents a change in the way that the built environment is regulated. This shift is necessary because the traditional, “Euclidean” zoning is focused on the use of land. This traditional approach to zoning has been shown to be ineffective for regulating diverse, walkable, mixed-use environments like we have or desire in Cleveland Heights, particularly Severance Town Center.

Form-based zoning fosters predictable built results and a high-quality public realm. Unlike traditional zoning, form-based zoning use the intended form and character of a place as the organizing principle, or framework, of the code, rather than focusing predominantly on use. This is done through the regulation of a series of important form elements to create high-quality spaces, such as: streets and frontages; civic spaces; Build-to-Lines; height, street walls and stepbacks; yards; active edges and edging elements; architectural design standards.

It is also important to note that while form-based zoning emphasizes an intended physical form and character of a place, it also regulates use. Form-based zoning often allows a range of uses that are carefully chosen to maximize compatibility between uses and the intended physical form of the area.

As part of the review and approval process, City staff will provide further education on form-based zoning. The following video does a nice job of providing an introduction to form-based codes: <https://www.youtube.com/watch?v=644gz7maHdM>

Description of the Legislation

Two (2) pieces of legislation are necessary:

- 1) An Ordinance amending various Sections of Part Eleven, Zoning Code, of the Codified Ordinances of the City of Cleveland Heights to create a Severance Overlay Zone (SOZ) (along with the proposed zoning text amendments as Exhibit A)
- 2) An Ordinance amending the Zoning Map of the City of Cleveland Heights to map the Severance Overlay Zone (SOZ) on Severance Town Center and adjacent parcels, generally east of South Taylor Road, south of Mayfield Road, west of Crest Road, and north of Severn Road (along with a) the proposed zoning map changes as Exhibit A and the affected parcels as Exhibit B)

Zoning issues can be complicated (and sometimes contentious). The ordinances are long and technical. In order to assist both Council and the public, a summary of the proposed changes is included in this agenda item.

Process for Zoning Text Amendments/Zoning Map Changes

Chapter 1119 of the Zoning Code provides the regulations and process for amending the Zoning Code. What follows is a summary of the process.

1. Introduction of amending ordinance to Council (Section 1119.02) – ***Subject of this agenda item***
2. Referral to Planning Commission for consideration and recommendation. The Commission shall be allowed a reasonable time, not less than thirty (30) days, nor more than sixty (60) days for its consideration and recommendations (Section 1119.03) – ***Subject of this agenda item***
3. Planning Commission consideration and recommendation at regularly-scheduled meeting or special meeting or workshop – all open to the public to watch (Section 1119.04)
4. [Not required by Code] Joint meeting of the Committee of the Whole/Planning & Development Committee of Council.
5. Public hearing by Council, including appropriate noticing (Section 1119.05).
6. Action by Council. After the public hearing Council shall either adopt or deny the recommendation of the Planning Commission (Section 1119.06).

An anticipated timeline of the review and approval process, including public comment opportunities is included as part of this agenda item.

Where to Find More Information

All of this information has been posted to the project webpage

(<https://www.clevelandheights.gov/1004/Severance-Town-Center-Redevelopment>). This webpage will be updated as the legislation proceeds.

Summary of Agenda Item Contents (will be updated as legislation proceeds)

- Agenda Cover Memorandum
- MPACT petition for Zoning Text Amendment and Zoning Map Change
- Zoning Text Amendment Ordinance, including exhibit with detailed proposed changes
- Zoning Map Change Ordinance, including exhibits identifying properties
- Summary of Ordinances
- MPACT Zoning Reform memorandum
- Summary of stakeholder and community engagement
- Zoning Text/Map Change Process and Anticipated Timeline

Is this legislation recurring: Yes: _____ No: X

Is emergency language necessary: Yes: _____ No: X

If yes, why?

Is passage on first reading necessary: Yes: _____ No: X

If yes, why?

If funding is required, is it already budgeted for? Yes: NA No: NA

If not already budgeted for, where will funding come from?

Petition for Zoning Map Amendment and Creation of the Severance Overlay Zone (SOZ)

Pursuant to Cleveland Heights Codified Ordinance §1119.02

MPact Collective LLC.

Applicant: Ryan Porter, Partner
MPact Collective LLC
1046 New York Avenue Suite A
Huntington Station, NY 11746

Owner(s): Multiple property owners within the Severance Town Center area and adjacent parcels along Mayfield Road, Taylor Road, and Crest Road, as identified in the attached District Standards Map 1149.11B(5) Exhibit A and listed on Exhibit B.

Proposed Amending Ordinance

The undersigned respectfully petition the Cleveland Heights City Council to amend the Official Zoning Map to create a new Severance Overlay Zone (SOZ), incorporating Chapter 1149 of the Cleveland Heights Codified Ordinances, and to designate the boundaries of the SOZ to include the existing Severance Town Center and immediately adjacent parcels as shown on the attached proposed Zoning Map.

The SOZ will overlay the existing zoning districts without replacing their underlying regulations, providing an alternative set of standards and procedures intended to guide redevelopment of the Severance Town Center consistent with the City's Comprehensive Plan and the Severance Town Center Recommended Action Plan.

Statement of Purpose and Reasons for the Amendment

The proposed Severance Overlay Zone is intended to:

- Establish a unified regulatory framework for the market driven phased redevelopment of Severance Town Center and its adjoining parcels;
- Encourage mixed-use, walkable, and environmentally responsible development consistent with modern planning and market practices;
- Create opportunities for housing, retail, office, light industrial and other commercial development along with civic open space and community amenities;
- Implement the City's adopted policy objectives for equitable growth, sustainability, and economic revitalization; and
- Enable coordinated public infrastructure investment

Present Use and Zoning Districts

The Severance Town Center and adjacent parcels are currently zoned a combination of “S-1 Mixed Use,” and “SF Single-Family” districts. Existing uses include commercial service, commercial retail, institutional, office, and multifamily, condominium and townhome residential development, as well as significant open space and surface parking areas.

Proposed Use and Zoning Districts

Under the new Severance Overlay Zone (SOZ), the area will be divided into three development sub-districts—SO-1 Mixed Use Core, SO-2 Boulevard District, and SO-3 Neighborhood Edge—as defined in Chapter 1149. Each district establishes permitted uses, building heights, civic space requirements, street typologies, and parking mechanisms to encourage comprehensive and coordinated redevelopment.

Vicinity Map

A vicinity and boundary map identifying the affected parcels, district limits, and existing zoning classifications is attached hereto as Exhibit A: Proposed Severance Overlay Zone District Standards Map 1149.11B(5).

Relation to the Comprehensive Plan

The proposed amendment directly implements multiple goals of the 2017 Cleveland Heights Master Plan, including:

- Revitalizing Severance Town Center as a mixed-use district and employment center;
- Expanding diverse and affordable housing choices;
- Creating pedestrian-friendly, connected public spaces and civic amenities; and
- Supporting sustainable development and resilient infrastructure investment.

Supporting Documents

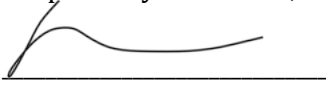
1. Proposed District Standards Map 1149.11B(5).
2. Proposed Ordinance Establishing Chapter 1149 – Severance Overlay Zone (attached).
3. Application Fee (per C.O. §1119.02(h)). (Check Forthcoming)

Conclusion

The Severance Overlay Zone represents the culmination of extensive collaboration between the City, the development community, and neighborhood stakeholders. It provides a flexible yet enforceable framework for the long-term revitalization of the Severance Town Center and surrounding properties, consistent with the City’s comprehensive vision for sustainable growth.

We respectfully request referral of this petition to the Planning Commission recommendation, the scheduling of a public hearing and recommendation pursuant to Cleveland Heights Code §1119.02, followed by Council adoption of the enabling ordinance.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ryan Porter', is written over a horizontal line.

Ryan Porter

Partner, MPact Collective LLC

10/28/2025

Attachments

Exhibit A – Proposed Severance Overlay Zone District Standards Map 1149.11B(5)

Exhibit B – Proposed Chapter 1149 Text (attached)

Exhibit C – Application Fee Receipt (Check Forthcoming)

Exhibit A

Proposed Severance Overlay Zone Map

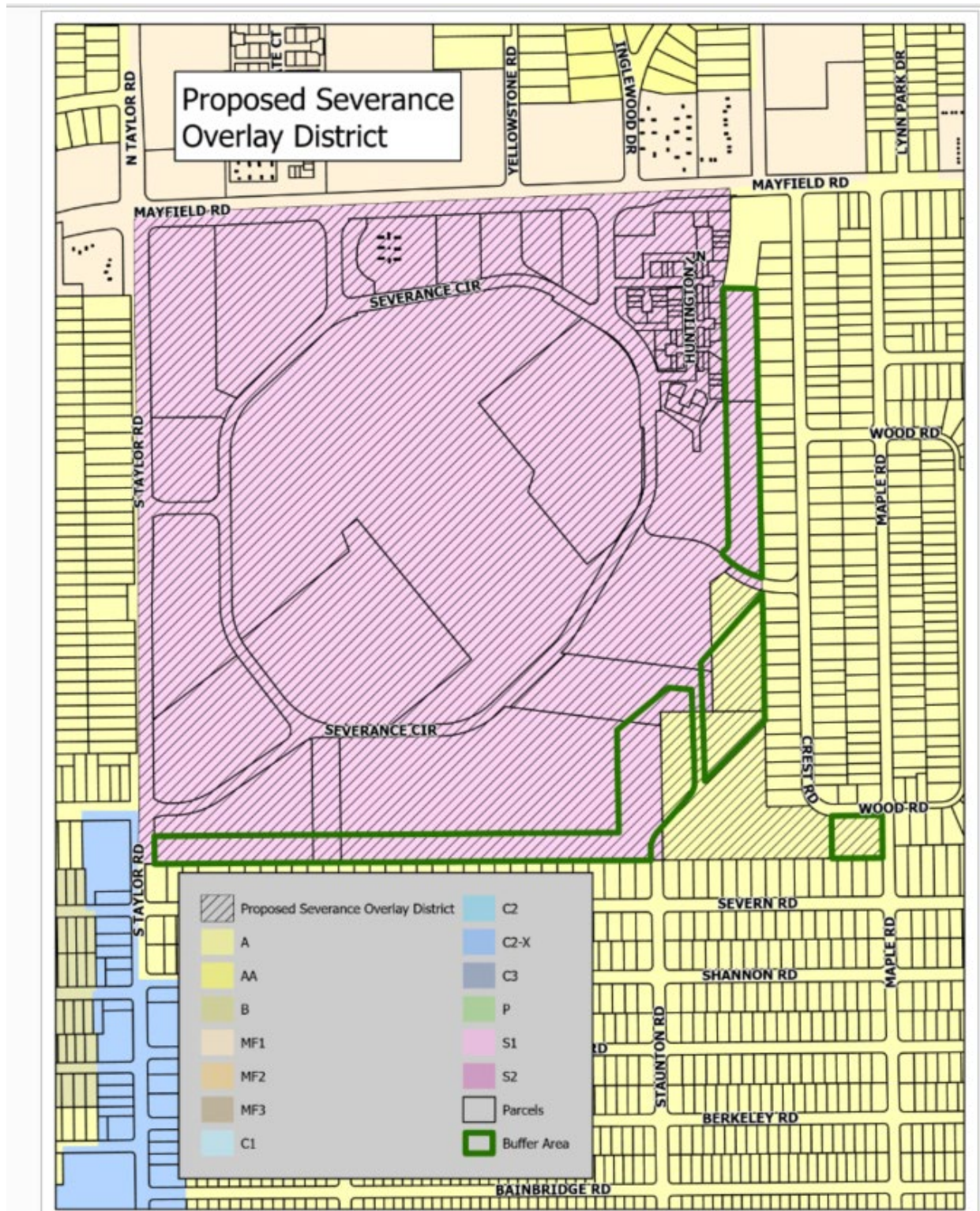


Exhibit B

Proposed Severance Overlay Zone List of Parcels

PPN		Parcel Address	unit	par_zip
68331064		LONGWOOD CT		44118
68325002	40	SEVERANCE CIRCLE	DR	44118
68331068		HUNTINGTON LN		44118
68331065		SEVERANCE CIR		44118
68331061	3722	CORAL PL		44118
68325006		SEVERANCE PLACE	LN	44118
68331041		HUNTINGTON LN		44118
68325012	15	SEVERANCE CIR		44118
68325013		SOUTH TAYLOR	REAR	44118
68331071	1483	CORAL PLACE		44118
68325007	35	SEVERANCE CIR	DR	44118
68333005	7	SEVERANCE CIR		44118
68331052	3714	LONGWOOD CT		44118
68325009	25	SEVERANCE CIRCLE	DR	44118
68331058	1491	HUNTINGTON LN		44118
68331010	1500	HUNTINGTON LN		44118
68331004	3640	MAYFIELD RD		44118
68331006		MAYFIELD RD		44118
68331013	1506	HUNTINGTON LN		44118
68325001	3452-3628	MAYFIELD RD	101	44118
68331008	3606	MAYFIELD SEVERANCE	RD	44118
68325015	10	CIRCLE	DR	44118
68331002		CORAL PL		44118
68331031	1507	HUNTINGTON LN		44118
68331069	1479	CORAL PLACE		44118
68331057	1493	HUNTINGTON SEVERANCE	LN	44118
68325011	60	CIRCLE	DR	44118
68331034	1501	HUNTINGTON LN		44118
68331063	3718	CORAL PL		44118
68331040	1490	HUNTINGTON LN		44118
68331039	1492	HUNTINGTON LN		44118
68331032	1505	HUNTINGTON LN		44118
68331047	3711	LONGWOOD CT		44118
68331055	1497	HUNTINGTON LN		44118
68331053	3712	LONGWOOD CT		44118
68331022	1517	HUNTINGTON LN		44118
68331059	1489	HUNTINGTON LN		44118

PPN		Parcel Address		unit
68331011	1502	HUNTINGTON	LN	44118
68331050	3717	LONGWOOD	CT	44118
68331049	3715	LONGWOOD	CT	44118
68331067	1477	CORAL PLACE		44118
68331018	3727	MILLIKIN	CT	44118
68331038	1494	HUNTINGTON	LN	44118
68331060	1487	HUNTINGTON	LN	44118
68331019	3725	MILLIKIN	CT	44118
68331005	80	SEVERANCE	CIRCLE	44118
68325016	3460	MAYFIELD	RD	44118
68331014	1508	HUNTINGTON	LN	44118
68331051	3716	LONGWOOD	CT	44118
68331072	1485	CORAL PLACE		44118
68331056	1495	HUNTINGTON	LN	44118
68331054	3710	LONGWOOD	CT	44118
68331035	1499	HUNTINGTON	LN	44118
68331062	3720	CORAL	PL	44118
68331037	1496	HUNTINGTON	LN	44118
68331066	1475	HUNTINGTON	LN	44118
68331012	1504	HUNTINGTON	LN	44118
68331025	1511	HUNTINGTON	LN	44118
68331023	1515	HUNTINGTON	LN	44118
68331070	1481	HUNTINGTON	LN	44118
68331016	3724	MILLIKIN	CT	44118
68332001	5	SEVERANCE	CIR	44118
68331048	3713	LONGWOOD	CT	44118
68331030	1509	HUNTINGTON	LN	44118
68331029	3716	CORAL	PL	44118
68331024	1513	HUNTINGTON	LN	44118
68331021	1519	HUNTINGTON	LN	44118
68331017	3726	MILLIKIN	CT	44118
68331033	1503	HUNTINGTON	LN	44118
68333004		CREST	RD	44118
68331007	3	SEVERENCE	CIR	44118
68333003	1700	CREST	RD	44118
		SEVERANCE		
68325008	30	CIRCLE	DR	44118
68331009		MAYFIELD	RD	44118
68331026		SEVERANCE	CIR	44118
68331027		MILLIKIN	CT	44118
68331015	1510	HUNTINGTON	LN	44118
68331036	1498	HUNTINGTON	LN	44118
68325014		SOUTH TAYLOR		44118
68331046		HUNTINGTON	LN	44118
68311087				0

68325006X					0
68331028		LONGWOOD	CT		44118
68331020	1521	HUNTINGTON	LN		44118
		SEVERANCE			
68325301	500	PLACE	LN	101	44118
		SEVERANCE			
68325302	500	PLACE	LN	102	44118
		SEVERANCE			
68325303	500	PLACE	LN	103	44118
		SEVERANCE			
68325304	500	PLACE	LN	104	44118
		SEVERANCE			
68325305	500	PLACE	LN	105	44118
		SEVERANCE			
68325306	500	PLACE	LN	106	44118
		SEVERANCE			
68325307	500	PLACE	LN	107	44118
		SEVERANCE			
68325308	500	PLACE	LN	201	44118
		SEVERANCE			
68325309	500	PLACE	LN	202	44118
		SEVERANCE			
68325310	500	PLACE	LN	203	44118
		SEVERANCE			
68325311	500	PLACE	LN	204	44118
		SEVERANCE			
68325312	500	PLACE	LN	205	44118
		SEVERANCE			
68325313	500	PLACE	LN	206	44118
		SEVERANCE			
68325314	500	PLACE	LN	207	44118
		SEVERANCE			
68325315	500	PLACE	LN	301	44118
		SEVERANCE			
68325316	500	PLACE	LN	302	44118
		SEVERANCE			
68325317	500	PLACE	LN	303	44118
		SEVERANCE			
68325318	500	PLACE	LN	304	44118
		SEVERANCE			
68325319	500	PLACE	LN	305	44118
		SEVERANCE			
68325320	500	PLACE	LN	306	44118
		SEVERANCE			
68325321	500	PLACE	LN	307	44118
		SEVERANCE			
68325322	500	PLACE	LN	308	44118
		SEVERANCE			
68325323	500	PLACE	LN	401	44118
		SEVERANCE			
68325324	500	PLACE	LN	402	44118
		SEVERANCE			
68325325	500	PLACE	LN	403	44118
		SEVERANCE			
68325326	500	PLACE	LN	404	44118
		SEVERANCE			
68325327	500	PLACE	LN	405	44118

68325328	500	SEVERANCE PLACE	LN	406	44118
68325329	500	SEVERANCE PLACE	LN	407	44118
68325330	500	SEVERANCE PLACE	LN	408	44118
68325331	500	SEVERANCE PLACE	LN	501	44118
68325332	500	SEVERANCE PLACE	LN	502	44118
68325333	500	SEVERANCE PLACE	LN	503	44118
68325334	500	SEVERANCE PLACE	LN	504	44118
68325335	500	SEVERANCE PLACE	LN	505	44118
68325336	500	SEVERANCE PLACE	LN	506	44118
68325337	500	SEVERANCE PLACE	LN	507	44118
68325338	500	SEVERANCE PLACE	LN	508	44118
68325339	500	SEVERANCE PLACE	LN	601	44118

Exhibit B Proposed Ordinance Text
(Attached)

CHAPTER 1149.0: APPLICATION**1149.01 TABLE OF CONTENTS****CHAPTER 1149.0 APPLICATION**

1149.01	TABLE OF CONTENTS
1149.02	INTENT AND PURPOSE
1149.03	APPLICABILITY

CHAPTER 1149.1 DISTRICT STANDARDS

1149.11	DISTRICT STANDARDS MAP
1149.12	STREET AND PUBLIC FRONTAGE STANDARDS
1149.13	CIVIC SPACE STANDARDS

CHAPTER 1149.2 USES AND DEVELOPMENT STANDARDS

1149.21	PERMITTED USES BY DISTRICT
1149.22	SITE DEVELOPMENT STANDARDS AND INCENTIVES
1149.23	PRIVATE FRONTAGES
1149.24	EDGING ELEMENT STANDARDS
1149.25	ARCHITECTURAL DESIGN STANDARDS
1149.26	PARKING

CHAPTER 1149.3 ADMINISTRATION

1149.31	SUBMISSION PROCESS AND REVIEW
1149.32	PRELIMINARY APPLICATION PROCESS
1149.33	OFFICIAL PLAN SUBMISSION REVIEW
1149.34	SUB-DIVISION AND OWNERSHIP
1149.35	CHAPTER AMENDMENTS
1149.36	SITE PLAN AMENDMENTS
1149.37	DURATION OF APPROVALS

CHAPTER 1149.4 DESIGN STANDARDS MANUAL

1149.41	INTENT AND PURPOSE
1149.42	STREET TYPE DESIGN STANDARDS
1149.43	TABLE OF PERMITTED PRIVATE FRONTAGES
1149.44	PEDESTRIAN PATH / TRAIL PRIVATE FRONTAGES
1149.45	PUBLIC FRONTAGE DESIGN STANDARDS
1149.46	SITE LAYOUT ILLUSTRATIONS
1149.47	CIVIC SPACE DESIGN STANDARDS
1149.48	PRIVATE FRONTAGE DESIGN STANDARDS
1149.49	ARCHITECTURAL DESIGN STANDARDS

1149.02 INTENT AND PURPOSE

- A. This Chapter regulates the location, design, occupancy, and use of structures, along with the use of land, optionally developed under the Severance Overlay Zone and its defined district(s).
- B. This Chapter is intended to promote the health, safety and general welfare of the Severance Town Center within the City of Cleveland Heights by creating a holistic and comprehensive economic development strategy that utilizes the principles of social, economic and environmental responsibility to re-establish Severance Town Center. This Chapter establishes the Severance Overlay Zone as a means to promote a more economically vibrant, environmentally responsible, and pedestrian-friendly community than may be possible with the underlying zoning regulations.
- C. The primary purpose of this Chapter is to institute an overlay zone with defined district(s) as an optional alternative to the underlying zoning. The language of this Chapter establishes rules and procedures that will result in compact, walkable, and mixed-use development in alignment with objectives defined in Chapter 1141. The language of the Severance Overlay Zone and its defined district(s) shall be in alignment with the City of Cleveland Heights' adopted Master Plan.

1149.03 APPLICABILITY

- A. The regulations of Chapter 1149 apply to all land, buildings, streets, sidewalks, uses, private improvements, and material landscape alterations of any kind occurring within any development approved through the regulations of Chapter 1149 and located within the boundaries of the Severance Overlay Zone as designated, and as may be amended, on the City of Cleveland Heights Zoning Map 1105.02.
- B. The Severance Overlay Zone and the defined district(s) within it do not replace the underlying zoning rules and regulations that currently exist in Cleveland Heights. This Chapter provides an alternative option for developing and redeveloping the land and buildings within the defined district(s) of the Severance Overlay Zone.
- C. All existing rights, allowable uses, and approval procedures under the Zoning Code of Cleveland Heights remain in full force and effect, except when an applicant elects to proceed under the provisions of the Severance Overlay Zone.
- D. If an applicant proceeds according to the development and design standards of a defined district of this Chapter and there is a conflict between the language of this Chapter and the underlying regulations elsewhere in the Zoning Code of the City of Cleveland Heights, the provisions of this Chapter shall supersede the underlying zoning.
- E. The option to develop under Chapter 1149 is defined in Section 1149.3 "Administration". Section 1149.3 describes the procedures, involved parties, and requirements for application of a site plan.

CHAPTER 1149.1: DISTRICT STANDARDS

1149.11 DISTRICT STANDARDS

- (1) Districts are comprised of an assembly of blocks. The Severance Overlay Zone contains blocks as identified on District Standards Map 1149.11B(5). Blocks are assigned to districts with discreet uses and development standards as defined in Chapter 1149.2

1149.11A DISTRICT MAP & STREET TYPES MAP

- | | |
|---|---|
| <p>A. The District Standards Map designates a series of design standards and civic elements which regulate built forms most appropriate to the features of the street, block and lot. The District Standards Map regulates Street Types, Civic Spaces, Terminating Vistas, Significant Corners and permitted Frontage Types.</p> | <p>(2) Significant Corners
The District Standards Map designates locations of permitted Significant Corners as defined in Chapter 1149.49A.</p> |
| <p>B. Assigned Street Types and sample street names are identified in Map 1149.11C(2) along with a corresponding list of street types and sample street names in the Street Types Table 1149.11D.</p> | <p>(3) Terminating Vistas
The District Standards Map designates locations of permitted Terminating Vistas, as defined in Chapter 1149.49B.</p> |
| <p>(1) Street Types. The Severance Overlay Zone permits five (5) ordered Street Types, which regulate the Private Frontages:</p> <ul style="list-style-type: none"> (a) A Street (Perimeter Road) (b) B Street (Boulevards) (c) C Street (Local Streets) (d) D Street (Access Lanes) (e) P Street (Pedestrian Paths) | <p>(4) Required Frontage Types
The District Standards Map designates certain locations where Storefronts or Frequent Entries are required according to the standards established in Chapter 1149.23G.</p> |

*For additional requirements, see:
Section 1149.12 for Streets and Public Frontage Standards,
Section 1149.13 for Civic Space Standards,
Section 1149.2 for Permitted Uses by District
Section 1149.22 for Site Development Standards.*

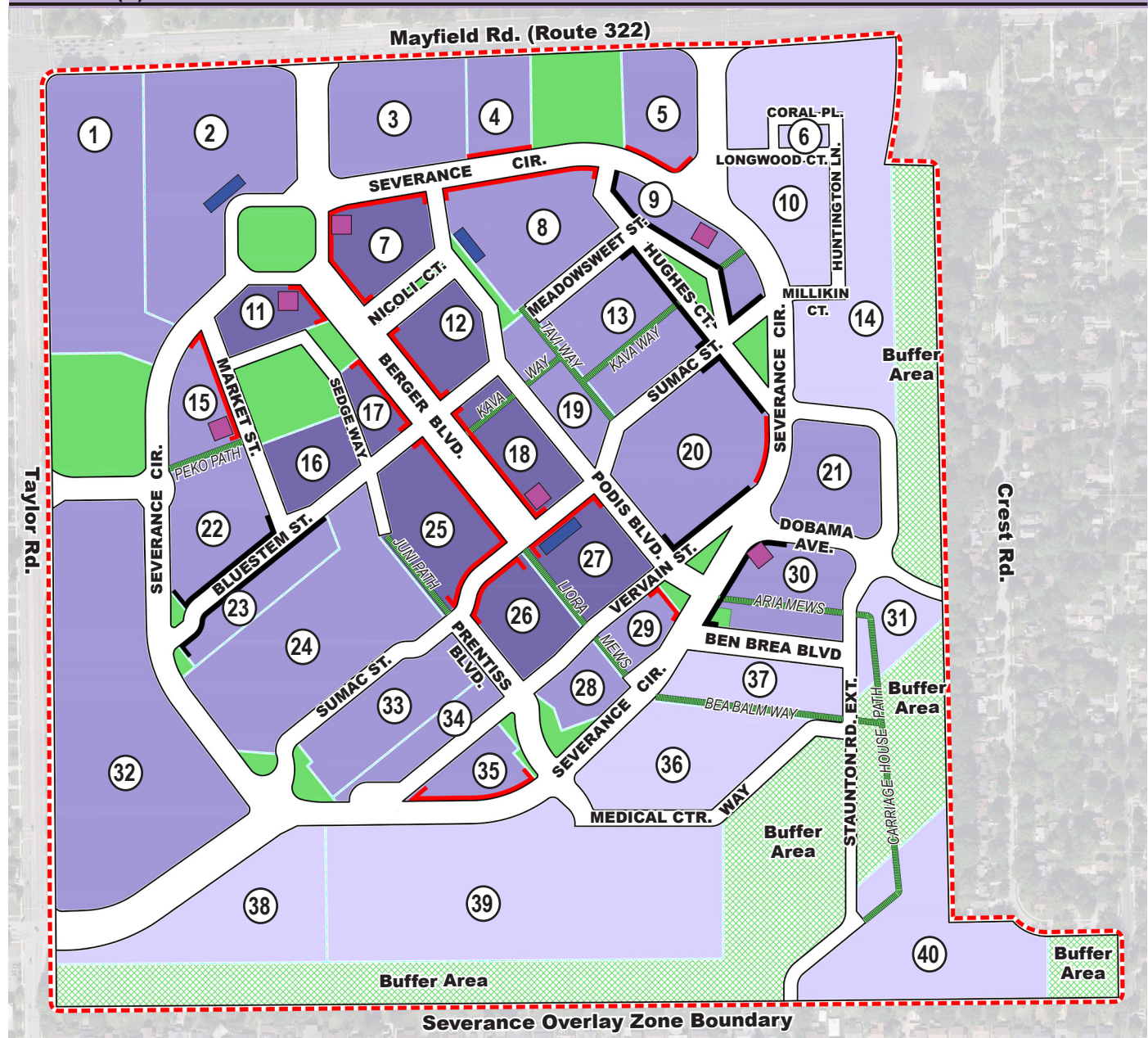
1149.11B(1) DISTRICT STANDARDS LEGEND

ZONING STANDARDS CONTROLS

- SEVERANCE OVERLAY ZONE BOUNDARY
- SO-1 DISTRICT ■ SO-2 DISTRICT ■ SO-3 DISTRICT
- RETAIL OR OFFICE REQUIRED
- FREQUENT ENTRIES REQUIRED³
- PEDESTRIAN PATH REQUIRED⁴
- # BLOCK NUMBER
- SIGNIFICANT CORNER ALLOWED
- TERMINATING VISTA ALLOWED
- CIVIC SPACE REQUIRED
- PROTECTED AREA

- (2) Where Retail or Office Required is designated within the District Standards Map, a Storefront Frontage, Arcade Frontage, or Urban Frontage shall be provided and Active Edge Frontage Requirements in Section 1149.23G shall apply.
- (3) Where Frequent Entries Required is designated within the District Standards Map, Active Edge Frontage Requirements in Section 1149.23G apply.
- (4) Pedestrian Paths designated on the District Standards Map in Section 1149.11B(5) shall comply with the standards in 1149.12A(5).

1149.11B(5) DISTRICT STANDARDS MAP

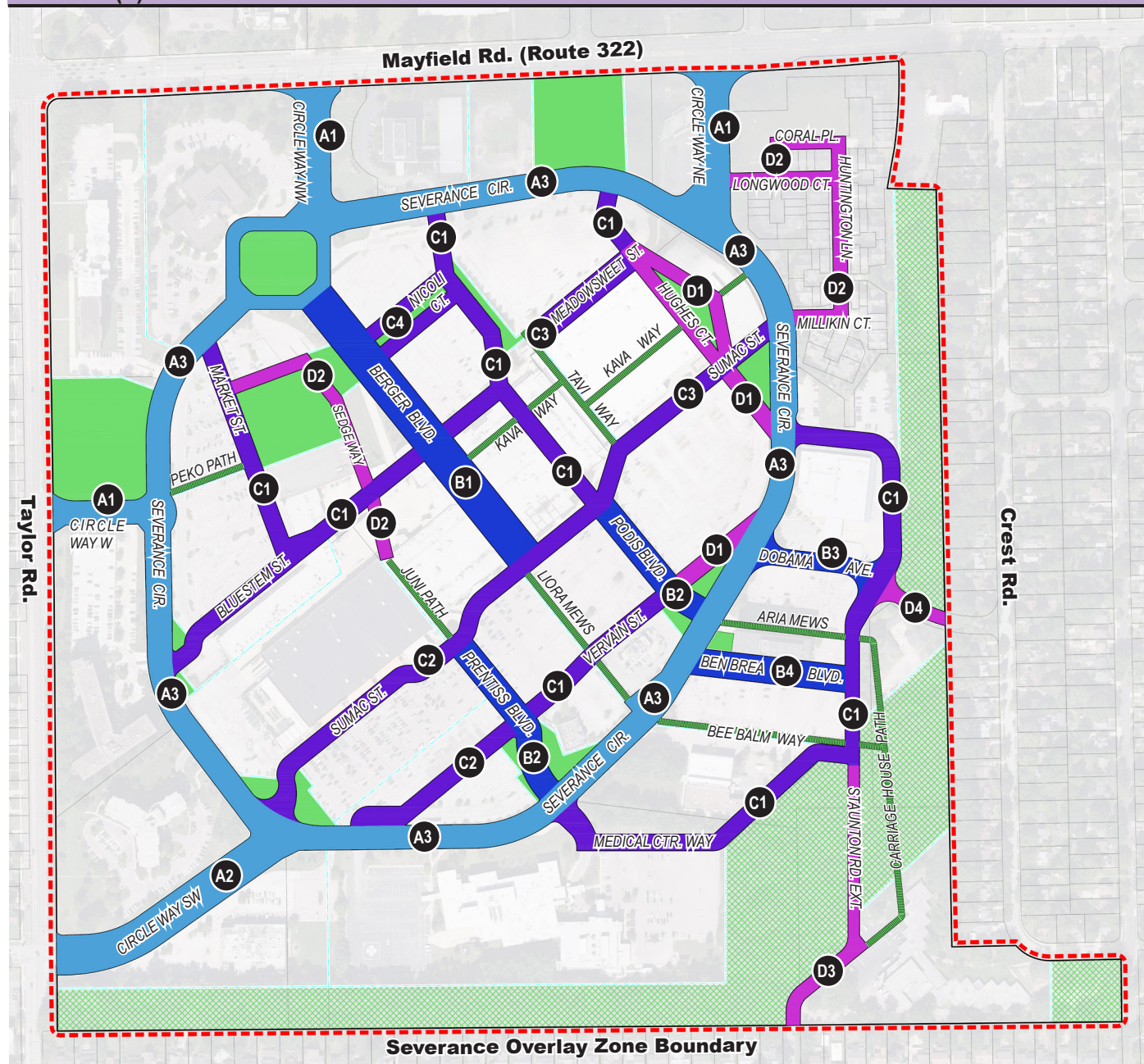


1149.11C(1) STREET TYPES LEGEND

STREET TYPES LEGEND

- SEVERANCE OVERLAY ZONE BOUNDARY
- A STREETS (PERIMETER ROAD)
- B STREETS (BOULEVARDS)
- C STREETS (LOCAL STREETS)
- D STREETS (ACCESS LANES)
- ||||| P STREET (PEDESTRIAN PATHS)
- A1 STREET TYPE

1149.11C(2) STREET TYPES MAP



1149.11D STREET TYPES TABLE

Table of Street Names and Types		
Street Name	Street Type	Between
Ben Brea Boulevard	B4	Severance Cir. & Staunton Rd. Ext.
Ben Brea Boulevard	D4	Staunton Rd. Ext & Crest Rd.
Berger Boulevard	B1	Severance Cir. & Sumac St.
Bluestem Street	C1	Severance Cir. & Berger Blvd.
Circle Way NE	A1	Mayfield Rd. & Severance Cir.
Circle Way NW	A1	Mayfield Rd. & Severance Cir.
Circle Way SW	A2	Taylor Rd. & Severance Cir.
Circle Way W	A1	Taylor Rd. & Severance Cir.
Coral Place	D2	Longwood Ct. & Huntington Ln.
Dobama Avenue	B3	Severance Cir. & Staunton Rd. Ext.
Hughes Court	D2	Meadowsweet St. & Severance Cir.
Huntington Lane	D2	Millikin Ct. & Coral Pl.
Longwood Court	D2	Circle Way NE & Huntington Ln.
Market Street	C1	Severance Cir. & Bluestem St.
Medical Center Way	C1	Severance Cir. & Staunton Rd. Ext.
Meadowsweet Street	C3	Tavi Way & Hughes Ct.
Millikin Court	D2	Severance Cir. & Huntington Ln.
Nicoli Court	C4	Berger Blvd. & Podis Blvd.
Podis Boulevard	B2	Sumac St. & Severance Cir.
Podis Boulevard	C1	Severance Cir. & Sumac St.
Prentiss Boulevard	B2	Sumac St. & Severance Cir.
Sedge Way	D2	Market St. & Juni Path
Severance Circle	A3	Taylor Rd. & Mayfield Rd.
Staunton Road Ext.	C1	Medical Ctr. Way & Severance Cir.
Staunton Road Ext.	D3	Staunton Rd. & Medical Ctr. Way
Sumac Street	C2	Severance Cir. & Podis Blvd.
Sumac Street	C3	Podis Blvd. & Severance Cir.
Vervain Street	C2	Severance Cir. & Prentiss Blvd.
Vervain Street	C1	Prentiss Blvd. & Podis Blvd.
Vervain Street	D1	Podis Blvd. & Severance Cir.

Table of Path Names and Types		
Street Name	Street Type	Between
Aria Mews	P1	Severance Cir. & Dobama Ave.
Bee Balm Way	P1	Severance Cir. & Dobama Ave..
Carriage House Path	P3	Aria Mews & Staunton Road Ext.
Kava Way	P1	Berger Blvd & Podis Blvd.
Kava Way	P2	Podis Blvd. & Hughes St.
Juni Path	P1	Sedge Way & Prentiss Blvd.
Liora Mews	P1	Berger Blvd. & Severance Cir.
Peko Path	P1	Severance Cir. & Market St.
Tavi Way	P2	Meadowsweet St. & Sumac St.

- (1) See section 1149.12A(5) to determine when a Build-to-Zone applies to a Pedestrian Path.

1149.12 STREET AND PUBLIC FRONTAGE STANDARDS

- (1) The combination of the Traveled Way, Public Frontage, and Private Frontage defines the character of the public realm.
- (2) The Street Types are assigned to named streets of the Street Types Table 1149.11D. Street type assignment determines the width of the Traveled Way as well as the width of Public Frontage components to form a control distance from Face of Curb to a Build-To-Line. The Street Type also controls the width of the Public Frontage components as follows: A) the Furnishing Zone, B) the Pedestrian Clearway, and C) the Transition Zone as defined in Section 1149.45. Other controls of the Street Type include permitted Private Frontages, and variations of the Street Wall condition.
- (3) The Private Frontage Type regulates the depth of the Build-To-Zone, minimum Frontage Occupancy, Glazing Requirements, dimensional depth of the visible use of the ground floor, allowable placement of parking, and permitted Private Frontage Edging Elements.

1149.12A STREETS, LANES, AND WAYS STANDARDS

- (1) Street Type Designations
 - (a) District Street Types Table 1149.11D assigns Street Types to all Streets, Access Lanes, and Pedestrian Paths.
 - (b) Through the process of block development and land subdivision or re-subdivision as described in this Chapter, the Applicant shall adhere to street layout and types identified in the Street Types Map 1149.11C(2).
- (2) New Streets
 - (a) Design of Streets, Access Lanes, and Pedestrian Paths
 - [1] A Design Guidelines Manual in Section 1149.4 guides the design of new and reconfigured streets, access lanes, and pedestrian paths. The Zoning Administrator may require the Applicant to comply with any or all provisions of the design manual.
 - (b) New streets shall comply with construction standards as approved by the City's Engineer and shall be offered for dedication to the City of Cleveland Heights.
- (3) Streets Access Standards
 - (a) The Zoning Administrator may require emergency access to a given site. Emergency access shall have a minimum twenty (20) foot width at locations within the site and/or at the side(s) of the site at the grade plane.
 - (b) The Zoning Administrator, in alignment with the layout of Street Types Map 1149.11C(2), may allow flexibility in the design of Streets, Lanes, and Paths to connect to other Streets, Lanes, Paths, Loading Areas, parking lots, and/or parking structures on the Applicant's site and/or to existing access points on adjacent sites.
- (4) Pedestrian Paths
 - (a) For those sites facing a pedestrian path designated as street type P on the Street Types Table 1149.11D, the Applicant shall provide the pedestrian path at the approximate location shown on the Street Types Map 1149.11C(2). At the discretion of the Applicant, a request to establish additional Build-To-Line(s) at a location on a pedestrian path which is acceptable to the Zoning Administrator is allowed. The Zoning Administrator may approve Build-To-Lines along pedestrian path at a location deemed appropriate based on the request.
 - (b) Pedestrian paths with an established Build-To-Line shall provide an access easement which is accessible to public at least sixteen (16) hours a day. A pedestrian path may also be located within a building, or cut through a building, provided that it maintains the intent of the Public and Private Frontage Standards Table 1149.12B.
- (5) Trails
 - (a) Trails are not an applicable Street Type for establishing a Build-To-Line or any form of Private Frontage. No site shall use a Trail as part of its frontage calculations.

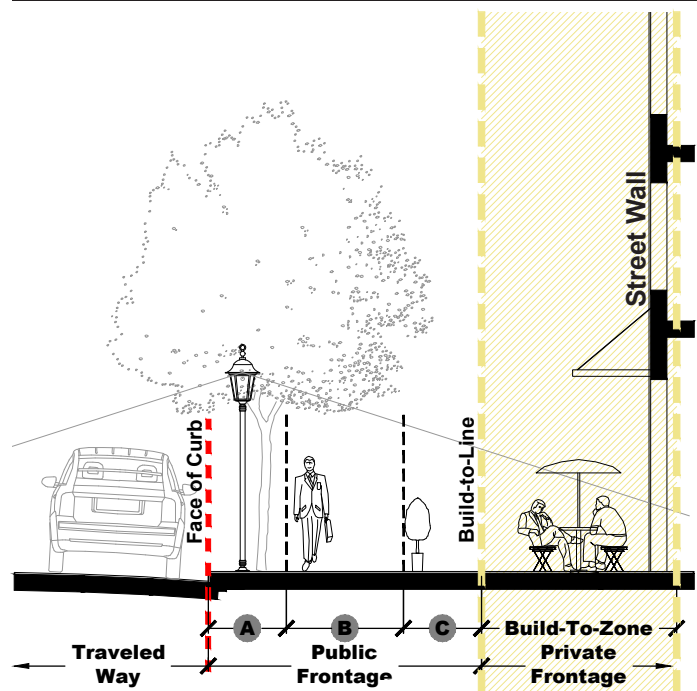
1149.12B PUBLIC AND PRIVATE FRONTAGE STANDARDS TABLE

			Street Type A		Street Type B1		Street Type B2/B3		Street Type B4		Street Type C		Street Type D		Street Type P	
PUBLIC FRONTAGE	Distance from Face of Curb to Build-To-Line		12'-0"		14'-6"		20'-0"		12'-0"		12'-0"		Min. 1'-6"		Min. 14'-0"	
	Furnishing Zone		4'-0"		2'-6"		10'-0"		2'-0"		3'-0"		3'-0" (When Used)		Not Applicable	
	Pedestrian Clearway		6'-0"		10'-0"		6'-0"		8'-0"		6'-0"		5'-0" (When Used)		Min. 8'-0"	
	Transition Zone		2'-0"		2'-0"		4'-0"		2'-0"		3'-0"		1'-6"		Min. 3'-0"	
			Street Type A		Street Type B1		Street Type B2/B3		Street Type B4		Street Type C		Street Type D		Street Type P	
PRIVATE FRONTAGE	Private Frontage Types	Min. Clear Glazing Area Required	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy
	Storefront ¹ (PF-1)	75% ³	5'-0"	80%	5'-0"	80%	5'-0"	80%	5'-0"	80%	12'-0"	80%	5'-0"	80%	5'-0"	80%
	Arcade ¹ (PF-2)	65% ³	12'-0" ²	80%	12'-0" ²	80%	X	X	X	X	X	X	X	X	12'-0" ²	80%
	Urban (PF-3)	50% ³	5'-0"	90%	5'-0"	90%	X	X	X	X	X	X	5'-0"	90%	5'-0"	90%
	Stoop (PF-4)	40% ⁴	10'-0"	70%	X	X	X	X	X	X	12'-0"	70%	12'-0"	70%	8'-0"	70%
	Porch (PF-5)	25% ⁴	X	X	X	X	8'-0"	60%	8'-0"	60%	12'-0"	70%	12'-0"	60%	12'-0"	60%
	Lightwell (PF-6)	25% ⁴	X	X	X	X	8'-0"	70%	8'-0"	70%	12'-0"	70%	12'-0"	70%	12'-0"	70%
	Forecourt (PF-7)	25% ⁴	18'-0"	70%	8'-0"	80%	8'-0"	70%	8'-0"	70%	18'-0"	70%	18'-0"	70%	18'-0"	70%
	Terrace (PF-8)	25% ⁴	18'-0"	70%	8'-0"	80%	8'-0"	70%	8'-0"	70%	18'-0"	70%	18'-0"	70%	18'-0"	70%
	¹ Frontages on the District Standards Map 1149.11B(5) designated as "Retail or Office Required", must use either a Storefront or Arcade Private Frontage Type.															
² Provided that the structural columns remain within property line and outside of the Furnishing Zone.																
³ Minimum clear glazing area measurements are taken for the area between two (2) feet and eight (8) feet above the sidewalk.																
⁴ Minimum clear glazing area required between the first floor slab and underside of the second floor slab.																
X - Frontage Not Permitted																
			Street Type A		Street Type B1		Street Type B2/B3		Street Type B4		Street Type C		Street Type D		Street Type P	
Stepback Required at five (5) stories in SO-1 and stepback required at four (4) stories in SO-2 per Section 1149.21B(2)			Above Street Wall Setback 12'-0"		Above Street Wall Setback 8'-0"		Above Street Wall Setback 8'-0"		Above Street Wall Setback 8'-0"		Above Street Wall Setback 8'-0"		Not Applicable		Not Applicable	

1149.12C PUBLIC FRONTAGE**(1) Public Frontage Standards**

- (a) The design, rehabilitation and construction of public frontages within the public right-of-way, including curbs, shall be the responsibility of the applicant, according to the standards established in Chapter 1149. The applicant is responsible for obtaining approval of such improvements from all agencies with jurisdiction over the public right-of-way.
- (b) All Sites shall provide Public Frontages along streets, access lanes, and where applicable, pedestrian paths.
- (c) No building or portion thereof shall be located within the Public Frontage, except as provided in Section 1149.25B Projections and Encroachments. The Zoning Administrator may modify these minimum standards to address existing or proposed conditions where:
 - [1] Existing buildings are closer than the required Build-To-Line
 - [2] Pedestrian demand (or lack thereof) for a narrower Pedestrian Clearway is demonstrated and mitigated.
 - [3] The Furnishing Zone requires additional space for transit facilities.
- (d) To qualify for development using the provisions of Chapter 1149, all sites shall meet the minimum Site Area and Site Frontage requirements as defined in "Development Standards" Section 1149.21B(2) and comply with the Build-To-Line standards in Section 1149.12D and Build-To-Zone requirements in the Public and Private Frontages Table 1149.12B.
- (e) All Public Frontages contain some combination of A) Furnishing Zone, B) Pedestrian Clearway Zone and C) Transition Zone according to the minimum dimensions established in Table 1149.12B. for the designated Street Type and selected Public Frontage.
 - [1] The Furnishing Zone establishes an area for the placement of parking meters, street signage, street lighting, bike racks, refuse receptacles, street trees and bio-retention areas, transit stop waiting, seating furniture, or similar items. (See Section 1149.45A for more details)

- [2] The Pedestrian Clearway establishes an area for the clear passage of pedestrians. (See Section 1149.45B for more details)
- [3] The Transition Zone establishes an area for placement of building fixtures (lighting, signage, projected architectural molding etc.), grade transitions, removable planters, signage boards, seating furniture, extended outdoor dining, landscaped areas or similar items while it also serves as an extended entrance and storefront interaction area. (See Section 1149.45C for more details)

1149.12C(1)(g) PUBLIC FRONTAGE DIAGRAM

Note: The Public and Private Frontage Standards Table 1149.12B establishes dimensional requirements of frontages based on the location of the "Face of Curb" (Shown in diagram above). More detailed guidance on the components of public frontage are provided in the Section 1149.45 Public Frontage Design Standards.

1149.12D BUILD-TO-LINE

- (1) Build-To-Line Standards
 - (a) The Build-To-Line shall be set parallel to the face of a curb for a distance regulated by the Public Frontage and Private Frontage Standards Table 1149.12B. See Site Layout Diagram 1149.46B for reference of the location of the Build-to-Line.
 - (b) All existing and new streets within the Severance Overlay Zone require a Build-To-Line to be designated.
 - (c) Where an existing building is closer to the street than the designated Build-To-Line, the Zoning Administrator has the authority to establish an alternate Build-To-Line at a location to allow the existing Street Wall to remain within the Build-To-Line.
 - (d) Where the required Build-To-Line as identified herein would be located within the public street right-of-way, the applicant shall attempt to reconcile the Right-of-Way to the default Build-To-Line location of a Street Type. If reconciliation of the lot line to is not feasible, the applicant shall seek approval from the Planning Commission for the Build-to-Line to be placed at the existing lot line(s).
 - (e) Where a Pedestrian Path is provided according to the Street Types Map 1149.11C(2), the Zoning Administrator may permit the Build-To-Line to be placed at alternate locations based on the demonstrated merit of the applicant's requested alternate location.
 - (f) Where irregular lot line and face of curb conditions exist (such as inside corners of a lot or sidewalk bump outs), the applicant shall present a plan which uses best efforts to carry the Build-to-Line in the location of normal conditions. See Corner Diagram 1149.46F or additional details and design guidance.

1149.13 CIVIC SPACE STANDARDS

- A. **Applicability:** Civic space standards apply to developments that:
- (1) Choose to develop civic space on an approved development site in compliance with the standards of Chapter 1149 in order to achieve greater flexibility in the placement of buildings or;
 - (2) Are required to develop a civic space where designated on the District Standards Map 1149.11B(5).
- B. **Minimum Civic Space Standards**
- To qualify for approval by the Zoning Administrator as a civic space during the site plan review process, the space shall:
- (1) Provide public access at least sixteen (16) hours per day.
 - (2) Be located at the ground level or within one floor of the ground level and provide clear visual connections for ease of pedestrian access the civic space.
- C. **Maintenance**
- (1) Privately-Owned civic space shall be maintained by its owner or a private entity such as a property owners association.
 - (2) Publicly-Owned civic space shall be maintained by its public owner or a contracted entity such as a municipal improvement district or business improvement district as approved by the applicable government agency.
- D. **Civic Space Programming, Placement and Design Criteria**
- (1) The following programming and design considerations, among others, shall be evaluated by the Zoning Administrator in the course of site plan and/or subdivision approval to determine the acceptable location and use for civic space:
 - (a) Solar orientation of civic space
 - (b) Amenities such as water features, public bathrooms, kiosks, drinking fountains, play & entertainment
 - (c) Facilities for the use, retention, recharging, and/or display of rainwater
 - (d) Projected public access and likelihood of use
 - (e) Seasonal programming of the space
 - (f) Intensity of adjacent private frontage(s)
 - (2) The Planning Commission shall consider the following criteria during its site plan review process to determine whether the civic space design is acceptable:
 - (a) All civic spaces shall provide pedestrian access from a street, access lane, or pedestrian path. Access to a civic space must be open to the public at least sixteen (16) hours per day.
 - (b) A civic space must provide active or passive uses designed to bring regular pedestrian, civic and/or commercial activity to the space.
 - (c) Where a civic space is proposed on a development site adjacent to an existing building not controlled by the Applicant, the Applicant shall provide Edging Elements as defined in Section 1149.29 and landscaping to buffer any adjacent areas of blank walls or service uses.
 - (d) A civic space may include one-story buildings and temporary structures provided that they are designed to activate the civic use of the space. Such structures should provide public access or be used for the maintenance, storage, or operation of facilities available for public use.
 - (3) **Civic Space Frontage Occupancy**
 - (a) Civic spaces shall be mapped and measured on the site plan. Mapping of civic space shall include the designation of the Build-To-Zone with a total linear length along the edges of the proposed civic space excluding the length of the edge along any street, access lane, or pedestrian path.
 - (b) Civic spaces shall provide a minimum sixty percent (60%) civic space frontage occupancy, unless the Zoning Administrator determines that a lower standard is permitted. Civic space frontage occupancy shall be calculated by measuring the length of the Street Wall in the civic space Build-To-Zone divided by the length of the civic space abutting the development site.
 - (4) New buildings contiguous to a civic space shall provide Build-To-Zone(s) and Street Wall(s) as required by the Street Type designated on the nearest Street on the District Standards Map 1149.11B(5).

1149.13E PERMITTED CIVIC SPACE TYPES

- (1) To qualify for designation as a civic space each proposed civic space shall comply with the intent of one of the permitted civic space types defined in the Civic Space Design Standards in Section 1149.47 and fulfill the requirements associated with the civic space type used.

1149.13F CIVIC SPACE REQUIREMENT AND FEE-IN-LIEU

- (1) General Requirement. Each development site within the Severance Overlay Zone shall provide Civic Space equal to ten percent (10%) of the total site area. All Civic Space shall be designed, constructed, and programmed in accordance with the design, access, and performance standards established in Section 1149.47 (Civic Space Design Standards).
- (2) Adjacency to Designated Civic Spaces. If a development site is contiguous to or directly across a street from an existing or planned Civic Space designated on the Regulating Plan 1149.11B(5), the applicant shall not be required to provide a separate on-site Civic Space. Instead, the applicant shall contribute the equivalent area or improvement value of the required Civic Space to the design, enhancement, or maintenance of the designated Civic Space, as determined by the Zoning Administrator. Such contribution shall be in a form acceptable to the Zoning Administrator, which may include funding of physical improvements, landscaping, or furnishings within the designated Civic Space; or other equivalent enhancements approved by the Zoning Administrator.
- (3) Fee-in-Lieu Option.
 - (a) The Fee-in-Lieu of Civic Space shall be thirty-five dollars (\$35) per square foot of the required Civic Space area that is not provided on-site or through an adjacency contribution under Section 1149.13F(2).
 - (b) Buy-out allowances by site size shall be as follows:
 - Sites under fifteen thousand (15,000) square feet: may buy out up to 100% of required Civic Space.
 - Sites between fifteen thousand (15,000) and one-hundred thousand (100,000) square feet: may buy out up to fifty percent (50%) and must provide at least fifty percent (50%) on-site or by adjacency contribution.
 - Sites over one-hundred thousand (100,000) square feet: may buy out up to fifty percent (50%) of the first hundred thousand (100,000) square feet of Civic Space obligation, and up to one-hundred percent (100%) for the increment of area exceeding one-hundred thousand (100,000) square feet.
- (4) Affordable Housing Projects. Projects qualifying as Affordable Housing Developments under a recognized public or non-profit funding program (such as OHFA, HUD, or LIHTC) shall be exempt from the Civic Space requirement if they demonstrate to the Zoning Administrator's satisfaction that they are providing on-site amenities, community-serving facilities, or outdoor programs that fulfill the intent of Civic Space as part of their financing or programmatic obligations and are not required to follow the design, access, and performance standards established by the Civic Space Design Standards in Section 1149.47.
- (5) Private Open Space Credit. Applicants may reduce their required Civic Space area by up to twenty-five percent (25%) if the development provides private open space for residents, tenants, or occupants equal to or greater in area than the requested reduction.
- (6) Use of Fee-in-Lieu Revenues. All Civic Space fees and adjacency contributions shall be deposited into a dedicated Severance Public Realm Improvement Fund and expended solely for the acquisition, design, improvement, or maintenance of publicly accessible civic spaces, greenways, plazas, or recreational facilities within the Severance Overlay Zone.
- (7) Administration. The Zoning Administrator shall maintain and publish the current Civic Space fee rate, subject to annual adjustment based on the Consumer Price Index (CPI) or other approved construction cost index. Fees shall be paid prior to issuance of a Building Permit.

CHAPTER 1149.2 USES AND DEVELOPMENT STANDARDS

1149.21 PERMITTED USES BY DISTRICT

- (1) The schedule of uses permitted within the districts is shown in 1149.21A, Table of Permitted Uses. Uses are listed as Permitted (P), Allowed by Conditional Use (CU), Accessory (A), or Not Allowed (X).
- (2) Allowance of uses similar to those found in 1149.21A, Table of Permitted Uses, shall be determined and approved by the zoning administrator.
- (3) The procedures of a minor amendment to a site plan, as defined in Section 1149.3 "Administration", shall also apply to a change of use for sites built under Chapter 1149.

1149.21A TABLE OF PERMITTED USES

MIXED USE ⁽¹⁾	SO-1/SO-2	SO-3
Mixed Use (A mix of uses is allowed according to the respective permissions of each use listed in the corresponding district of this table)		
RETAIL	SO-1/SO-2	SO-3
Retail	P	CU
Restaurant	P	CU
Wholesale	CU	X
OFFICE	SO-1/SO-2	SO-3
Office	P	CU
Medical Office	P	CU
Research & Development	P	X
Professional Service	P	A
RESIDENTIAL ⁽¹⁾	SO-1/SO-2	SO-3
Multifamily Dwelling	P	X
Senior Housing	P	P
Dormitory	A	X
Residential Care Facility	CU	CU
Nursing / Assisted Living	P	X
Townhouse	P	CU
Live-Work	A	P
Cottage Courts	X	P
ARTS & CULTURE	SO-1/SO-2	SO-3
Theater / Cinema	P	CU
Museum	P	P
Art Gallery	P	P
Indoor Amusement	P	X
Catering Hall / Event Space	P	X
Micro-brewery	A	CU
HOSPITALITY ⁽¹⁾	SO-1/SO-2	SO-3
Hotel	P	X
Inn / Bed & Breakfast	P	CU
INSTITUTIONAL	SO-1/SO-2	SO-3
Religious / Charity	CU	X
Healthcare / Hospital	P	X
Government	P	CU
Library	P	CU
Community Facility	P	CU
Indoor Recreation	P	X
Education	P	P
LIGHT INDUSTRIAL	SO-1/SO-2	SO-3
Artisan Production	P	CU
Data Information Center	P	X
Urban Agriculture	P	A
Small-Scale Renewable Energy	A	A
PARKING	SO-1/SO-2	SO-3
Parking Enclosed	P	A
Parking Open	A	A
UTILITIES	SO-1/SO-2	SO-3
Utilities	CU	CU

- P Permitted
 CU Allowed by Conditional Use approval by the Zoning Administrator
 A Accessory to a Permitted Principal Use
 (1) Suites associated with Hospitality Uses and bedrooms associated Residential Uses are prohibited within the Build-to-Zone on the first floor of Storefront Frontages and Arcade Frontages. The common areas of Residential and Hospitality Uses such as lobbies, gyms and similar spaces servicing, or accessory, to the primary use may occupy the ground floor of a Storefront Frontage or Arcade Frontage in compliance with the Public and Private Frontage Standards Table 1149.12B.

1149.21B PROGRAM THRESHOLDS

- (1) Intent. The following development thresholds establish the maximum total development capacity permitted within the Severance Overlay Zone. These thresholds are coordinated with the permitted use categories identified in Section 1149.21A.
- (2) Residential Thresholds. Residential development within the SOZ shall be governed by the cumulative unit thresholds set forth below. All other non-residential uses may be developed in any sequence, provided total development remains within the overall allowable caps established in Severance Overlay Zone Development Limits Table 1149.21B(3).

1149.21B(3) SEVERANCE OVERLAY ZONE DEVELOPMENT LIMITS TABLE

Use Category	Threshold 1	Threshold 2	Threshold 3	Total Allowed
Residential (Units)	850	1,000	650	2,500 units
Retail / Restaurant / Entertainment	—	—	—	175,000 sf
Office / Professional / Medical	—	—	—	85,000 sf
Hotel / Hospitality	—	—	—	250 rooms
Arts & Culture	—	—	—	50,000 sf
Institutional / Civic / Educational	—	—	—	75,000 sf
Light Industrial / Artisan Production	—	—	—	50,000 sf

- (4) Tracking and Reporting. The Zoning Administrator shall maintain a cumulative record of approved and constructed residential units and non-residential floor area by category. No additional site plan approvals shall be issued once a category reaches its total allowable cap without an amendment to this Chapter pursuant to Section 1149.34.

1149.22 SITE DEVELOPMENT STANDARDS AND INCENTIVES

- A. Sites may qualify for the provisions of this article by meeting the site frontage and site area minimum requirements of one of the three development standards established in Section 1149.22B(2). The building height requirements listed in Section 1149.22B(2) under each development standard shall apply to those sites meeting the minimum requirements thereof.

1149.22B(2) DEVELOPMENT STANDARDS FOR THE SEVERANCE OVERLAY ZONE DISTRICTS

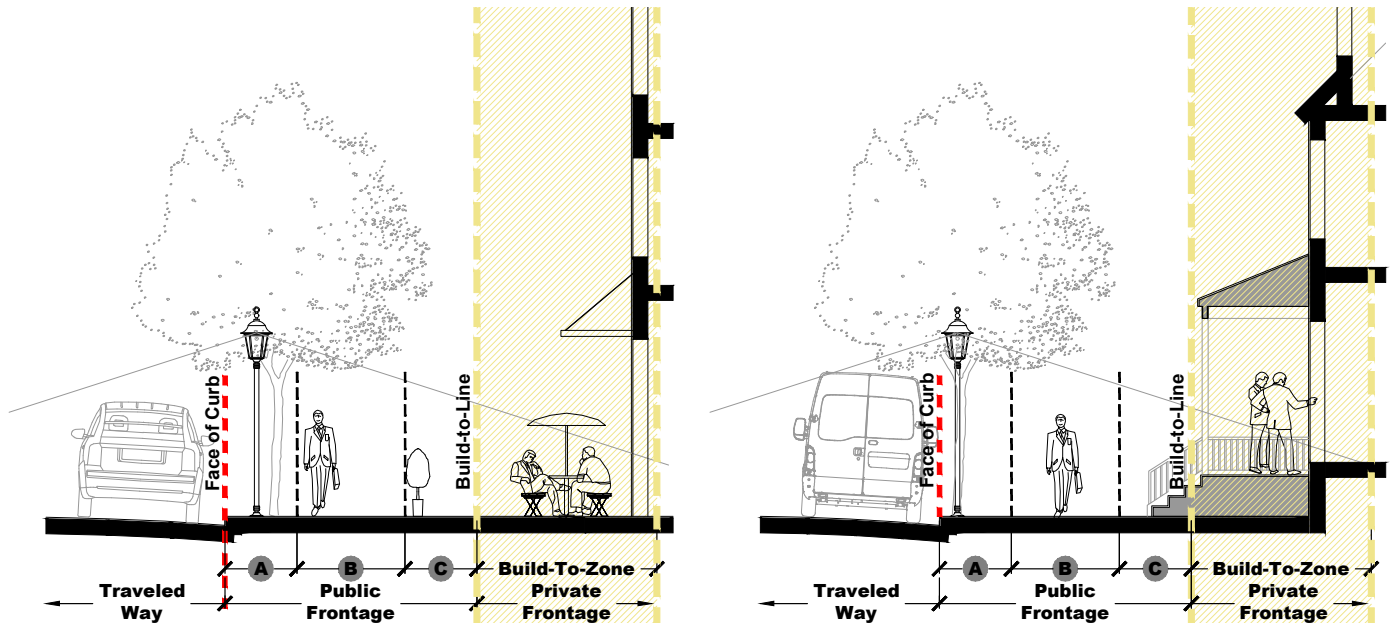
		Development Standard 1	Development Standard 2	Development Standard 3
		Site Size, Frontage, and Height Requirements		
Total Site Frontage Min.¹	ALL DISTRICTS	50 feet	100 feet	150 feet
Site Area Min.	ALL DISTRICTS	5,000 SF	10,000 SF	30,000 SF
Building Height.²	SO-1	2 stories min 5 stories / 62ft max elevation	3 stories min 6 stories / 75ft max elevation	4 stories min 8 stories / 96ft max elevation
	SO-2	2 stories min 4 stories / 50ft max elevation	2 stories min 5 stories / 62ft max elevation	3 stories min 6 stories / 75ft max elevation
	SO-3	1 story min 2 stories / 35ft max elevation	1 story min 2 stories / 35ft max elevation	1 story min 2 stories / 35ft max elevation
Street Wall Height & Stepback	ALL DISTRICTS	Street Wall Height Max. of five (5) Stories for the SO-1 District, Max. of four (4) Stories for the SO-2 District. Minimum Stepback depth of twelve (12) feet from the Street Wall on Street Types A and Stepback of eight (8) on other Street Types.		
Parking	ALL DISTRICTS	Standards & Placement - See Section 1149.26A - Parking Standards and Placement		
District Buffer Area	ALL DISTRICTS	Other than Street Typologies, no development of any kind is allowed within the Buffer Area as shown in the District Standards Map 1149.11B(5).		

¹ Total sum of all Site Frontages facing Streets, including those Site Frontages along Pedestrian Paths with a Build-To-Line.

² See Section 1149.25 for Building Height Standards, exceptions and permitted Projections and Encroachments.

1149.22C AFFORDABLE HOUSING REQUIREMENT

- (1) Applicability. All residential development approved within the Severance Overlay Zone shall include Affordable Housing Units as defined in this section. The affordable housing requirements established herein shall apply in proportion to the residential development thresholds established in Section 1149.21B.
- (2) Requirement by Threshold. For each successive residential threshold, a minimum of twenty percent (20%) of the total dwelling units included within that threshold shall be reserved as Affordable Housing Units. For reference, the cumulative requirements are shown below:
- | Unit Threshold | Total Units | Affordable Units |
|----------------|--------------------|------------------------|
| Threshold 1 | 850 units | 170 units |
| Threshold 2 | 1,000 units | 200 units |
| Threshold 3 | 650 units | 130 units |
| Total | 2,500 units | 500 units (20%) |
- (3) Sequencing of Approvals. No additional residential development beyond each successive threshold shall receive site plan or building permit approval until the Affordable Housing Units required for all prior thresholds have been completed and made available for occupancy in accordance with this Section.
- (4) Affordability Levels. Affordable Housing Units shall be made available to households earning up to eighty percent (80%) of the Area Median Income (AMI) for Cuyahoga County, as established annually by the U.S. Department of Housing and Urban Development (HUD).
- (5) Duration of Affordability. Each Affordable Housing Unit shall remain affordable for a minimum of thirty (30) years from the date of initial occupancy. A separate affordability covenant or similar instrument shall be executed and recorded only if the applicant cannot demonstrate that the units are already subject to equivalent long-term affordability restrictions through an existing federal, state, or local affordable-housing financing or regulatory agreement.
- (6) Compliance Review. Compliance with this Section shall be verified as part of the Site Plan approval process described in Section 1149.3. No Certificate of Occupancy shall be issued for any portion of residential development associated with a given threshold until the City confirms that the required Affordable Housing Units for that threshold have been completed and are available for occupancy.
- (7) Affordable Housing Unit. A dwelling unit reserved for occupancy by, and affordable to, households with annual incomes up to eighty percent (80%) of the Area Median Income (AMI) for Cuyahoga County, as published annually by the U.S. Department of Housing and Urban Development (HUD) and adopted by the Ohio Housing Finance Agency (OHFA) for income-restricted housing programs pursuant to Chapter 175 of the Ohio Revised Code.
- (8) Area Median Income (AMI). The median household income for the Cleveland–Elyria, OH HUD Metro Fair Market Rent Area, as established annually by the U.S. Department of Housing and Urban Development (HUD) and used by the Ohio Housing Finance Agency (OHFA) to determine program income limits.

1149.23 PRIVATE FRONTAGES**1149.23A(1) PRIVATE FRONTAGE DIAGRAM****1149.23A PRIVATE FRONTAGE STANDARDS****(2) Private Frontage Standards**

(a) All sites shall provide a Private Frontage along each Street and each Pedestrian Path, except:

[1] On Pedestrian Paths, Private Frontages are not required unless a build-to-line has been established by the Zoning Administrator at the request of an Applicant.

[2] Where a site with multiple frontages has provided at least one Private Frontage of a minimum 100 feet in length along the Primary Frontage in compliance with the Frontage Occupancy, the Site's other frontages of less than 55 feet in length are not required to provide a Frontage Occupancy on a Private Frontage.

[3] Where a Site has three Site Frontages, and two of the highest priority Site Frontages comply with its Frontage Occupancy or where a Site has four Site Frontages, and three of the highest priority Site Frontages comply with its Frontage Occupancy, the Zoning Administrator may reduce or remove the Frontage Occupancy requirement for the Site Frontage that is deemed to be the lowest priority.

(b) All buildings shall provide a Principal Entrance on the Primary Frontage.

(3) All Sites shall provide Private Frontages composed of one or more of the permitted Private Frontage Types as defined in Public and Private Frontage Standards in Section 1149.12B. Private Frontage Types are: Storefront, Arcade, Urban, Stoop, Porch, Lightwell, Forecourt, and Terrace Frontages.

(4) Private Frontage Type standards are regulated in the Public and Private Frontage Standards in Section 1149.12B and further clarified below:

(a) Arcade Frontage Standards

[1] A clear distance for pedestrian access between the outer and inner arcade elevations shall be a minimum of 8'

[2] A minimum clear vertical height between sidewalk and the arcade ceiling shall be 10'

(b) Urban Frontage Standards

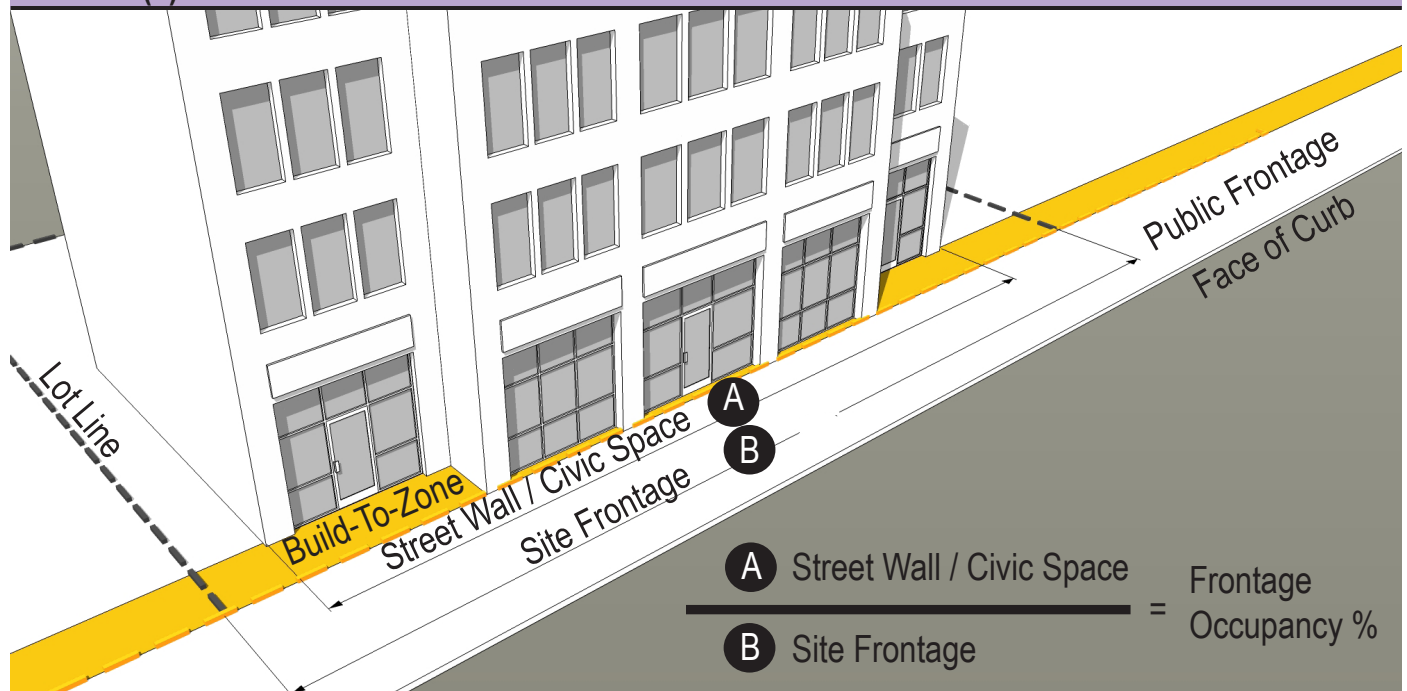
[1] Where a development provides a parking structure facing any Street Type, a minimum of 50% of the street-level, street facing building area located between 2' & 8' above the sidewalk shall provide architectural openings designed to appear as windows, however glass is not required for openings.

1149.23B BUILD-TO-ZONE

- (1) Structural elements of a front building facade, known as a Street Wall, shall be located within the Build-To-Zone if they are to be counted towards the calculation of the Frontage Occupancy.
- (2) To satisfy Frontage Occupancy requirements, the face of the building for the required minimum Street Wall Height and minimum length of the building shall occupy the Build-To-Zone as defined by each Street Type frontage in the Public and Private Frontage Standards in Section 1149.12B. Where a Site complies with the Significant Corner and Terminating Vista standards defined in Sections 1149.49A and 1149.49B, certain portions of the Street Wall shall relieve Step Back requirements defined in Chapter 1149.
- (3) The Build-To-Zone allows building entrance alcoves and expanded sidewalk area for outdoor dining, building facade articulation, inclusion of projected and/or recessed building elements, and building alignment with existing neighboring buildings.

1149.23C FRONTAGE OCCUPANCY

- (1) All developments approved under the Chapter 1149 require buildings to occupy a minimum Frontage Occupancy within the Build-To-Zone as defined by the Public and Private Frontage Standards Table 1149.12B.
- (2) Frontage Occupancy shall be calculated as a percentage by measuring the length of a Street Wall or Civic Space within the Build-To-Zone divided by the length of site frontage.

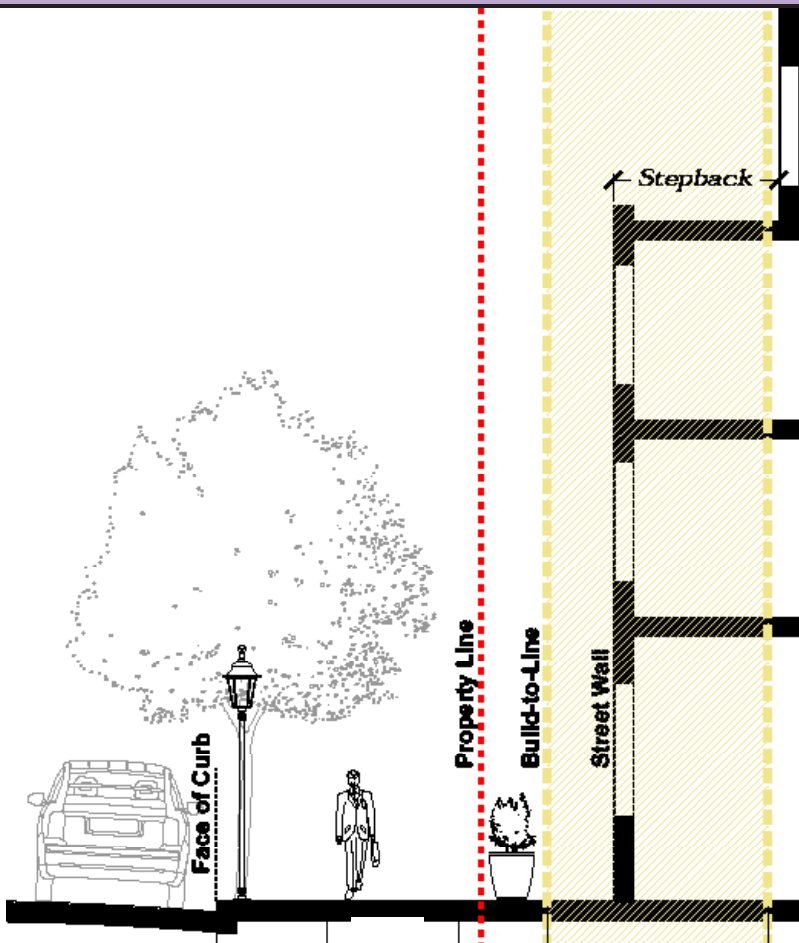
1149.23C(3) BUILD-TO-ZONE AND FRONTAGE OCCUPANCY DIAGRAM

1149.23D STREET WALL

- A. Where a Street Wall is required, it shall comply with the following:
- (a) Minimum Street Wall Height shall be no less than two-stories tall in SO-1 and SO-2 districts.
 - (b) Maximum Street Wall Height shall be no more than 5 stories in the SO-1 district and 4 stories in the SO-2 district. Building stories above the maximum street wall height shall follow the requirements of a Stepback in the building facade as defined in 1149.23E

1149.23E STEPBACK

- A. Those sites with frontages on Street Types A require minimum Stepback depth of twelve (12) feet. All other street types have a Stepback depth of eight (8) feet from the Street Wall.
- B. Where the District Standards Map 1149.11B(5) designates a Significant Corner, the development may qualify for an exemption from the Stepback requirement for up to thirty (30) percent of the Site Frontage, provided they meet the Design Standards in Section 1149.49A.
- C. Where the District Standards Map in 1149.11B(5) designates a Terminating Vista, the development may qualify for an exemption from the Stepback requirement for up to thirty (30) percent of the Site Frontage, provided they meet the Design Standards in Section 1149.49B.
- D. Where the Zoning Administrator determines sites qualify for more than one Stepback exemption, a maximum of sixty (60) percent of the site's frontage can be exempted from the Stepback requirements.

1149.23F STEPBACK DIAGRAM FIGURE

1149.23G ACTIVE EDGE FRONTAGE REQUIREMENTS

- A. All sites designated as having a Retail or Office Requirement or Frequent Entryways Requirement along the edge of blocks shown in the District Standards Map 1149.11B(5), shall comply with this section.
- B. Retail or Office Required: Building frontages in areas where Retail or Office is required on the District Standards Map 1149.11B(5), shall comply with the following standards:
- [1] A development shall provide Retail or Office use for a minimum percentage of the building frontage. Uses are defined in the Table of Permitted Uses 1149.21A.
 - [2] The required minimum percentage of building frontage Retail or Office use occupancy is defined by Street Type as follows:

Street Type A:
Minimum forty percent (40%) of Building Frontage

Street Type B:
Minimum seventy-five percent (75%) of Building Frontage

Street Type C:
Minimum forty percent (40%) of Building Frontage

Street Type D:
Minimum twenty-five percent (25%) of Building Frontage
 - [3] Retail or Office use shall comply with minimum standards of either a Storefront Frontage or an Arcade Frontage as defined in 1149.48A and 1149.48B.
 - [4] Where a building frontage includes a corner along the Build-To-Zone resulting from an intersecting Street or Pedestrian Path, the required Retail or Office use shall extend a minimum of twenty (20) feet along the secondary frontage.
 - [5] The architectural design for the ground floor street level shall provide frequent entryways no further than sixty (60) feet from the end of the building at the Street Wall and the edge of each entryway shall be no greater than (60) feet from a consecutive entryway as measured along the Build-To-Line.
 - [6] Large Retail Occupancy Standard: Where a single ground floor retail occupancy is twenty-thousand (20,000) square feet or greater, the architectural design for the ground floor street level shall provide building entrances no further than one-hundred (100) feet from the end of the building at the Street Wall and the edge of each entryway shall be no greater than one-hundred (100) feet from a consecutive entrance as measured along the Build-To-Line.
- C. Frequent Entryways Required: Building frontages in areas where Frequent Entries are required on the District Standards Map 1149.11B(5), shall comply with the following standards:
- [1] The architectural design for the Building Frontage shall provide building entrances no further than forty (40) feet from the end of the Street Wall and each entryway shall be no greater than forty (40) feet from an adjacent entrances as measured along the Build-To-Line.
 - [3] At Stoop, Porch, Lightwell, Forecourt, and Terrace Private Frontage types the Glazing area percentage shall be determined by measuring the Glazing surface area divided by the surface area of the Street Wall located between the first floor elevation and the underside of the second floor slab.

1149.23H GLAZING REQUIREMENTS

- F. The first story of all Street Walls shall provide a minimum area of window glazing according to standards of Public and Private Frontage Types in Section 1149.12B and as further defined below:
- [1] The window glazing shall be clear, transparent glass unless otherwise approved by the Zoning Administrator.
 - [2] At Storefront, Arcade, and Urban Private Frontage types the Glazing area percentage shall be determined by measuring the surface area of the Glazing divided by the surface area of the Street Wall located between two (2) and eight (8) feet above the elevation of the nearest sidewalk.

1149.24 EDGING ELEMENT STANDARDS

- A. Permitted Edging Elements may be provided within the Build-To-Zone for one-hundred percent (100%) of the Site Frontage except where approved Street Walls, curb cuts, entryways are provided. Edging elements must conform to the requirements of Sections 1149.24A and 1149.24B.

1149.24A TABLE OF PERMITTED EDGING ELEMENTS

Private Frontage Type	Edge Structure	Ornamental Fence	Privacy Fence	Planters	Landscaped Edge
	EE-1	EE-2	EE-3	EE-4	EE-5
PF-1 (Storefront)	P	X	X	P	P
PF-2 (Arcade)	P	X	X	P	P
PF-3 (Urban)	P	P	X	P	P
PF-4 (Stoop)	P	P	X	P	P
PF-5 (Porch)	P	P	X	X	P
PF-6 (Lightwell)	P	P	X	X	X
PF-7 (Forecourt)	P	P	X	P	P
PF-8 (Terrace)	P	P	P	P	P

P = Permitted; X = Prohibited

1149.24B EDGING ELEMENT DESIGN STANDARDS

Edging Element Design Standards are summarized in the table below, and further detailed in the Design Standards Manual in Section 1149.48I

Edging elements	ID	Description	Maximum Height	Prohibited Material
Edge Structure	EE-1	A low masonry wall, platform or stair.	42"	-
Ornamental Fence	EE-2	A semi-transparent fence.	42"	Chain Link
Privacy Fence	EE-3	An opaque fence or wall for screening utility and service areas.	72"	Chain Link
Planters	EE-4	Landscaped planters with spacing of not less than 8' clear.	72"	Plastic
Landscaped Edge	EE-5	A hedge or row of plants and/or flowers.	42"	Plastic

1149.25 ARCHITECTURAL DESIGN STANDARDS

Architectural Design Standards detail the Significant Corners, Terminating Vistas, Finished Floors of Buildings, Horizontal Expression Lines, Building Massings, Building Materials, and Signage in the Architectural Design Standards Manual in Section 1149.49.

1149.25A HEIGHTS

- | | |
|--|--|
| <p>(1) Ground floor uses with Storefront, where required, shall have a minimum clear height of 10 feet.</p> <p>(2) Building height exceptions are permitted in accordance with Section 1510 (Rooftop Structures) of the State Building Code.</p> | <p>(3) Building Height at Stepbacks</p> <p>(a) See Development Standards in Section 1149.21B(2) for maximum building height before a building setback is required.</p> |
|--|--|

1149.25B PROJECTIONS AND ENCROACHMENTS

- | | |
|---|--|
| <p>(1) Building projections shall be permitted to encroach into a front, side, or rear yard setback, and across a Build-To-Line provided that:</p> <p>(a) Structural encroachments shall provide a minimum of fourteen (14) feet of clearance over a public sidewalk or right of way.</p> <p>(b) Architectural encroachments such as cornices or canopies that are not occupied space shall provide a minimum of ten (10) feet of clearance over a public sidewalk or right of way.</p> | <p>(c) Projections shall not be included in the calculation of building footprint or impervious coverage.</p> <p>(d) Signs, awnings, overhangs and similar elements, if determined by the Zoning Administrator to be consistent with the regulations and intent of the frontages, may encroach beyond a Build-To-Line.</p> |
|---|--|

1149.26 PARKING**1149.26A DISTRICT PARKING STANDARDS & PLACEMENT**

- | | |
|--|---|
| <p>(1) Parking, on-street or off-street, in open lots, and/or in enclosed structures, are permitted as accessory to any permitted use.</p> <p>(2) District parking standards are applicable to all uses. Accessory off-street parking spaces, open and/or enclosed, shall be provided for any use specified in the Table of Permitted Uses 1149.21A.</p> <p>(3) District Parking Placement</p> <p>(a) There shall be no open or enclosed parking at the sidewalk level within sixteen (16) feet of the Build-To-Line.</p> <p>(b) On-Street parking spaces along the frontage of a lot, shall count towards satisfying total parking demand for a site.</p> <p>(4) District Standards for, and Placement of, Loading Spaces</p> <p>(a) Loading, on-street or off-street, in open lots, and/or in enclosed structures, are permitted as an accessory use to any permitted use of a site.</p> | <p>(b) Loading spaces may be designed to the dimensions needed to accommodate specific types of vehicles based on the activity and permitted use for which the loading is required.</p> <p>(c) Loading spaces may serve and count towards multiple functions of a site. For instance, a loading space may also double as a marked drop-off space.</p> <p>(d) Loading spaces may have signed use restrictions based on day of the week, time of the day, or hours of operation.</p> <p>(e) On-street spaces marked for the purposes of loading within the frontage of a site, shall count towards meeting loading requirements of a permitted use.</p> |
|--|---|

1149.26B SCHEDULE OF DISTRICT PARKING AND LOADING STANDARDS

RETAIL	PARKING /	LOADING
Retail	1sp/600sf	0sp for 0sf to 4,999sf 1sp for 5,000 to 14,999sf
Restaurant	1sp/400sf	2sp for 15,000 to 29,999sf 3sp for 30,000 to 59,999sf
Wholesale	1sp/2,000sf	1 additional space per +40ksf

OFFICE

Office	1sp/600sf	0 sp up to 4,999sf 1sp for 5,000sf to 24,999sf
Medical Office	1sp/450sf	2sp for 25,000sf to 49,999sf
Research & Development	1sp/400sf	3sp for 50,000sf to 99,999sf
Professional Service	1sp/400sf	4sp for 100,000sf and above

RESIDENTIAL⁽¹⁾

Multifamily	1.00sp/du	1 space per building
Senior Housing	0.50sp/du	Loading space may be used for parking by building maintenance staff vehicle(s).
Dormitory	0.25sp/du	
Residential Care Facilities	0.25sp/du	
Nursing/Assisted Living	0.25sp/du	
Townhouse	1.00sp/du	No Loading Requirements
Live-Work	1.00sp/du	
Cottage Courts	1.00sp/du	

ENTERTAINMENT/ CULTURAL/ ARTS

Entertainment/Cultural/Arts ⁽²⁾	1sp/450sf	0 sp up to 4,999sf 1sp for 5,000sf to 24,999sf
Catering Hall/ Event Space	1sp/450sf	2sp for 25,000sf to 49,999sf
Micro-brewery	1sp/450sf	3sp for 50,000sf to 99,999sf 4sp for 100,000sf and above

HOSPITALITY ⁽¹⁾	PARKING /	LOADING
Hotel	0.8sp/room	1sp/100 rooms
Inn / Bed & Breakfast	0.8sp/room	

INSTITUTIONAL / CIVIC

Religious / Charity	1sp/500sf	1 space per building
Healthcare / Hospital	1sp/500sf	Loading space may be used for parking by building maintenance staff vehicle(s).
Government	1sp/500sf	
Library	1sp/750sf	
Community Facility	1sp/600sf	
Indoor Recreation	1sp/800sf	
Educational Use	1sp/500sf	

LIGHT INDUSTRIAL

Artisan Production	1sp/1,000sf	1 space per building
Data Information Center	1sp/8,000sf	Loading space may be used for parking by building maintenance staff vehicle(s).
Urban Agriculture	1sp/2,000sf	
Small-Scale Renewable Energy	(None)	

Parking Schedule, Units of Measure:

sp	Parking Spaces
sf	Square Feet
ksf	Square Feet (in Thousands)
room	Guest Suites (of Hotels or Inns)
bed	Bedrooms (of Residential Care Facilities)

1149.26C RIDE SHARE PICKUP AND DROP-OFF

- (1) Applicability. A designated Ride Share Pickup and Drop-Off Area shall be provided for any nonresidential or mixed-use building containing forty-thousand (40,000) square feet or more of gross floor area; and any residential or mixed-use building containing eighty (80) or more dwelling units.
- (2) Location and Design. Each required Ride Share Area shall be located on-site or directly adjacent to the development site, positioned to minimize interference with pedestrian, bicycle, and emergency vehicle circulation. The Ride Share Area shall be clearly marked and signed for temporary standing only, with pavement markings and signage indicating "Rideshare Loading Only - 5-Minute Limit."
- (3) Ride Share Areas shall accommodate a minimum of one (1) standard passenger vehicle space and a maximum of two (2) spaces, regardless of total floor area or dwelling units.
- (4) Alternative Compliance. The Zoning Administrator may approve an alternative configuration or shared use of existing loading spaces, on-street parking, or short-term standing zones to satisfy this requirement, provided the applicant demonstrates that:
 - [a] The shared or alternative location will maintain safe pedestrian and vehicular operations; and
 - [b] The Ride Share Area will remain accessible during the building's typical peak arrival and departure periods.

1149.26D DISTRICT PARKING STANDARDS

- (1) Shared use of parking.
 - (a) The total number of parking and loading spaces required for a given site shall be the sum of the requirements for each individual use, except that such total may be reduced in the Severance Overlay Zone by the Planning Commission where the applicant demonstrates that the capacity of the facility will satisfy the purposes of this chapter by reason of variation in the probable time of peak use by residents, visitors, patrons, deliverers and/ or employees as well as use of alternative modes of transportation.
- (2) The applicant may submit a Parking Management Plan by using the standards provided in the most recent edition of Shared Parking published by the Urban Land Institute and/ or other supporting nationally and locally recognized standards to demonstrate to the maximum aggregate parking demand required after calculating for each use of a site. Where two or more uses on the Site (or Off-Site locations) are able to share the same parking spaces because their peak parking demands occur at different times, the same parking spaces may be counted towards the satisfaction of the parking requirements for each use. This calculation of peak demand may be formalized through the approval of a Parking Management Plan by the Planning Commission.

Any Parking Management Plan submitted for approval shall include:

 - (a) The names of the uses that will share the parking.
 - (b) The location and number of parking spaces to be shared.
 - (c) An analysis showing that the peak parking times of the uses occur at different times and that the parking area will be large enough for the anticipated demands of all uses as prepared by a parking consultant or traffic engineer.
 - (d) A legal instrument such as a lease, easement or deed restriction that guarantees the parking will be provided on-site or off-site so long as the associated uses remain, access to the parking for multiple uses according to an approved Parking Management Plan, the time periods under which each use will have rights to count spaces for purposes of the space requirements, and restrictions on the hours of operation of each use, which shall be submitted to the Zoning Administrator for review and approval.
- (3) Approval of Shared Parking: The Planning Commission may grant an application for shared parking associated with a Parking Management Plan if it finds that:
 - (a) The analysis provided presents a realistic projection of parking demands likely to be generated.
 - (b) Peak demand is sufficiently distinct so that the Planning Commission is able to clearly identify a number of spaces for which there will be limited overlap of parking demand.
 - (c) Rights to the use of spaces are clearly identified so as to facilitate enforcement.
- (4) Where applicants can demonstrate that parking space reductions are justified, the minimum number of parking spaces required to be provided by an applicant seeking Site Plan approval, may be reduced. The following parking space reductions from the total requirements may be granted by the Zoning Administrator where an applicant demonstrates such reductions are justified:
 - (a) Non-Reserved Parking: For parking facilities of greater than fifty (50) spaces applicants are eligible for up to a ten percent (10%) parking reduction where all of the residential parking is not reserved or dedicated for individuals or groups. The approval and allowance of such reductions shall be at the discretion of the Zoning Administrator.
 - (b) Attendant and Valet Parking: For parking facilities, or portions of, greater than fifty (50) spaces offering attendant parking facilities operated at least sixteen (16) hours per day, up to a fifteen percent (15%) parking reduction shall be available at the discretion of the Zoning Administrator. Parking facilities, or portions of, designed exclusively for use by attendant parking facilities may be designed to permit tandem parking and other compact formats.
 - (c) Car Share Parking: For facilities, or portions of, with twenty (20) spaces or more, total required parking spaces may be reduced by three (3) conventional parking spaces for every one car share space provided up to a maximum of a fifteen percent (15%) reduction of the total parking required.
 - (d) Maximize Shared Parking The Applicant shall work with the Zoning Administrator to ensure that, to the extent possible, any new parking is available for shared use and/ or public use.

1149.26D DISTRICT PARKING STANDARDS

- (5) After considering all parking reductions permitted above, in no event shall the total required parking be reduced by more than thirty percent (30%) below the base requirements
- (6) Off-Site Parking
 - (a) Off-Site Municipal or Private Parking may be provided within one-thousand (1,000) feet from such site.
 - (b) Up to one-hundred percent (100%) of on-site parking demand may be fulfilled through off-site parking arrangements provided the applicant can demonstrate legal documentation of such parking arrangements to the satisfaction of the Zoning Administrator.
- (7) Mechanical Parking. Applicants seeking to utilize mechanically-assisted and/or automated parking facilities must demonstrate that safety, operational, and dimensional design considerations have been met in order to receive permission to use such assisted facilities as an alternate parking facility type.
- (8) Fee-In-Lieu of Parking
 - (a) The Fee-in-Lieu of parking shall be twenty-thousand (\$20,000) per parking space.
 - (b) The fee-in-lieu payments are a one-time fee, applicable to a specific site plan application. The fee shall be established at site plan approval.
 - (c) The fee-in-lieu payments shall be dedicated to the construction and operation of shared use and/or public use parking facilities. Construction and operation of transit facilities and/or transit service(s) that will reduce the overall demand for parking within the Severance Overlay Zone.
 - (d) The City of Cleveland Heights may accept such fees to replace a portion of the required parking spaces which will not be provided on site, however in no case shall the reduction of parking exceed the standards established in this section.
 - (e) Administration. The Zoning Administrator shall maintain and publish the current Fee-in-Lieu of a Parking Space rate, subject to annual adjustment based on the Consumer Price Index (CPI) or other approved construction cost index. Fees shall be paid prior to issuance of a Building Permit.

CHAPTER 1149.3 ADMINISTRATION**1149.31 SITE PLAN SUBMISSION REQUIREMENTS**

- A. The Planning Commission shall approve or deny a site plan application in accordance with Chapter 1149 and as advised by the zoning administrator.
- B. All applications for site plan approval shall include the following information:
 - (1) Plat, plot plan. Plat, property lines of the parcel or parcels proposed for development including existing utilities, easements, street rights of way, and locations of existing principal buildings and land uses on adjacent parcels and across existing streets, along with permanent parcel numbers of the development and adjacent parcels.
 - (2) Topography. Topographic maps of existing and generally proposed grading contours at not greater than two (2) foot intervals, including integration into and topography on adjacent properties, wooded areas and trees of substantial size. The topography may be included on the plot plan.
 - (3) Principal and accessory buildings. The number, height, location of proposed dwelling units, nonresidential uses, recreational facilities and public uses, along with documentation of compliance with permitted uses.
 - (4) Circulation. The proposed system of circulation, details for access, methods for control, and an assessment of the impact of the proposed development on the existing circulation system.
 - (5) Parking areas. The layout, dimensions and estimate of the number of parking spaces, the landscaping and other design features of the parking area and types of pavement, the loading and unloading areas.
 - (6) Outdoor lighting fixtures. The location, type and illumination intensity of all outdoor lighting fixtures.
 - (7) Signs. Indication of the size, location, color and nature of any existing or proposed signs on the property.
 - (8) Outdoor storage. The location and layout of all outdoor storage including storage of waste materials and trash receptacles.
 - (9) Architectural drawings. Conceptual floor plans demonstrating build-to-zone and occupancy compliance and conceptual elevations of private frontages demonstrating compliance with architectural standards.
 - (10) Phasing, sequencing of project. A detailed statement of the phasing and staging of specific elements of the plan, including a proposed construction sequencing schedule.
 - (11) Utilities. Show proposed location of new utilities and authority to connect these into existing infrastructure. Stormwater must address requirements of Chapter 1335, Stormwater Management.
- C. The Zoning Administrator may waive certain submission requirements that are deemed unnecessary for the review and evaluation of a proposed development.

1149.32 PRELIMINARY APPLICATION PROCESS

- A. Purpose. The preliminary application process is intended to ensure early coordination between the Applicant and the Technical Advisory Committee (TAC) to identify issues related to site layout, street type, public frontage, civic space, and other design and infrastructure considerations prior to formal submission.
- B. First Meeting with Applicant and TAC. A first meeting shall be scheduled at a mutually agreed upon time following the Applicant's request for preliminary review. The Applicant shall provide sufficient conceptual materials to allow TAC members to evaluate the proposal's general conformance with the Severance Overlay Zone.
- C. Second Meeting with Applicant and TAC. A second meeting shall be held within thirty (30) days of the later of:
 - [1] The Applicant's submission of an amended draft application incorporating revisions requested at the first meeting, or
 - [2] The date of the initial TAC meeting, should no revisions be requested.
 - [3] In all cases, the second meeting shall occur no later than six (6) months from the date of the first meeting.
- D. Completion of Preliminary Review. Upon conclusion of the second meeting, or upon written confirmation from the Zoning Administrator that the preliminary review is complete, the Applicant may proceed to Official Plan Submission Review.

1149.33 OFFICIAL PLAN SUBMISSION REVIEW

- A. Official Submission. Following completion of the preliminary review process, the Applicant may submit a formal Site Plan Application to the Planning and Development Department in accordance with Section 1149.31 Site Plan Submission Requirements.
- B. Distribution to Reviewing Bodies. Within twenty (20) days of receipt of a complete application, the Planning and Development Department shall distribute the full submission to the TAC and the Architectural Board of Review (ABR) for review and comment.
- C. Architectural Board of Review Action. The ABR shall provide written comments and recommendations to the Planning Commission within thirty (30) days of receiving the submission from the Planning and Development Department.
- D. Planning Commission Decision. The Planning Commission shall render a decision to approve, approve with procedural conditions, or deny the Site Plan within forty-five (45) days of the later of:
 - (1) The date of receipt of written comments and recommendations from the ABR; or
 - (2) Thirty (30) days following the ABR's receipt of the submission from the Planning and Development Department, if no comments have been received.
- E. Extensions. The Planning Commission may, upon written request from the Applicant, grant a reasonable extension of any deadline under this section, provided such extension does not exceed sixty (60) days in total and does not unreasonably delay concurrent administrative or legislative review processes.

1149.34 SUB-DIVISION AND OWNERSHIP

- A. All or any portion(s) of land area within a district defined by Chapter 1149 may be subdivided either horizontally or vertically for purposes of sale, lease or mortgage, to support financing of component project elements, and/or (to the extent permitted by law) tax lot creation provided that all lots, parcels or development sites so created shall be developed and used in accordance with the site plan, this article, and compliance with the relevant requirements of State and Local Law. All applications for subdivision must be approved by the Planning Commission.
- B. Where a lot is proposed for development under the terms on this article, and where the lot is comprised of multiple parcels of land, the parcels need not be under single ownership, so long as all owners consent to the application. Subsequent to approval of any site plan pursuant to this article, the owner(s) may vertically or horizontally subdivide the site into one or more lots for the purpose of taxation, financing, ownership or other purpose, without meeting bulk and area requirements of this chapter, provided that no development or use within the subsequently created lots will be permitted except as shown on the approved site plan or subsequently approved plan.
- C. A subdivision plat shall be recorded in accordance with the administrative procedures of the City of Cleveland Heights. The authority to approve site plans and subdivisions under the Severance Overlay Zone is vested in the Planning Commission.

1149.35 CHAPTER AMENDMENTS

- A. Chapter 1149 may be amended from time to time in accordance with Title 11. Prior to adopting an amendment, the City Council shall refer such proposed amendment(s) to the Planning Commission and the New Communities Authority (NCA) board (if an NCA is in effect) for comment.
- B. If comments are not received within 30 days of such referral, the City of Cleveland Heights may enact the amendment without receiving such comment. All such amendments shall be consistent with the most current City of Cleveland Heights Master Plan.

1149.36 SITE PLAN AMENDMENTS

- A. Proposed amendments to site plans shall be presented first to the Zoning Administrator, who shall determine whether an additional preliminary application, plan review, and/or approvals by the Planning Commission are required (major amendments) or if an expedited administrative approval by the Zoning Administrator is adequate (minor amendments).
- B. The Zoning Administrator, may establish and adopt criteria for determining the degree of change to a site plan that triggers the need for a new application and full approval process.

1149.37 DURATION OF APPROVALS

- A. All site plans and/or subdivisions approved under the provisions of Chapter 1149 shall remain valid for a period of two years from the date of site plan approval and an applicant shall obtain necessary building permits and other approvals from permitting agencies and commence construction within such time period.
- B. Approvals shall expire after two years unless the applicant can show good cause for its failure to obtain a building permit, in which case an extension of up to one year may be granted by the Planning Commission. If construction is suspended for a period greater than one (1) year, the Planning Commission shall be empowered to notify the applicant and revoke the permit if such construction suspension is not found to be for good cause.
- C. Good Cause for Revocation. A finding by the Planning Commission that circumstances beyond the reasonable control of the Applicant have prevented timely continuation or completion of construction or the obtaining of necessary permits. Such circumstances may include, but are not limited to:
 - (1) Delays in securing financing, permits, or approvals from other governmental or regulatory entities;
 - (2) Supply chain, labor, or material shortages affecting the project's ability to proceed as approved;
 - (3) Acts of God, natural disasters, or other emergency events impacting construction; or
 - (4) Documented revisions to development phasing or partnerships approved or acknowledged by the Zoning Administrator as consistent with the intent of the approved site plan.
 - (5) Delays resulting solely from market speculation, lack of diligence, or changes in ownership shall not constitute good cause.

CHAPTER 1149.4 DESIGN STANDARDS MANUAL

1149.41 INTENT AND PURPOSE

- A. In order to create buildings that contribute to the redevelopment and revitalization of the Severance Town Center as intended by the Recommended Action Plan and based on the input of Cleveland Heights as documented, and to contribute to the long-term sustainability of the districts, streets, frontages, and street wall designs shall be guided by the standards contained in Section 1149.4.
- B. The purpose of Section 1149.4 is to institute legally enforceable regulations pertaining to design elements of the Traveled Way, Public Frontages, and Private Frontages within the defined district(s) of the Severance Overlay Zone. Where guidelines are created, the purpose is to clarify the intent and ensure that the integrity of the Severance Town Center is achieved through visual appeal of the civic realm.
- C. Where terms “may”, “can”, “should”, or their synonyms are used, the intent is to provide guidance to achieve the design intent of this section.

1149.42 STREET TYPE DESIGN STANDARDS

- A. The standards in this section apply to Streets, Access Lanes, and Pedestrian Paths. Where appropriate it can also define features of Pedestrian Trails.
- B. Section 1149.43 is a Table of Permitted (and prohibited) Private Frontages for Street Types A, B, C, and D.
- C. Section 1149.44 is a Table of Permitted (and prohibited) Private Frontages for Path Types P.
- D. Pedestrian Trails are also shown in Table 1149.44 but are not an applicable condition for establishing a Built-To-Line and/or for permitting Private Frontages.
- E. **Drive Lanes**
Are dedicated to the public access and movement of people, goods, and services by vehicle and shall be a minimum width of 9 feet unless approved otherwise by the Planning Commission.
- F. **Access Lanes**
Are dedicated to limited or low frequency access for vehicles, services, egress, emergency response, and/or pedestrian movement to a site and/or across a site.
- G. **Drainage**
All new streets should endeavor to utilize natural drainage or alternate systems as approved by the Planning Commission, provided that they are feasible, provide ecological benefit, and are supported by the Director of Public Works.
- H. **Cul-de-sacs**
Cul-de-sacs and other dead ends shall be prohibited unless a connection to a Pedestrian Path or Pedestrian Trail is provided at the terminus.
- I. **Bicycle Lane**
Where a Bicycle Lane is planned or intended, it will be incorporated into design as recommended by the Director Public Works.
 - (1) Bicycle Lanes shall be striped, signed, and marked.
 - (2) All Shared Lanes shall provide signage and pavement markings.
- J. **Curb, Crosswalks, and Ramps**
 - (1) The effective radii of curbs at intersections of new streets shall be 18 feet on A street types, and 12 feet on the remaining street types. Where needed, larger effective turning radii shall be given for the movement of emergency vehicles along emergency access routes.
 - (2) Curbs can be rolling or flat where alternate drainage systems, including bioswales, are provided.
 - (3) Flat or rolled curbs are allowed as a design feature to accommodate larger effective turn radii as needed.
 - (3) Crosswalks shall be marked.
 - (4) Curb extensions with perpendicular curbs, ramps, and landscaping shall be incorporated at crosswalks where possible.
 - (5) New and reconfigured streets shall meet ADA standards in all areas where feasible.
- K. **Center Medians**
When medians are included in Street Types, they shall be designed in keeping with the dimensions shown for the given street type.

1149.43 TABLE OF PERMITTED PRIVATE FRONTAGES

STREET TYPE / FRONTAGE		PF-1	PF-2	PF-3	PF-4	PF-5	PF-6	PF-7	PF-8
		STOREFRONT	ARCADE	URBAN	STOOP	PORCH	LIGHTWELL	FORECOURT	TERRACE
A	Access/Perimeter	P	P	P	P	X	X	P	P
B1/B4	Boulevards	P	P	P	X	X	X	P	P
B2/B3	Boulevards	P	X	X	X	P	P	P	P
C	Local Streets	P	X	X	P	P	P	P	P
D	Service Lanes	P	X	P	P	P	P	P	P

P = Permitted

X = Prohibited

1149.43A STREET A-1

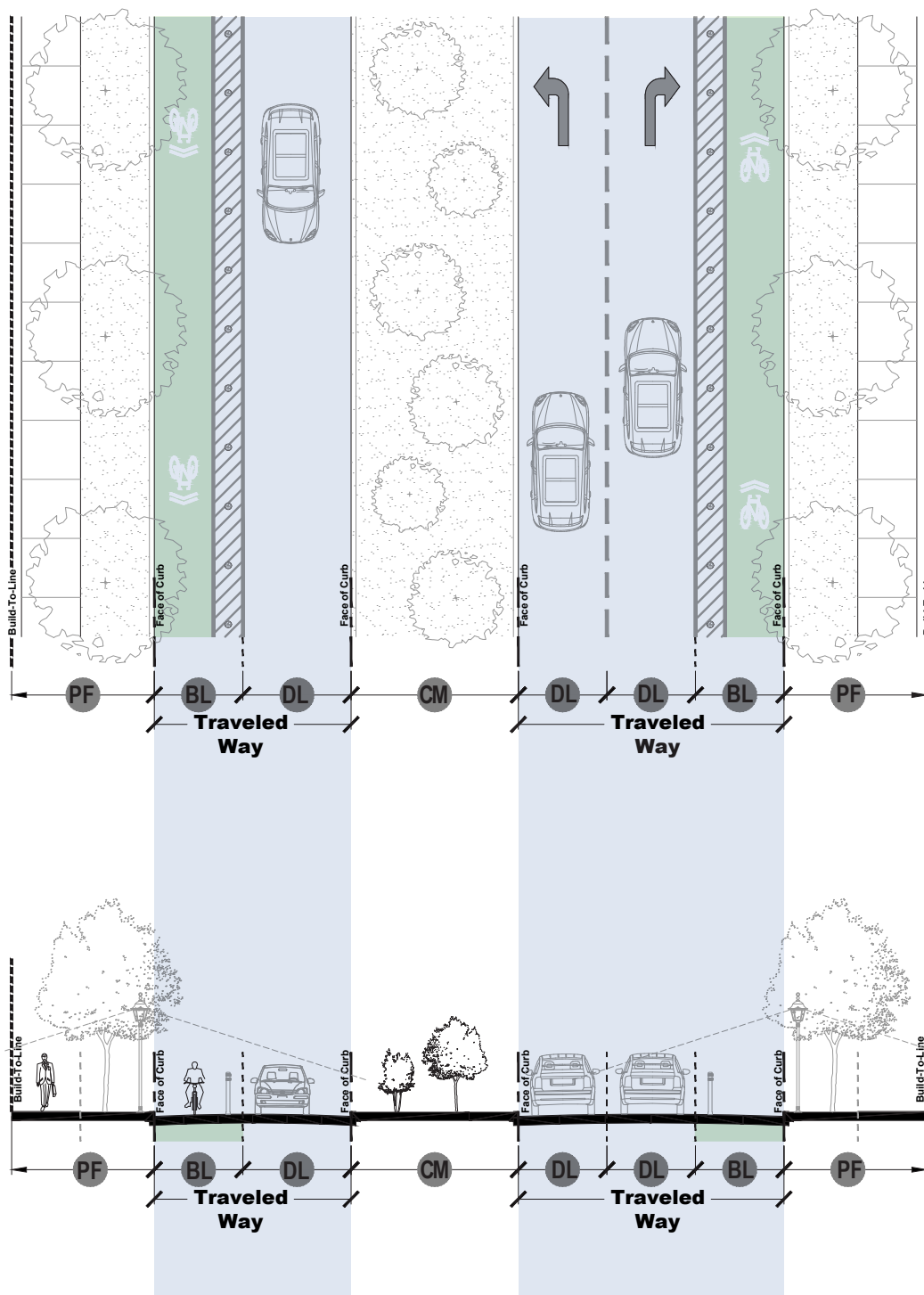
One Lane Inbound / Two Lanes Leading to Signalized
Intersections / Center Median / Protected Bike Lanes
Minimum Required Right-of-Way Width: 93'

Street Section
Elements
Dimensional
Standards

ID	Width
PB	9'-0"
CM	Min. 8'
DL	Min. 9'
PF	14'-6"

LEGEND

AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA



1149.43B STREET A-2

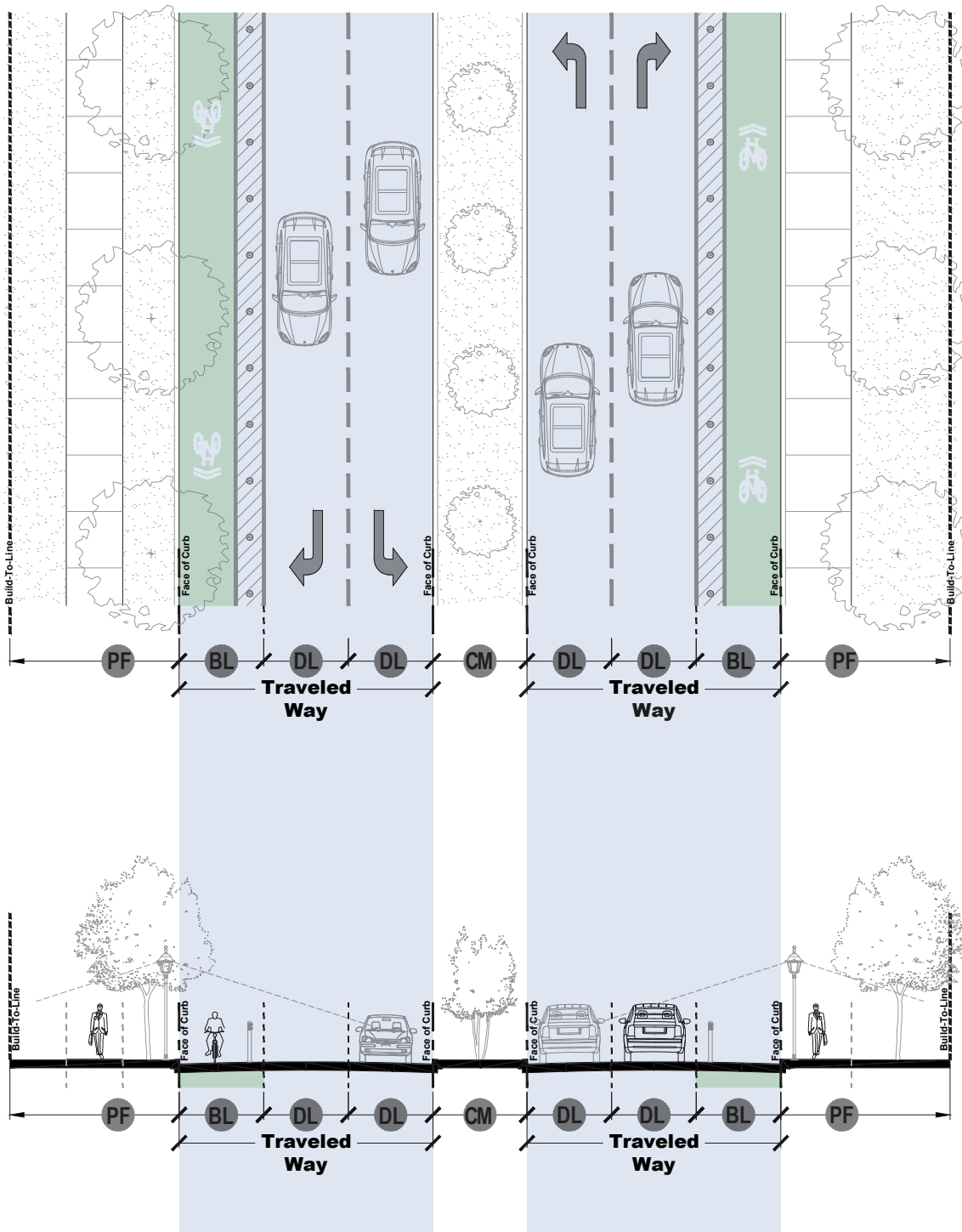
Two Lanes in Each Direction
 Landscaped Center Median / Protected Bike Lanes
 Minimum Required Right-of-Way Width: 100'

Street Section
 Elements
 Dimensional
 Standards

ID	Width
PB	9'-0"
CM	10'-0"
DL	9'-0"
PF	18'-0"

LEGEND

- AP ANGLED PARKING
- BL BICYCLE LANE
- CM CENTER MEDIAN
- CS CIVIC SPACE
- CT CYCLE TRACK
- DL DRIVE LANE
- LA ACCESS LANE / PATH
- PB PROTECTED BIKE LANE
- PF PUBLIC FRONTAGE
- PM PARKING MEDIAN
- PP PARALLEL PARKING
- SU SHARED USE SHOULDER
- VA VEGETATED AREA



1149.43C STREET A-3

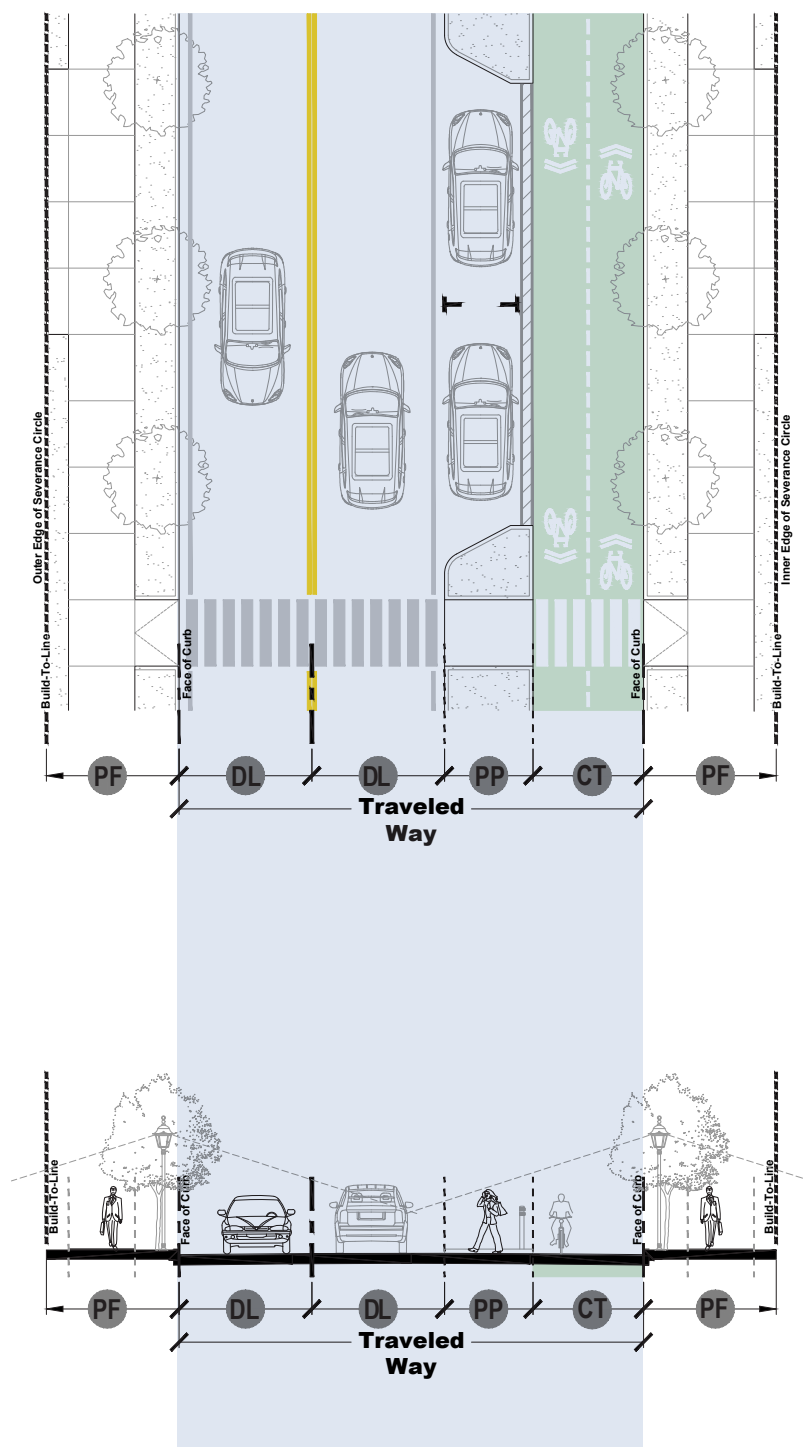
One Lane Each Direction / Parallel Parking
(Alternating with Median) / Cycle Track
Minimum Required Right-of-Way Width: 66'

Street Section
Elements
Dimensional
Standards

ID	Width
CT	10'-0"
PP	8'-0"
DL	12'-0"
PF	12'-0"

LEGEND

- AP ANGLED PARKING
- BL BICYCLE LANE
- CM CENTER MEDIAN
- CS CIVIC SPACE
- CT CYCLE TRACK
- DL DRIVE LANE
- LA ACCESS LANE / PATH
- PB PROTECTED BIKE LANE
- PF PUBLIC FRONTAGE
- PM PARKING MEDIAN
- PP PARALLEL PARKING
- SU SHARED USE SHOULDER
- VA VEGETATED AREA



1149.43D STREET B-1

One Lane Each Direction / Angled Parking
Minimum Required Right-of-Way Width: 96'

Street Section
Elements
Dimensional
Standards

**Element
Width**

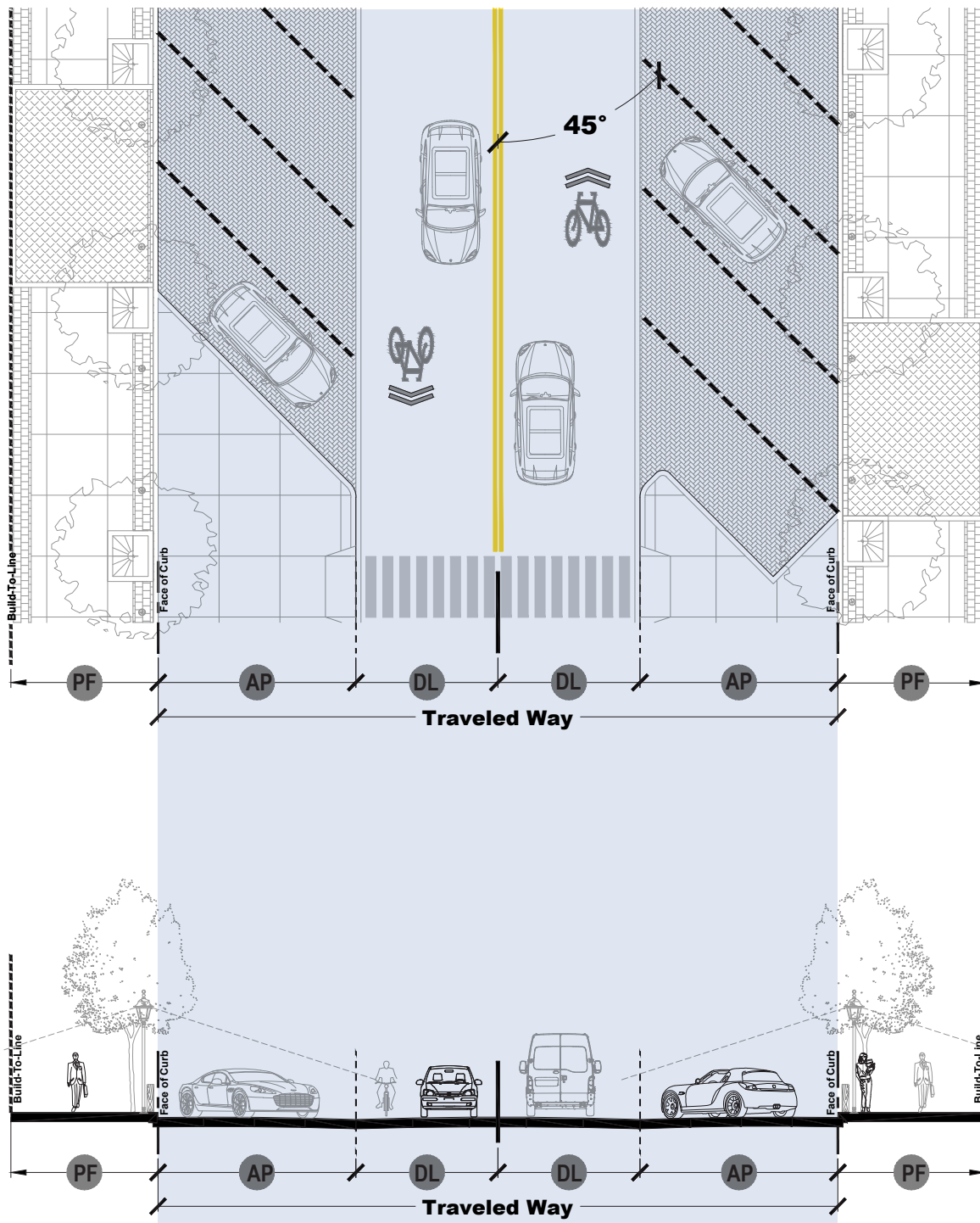
AP - 20'-0"

DL - 14'-0"

PF - 14'-6"

LEGEND

- AP** ANGLED PARKING
- BL** BICYCLE LANE
- CM** CENTER MEDIAN
- CS** CIVIC SPACE
- CT** CYCLE TRACK
- DL** DRIVE LANE
- LA** ACCESS LANE / PATH
- PB** PROTECTED BIKE LANE
- PF** PUBLIC FRONTAGE
- PM** PARKING MEDIAN
- PP** PARALLEL PARKING
- SU** SHARED USE SHOULDER
- VA** VEGETATED AREA



1149.43E STREET B-2

One Lane Each Direction / Protected Bikes Lanes

Minimum Required Right-of-Way Width: 80'

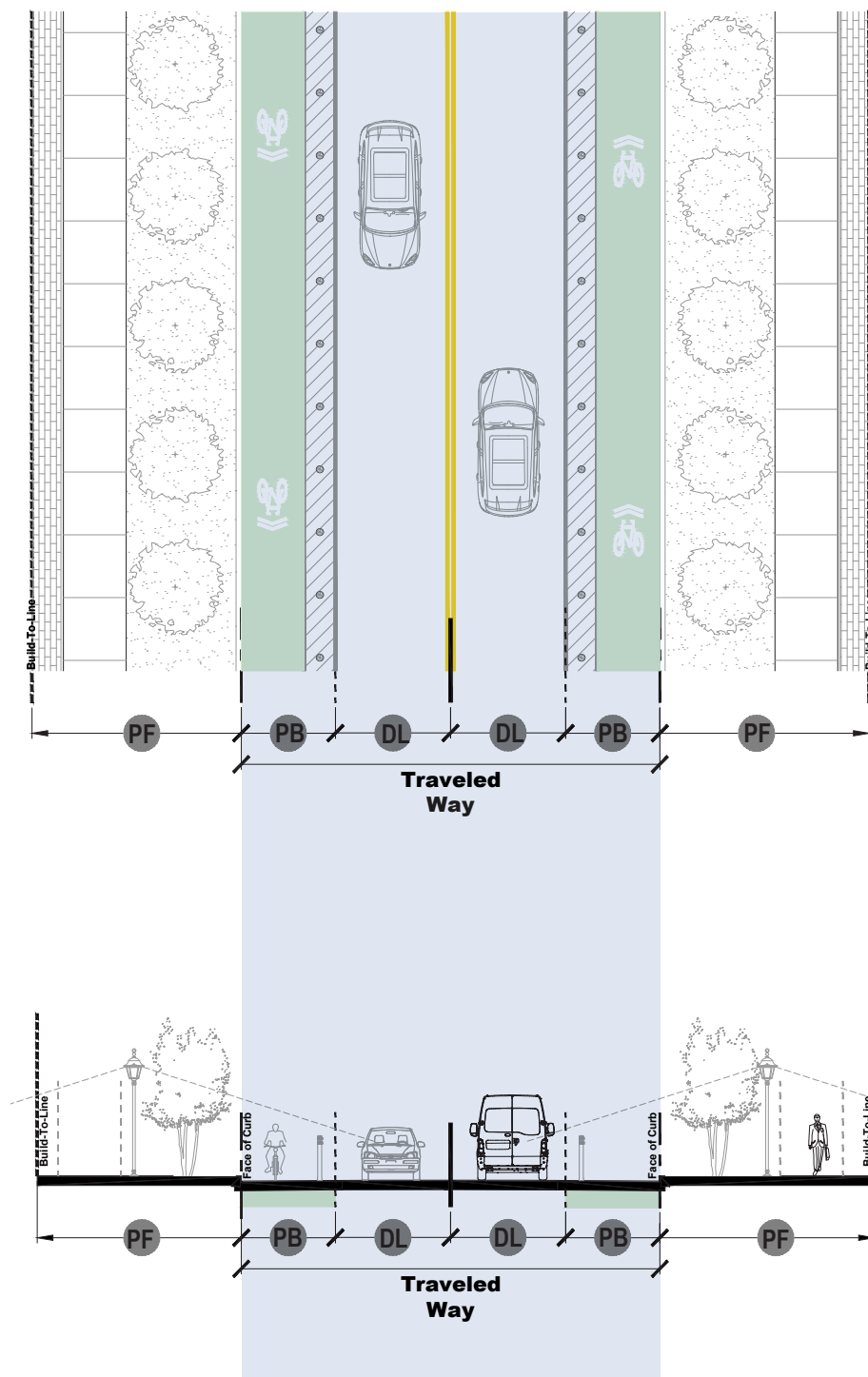
Street Section Elements

Dimensional Standards

ID	Width
PB	9'-0"
DL	11'-0"
PF	20'-0"

LEGEND

- AP** ANGLED PARKING
- BL** BICYCLE LANE
- CM** CENTER MEDIAN
- CS** CIVIC SPACE
- CT** CYCLE TRACK
- DL** DRIVE LANE
- LA** ACCESS LANE / PATH
- PB** PROTECTED BIKE LANE
- PF** PUBLIC FRONTAGE
- PM** PARKING MEDIAN
- PP** PARALLEL PARKING
- SU** SHARED USE SHOULDER
- VA** VEGETATED AREA

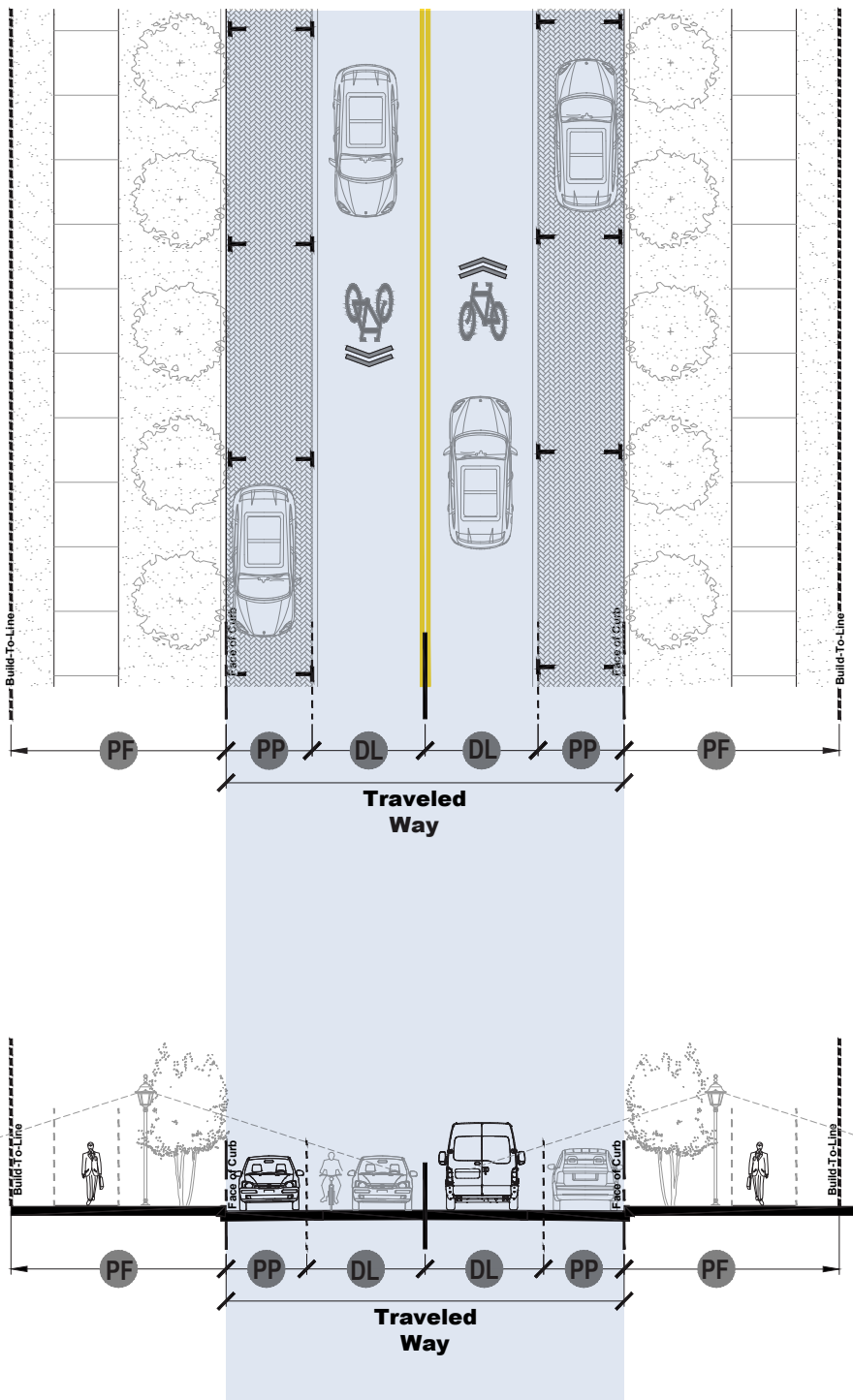


1149.43F STREET B-3

One Lane Each Direction / Parallel Parking
Bikes Share the Lane
Minimum Required Right-of-Way Width: 77'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	10'-6"
PP	8'-0"
PF	20'-0"



LEGEND

- AP ANGLED PARKING
- BL BICYCLE LANE
- CM CENTER MEDIAN
- CS CIVIC SPACE
- CT CYCLE TRACK
- DL DRIVE LANE
- LA ACCESS LANE / PATH
- PB PROTECTED BIKE LANE
- PF PUBLIC FRONTAGE
- PM PARKING MEDIAN
- PP PARALLEL PARKING
- SU SHARED USE SHOULDER
- VA VEGETATED AREA

1149.43G STREET B-4

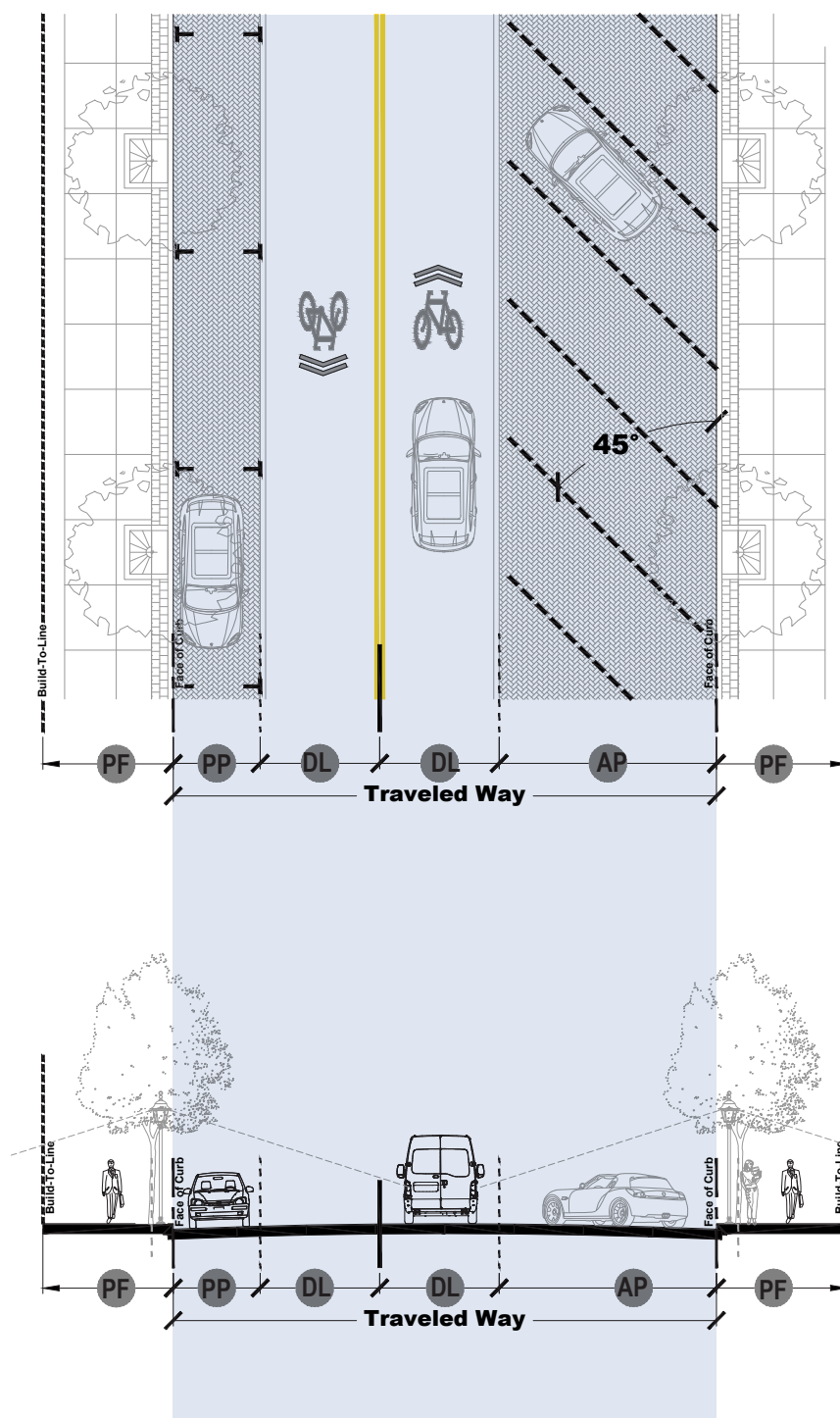
One Lane Each Direction / Angled Parking on One Side
 Parallel Parking on One Side / Bikes Share the Lane
 Minimum Required Right-of-Way Width: 74'

Street Section
 Elements
 Dimensional
 Standards

ID	Width
AP	20'-0"
PP	8'-0"
DL	11'-0"
PF	12'-0"

LEGEND

AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

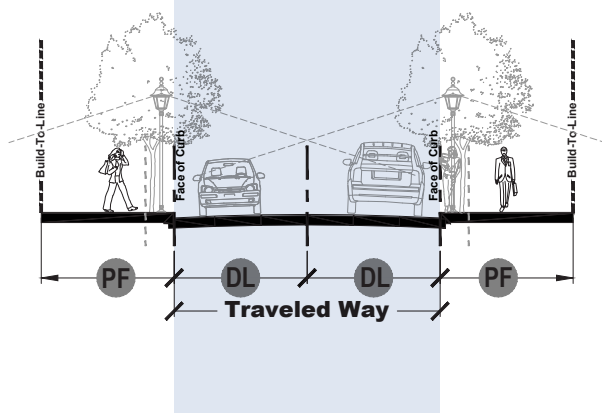
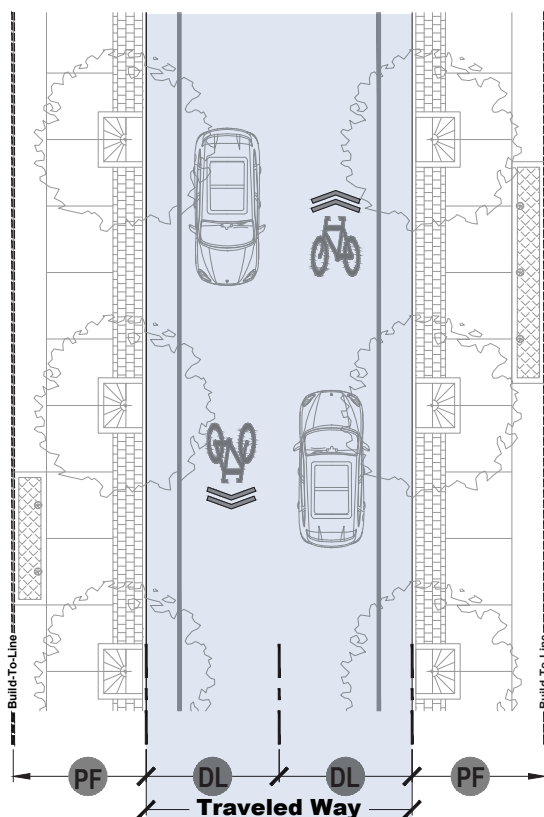


1149.43H STREET C-1

One Lane in Each Direction
Bicycles Share the Lane
Minimum Right-of-Way Width: 48'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	12'-0"
PF	12'-0"



LEGEND

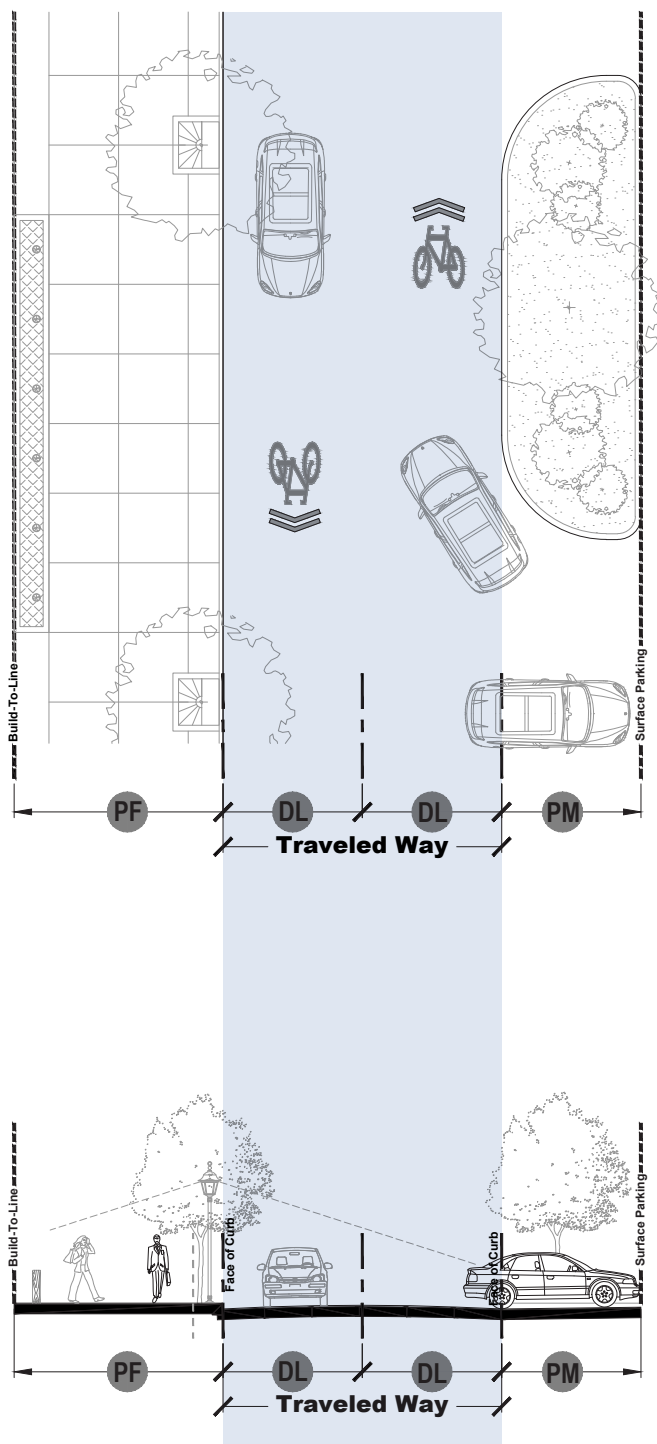
AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

1149.431 STREET C-2

One Lane in Each Direction
Bicycles Share the Lane
Minimum Right-of-Way Width: 48'

Street Section
Elements
Dimensional
Standards

ID	Width
PM	12'-0"
DL	12'-0"
PF	18'-0"



LEGEND

- AP ANGLED PARKING
- BL BICYCLE LANE
- CM CENTER MEDIAN
- CS CIVIC SPACE
- CT CYCLE TRACK
- DL DRIVE LANE
- LA ACCESS LANE / PATH
- PB PROTECTED BIKE LANE
- PF PUBLIC FRONTAGE
- PM PARKING MEDIAN
- PP PARALLEL PARKING
- SU SHARED USE SHOULDER
- VA VEGETATED AREA

1149.43J STREET C-3

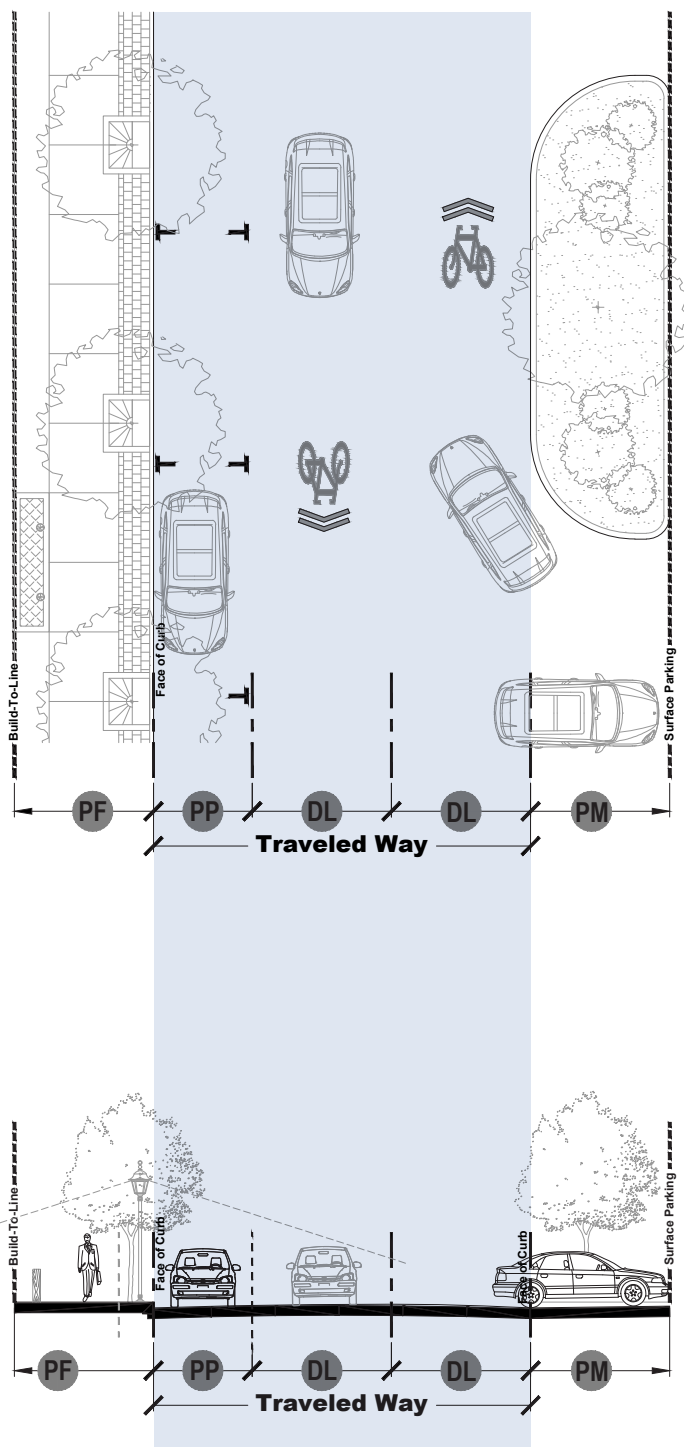
One Lane in Each Direction
Bicycles Share Lane
Minimum Right-of-Way Width: 56'

Street Section
Elements
Dimensional
Standards

ID	Width
PM	12'-0"
DL	12'-0"
PP	8'-0"
PF	12'-0"

LEGEND

AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA



1149.43K STREET C-4

One Lane in Each Direction / Parallel Parking Both Sides of Lane
 Landscaped Center Median / Bicycles Share the Lane
 Minimum Required Right-of-Way Width: 104'

Street Section
 Elements
 Dimensional
 Standards

**Element
Width**

PP 7'-0"

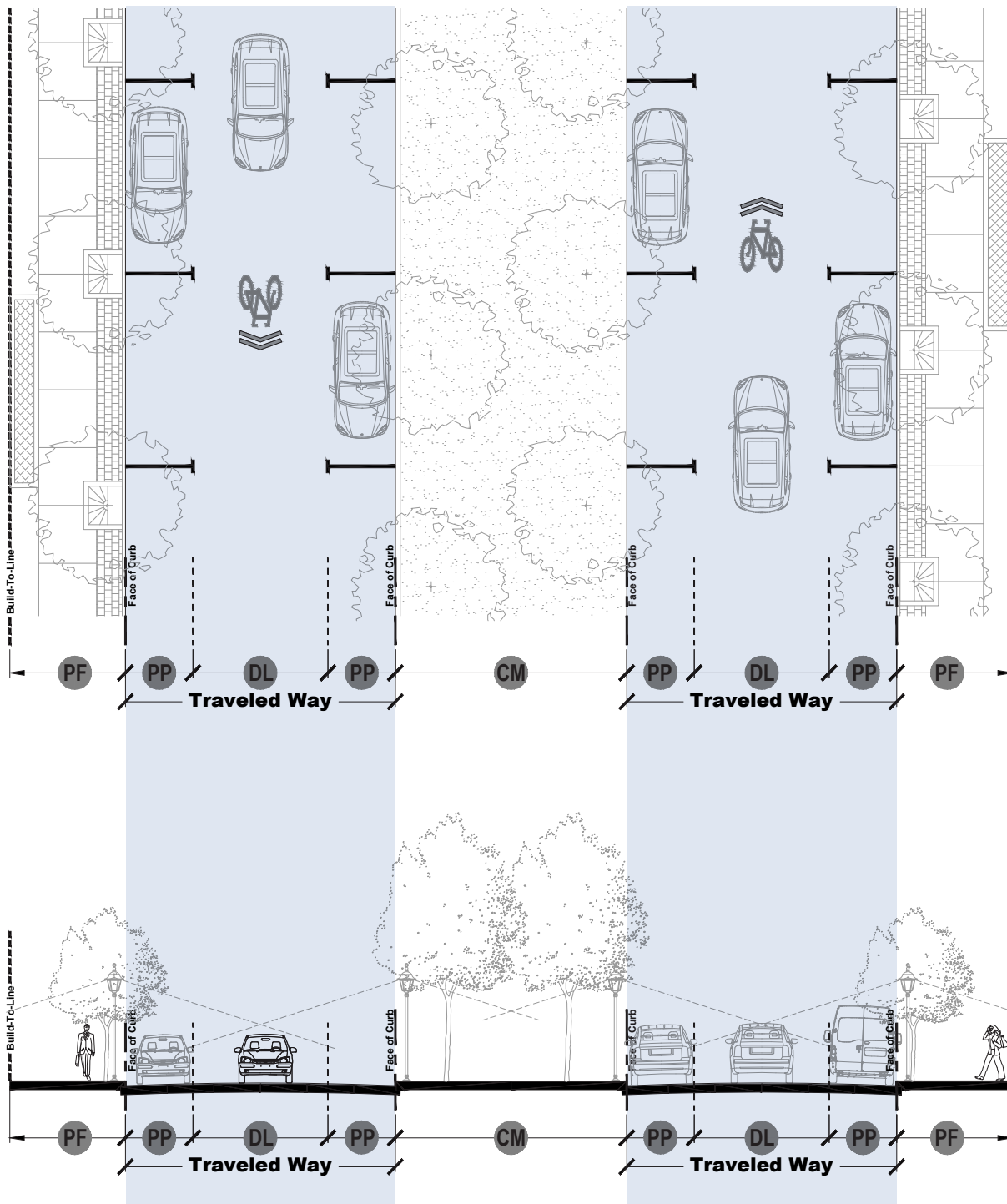
DL 14'-0"

CM 24'-0"

PF 12'-0"

LEGEND

- AP** ANGLED PARKING
- BL** BICYCLE LANE
- CM** CENTER MEDIAN
- CS** CIVIC SPACE
- CT** CYCLE TRACK
- DL** DRIVE LANE
- LA** ACCESS LANE / PATH
- PB** PROTECTED BIKE LANE
- PF** PUBLIC FRONTAGE
- PM** PARKING MEDIAN
- PP** PARALLEL PARKING
- SU** SHARED USE SHOULDER
- VA** VEGETATED AREA



1149.43L STREET D-1

One-Way, Single Lane

Angled Parking on One Side

Civic Space on One Side / Bikes Share the Lane

Minimum Right of Way Width: 48'-6"

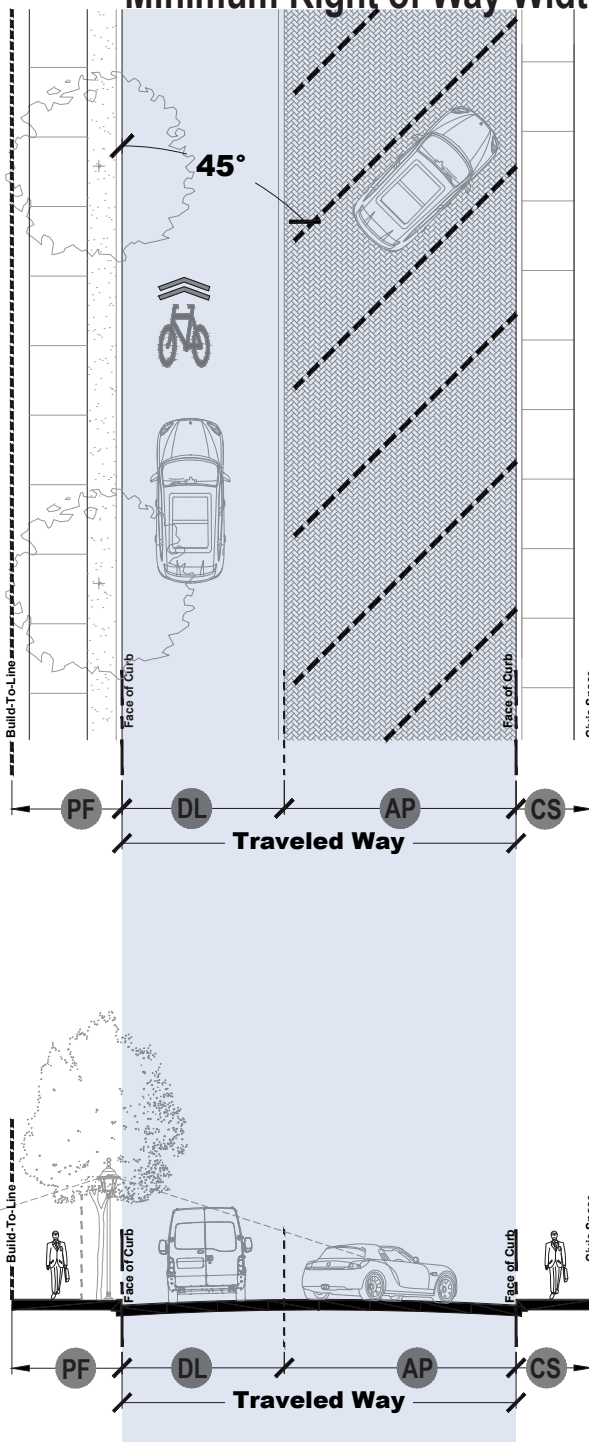
Street Section

Elements

Dimensional

Standards

ID	Width
AP	19'-2"
CS	6'-6"
DL	14'-0"
PF	9'-6"



LEGEND

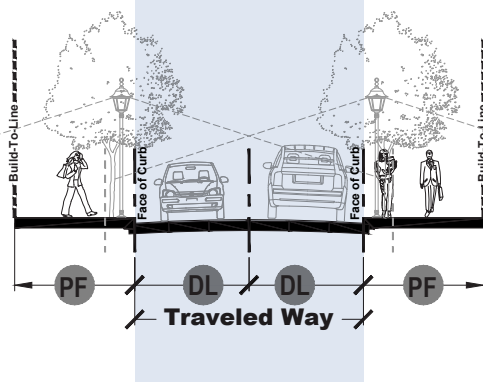
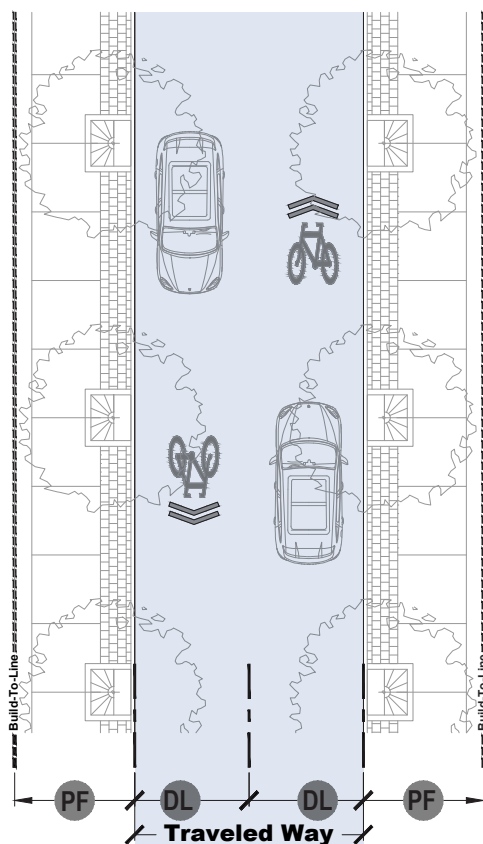
AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

1149.43M STREET D-2

Two Way Travel
Bicycles Share the Lane
Minimum Right of Way Width: 36'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	10'-0"
PF	8'-0"

**LEGEND**

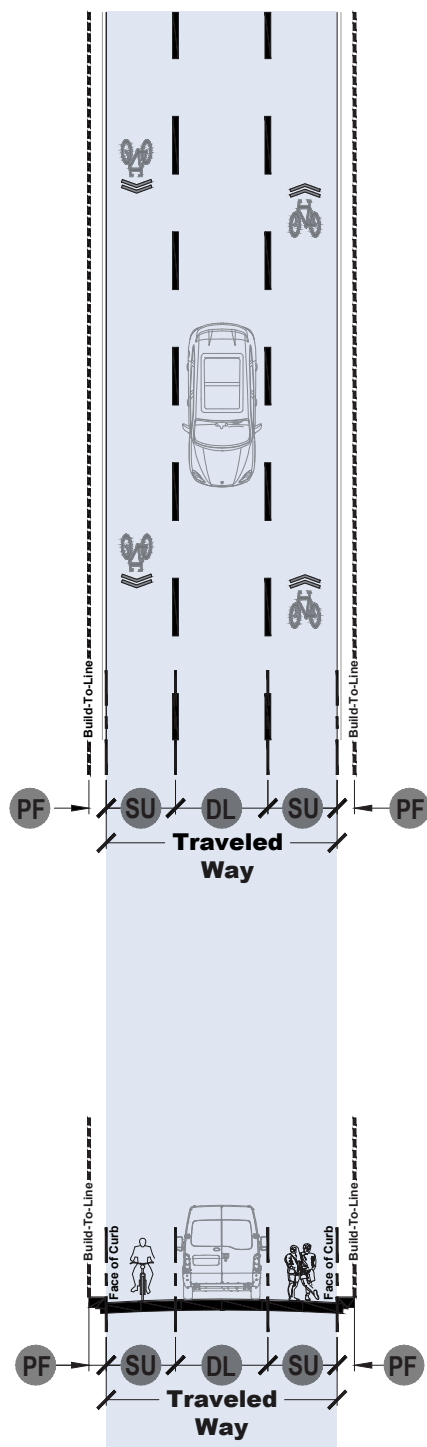
AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

1149.43N STREET D-3

One Way Travel
Bikes/Pedestrians Share the Shoulder
Minimum Right of Way Width: 23'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	8'-0"
SU	6'-0"
PF	1'-6"

**LEGEND**

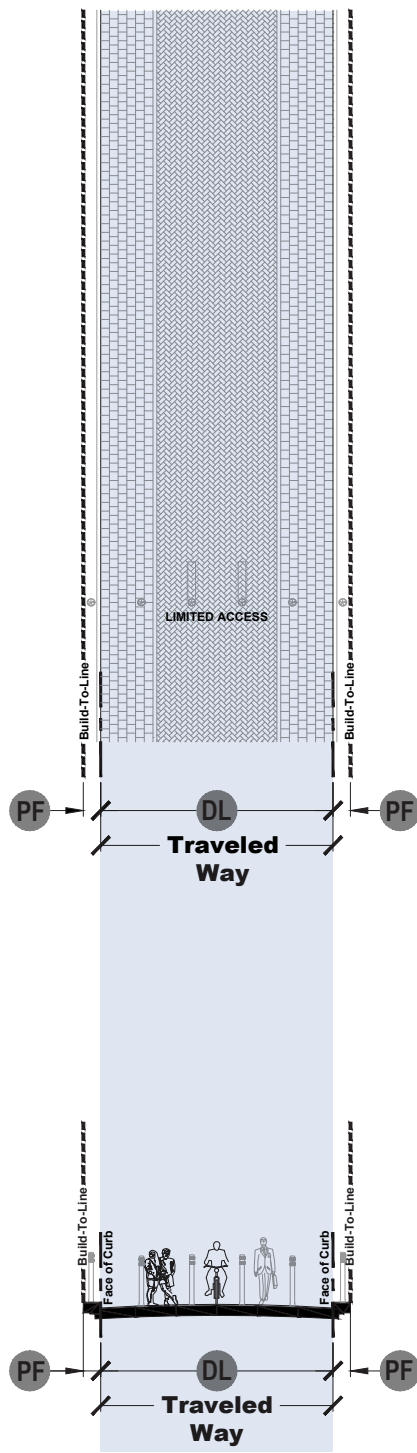
AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

1149.43L STREET D-4

Shared Use Lane with
Emergency Vehicle Access
Minimum Right of Way Width: 23'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	20'-0"
PF	1'-6"



LEGEND

- AP ANGLED PARKING
- BL BICYCLE LANE
- CM CENTER MEDIAN
- CS CIVIC SPACE
- CT CYCLE TRACK
- DL DRIVE LANE
- LA ACCESS LANE / PATH
- PB PROTECTED BIKE LANE
- PF PUBLIC FRONTAGE
- PM PARKING MEDIAN
- PP PARALLEL PARKING
- SU SHARED USE SHOULDER
- VA VEGETATED AREA

1149.44 PEDESTRIAN PATH / TRAIL PRIVATE FRONTAGES TABLE

STREET TYPE / FRONTAGE		PF-1	PF-2	PF-3	PF-4	PF-5	PF-6	PF-7	PF-8
		STOREFRONT	ARCADE	URBAN	STOOP	PORCH	LIGHTWELL	FORECOURT	TERRACE
P-1	Pedestrian Path	P	P	P	P	P	P	P	P
P-2	Pedestrian Path	P	P	P	P	P	P	P	P
T-1	Pedestrian Trail	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
T-2	Pedestrian Trail	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

P = Permitted

X = Prohibited

N/A = Not Applicable

1149.44A PEDESTRIAN PATH P-1

Pedestrian Path, ROW or Easement Minimum Width Required: 34'

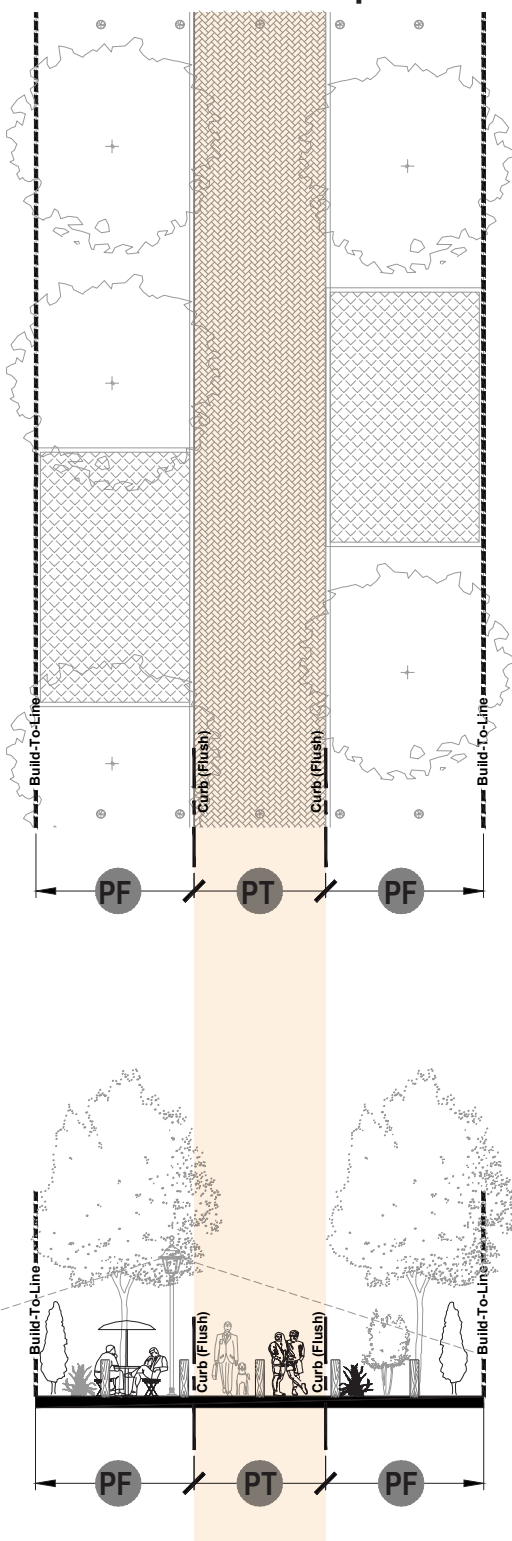
Pedestrian Path Minimum Dimensional Standards

ID Width

PT **10'-0"**

PF **12'-0"**

PF = Transition
Zone Only



LEGEND

- PF** PUBLIC FRONTAGE
- PT** PATH / TRAIL
- VA** VEGETATED AREA

1149.44B PEDESTRIAN PATH P-2

Pedestrian Path, ROW or Easement
Minimum Width Required: 10'

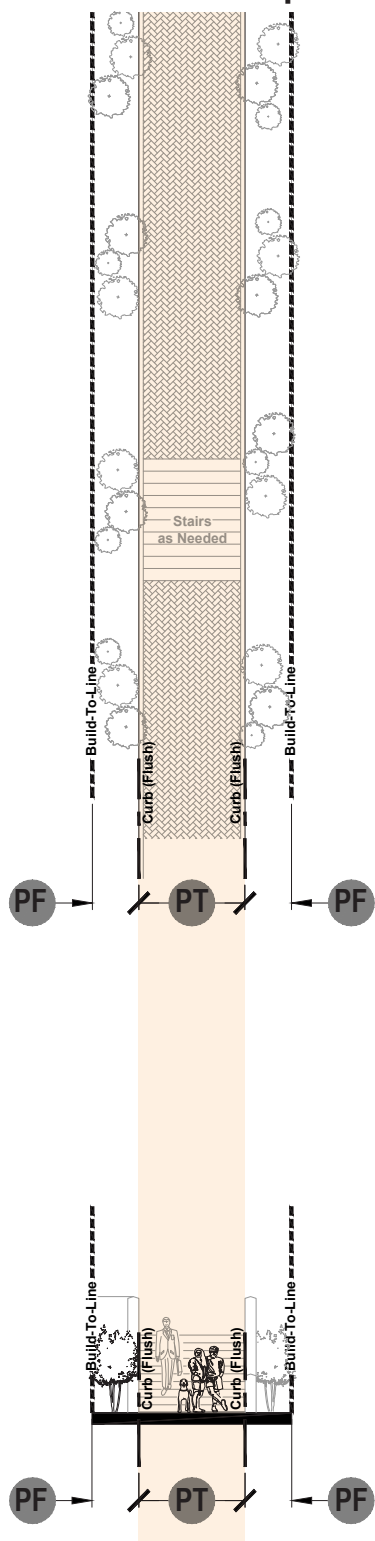
Pedestrian Path
Minimum
Dimensional
Standards

ID	Width
----	-------

PT	8'-0"
-----------	--------------

PF	1'-0"
-----------	--------------

PF = Transition
Zone Only

**LEGEND**

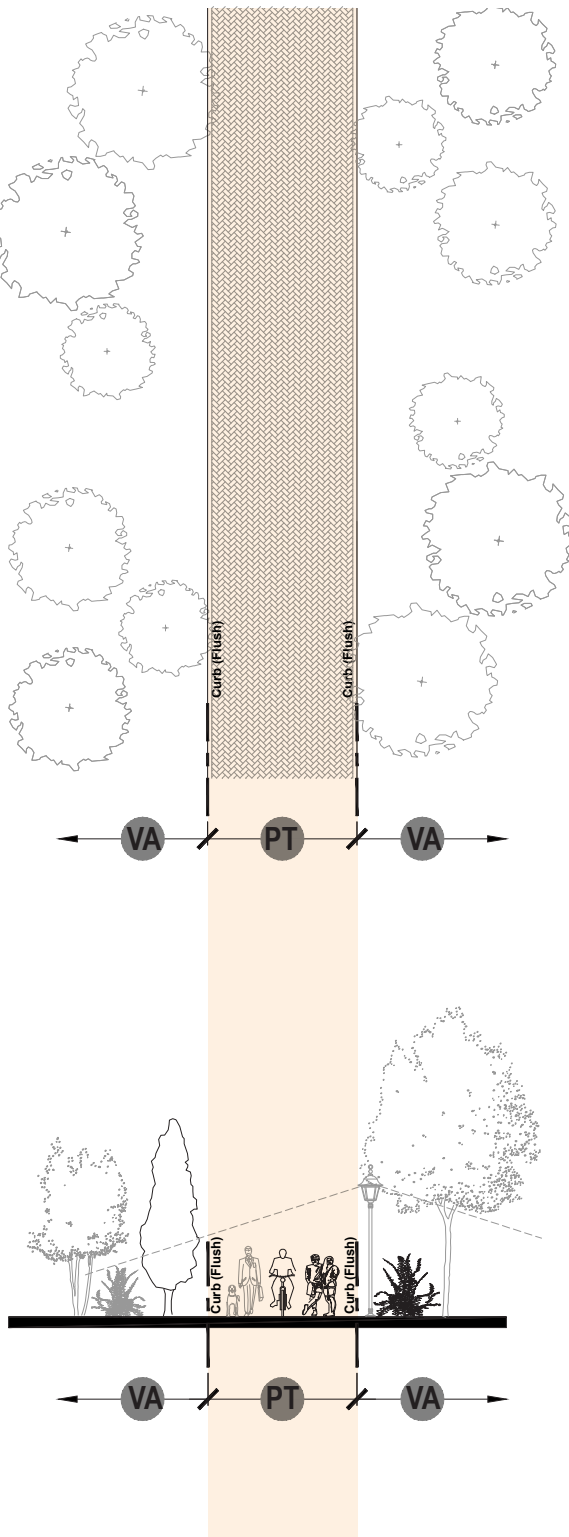
- PF** PUBLIC FRONTAGE
- PT** PATH / TRAIL
- VA** VEGETATED AREA

1149.44C PEDESTRIAN PATH P-3

Pedestrian Path, ROW or Easement
Minimum Width Required: 24'

Pedestrian Path
Minimum
Dimensional
Standards

ID	Width
VA	VARIES
PT	12'-0"

**LEGEND**

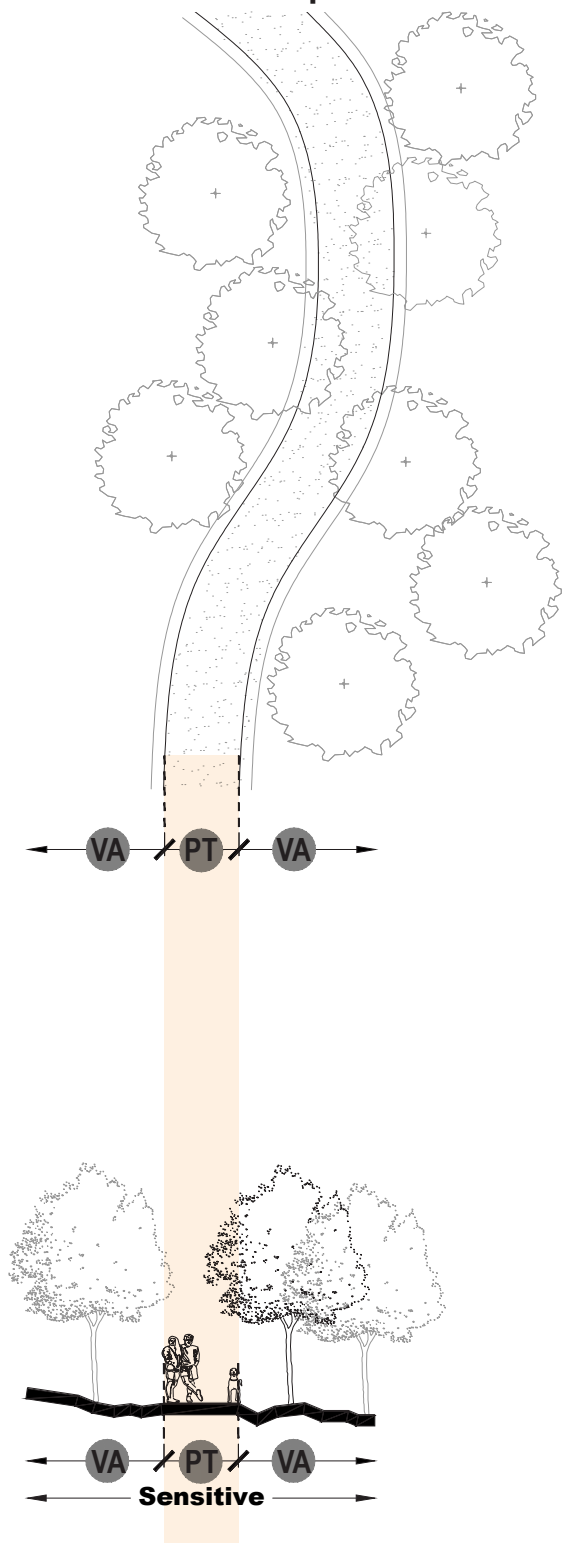
PF	PUBLIC FRONTAGE
PT	PATH / TRAIL
VA	VEGETATED AREA

1149.44D PEDESTRIAN PATH T-1

Trail, Public Land or Private Easement
Minimum Width Required: 8'

Pedestrian Trail
Minimum
Dimensional
Standards

ID	Width
VA	VARIES
PT	8'-0"

**LEGEND**

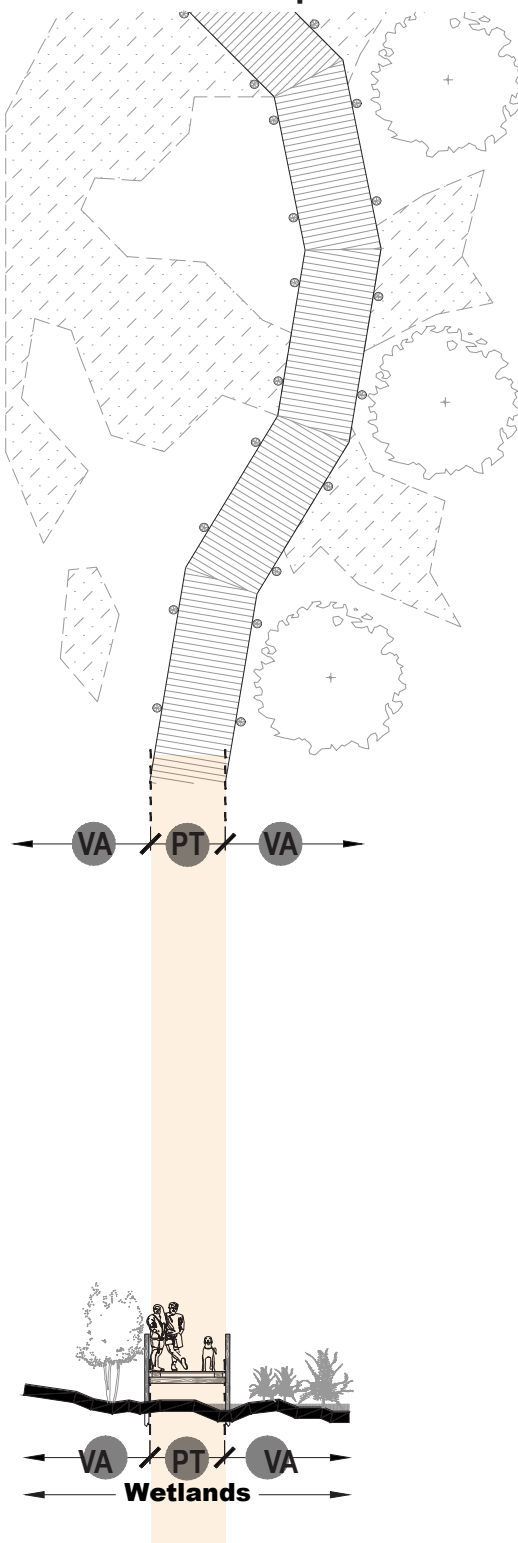
PF	PUBLIC FRONTAGE
PT	PATH / TRAIL
VA	VEGETATED AREA

1149.44E PEDESTRIAN PATH T-2

Trail, Public Land or Private Easement
Minimum Width Required: 8'

Pedestrian Trail
Minimum
Dimensional
Standards

ID	Width
VA	VARIES
PT	8'-0"

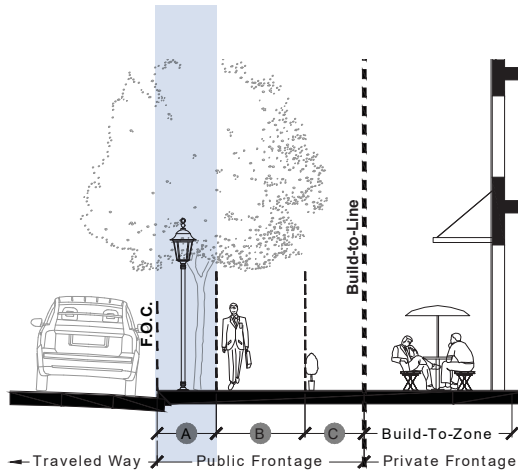


LEGEND

PF	PUBLIC FRONTAGE
PT	PATH / TRAIL
VA	VEGETATED AREA

1149.45 PUBLIC FRONTAGE DESIGN STANDARDS

1149.45A LANDSCAPE AND FURNISHING ZONE DESIGN STANDARDS



LANDSCAPE AND FURNISHING ZONE

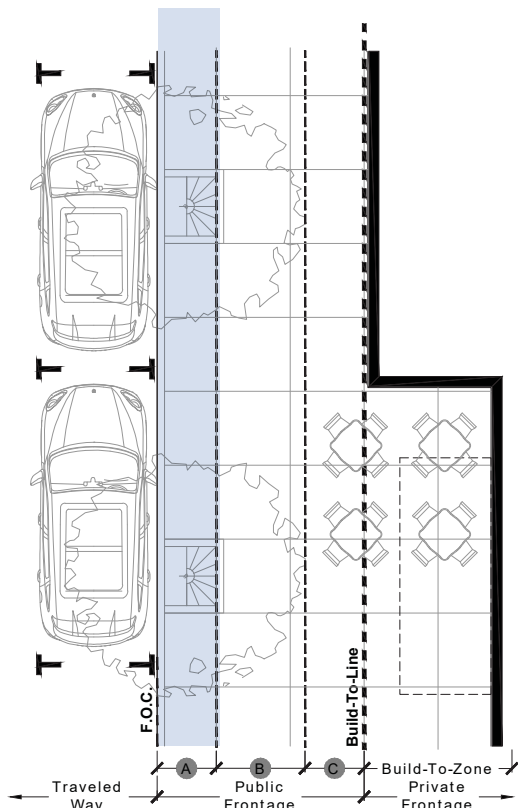
A

PEDESTRIAN CLEARWAY

B

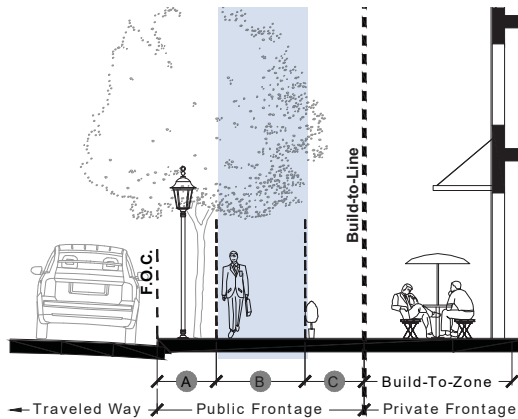
TRANSITION ZONE

C



- (1) The intent of the Landscape and Furnishing Zone is established in Chapter 1149.12C(1)[f] and minimum dimensional regulations are provided in the Public and Private Frontage Standards Table 1149.12B.
- (2) Street trees shall be planted within the Landscape and Furnishing Zone, using best tree planting practices
 - [a] The distance between the planted trees shall be at intervals best suited for the approved species and in coordination with the function and design of the street.
 - [b] Planted trees shall be of an approved species grown under the same climatic conditions, free of insect pests and disease, suitable for street use and durable under the maintenance contemplated.
 - [c] Planting shall consist of native species where possible and practical.
 - [d] Tree size shall be set by the Zoning Administrator
 - [e] Trees can be planted in Tree pits where Storefronts are required or provided and the paved sidewalk extends to the street.
 - [1] Tree pits shall be minimum 3'-6" in size
 - [2] Tree pits shall provide grates where Storefronts are required in Chapter 1149, as indicated on District Standards Map 1149.11B(5)
 - [3] Tree pits can be exchanged for Verge, where raingarden, bioretention or vegetated swale is provided.
 - [f] An exception to tree planting requirement may be considered by the Board where native woodlands and understory plants are deemed a desirable component of the localized landscape worthy of natural resources protection, and where the introduction of formal street trees form an alien intrusion into such landscapes.

1149.45B PEDESTRIAN CLEARWAY DESIGN STANDARDS



LANDSCAPE AND FURNISHING ZONE

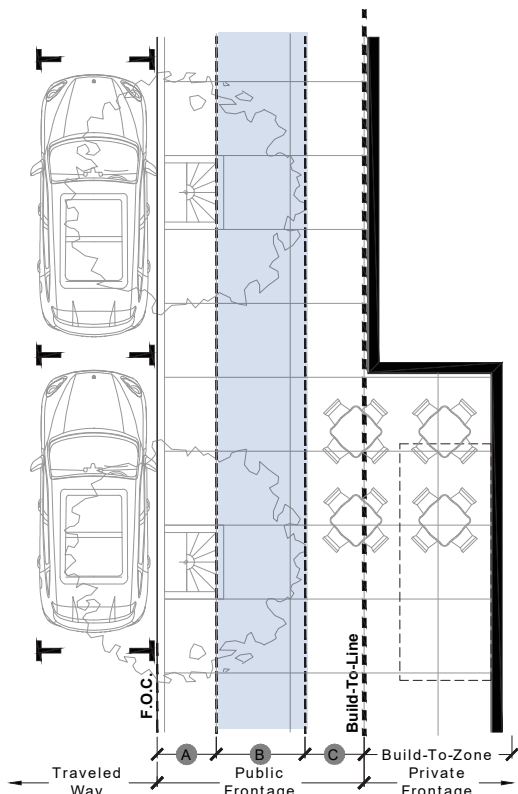
PEDESTRIAN CLEARWAY

TRANSITION ZONE

A

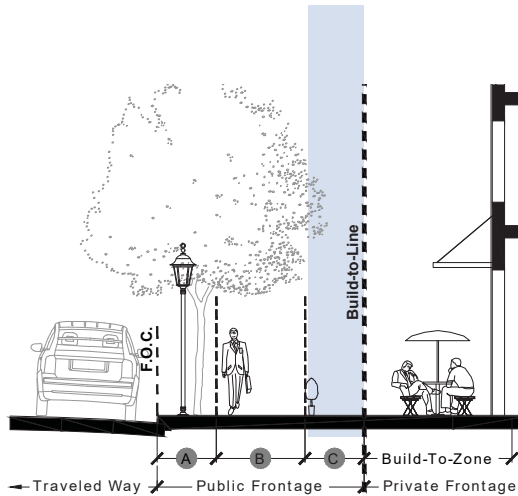
B

C



- (1) The Pedestrian Clearway is the area of the Public Frontage allowing for a clear passage of pedestrians as defined in Chapter 1149.12C(1)[f] and with minimum dimensional regulations as provided in the Public and Private Frontage Standards Table 1149.12B.
 - (a) Pedestrian Clearway shall connect to extended areas of sidewalk in Landscape and Furnishing and Transition Zones, where provided, to create larger sidewalk areas that extend from the curb to the face of the buildings.
 - (b) Pedestrian Clearway shall to the extent possible align with street crossings.
- (2) Where constructed of different materials, Pedestrian Clearway shall provide a surface that is leveled, without breaks, at slopes per ADA requirements.
- (3) Pavement materials shall be approved by the Architectural Board of Review.

1149.45C TRANSITION ZONE DESIGN STANDARDS



LANDSCAPE AND FURNISHING ZONE

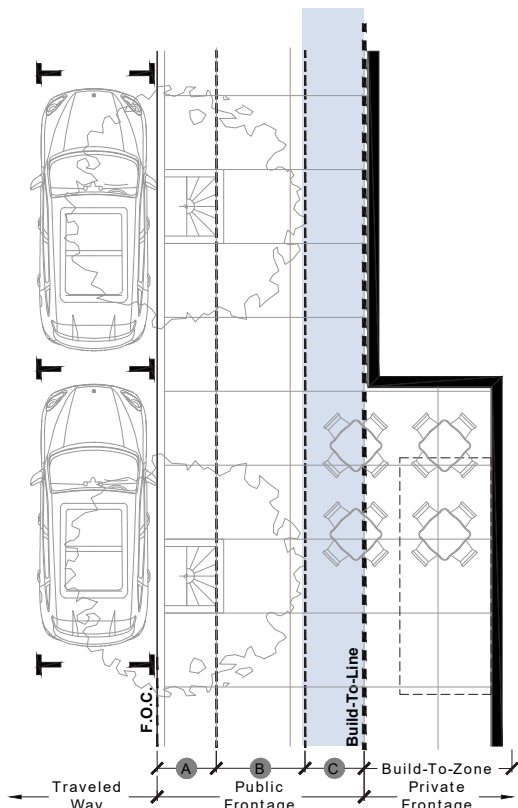
PEDESTRIAN CLEARWAY

TRANSITION ZONE

A

B

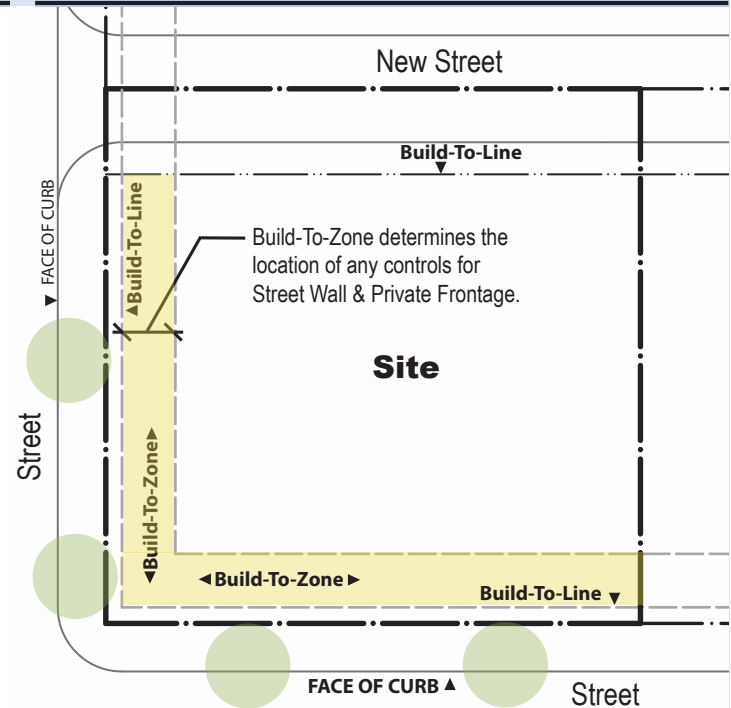
C



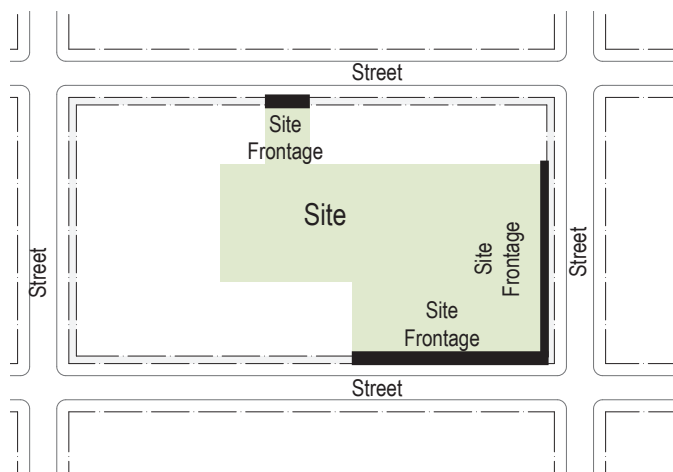
- (1) The intent of the Transition Zone is established in Chapter 1149.12C(1)[f] and minimum dimensional regulations as provided in the Public and Private Frontage Standards Table 1149.12B.
- (2) Transition zone provides for variations within Private Frontage conditions, to best accommodate for change in building use and building facade movement as permitted by the Public and Private Frontage Standards Table 1149.12B.
- (3) Transition Zone shall provide for storefront interaction area and allow for Active Edge requirements per Chapter 1149.23G Active Edge Frontage Requirements.
- (4) At building entrances:
 - (a) Transition Zone shall ensure flush connection between the Pedestrian Clearway and building entryway as required by ADA standards.
 - (b) Transition Zone shall ensure that entryway door operation or building fixtures and signage does not encroach into Pedestrian Clearway.
- (5) Tables and seating furniture are permitted within this area for extended outdoor dining or resting areas.
- (6) Temporary product displays are permitted if not encroaching into the Pedestrian Clearway and are removed at the close of each business day.
- (7) Landscaping of Transition Zone is encouraged and shall be set by the Zoning Administrator.

1149.46 SITE LAYOUT ILLUSTRATIONS**1149.46A SITE LAYOUT**

- (1) Site layout is for reference only, to assist applicants in applying the standards for the Severance Overlay Zone. The figures in this section are provided as a courtesy to applicants and do not supersede or modify the standards established in other sections of Chapter 11.

1149.46B SITE LAYOUT DIAGRAM**1149.46C SITE FRONTAGE**

- (1) **FRONTAGE, SITE**
The length of a Site fronting on a Street or Pedestrian Way, measured in feet along the Build-To-Line.
- (2) **FRONTAGE, TOTAL SITE**
The sum of all Site Frontages facing one or more Streets, measured in feet, located on one contiguous Development Site, excluding frontages along Pedestrian Ways.

**1149.46D FREQUENT ENTRYWAYS**

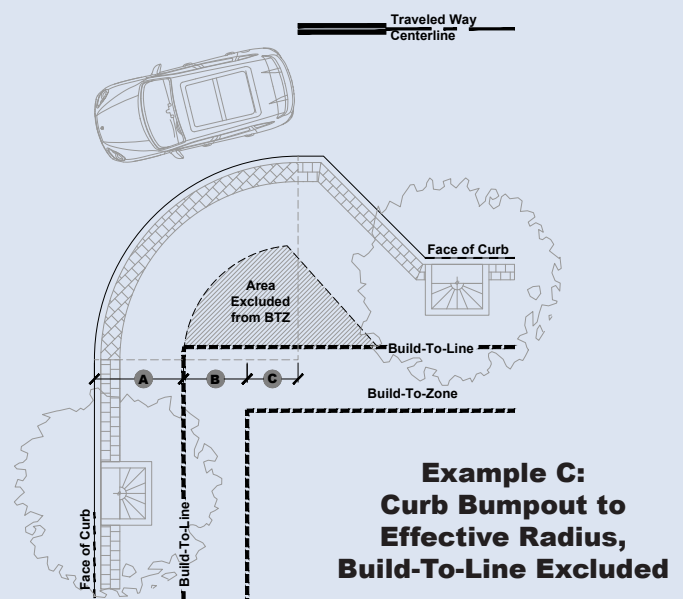
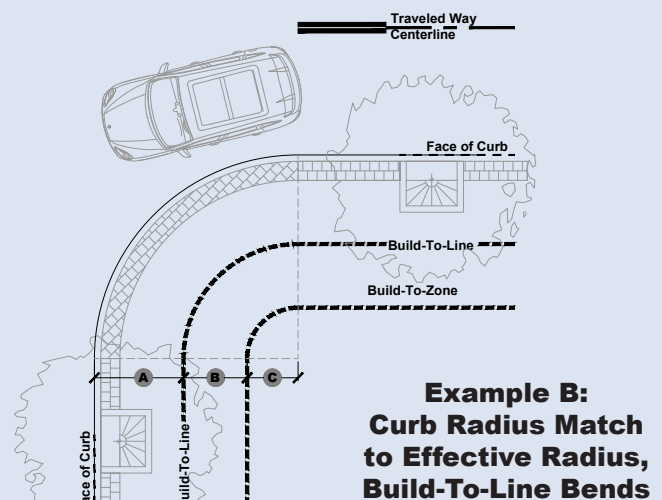
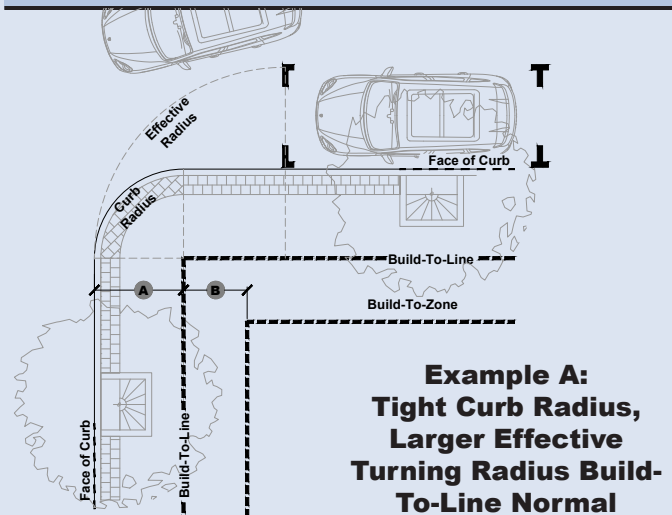
1149.46E BUILD-TO-ZONE CORNER

- (1) Whereas the Face of Curb is a control for establishing the Build-To-Line and subsequently the Build-To-Zone for Private Frontages, some additional controls for corners may be needed.
- (2) The corner diagrams in Chapter 1149.46F give three examples of how an Effective Radius and Curb Radius interact with the Build-To-Line.

[a] Example A illustrates a Traveled Way with on-street parking between the Drive Lane (or Access Lane) and the Face of Curb. This condition creates a larger Effective Turning Radius than the Curb Radius which allows for more flexibility in how the movement of larger vehicles can be accommodated. In this condition, the Build-To-Line and Build-To-Zone are typically unchanged from the normal location.

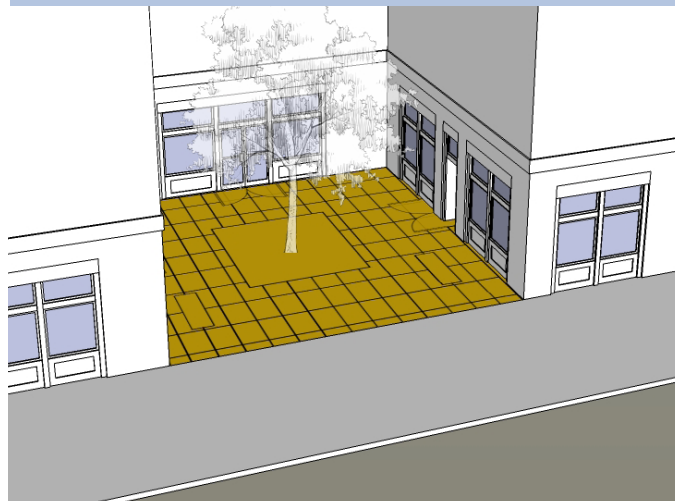
[b] Example B illustrates how a larger Curb Radius can coincide with the Effective Radius of the Traveled Way. In any condition where the Curb Radius exceeds the width of the Public Frontage (shown as "A" dimension string), then a Radius of the Build-to-Line will be introduced to maintain a parallel width between the Face of Curb and the Build-To-Line. Under these conditions, the Build-To-Zone maintains a width from the Build-To-Line as defined in this Article.

[c] Example C illustrates how a Face of Curb can bump out towards the center of a Traveled Way (typically when on-street parking ends). Under these corner conditions, the Build-To-Line will not follow the bumped out portion of a Curb. Where a bumped out curb exists at a corner, the Build-To-Line will maintain a location consistent with the normal Face of Curb condition. In other words, the area that would be created from a change in Curb location at a bump out, is excluded from the Build-To-Zone.

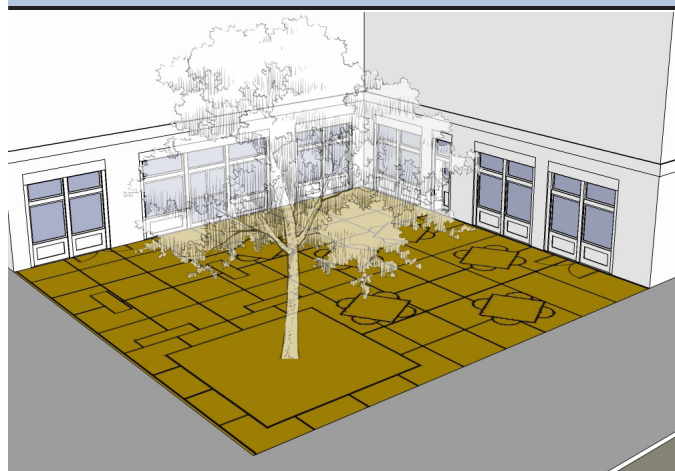
1149.46F CORNER DIAGRAMS

1149.47 CIVIC SPACE DESIGN STANDARDS

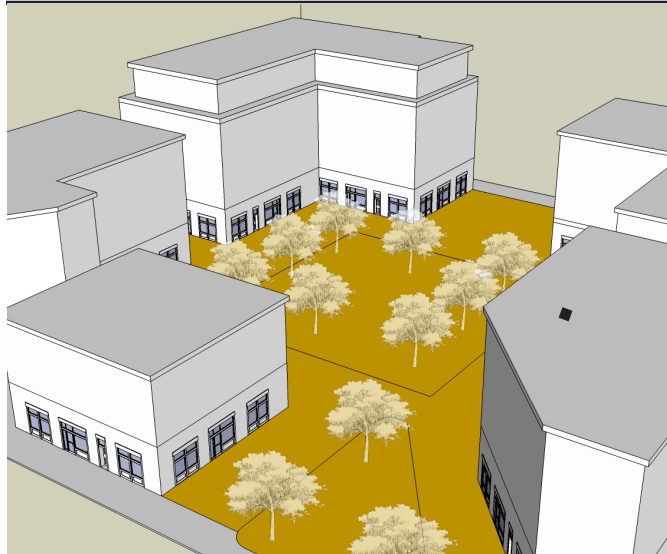
- (1) The following programming and design considerations, among others, shall be evaluated for Civic Spaces by the Architectural Board of Review in making their recommendation to the Planning Commission:
- (a) Solar orientation of Civic Space
 - (b) Amenities such as water features, public bathrooms, informational kiosks, drinking fountains, play & entertainment areas
 - (c) Facilities for the use, retention and recharging of rainwater
 - (d) Public access and likelihood of use
 - (e) Seasonal programming of the space
 - (f) Intensity of adjacent private frontage(s).
- (2) To qualify for designation as a Civic Space each proposed Public Civic Space or Privately Owned Civic Space must comply with one of the following permitted Civic Space Types and fulfill the requirements associated with that Civic Space:
- (A) Plaza - See 1149.47A
 - (B) Corner Plaza - See 1149.47B
 - (C) Piazza - See 1149.47C
 - (D) Square - See 1149.47D
 - (E) Green - See 1149.47E

1149.47A PLAZA

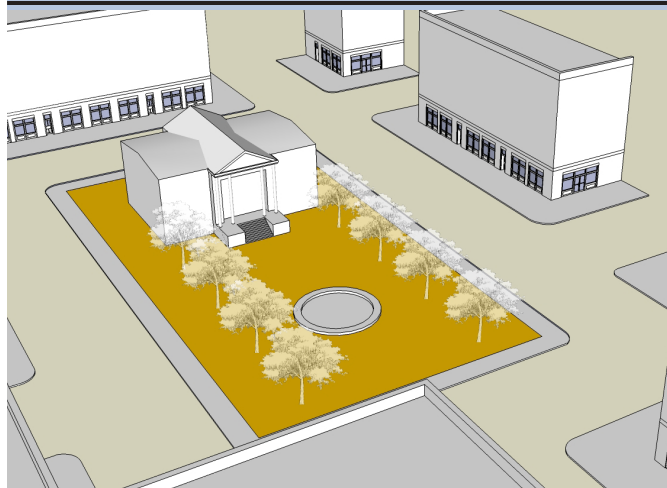
- [1] The Civic Space Type fronting on A or B Streets or Pedestrian Way with established Frontage, framed by buildings on 3 sides.
- [2] Plaza shall be designed to match importance of the adjacent Street or Pedestrian Corridor, and contain Private Frontages as permitted on those streets.
- [3] The intensity of its areas are typically expressed through more intensively used "harder" landscaping.
- [4] Provide at grade access to buildings with commercial uses.

1149.47B CORNER PLAZA

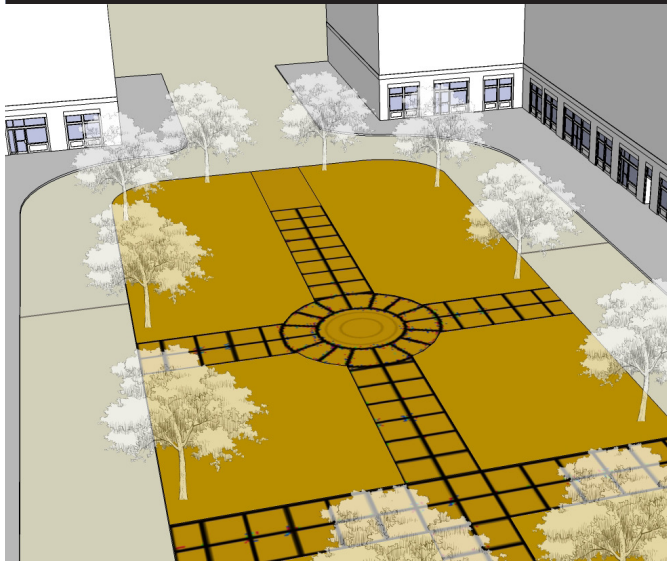
- [1] The Civic Space Type fronting on A or B Streets or Pedestrian Way with established Frontage, framed by buildings on 2 sides.
- [2] Corner Plaza shall be designed to match importance of the adjacent Streets or Pedestrian Corridors, and contain Private Frontages as permitted on those Streets and Corridors.
- [3] The intensity of its areas are typically expressed through more intensively used "harder" landscaping.
- [4] Provide at grade access to buildings with commercial uses.

1149.47C PIAZZA

- [1] The Civic Space Type placed within a block, framed by buildings on at least 3 sides and providing Public Frontage on more than 1 side, in addition to Frontages satisfying requirements at Block perimeter.
- [2] Piazza is a highly active public place programmed with retail, restaurant, hospitality, entertainment, cultural and/or civic uses.
- [3] The density of uses in the area is typically expressed through "harder" landscaping.
- [4] The Piazza must connect to at least 3 perimeter streets directly or via other civic spaces.
- [5] Provide at grade access to buildings with commercial uses.

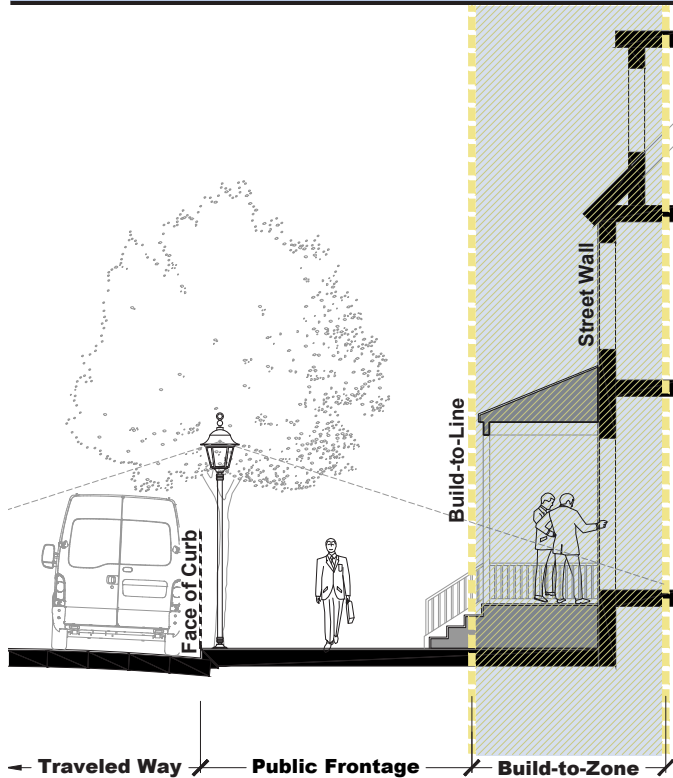
1149.47D SQUARE

- [1] The Civic Space Type surrounded by streets on at least 3 sides, that forms focal points in the public space network, featuring a community gathering place with trees, paved area, and seating.
- [2] A Square tends to be more formal and urban in nature, in contrast to a Green.
- [3] A Square may have a cultural, civic or commercial building generally open to the public and activating its use.
- [4] Provide at grade access to buildings with commercial uses.

1149.47E GREEN

- [1] The Civic Space Type surrounded by streets on at least 2 sides featuring a community gathering place with trees, paved area, sitting area and may have a cultural, civic or commercial building generally open to the public.
- [2] A Green tends to be less formal and urban in nature, in contrast to a Square, with more "soft" landscaped areas.
- [3] A Green may provide structures (e.g., gazebo) and furnishings for public use, active recreation areas, playgrounds and similar.

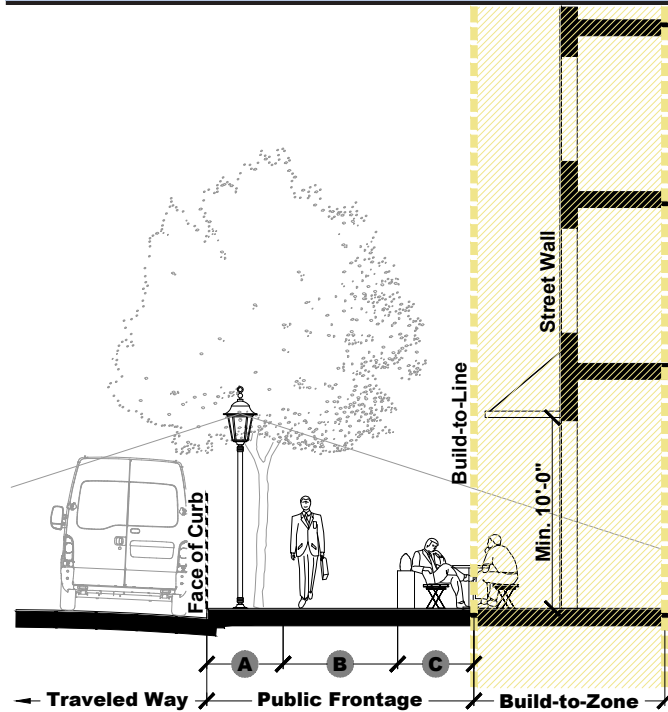
1149.48 PRIVATE FRONTAGE DESIGN STANDARDS



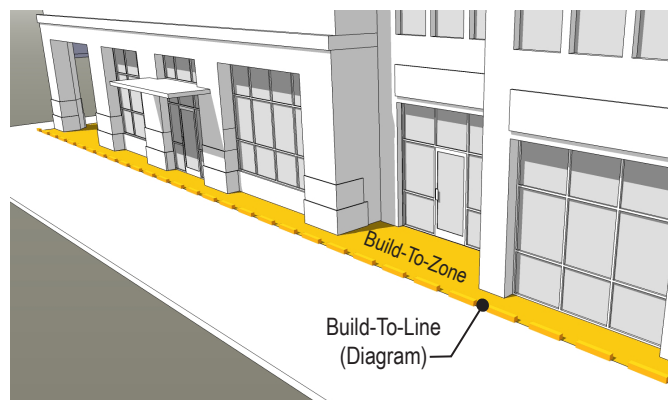
- (1) The Standards for Private Frontage Types, as regulated by Street Types, are provided in the Public and Private Frontage Standards Table 1149.12B.
- (2) All sites in the Severance Overlay Zone shall endeavor to create an Active Edge along streets and sidewalks, with intensity appropriate for street type.
 - (a) Active Edge shall be achieved through the design and frequent placement of entryways and increased clear glazing to promote pedestrian activity and commerce.
 - (b) The architectural design for the ground floor street level shall provide entryways no further than 60 feet from the end of the Street Wall and the edge of each entryway shall be no greater than 80 feet from an adjacent entryway as measured along the Build-To-Line.
- (3) The first story of all Street Walls shall provide a minimum area of window glazing according to standards established in the Public and Private Frontage Standards Table 1149.12B.
 - (a) The window glazing shall be clear, transparent glass.
 - (b) Minimum Clear Glazing shall be measured at specified heights above sidewalk where maximized transparency is required
 - (c) The Glazing area percentage shall be determined by measuring the Glazing surface area divided by the surface area of the Street Wall located between the first floor elevation and the ceiling of the second floor.

1149.48A STOREFRONT FRONTAGE

PF-1



1149.48A (1) - Storefront frontage



1149.48A (2) - Storefront frontage Build-To-Zone

A frontage wherein the facade is aligned close to the frontage / build-to line with the building entrance at sidewalk grade. This type is conventional for retail use. It has a substantial glazing on the sidewalk level and an awning that may overlap the sidewalk to the maximum extent possible.

ALLOWED FRONTAGE EDGING ELEMENTS

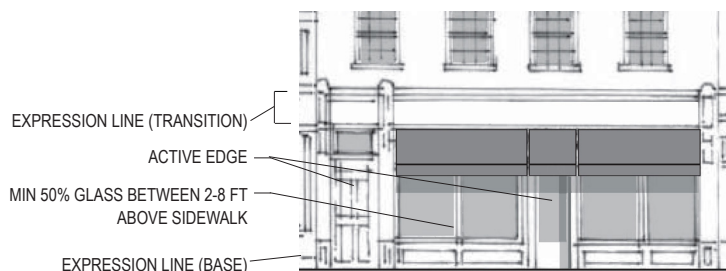
EE-1 EE-4 EE-5

GLAZING REQUIREMENT

The street-level, street facing building area located between two (2) feet and eight (8) feet above the sidewalk shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B

FUNCTION OF THE BUILD-TO-ZONE (BTZ)

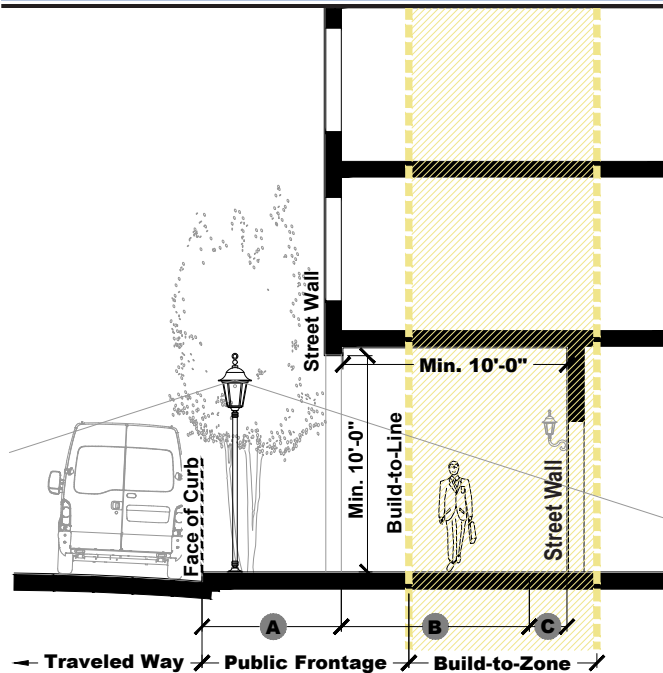
- (a) Allows for entrance alcoves and expanded sidewalk area for outdoor dining.
- (b) Allows for facade articulation and inclusion of recessed building elements.
- (c) Allows for alignment with existing neighboring buildings.



1149.48A (3) - Storefront frontage Build-To-Zone

1149.48B ARCADE FRONTAGE

PF-2



1149.48B (1) - Arcade frontage

A frontage wherein the facade is a colonnade that overlaps the sidewalk, while the facade at sidewalk level remains at the frontage / build-to line. This type is conventional for retail use. The arcade shall be no less than twelve (12) feet wide and may overlap the whole width of the Public Frontage Pedestrian Clearway to within two (2) feet of the curb.

Building Street Wall shall remain within the Build-To-Zone if structural columns are placed outside of the Build-To-Zone, they may be placed up to the edge of the property line, as permitted by the Zoning Administrator.

ALLOWED FRONTAGE EDGING ELEMENTS

EE-1 EE-4 EE-5

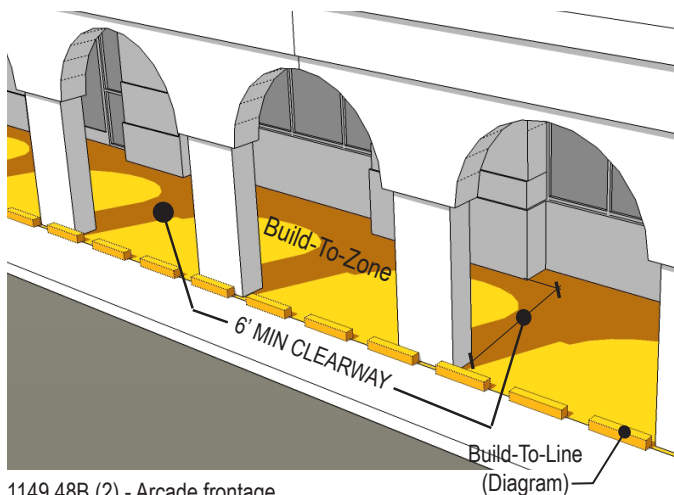
ARCADE CLEARWAY REQUIREMENT

a) A distance for pedestrian access between the outer and inner arcade elevations shall be a minimum of ten (10) feet.

b) A clear vertical height between sidewalk and the arcade ceiling shall be ten (10) feet

GLAZING REQUIREMENT

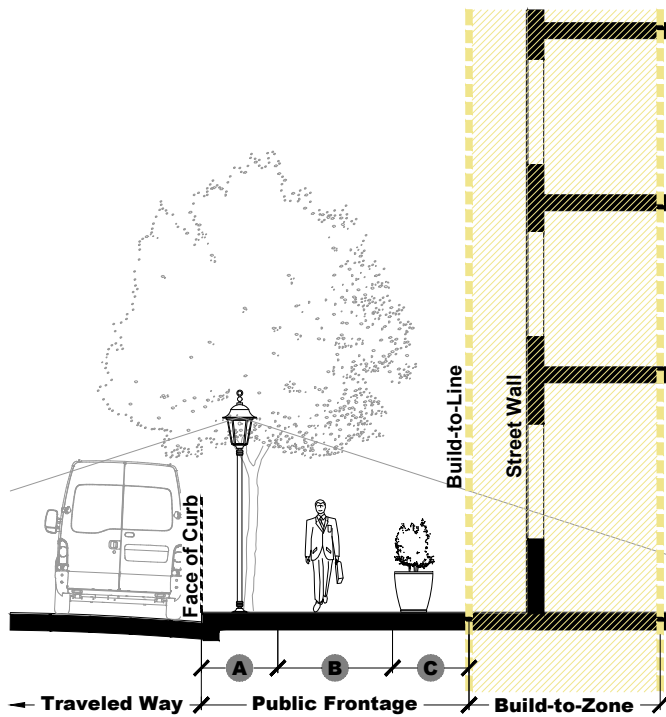
The street-level, street facing building area located between two (2) feet and eight (8) feet above the sidewalk shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B



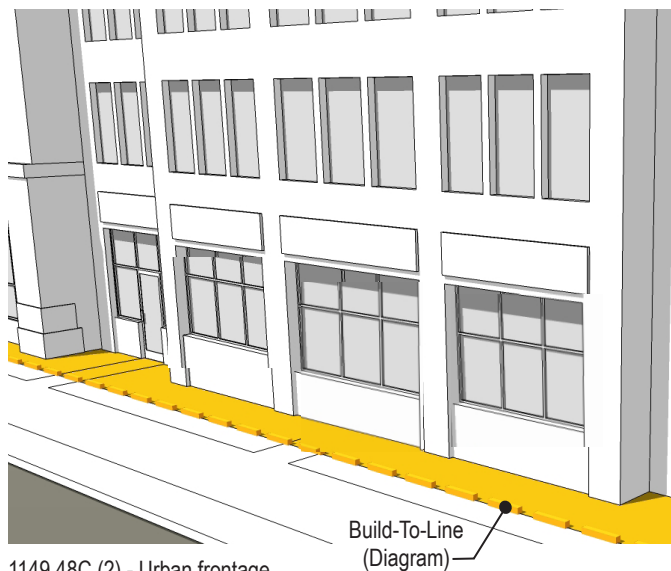
1149.48B (2) - Arcade frontage

1149.48C URBAN FRONTAGE

PF-3



1149.48C (1) - Urban frontage



1149.48C (2) - Urban frontage

A frontage wherein the facade is adjacent to the frontage / build-to-line with a less substantial Active Edge and Glazing at the sidewalk level than a Shopfront and Awning frontage type. The Urban frontage does not comply with Storefront Frontage requirements.

ALLOWED FRONTAGE EDGING ELEMENTS

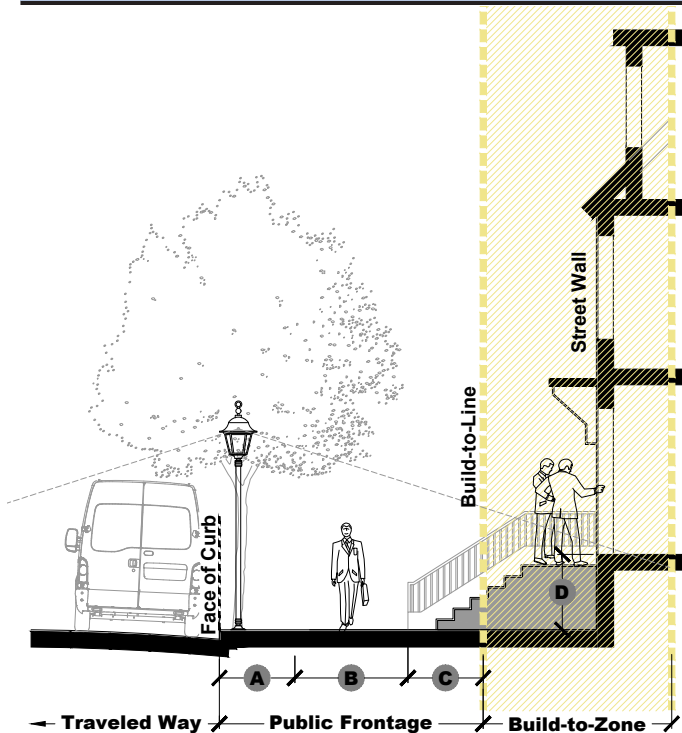
EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

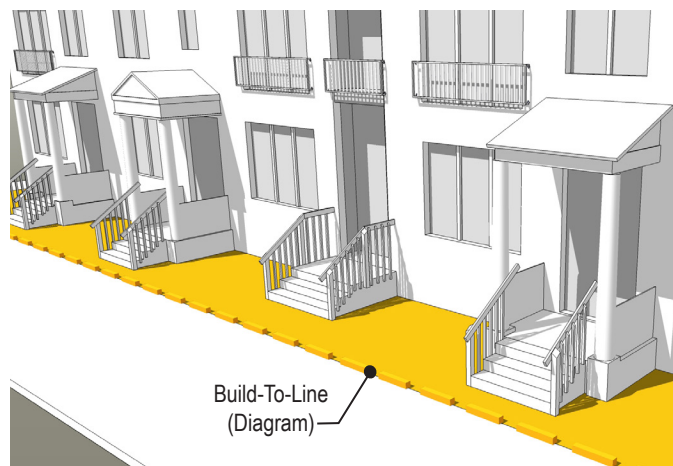
The street-level, street facing building area located between two (2) feet and eight (8) feet above the sidewalk shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B

1149.48D STOOP FRONTAGE

PF-4



1149.48D (1) - Stoop frontage



1149.48D (2) - Stoop frontage

A frontage wherein the facade is aligned close to the frontage / build-to line with the first story elevated from the sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing. This type is recommended for ground floor residential use.

Up to three stair raisers can be placed within transition zone, and the ground plane within the BTZ can be hardscape continuation of sidewalk or landscaped (e.g., rain gardens).

ALLOWED FRONTAGE EDGING ELEMENTS

EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B

FUNCTION OF THE BUILD-TO-ZONE (BTZ)

- (a) Allows for entrance alcoves.
- (b) Allows for facade articulation and inclusion of pronounced and/or recessed building elements.
- (c) Allows for alignment with existing neighboring buildings.

1149.48E PORCH FRONTAGE

PF-5

A frontage wherein the facade is set back from the frontage / build-to line with an attached porch permitted to encroaching. A fence at the build-to line (optional) maintains the demarcation of the yard. The porches shall be no less than 8 feet deep.

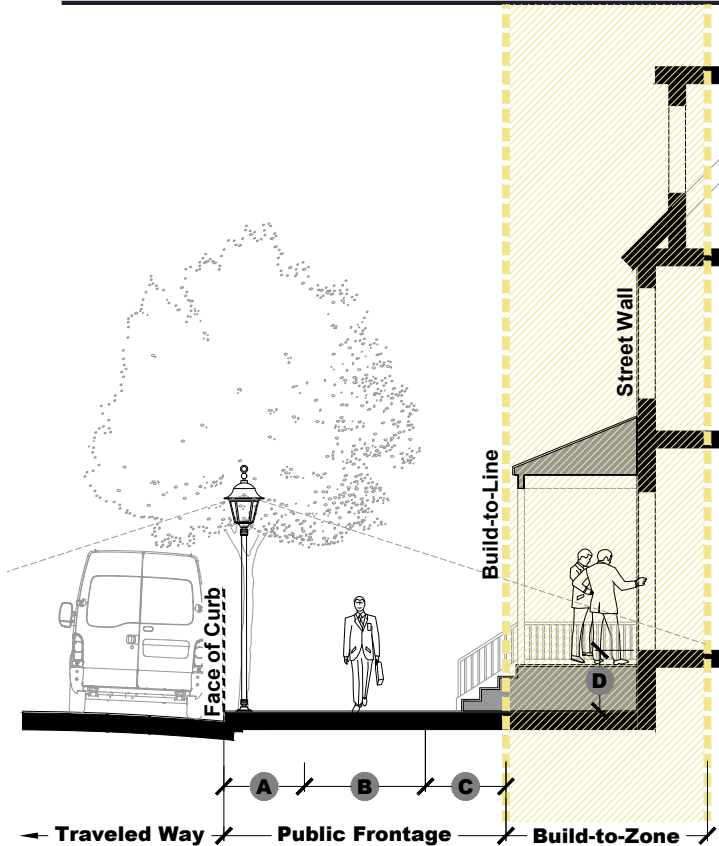
Up to three (3) stair raisers can be placed within transition zone, and the ground plane within the BTZ can be hardscape continuation of sidewalk or landscaped (e.g., rain gardens).

PERMITTED FRONTAGE EDGING ELEMENTS

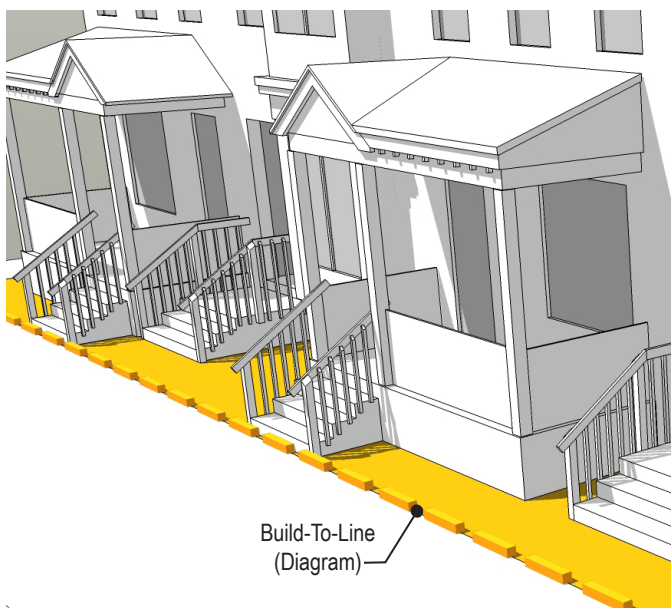
EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B



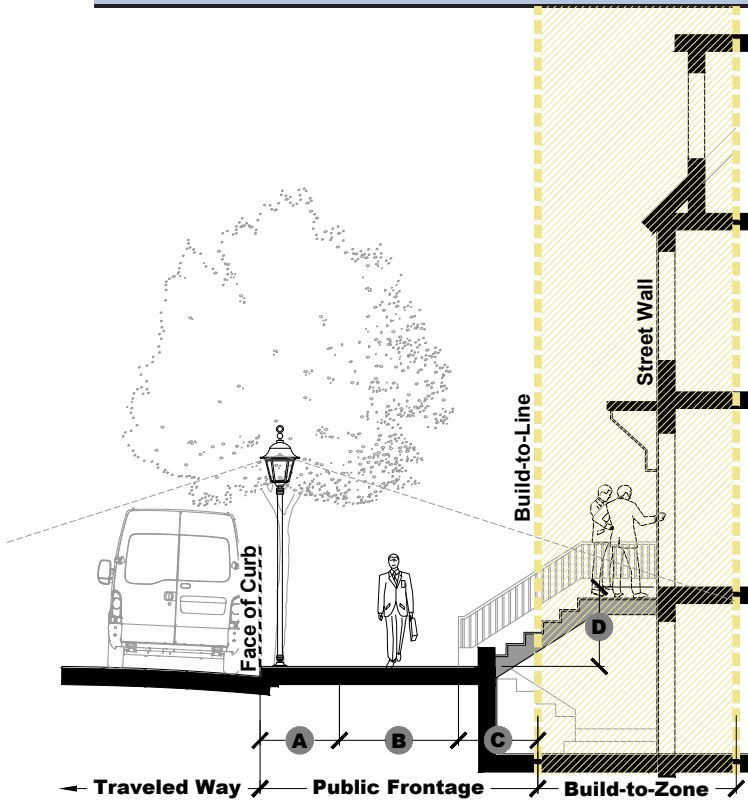
1149.48E (1) - Porch frontage



1149.48E (2) - Porch Frontage

1149.48F LIGHTWELL

PF-6



1149.48F (1) - Lightwell Frontage

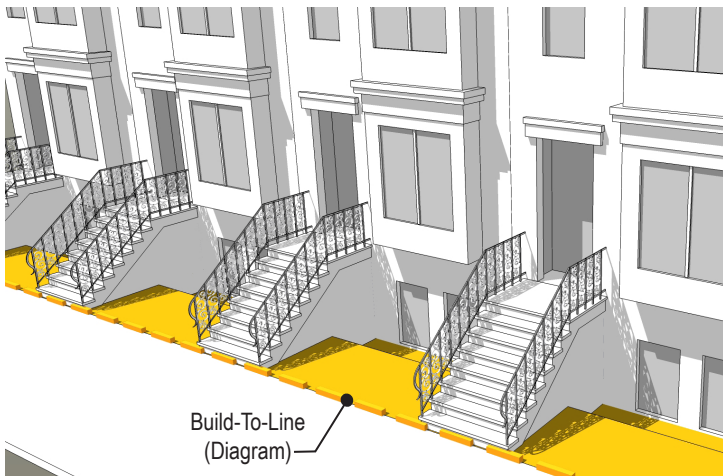
A frontage wherein the facade is set back from the frontage / build-to line by an elevated terrace or a sunken light court. This type buffers residential use from sidewalks and removes the private yard from public encroachment. The terrace is suitable for conversion to outdoor cafes in commercial uses.

FRONTAGE EDGING ELEMENTS ALLOWED

EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

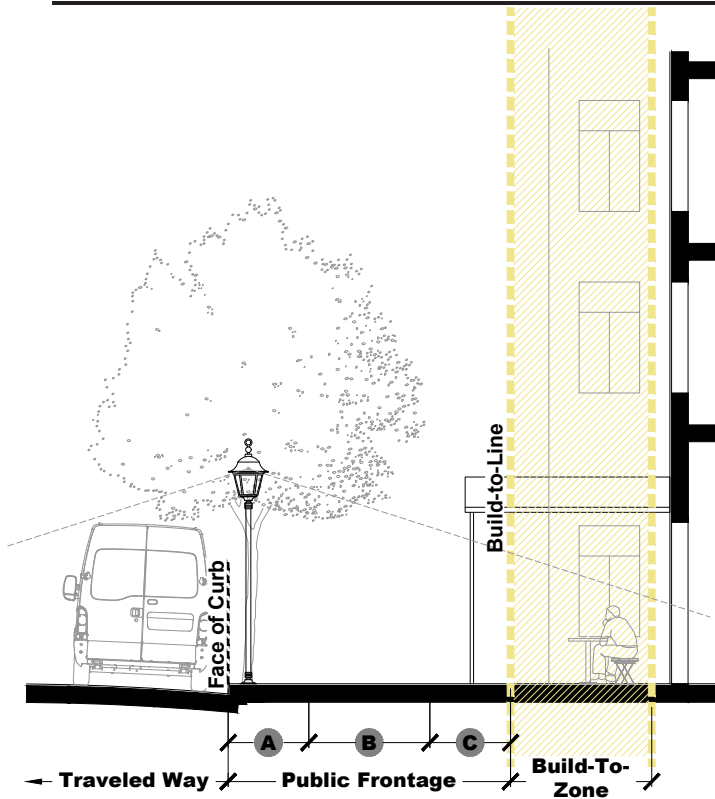
The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B



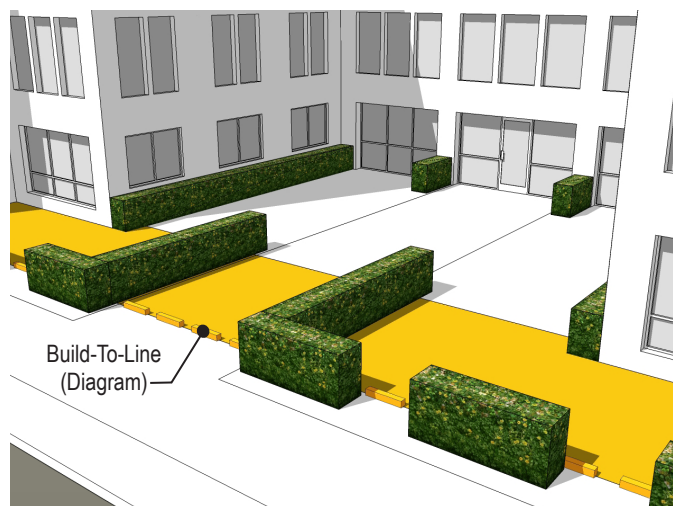
1149.48F (2) - Lightwell Frontage

1149.48G FORECOURT FRONTAGE

PF-7



1149.48G (1) - Forecourt Frontage



1149.48G (2) - Forecourt Frontage

A frontage wherein a portion of the facade is close to the frontage / build-to line and the central portion is set back. the forecourt created is suitable for vehicular drop-offs, large private gardens, bio-retention areas, or similar uses. This type should be allocated in conjunction with other frontage types. Large trees within the forecourts may overhang the sidewalks.

PERMITTED FRONTAGE EDGING ELEMENTS

EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

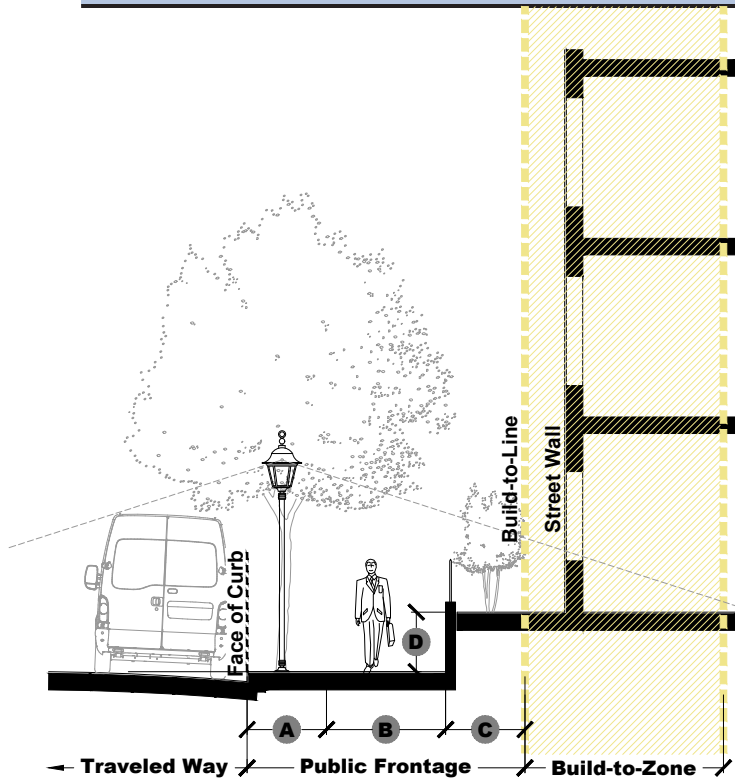
The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B

FUNCTION OF THE BUILD-TO-ZONE

- (a) Allows for entrance alcoves.
- (b) Allows for facade articulation and inclusion of recessed building elements.
- (c) Allows for alignment with existing neighboring buildings.

1149.48H TERRACE

PF-8



1149.48G (1) - Terrace Frontage

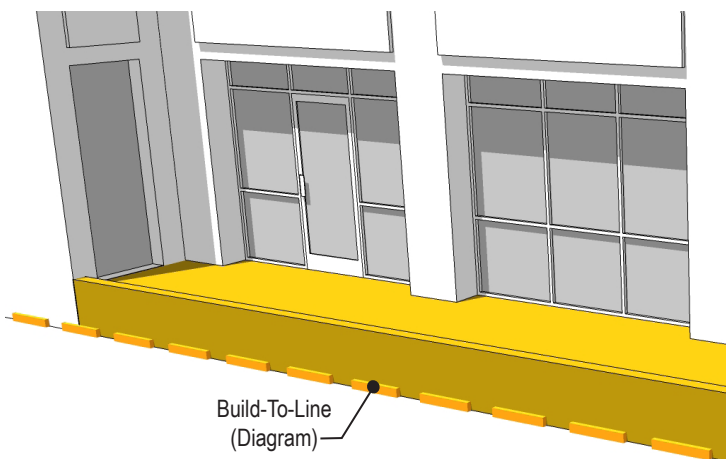
A frontage wherein the facade is set back from the frontage / build-to line by an elevated terrace or a sunken light court. This type buffers residential use from sidewalks and removes the private yard from public encroachment. The terrace is suitable for conversion to outdoor cafes in commercial uses.

FRONTAGE EDGING ELEMENTS ALLOWED

EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

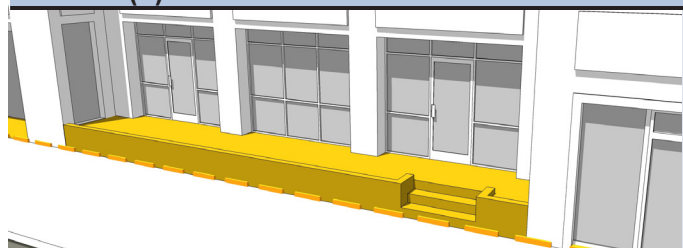
The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B



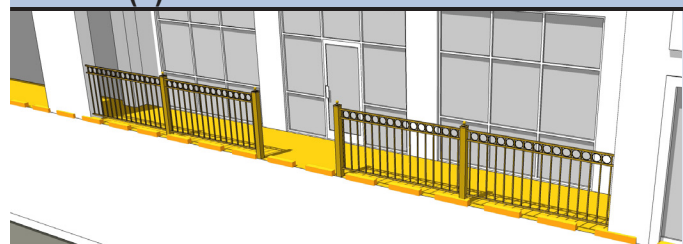
1149.48G (2) - Terrace Frontage

1149.48I EDGING ELEMENT DESIGN STANDARDS

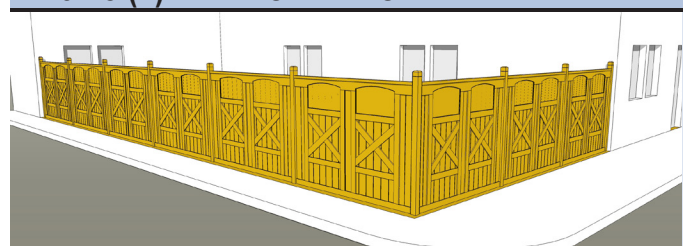
- (1) Edging Elements shall be designed to define and enclose the edge of the Private Frontage and create a transition between the public and private frontages. Edging elements complement other article controls of the Build-To-Zone.

1149.48I(2) EDGE STRUCTURE**EE-1**

The intent is to separate areas with different intensity of use with up to twenty-four (24) inches of difference in floor planes.

1149.48I(3) ORNAMENTAL FENCE**EE-2**

A transparent ornamental fence, not chain link, with a maximum height of forty-two (42) inches.

1149.48I(4) PRIVACY FENCE**EE-3**

A Privacy Fence with a maximum height of seventy-two (72) inches.

1149.48I(5) PLANTERS**EE-4**

Planters no higher than forty-two (42) inches in height.

1149.48I(6) LANDSCAPED EDGE**EE-4**

A Landscaped edge of flowers, plants, or hedges.

1149.49 ARCHITECTURAL DESIGN STANDARDS**1149.49A SIGNIFICANT CORNER**

- (1) Buildings may use the provisions of a Significant Corner in locations designated on the District Standards Map in Chapter 1149.11B(5), with the intent to visually attract a viewer's attention at important corner locations.
- (2) The intent may be achieved by provision of towers, corner towers, an architecturally embellished entry, or other similar distinctive architectural elements.
- (3) Buildings providing tower elements may have the tower element exceed the maximum building height by one story providing that the overall area of the extended height does not exceed ten percent (10%) of the floor area of the floor where it is appearing.
- (4) Significant Corners are exempt from the Streetwall Stepback requirements of Chapter 1149.23E.
- (5) Building shall not have more than two tower elements that qualify as Significant Corner or Terminating Vista, as approved by the Zoning Administrator.

1149.49B TERMINATING VISTA

- (1) Buildings may use the provisions of a Terminating Vista in locations of axial conclusion of a street or exposed viewshed as designated on the District Standards Map 1149.11B(5), with the intent to visually attract a viewer's attention at the end of such visual axis.
- (2) Vista termination may include towers, corner towers, symmetrical facades centered on a visual axis, an architecturally embellished entry, or other similar distinctive architectural elements.
- (3) Buildings providing tower elements may have the tower element exceed the maximum building height by one story, providing that the overall area of the extended height does not exceed ten percent (10%) of the area.
- (4) Terminating Vistas are exempt from the Streetwall Stepback requirements of Chapter 1149.23E.
- (5) No single building shall have more than two tower elements that qualify as Significant Corner or Terminating Vista, as approved by the Zoning Administrator.

1149.49C FINISHED FLOOR OF BUILDINGS

- (1) Finished Floor Elevation of ground floor residential uses shall be set with a finished floor a minimum of twenty-four (24) inches above the grade measured at the unit entrance. This requirement excludes Live-Work uses with Storefront Private Frontages.
- (2) Floor-to-floor height shall be minimum twelve (12) feet for the first floor of commercial uses, and minimum eight (8) feet for upper floors.
- (3) Stoop and Porch frontages shall have a minimum of two (2) risers at the stoop or porch at the lead-walk.

1149.49D HORIZONTAL EXPRESSION LINE

- (1) All buildings should provide two or more horizontal expression lines appropriate for the scale of the building to differentiate between the base, middle and/or top of buildings and emphasize a massing transition or change of use.
- (2) Expression lines should be articulated through the use of material, moldings, shading devices, changes of material, changes of color, cornices, and other similar architectural elements.
- (3) Expression Lines may consist of a continuous element (e.g., a trim), or interrupted lines that visually connect across the facade at the same height, formed by a balcony, a short setback or protruded element (e.g., a bay window), a slightly articulated trim course, or similar.

1149.49E BUILDING MASSING



- (1) Streetwall façade elements, including visual structural elements, openings, and details should utilize a coherent system of proportion.
 - (a) A Streetwall should be composed of vertical proportions, whether in part or whole of the composition, and shall be designed so that assumed vertical loads are carried to the ground by a reasonable and convincing visible structure.
 - (b) Windows shall be vertical in proportion, except where Storefront or Arcade Frontage is required or provided.
- (2) Streetwalls shall employ vertical sections no wider than eighty (80) feet.
 - (a) Vertical sections, while allowed to be identical, are an opportunity to introduce a visual change or a break in top expression line (parapet or cornice) of the Streetwall. These breaks are achieved by, but not limited to, changes in material, recesses, cornice height, or roof type. Break in the cornice can be achieved through the regular and/or occasional use of gables and/or dormers.
 - (b) Vertical sections also allow for breaks in the facade while maintaining the Streetwall within the Private Frontage to comply with Public and Private Frontage Standards Table 1149.12B.
 - (c) In buildings with flat roofs massing shall be controlled by, and not limited to, more pronounced vertical breaks, change in height at the Streetwall. Breaks can also be achieved through changes in the type of parapet used, inclusion of more pronounced overhang elements, the inclusion of mansard roofs, changes in building material, and inclusion of pergolas for rooftop gardens.
- (3) When bay windows are used, they should appear to be structurally supported in a manner matching the applied architectural style within the building section.
- (4) When dormers are used, they shall light interior spaces.
 - (a) The body of a single-window dormer shall be vertically proportioned or square and shall be consistent with the architectural style. Dormer windows shall be proportioned similar to or slightly shorter than typical windows in the floor below.
- (5) When shutters are used, they shall be sized to cover the windows, regardless of the shutter operability.

1149.49F BUILDING MATERIAL

- (1) Building materials shall be utilized in a manner appropriate to their intrinsic properties, including their structural capacities as demonstrated in openings and spans as approved by the Building Inspector.
 - (a) Heaviest appearing materials shall be kept at the base of the building and lighter appearing above.
 - (b) The rules numbered below, shall establish the guidelines for the acceptability of materials where substitute materials are used:
 - [1] Arm's Length Rule: Substitute materials must be indistinguishable from the materials they are representing if they are to be used below the second floor.
 - [2] Eyes' Only Rule: Substitute materials must be visually indistinguishable from the materials they are representing if they are to be used above the first floor.
- (2) No more than 3 wall materials, excluding fenestration, shall be visible on any exterior streetwall within a building section, not counting the foundation wall or piers.
 - (1) Material change should primarily take place along a horizontal line or as a part of a change in vertical sections of the building (see Chapter 1149.49E).

1149.49G SIGNS

- (1) All signage shall conform to the City of Cleveland Heights Sign Regulations as defined in Chapter 1163.

Proposed: 11/3/2025

ORDINANCE NO. 226-2025(PD), *First Reading*

By Mayor Cuda

An Ordinance amending various Sections of Part Eleven, Zoning Code, of the Codified Ordinances of the City of Cleveland Heights to create a Severance Overlay Zone.

WHEREAS, pursuant to Section 1119.01 of the Codified Ordinances of the City of Cleveland Heights, this Council may by Ordinance introduce amendments to the Zoning Code; and

WHEREAS, pursuant to Section 1119.01 of the Codified Ordinances of the City of Cleveland Heights, such amending Ordinance may be introduced upon petition; and

WHEREAS, pursuant to Section 1119.03 of the Codified Ordinances of the City of Cleveland Heights, after the introduction of such amendments by Council, they shall be transmitted to the Planning Commission for its consideration and recommendations; and

WHEREAS, pursuant to Section 1119.03 of the Codified Ordinances of the City of Cleveland Heights, the Planning Commission shall be allowed a reasonable time, not less than thirty (30) days, nor more than sixty (60) days, for its consideration and recommendations; and

WHEREAS, the Planning Commission may recommend to Council that the amendments be approved as submitted to the Planning Commission, or that they be modified, or that they be denied; and

WHEREAS, Council must hold a public hearing on proposed amendments to the Zoning Code; and

WHEREAS, Severance Town Center is located in the heart of Cleveland Heights and its redevelopment and reimagination is central to the future of the City; and

WHEREAS, the current Master Developer of Severance Town Center, MPACT Collective ("MPACT" or the "Applicant"), has been working collaboratively with the City over the past two (2) years on creating a vision for Severance Town Center, with significant stakeholder and community engagement; and

WHEREAS, the vision for Severance Town Center is encapsulated in the Recommended Action Plan, prepared by MPACT, which envisions Severance as a walkable, mixed-use neighborhood; and

WHEREAS, in order to effectuate and incentivize that vision, new zoning is necessary; and

ORDINANCE NO. 226-2025(PD)

WHEREAS, that new zoning is proposed as being a form-based, voluntary, overlay district titled the “Severance Overlay Zone”; and

WHEREAS, a petition to amend the Zoning Code was received from MPACT on October 28, 2025; and

WHEREAS, on November 3, 2025, Council introduced this Ordinance to amend certain sections of Park Eleven, Zoning Code, of the Codified Ordinances of the City of Cleveland Heights, transmitted the same to the Planning Commission for 30 days pursuant to Cleveland Heights Codified Ordinances Chapter 1119.03, and set the date, time, and location for a public hearing to be held December 15, 2025 at 5:00 PM in Council Chambers; and

WHEREAS, Planning Commission held a public hearing and discussed this Ordinance at its November 12, 2025 meeting; and

WHEREAS, at the conclusion of its November 12, 2025 meeting, the Planning Commission recommended that the proposed zoning amendments be adopted by Council; and

WHEREAS, this Council held a public hearing concerning this Ordinance and the Planning Commission’s recommendation on December 15, 2025; and

WHEREAS, this Council has determined to adopt the Planning Commission’s recommendation as set forth herein.

BE IT ORDAINED by the Council of the City of Cleveland Heights, County of Cuyahoga, State of Ohio, that:

SECTION 1. The amendments to Part Eleven, Zoning Code, of the Codified Ordinances of the City of Cleveland Heights set forth in Exhibits A and B attached hereto and incorporated herein by reference, with the language of the new provisions underlined and the provisions to be deleted struck out or otherwise noted, shall be and are hereby adopted.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 3. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights or by posting the full text of this Ordinance to the City of Cleveland Heights website.

SECTION 4. This Ordinance shall take effect and be in force from and after the earliest time permitted by law.

GAIL L. LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor

SEVERANCE ZONING

EXHIBIT A

(10/28/2025)

PART ELEVEN - ZONING CODE

TITLE ONE - Administration

- Chap. 1101. Purpose, Interpretation and Validity.
- Chap. 1103. Definitions.
- Chap. 1105. Establishment of Districts and Maps.
- Chap. 1107. Zoning Administrator.
- Chap. 1109. Board of Zoning Appeals.
- Chap. 1111. Planning Commission.
- Chap. 1113. ~~Board of Control~~ Reserved.
- Chap. 1115. Procedures.
- Chap. 1117. Enforcement and Penalties.
- Chap. 1119. Amendments.

TITLE THREE - District Regulations

- Chap. 1121. AA and A Single-Family and B Two-Family Residential Districts.
- Chap. 1123. MF-1, MF-2 and MF-3 Multiple-Family Residential Districts.
- Chap. 1131. Commercial Districts.
- Chap. 1133. Park District.

TITLE FIVE - Special Districts

- Chap. 1141. Planned Development Objectives.
- Chap. 1143. S-1 Mixed Use District.
- Chap. 1145. S-2 Mixed Use District.
- Chap. 1147. Planned Development Overlay District.
- Chap. 1149. Severance Overlay Zone.

TITLE SEVEN - Conditional Use Regulations

- Chap. 1151. General Criteria.
- Chap. 1153. Supplemental Standards for Conditional Uses.
- Chap. 1155. Planned Residential Developments.

TITLE NINE - Supplementary Regulations

- Chap. 1161. Off-Street Parking and Loading Regulations.
- Chap. 1163. Sign Regulations.
- Chap. 1165. Additional Regulations Governing Uses.
- Chap. 1166. Landscape Requirements
- Chap. 1167. Prohibited Uses.
- Chap. 1169. Sexually Oriented Businesses.

TITLE ELEVEN - Nonconformities

- Chap. 1171. Intent and General Regulations.
- Chap. 1173. Nonconforming Uses.
- Chap. 1175. Nonconforming Site Conditions.

APPENDIX - Zoning Map Changes

TITLE ONE - Administration

- Chap. 1101. Purpose, Interpretation and Validity.
- Chap. 1103. Definitions.
- Chap. 1105. Establishment of Districts and Maps.
- Chap. 1107. Zoning Administrator.
- Chap. 1109. Board of Zoning Appeals.
- Chap. 1111. Planning Commission.
- Chap. 1113. Board of Control.
- Chap. 1115. Procedures.
- Chap. 1117. Enforcement and Penalties.
- Chap. 1119. Amendments.

CHAPTER 1103

Definitions

- 1103.01 Use of code section references.
- 1103.02 Special meanings.
- 1103.03 Definitions of general terms.
- 1103.04 Determination of household status.

CROSS REFERENCES

Housing Code definitions - see BLDG. Ch. 1341
Business Maintenance Code definitions - see BLDG. Ch. 1361

...

1103.03 DEFINITIONS OF GENERAL TERMS.

Words used in this Zoning Code are used in their ordinary English usage. However, for the purpose of this Zoning Code, certain words used herein are defined and whenever used in this Code shall have the meaning indicated in this section, whether or not capitalized or otherwise highlighted, except where the context clearly indicates a different meaning.

(a) The following are general terms of reference:

(1) "Board" means the Board of Zoning Appeals of Cleveland Heights, Ohio. (See Chapter 1109.)

(2) "City" means the City of Cleveland Heights, Ohio.

(3) "Commission" means the City Planning Commission of Cleveland Heights, Ohio. (See Chapter 1111.)

(4) "Commissioner of Building" is defined in Chapter 1341, Section 1341.05 and is synonymous with "Building Commissioner".

(5) "Council" means the City Council of Cleveland Heights, Ohio.

(6) "Date of passage" means the date upon which this Zoning Code was passed by Council.

(7) "District" means a part of the City wherein regulations of this Zoning Code are uniform as classified by the provisions of Chapter 1105.

(8) "Mayor" means the Chief Executive Officer of the City.

(9) "Municipal" means anything of or pertaining to the City.

(10) "Public notice" means advance notice of a hearing or proceeding as prescribed in this Zoning Code which states the subject matter to be heard and the time and place of the hearing or proceeding.

(11) "Zoning Administrator" means the Planning and Development Director or the Director's designee. (See Chapter 1107.)

(b) Certain general terms are hereby defined as follows:

(1) "Abutting" means having a common border with, or being separated from such a common border by a right of way, alley or easement.

(2) “Access Lane” means the portion of any Traveled Way dedicated for either limited public or private access for any combination of vehicles, services, egress, emergency response, and/or pedestrian movement to a site and/or across a site.

(23) “Accessory building” means a subordinate building which is incidental to or customarily in connection with the principal building or use and which is detached from the principal building but located on the same lot with such principal building or use.

(2.54) “Accessory parking space” means an open or enclosed area, accessible from a street, for parking motor vehicles of owners, occupants, employees, customers, or tenants of the main building or use.

(35) “Accessory use or structure” means a use, object or structure constructed or installed on, above or below grade which is incidental to or customarily in connection with, or subordinate to, the principal building or use and is located on the same lot with such principal building or use.

(6) “Active Edge” means a combination of doors and glazing designed to stimulate pedestrian activity along a Public Frontage.

(47) “Alley” means a public or private way permanently reserved as a secondary means of access to abutting property.

(58) “Animal clinic” or “veterinary office” means a place where animals or pets are given medical or surgical treatment and the boarding of animals is limited to short-term care incidental to the clinic use, unless longer-term animal day care or overnight boarding of animals has been approved under the terms of Section 1153.05(bb).

(69) “Animal day-care facility” means a facility that cares for pet animals during the day at the request of the pets’ owners. An animal day-care facility shall not include overnight boarding unless explicitly approved by the Planning Commission in the conditional use permit.

(710) “Automobile service station, major repair” means a building or portion of a building in which structural repair, rebuilding or reconditioning of motor vehicles, or parts thereof, is conducted, including collision service; spray painting; body, fender, clutch, transmission, differential, axle, spring, and frame repairs; major overhauling of engines requiring the removal of the engine cylinder, head or crankcase pan; repairs to radiators requiring the removal thereof; complete recapping or retreading of tires; or similar activities.

(811) “Automobile service station, minor repair” (See also “gasoline station”) means a building or part of a building, structure or space used for the retail sale of lubricants and motor vehicle accessories, the routine maintenance and service and the making of repairs to motor vehicles, except that repairs described as major repairs in subsection (b)(7) hereof shall not be permitted.

(912) “Bar, tavern or night club” means any premises wherein alcoholic beverages are sold at retail for consumption on the premises and minors are excluded therefrom by law for all or part of the time the establishment is open for business, and in which dancing may be permitted.

(1013) “Basement” means a portion of a building partly or entirely underground whose ceiling or underpart of the floor above is four (4) feet or less above the average finished ground elevation. The “average finished ground elevation” is the mean elevation of the finished grade around all of the exterior of the building.

(1114) “Blockface” means the properties that face the same side of a single street which are located between intersecting streets. A corner lot shall be part of the blockface parallel to the lot’s front lot line.

(1215) “Boarding house”. (See also “lodging house”).

(16) “Build-to-Line” means a line parallel to the face of curb closest to a street at a distance defined by the Street Type.

(17) “Build-to-Zone” means the space between the established Build-To-Line and a line parallel to the Build-To-Line defined by the Public Frontage Type. The width between these two lines is the zone where the Street Wall and Civic Space is counted towards a given private frontage requirement.

~~(4318)~~ “Building” means any structure having a roof supported by or suspended from columns or walls and which is completely enclosed to serve as a shelter or enclosure for persons, animals, chattels or property of any kind. The term “building” does not include any vehicle, trailer (with or without wheels) nor any removable device, such as furniture, machinery or equipment.

~~(4419)~~ “Building height” means the vertical distance from the grade to the highest point of the roof surface if it is a flat roof; to the deck line for a mansard roof; and to the mean height level between eaves and ridge line for gambrel, gable or hip roofs.

~~(4520)~~ “Building line” means an imaginary linear extension of the building wall parallel to the street right-of-way line.

~~(4621)~~ “Building, principal” means a building occupied by the main use or activity on the lot on which such building is located.

~~(4722)~~ “Car wash” means a building or area that provides facilities for washing and cleaning motor vehicles, which may use production line methods with a conveyor, blower, or other mechanical devices and/or which may employ hand labor.

~~(4823)~~ “Cellar”. (See also “basement”).

~~(4924)~~ “Cemetery” means land used or intended to be used for the burial of the human dead and dedicated for cemetery purposes, including columbariums and mausoleums, when operated in conjunction with and within the boundaries of such cemetery.

~~(2025)~~ “Child day-care” means administering to the needs of infants, toddlers, pre-school children, and school children outside of school hours by persons other than their parents or guardians, custodians, or relatives by blood, marriage or adoption for any part of the twenty-four (24) hour day in a place or residence other than a child’s own home.

~~(2426)~~ “Child day-care home” means a permanent residence of the provider in which child day-care is provided for one (1) to six (6) children at one (1) time and in which no more than three (3) children may be under two (2) years of age at one (1) time. In counting children for the purposes of this definition, any children under six (6) years of age who are related to the provider and who are on the premises of the child day-care home shall be counted.

~~(2227)~~ “Clinic” means a building where human patients are admitted for examination and treatment by a group of physicians or dentists practicing medicine together, but who are not lodged overnight.

~~(2328)~~ “Cluster development” means a development design technique that groups buildings on the site, with no increase in overall density, to allow a better arrangement of open space.

~~(43429)~~ “Codified Ordinances” means the Codified Ordinances of the City of Cleveland Heights, as amended.

~~(23-130)~~ “Commercial use” means a collective reference to all uses other than Residential, Institutional, or Community uses.

~~(23-231)~~ “Community use” means public libraries, museums, public safety facilities, public service and maintenance facilities, parks, playgrounds, and recreation facilities accessible to the public, farmer’s markets, community gardens, and similar uses.

(2432) “Community garden” means any piece of land (publicly or privately held) that is cultivated by a group of people rather than a single family or individual.

(2533) “Conditional use” means a use permitted in a district other than a principally permitted use that is allowed only under certain conditions, requiring a conditional use permit as regulated in Title Seven and approval of the City Planning Commission or Zoning Administrator, in accordance with the standards and procedures of Sections 1115.08 and 1115.09.

(2634) “Conditional use permit” means a permit issued by the Zoning Administrator upon approval by the City Planning Commission, when required, or administratively, to allow a use other than a principally permitted use to be established within the district on a specific parcel.

(2735) “Corner lot”. (See also “lot types”).

(36) “Curb Cut” means any point of access along a street where the Face of Curb line is broken in order to permit the passage of vehicles to another street, an access lane, a loading area, parking area, an enclosed parking structure, or open parking lot.

(2837) “Day-care center” means an establishment in which the operator is provided with compensation in return for providing individuals with care for less than twenty-four hours (24) hours at a time. This term includes, but is not limited to, a day nursery, nursery school, pre-school, child or adult day care center and may include incidental facilities for the preparation and consumption of meals, rest and recreation. This term does not include a “child day-care home”.

(2938) “Density” means the number of dwelling units permitted per acre of land.

(39) “Development Plan” means a conceptual plan for a Planned Development, the components of which are defined in Section 1115.08. For the purposes of the S-1 District, the Severance Preliminary Land Use Plan, as updated and adopted, shall be considered the Development Plan; for the purposes of the Severance Overlay Zone, the SOZ Regulating Plan shall be considered the Development Plan.

(3040) “Dormitory” means a building used as group living quarters for a student body, religious order, or other group as an associated use to a college, university, boarding school, orphanage, convent, monastery, or other similar use. Dormitories do not include kitchen facilities, except a group kitchen facility to serve all residents.

(41) “Drive Lane” means the portion of a Traveled Way dedicated to the public access and movement of people, goods, and services by vehicle. Vehicles may include personal mobility devices such as mopeds, bicycles, and scooters.

(3142) “Drive-through facility” means any portion of a building or structure from which business is transacted, or is capable of being transacted, directly with customers located in a motor vehicle during such business transactions. The term “drive-through” also includes “drive-up” and “drive-in”.

(3243) “Dry-cleaning and laundry counter outlets” means a business that provides home-type washing, drying, and/or ironing machines for use by customers on the premises, or serves as a drop-off for dry-cleaning or laundry, but where no dry-cleaning processing is done on the premises.

(3344) “Dwelling” means any building or portion thereof which is designed and used exclusively by one (1) or more human occupants for the purpose of residing for an extended time. A dwelling may be comprised of more than one (1) dwelling unit.

(3445) “Dwelling, multiple family” means a building or portion thereof designed for occupancy by three (3) or more families living independently of each other in three (3) or more dwelling units where the units are separated by party walls with varying arrangements of entrances.

(3546) “Dwelling, single-family” means a building designed or arranged for use by a single family consisting of one (1) dwelling unit only in one of the following forms:

- A. “Dwelling, single-family detached” means a building designed or arranged for use by a single family consisting of one (1) dwelling unit only, separated from other dwelling units by open space; or
- B. “Dwelling, single-family, attached” means a single-family dwelling that is joined by party walls to another single-family dwelling on a separate parcel.

(3647) “Dwelling, town house” means a building that has single-family dwelling units erected as a single building, each dwelling unit being separated from the adjoining unit or units by a party wall without openings extending from the basement floor to the roof and each such building being separated from any other building by space on all sides. The terms “town house dwelling”, “townhouse”, “townhome” and “row house” shall be considered synonymous.

(3748) “Dwelling, two-family” means a dwelling consisting of two (2) dwelling units arranged, intended or designed to be occupied by two (2) families only. The dwelling units may be either attached side by side or one (1) above the other.

(3849) “Dwelling unit” means a group of rooms arranged, maintained or designed to be occupied by a single family and consisting of a complete bathroom with toilet, lavatory and tub or shower facilities; one (1) and one (1) only complete kitchen or kitchenette with approved cooking, refrigeration and sink facilities; approved living and sleeping facilities. All of these facilities shall be in contiguous rooms and used exclusively by such family. The terms “dwelling unit”, “apartment” and “suite” shall be considered synonymous.

(50) “Edging Elements” means structures, walls, or landscaping within a Private Frontage which define and enclose the private use of a site from an adjacent Public Frontage.

(3951) “Enclosed space” means an area that is surrounded on all sides. (See also “building”).

(42852) “Existing carriage house” means an existing, nonconforming accessory residential dwelling unit that was legally constructed or created prior to the adoption of this Zoning Code.

(53) “Expression Line, Horizontal” means architectural elements that define the base, middle and top of a building and unify the Street Wall along a Public Frontage through use of moldings, changes of material and depth, and through the use of cornices.

(42954) “Façade” means any exterior wall of a structure, including projections from and attachments to the wall that are architecturally integrated into the structure. Projections and attachments shall include, but are not limited to, balconies and porches.

(55) “Face-of-Curb” means the edge (or line) of pavement marking the boundary between the Traveled Way and the Public Frontage. The Face of Curb, while typically a raised feature, may be a flush demarcation instead, depending on Street Type.

(4056) “Family” means a group of individuals who function as a single, cohesive household. The Zoning Administrator shall determine whether a specified group of persons constitutes a household by virtue of being the functional equivalent of a family in the manner set forth in Section 1103.04. Notwithstanding the provisions of this definition, no family unit shall exceed in total number those persons permitted under the applicable provisions of the Housing Code describing required habitable floor and bedroom areas for each occupant.

(4457) “Farmers’ market” means a market consisting of individual vendors, mostly farmers/producers who sell directly to customers.

(4258) “Fence” means any structure composed of wood, iron, steel, masonry, stone or other material and erected in such a manner and in such location as to enclose, secure, partially enclose or secure, provide privacy, decorate, define or enhance all or any part of any premises.

(4359) “Floor area, gross” means the total number of square feet of all floor space contained within the outside surface of the exterior walls of a building or from the center line of a common wall separating two (2) buildings but not including space in cellars or basements, space in machinery penthouses or floor space used for accessory off-street parking. However, if the cellar or basement is used for business or commercial purposes, it shall be counted as floor area in computing off-street parking requirements.

(4460) “Floor area of a dwelling unit” means the sum of the gross horizontal areas of a building devoted to residential use measured from the exterior faces of exterior walls or from the center line of common walls separating two (2) dwelling units. “Floor area of a dwelling unit” shall not include unfinished basement, attached parking garage, attic, terraces, breezeways, open porches and covered steps.

(4561) “Floor area ratio” means the ratio between the number of square feet of floor area and the number of square feet of land in the lot.

(4662) “Foster child” means a person under eighteen (18) years of age who is placed in a dwelling unit by an institution or agency, licensed or approved by an appropriate State-regulating agency to place foster children.

(46.563) “Frontage” means the area on a lot between the primary or secondary facade of the building and the right-of-way line. Corner lots have two frontages, a primary frontage and a secondary frontage.

A. “Primary Frontage” means the frontage designated to bear the address and principal entrance to the building, and the measure of minimum lot width.

B. “Secondary Frontage” means any frontage that is not the primary frontage.

(64) “Frontage, Private” mean the area between the Build-To-Line and a line parallel to it 16’ feet behind the Street Wall. Where there is no Street Wall, the zone of Private Frontage shall start at the Build-To-Zone for regulatory purposes. Alternatively, where the term “Frontage” is used as part of a site plan application under the Severance Overlay Zone, it refers to the area between the Face of Curb and the Street Wall, which are further defined as “Public Frontage” and “Private Frontage”.

(65) “Frontage, Public” means the space between the Face of Curb and the Build-To-Line.

(66) “Frontage, Site” means the length of a Site’s perimeter abutting an established Build-To-Line, which is used to calculate Frontage Occupancy, measured in feet. The total of a site frontage is the sum of all frontages on a contiguous site.

(67) “Frontage Occupancy” means the percentage of the Site frontage that is occupied by a Street Wall or an approved Civic Space within the Build-To-Zone.

(46.668) “Frontage Type” means the specific design and configuration of the building facade, and the associated space between the facade and the public right-of-way and may include space within the public right-of-way.

A. “Arcade” – A frontage wherein the facade is a colonnade that overlaps the sidewalk, while the facade at sidewalk level remains at the frontage / build-to line. This type is conventional for retail use. The arcade shall be no less than twelve (12) feet wide and may overlap the whole width of the sidewalk to within two (2) feet of the curb.

B. “Common Yard” – A frontage wherein the facade is set back substantially from the frontage / build-to-line. The front yard created remains unfenced and is visually continuous with adjacent yards, supporting a common landscape.

C. “Forecourt” – A frontage wherein a portion of the facade is close to the frontage / build-to-line and the central portion is set back. The forecourt created is suitable for vehicular drop-

offs, large private gardens, bio-retention areas, or similar uses. This type should be allocated in conjunction with other frontage types. Large trees within the forecourts may overhang the sidewalks.

- D. “Gallery” – A frontage wherein the facade is aligned close to the frontage line with an attached cantilevered shed or a lightweight colonnade overlapping the sidewalk. This type is conventional for retail use. The gallery shall be no less than ten (10) feet wide and may overlap the whole width of the sidewalk to within two (2) feet of the curb.
- E. “Light Court” – A frontage wherein the facade is set back from the frontage / build-to line by an elevated terrace or a sunken light court. This type buffers residential use from sidewalks and removes the private yard from public encroachment. The terrace is suitable for conversion to outdoor cafes in commercial uses. The word “Light Well” shall be considered synonymous.
- F. “Porch and Fence” – A frontage wherein the facade is set back from the frontage / build-to-line line with an attached porch permitted to encroaching. A fence at the build-to line (optional) maintains the demarcation of the yard. The porches shall be no less than eight (8) feet deep. The word “Porch” shall be considered synonymous.
- G. “Stoop” – A frontage wherein the facade is aligned close to the frontage / build-to line with the first story elevated from the sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing. This type is recommended for ground floor residential use.
- H. “Shopfront and Awning” – A frontage wherein the facade is aligned close to the frontage / build-to line with the building entrance at sidewalk grade. This type is conventional for retail use. It has a substantial glazing on the sidewalk level and an awning that may overlap the sidewalk to the maximum extent possible. The word “Storefront” shall be considered synonymous.
- I. “Terrace” – A frontage wherein the facade is set back from the frontage / build-to line by an elevated terrace or a sunken light court. This type buffers residential use from sidewalks and removes the private yard from public encroachment. The terrace is suitable for conversion to outdoor cafes in commercial uses.
- J. “Urban” – A frontage wherein the facade is adjacent to the frontage / build-to-line with a less substantial Active Edge and Glazing at the sidewalk level than a Shopfront and Awning frontage type. The Urban frontage does not comply with Storefront Frontage requirements.

(4769) “Funeral home” means a building or part thereof used for human funeral services. Such building may contain space and facilities for:

- A. Embalming and the performance of other services used in preparation of the dead for burial;
- B. The performance of autopsies and other surgical procedures;
- C. The storage of caskets, funeral urns, and other related funeral supplies; and
- D. The storage of funeral vehicles, but shall not include facilities for cremation. Where a funeral home is permitted, a funeral chapel shall also be permitted.

(70) “Furnishing Zone” means the area of Public Frontage between the Face of Curb and the Pedestrian Clearway where placement of street furniture and landscaping is allowed.

(4871) “Game rooms” means any premises open to the public other than a residence upon or within which there is located more than seven (7) billiard tables, bowling lanes, pinball machines, video games, other similar player-oriented amusement devices, as defined by the Codified Ordinances, or any combination of billiard tables, bowling lanes, and amusement devices in excess

of seven (7). For the purposes of this definition, residence shall include any single-family, two-family and multiple-family structure, and a dormitory for college students with a student union operated in conjunction with such dormitory facility, so long as such residence is open to residents and their invited guests only, and is not open to the general public.

(4972) “Garage, parking” means a principal or accessory building or an enclosed space within the principal building in which motor vehicles owned by the general public are parked, including facilities operated as a business enterprise with a service charge or fee paid to the owner or operator of such facility, with no facilities for mechanical service or repair of a commercial or public nature. Parking garage may be attached or detached and shall be considered enclosed parking spaces. A “parking deck” shall be considered a parking garage. An “existing carriage house” shall not be considered a parking garage.

(5073) “Garage, private parking” means a detached accessory building or an attached portion of the principal building designed to store motor vehicles and other normal household accessories of the residents of the principal building, with no facilities for mechanical service or repair of a commercial or public nature. “Private parking garage” shall be considered enclosed parking spaces.

(5174) “Gasoline station” (See also “automobile service station”) means an establishment where liquids used as motor fuels are stored and dispersed into the fuel tanks of motor vehicles by an attendant or by persons other than the station attendant and may include facilities available for the sale of other retail products.

(5175) “Glazing” means the glass components of a building’s façade as part of windows, doors or other fixed openings that have some degree of transparency.

(5276) “Grade” means the average level of the finished surface of ground adjacent to the exterior walls of the building, except when any wall of a building approximately parallels and is not more than five (5) feet from a street right-of-way line, then the elevation of the street center line at the center of the building wall adjoining the street shall be the grade.

(77) “Grade Plane, Building” means a reference plane representing the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference point shall be established by the lowest points with the area between the building and the lot line or, where the lot line is more than 6 feet from the building, between the building and a point 6 feet from the building.

(5378) “Greenbelt” means an open area which may be cultivated or maintained in a natural state surrounding development or used as a buffer between land uses or to mark the edge of a developed area.

(5479) “Green roof” means a roof of a building that is partially or completely covered with vegetation and a growing medium with the capacity to absorb rainwater and reduce a building’s heat island effect.

(5580) “Greenway” means a linear park, alternative transportation route, or open space conservation area that provides a passive recreational opportunity, pedestrian and/or bicycle paths and/or conservation of open spaces or natural areas.

(5681) “Home occupation” means an occupation for gain which is subordinate and incidental to the use of the premises as a dwelling, carried on by a person in the home in which he or she resides.

(5782) “Hotel” means a building in which lodging is provided and offered to the public for compensation on a daily rate and which is open to occupancy for periods of less than one (1) week, in contrast to a lodging house as defined in this section. Motels are not included in this definition.

(~~5882~~) “Indoor recreation” means an indoor facility for any number of uses such as game courts, exercise equipment, exercise and/or dance floor area, pools, locker rooms, spa, whirlpool or hot tub, and which may include an accessory retail shop for the sale of related equipment.

(~~5983~~) “Industrial design” means an establishment where the form, usability, physical ergonomics, marketing, brand development and sales of various products are researched and developed. An industrial design establishment may only create prototypes of products, but may not manufacture products for sale and distribution. Outside storage or display is prohibited. All business, servicing, processing and storage uses must be located within the building.

(~~59184~~) “Institutional use” means a use that includes, but is not limited to, a place of worship, school, cemetery, public parking lot or garage, or similar uses.

(~~6085~~) “Junk motor vehicle” means any motor vehicle, licensed or unlicensed, without regard to its age or value, that is parked in any unenclosed area of any portion of a yard or lot, with or without the consent of the owner of the property, for a period of seventy-two hours (72) hours or longer, when such motor vehicle is apparently inoperable, or is in such condition that it could not be legally operated on the public streets, or is in an extensively damaged, dilapidated or disassembled condition. Junk motor vehicle shall include “abandoned junk motor vehicle” as defined by Ohio R.C. 4513.63.

(~~6186~~) “Junk yard” means any building, open area, or part thereof, used as a place of storage of waste and refuse or of old material which is capable of being used again in some form.

(~~6287~~) “Landscaped area” means an area that is permanently devoted to and maintained for the growing of trees, shrubs, grass or other plant material.

(~~6388~~) “Live/Work Dwelling” means a dwelling unit that is used both as the primary residential unit and as a work space for the occupant.

(~~6489~~) “Loading space, off-street” means an area located totally outside of any public right-of-way for the temporary parking of vehicles entering the premises for picking up and making delivery,

(~~6590~~) “Lodging house” means a building occupied for, or arranged, intended or designed to be occupied for rooming, or rooming and boarding for compensation by not less than four (4) persons by prearrangement for definite periods of not less than one (1) week in contrast to a hotel which is open for occupancy for shorter periods. The term “lodging house” includes “boarding house” and “rooming house”.

(~~6691~~) “Lot” means a parcel of land of sufficient size to meet minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as are herein required. The term “zoning lot” is used synonymously with “lot” in this Zoning Code. Such lot shall have frontage on an improved public street but not include any portion thereof, or on an approved private street, and may consist of:

- A. A single lot of record;
- B. A portion of a lot of record; or
- C. A combination of complete lots of record, of complete lots of record and portions of lots of record, or of portions of lots of record.

(~~6792~~) “Lot area” means the area contained within the lot lines exclusive of any portion of the right of way of any public street.

(~~6893~~) “Lot coverage” means the ratio of total ground floor area of all buildings on a lot to the area of the lot expressed as a percentage.

(~~6994~~) “Lot line” means the boundary line defining the limits of the lot. “Lot line” is synonymous with “property line”.

- A. "Front lot line" means the line separating the lot from the street right of way on which the lot fronts.
- B. "Rear lot line" means the lot line opposite and most distant from the front lot line; or in the case of triangular or otherwise irregularly shaped lots, a line ten (10) feet in length entirely within the lot, parallel to and at a maximum distance from the front lot line.
- C. "Side lot line" means any lot line other than a front or rear lot line.
- ~~(7095)~~ "Lot of record" means a lot or parcel of land the deed of which has been recorded in the office of the Recorder of Deeds of Cuyahoga County prior to the effective date of this Zoning Code.
- ~~(7196)~~ "Lot types": Terminology used in this Zoning Code with reference to corner lots and through lots is as follows:
 - A. "Corner lot" means a lot abutting on two (2) streets at their intersection where the angle of such intersection is not more than 135 degrees.
 - B. "Through lot" means a lot other than a corner lot with frontage on more than one (1) street. Through lots abutting two (2) streets may be referred to as double frontage lots.
- ~~(7297)~~ "Lot width" means the distance between the side lot lines measured along a straight line parallel to the front lot line at the required front setback line.
- ~~(13298)~~ "Meeting room" means a room or space for public assembly or meeting.
- (99) "Mixed Use" means a building or site designed for and containing more than one use.
- ~~(73100)~~ "Mural" means a graphic illustration or presentation other than a sign that is painted or otherwise applied to an outside wall, facade or surface of a building or structure.
- ~~(74101)~~ "Neighborhood high school" means an educational facility designed to serve residents of the community with educational services for high school aged youth.
- ~~(75102)~~ "Nonconformity" means a lot, use of land, building, use of buildings, or use of buildings and land in combination lawfully existing at the time of enactment of this Zoning Code or its amendments which do not conform to the regulations of the district or zone in which it is situated, and is therefore incompatible.
 - A. "Nonconforming use" means any building or land lawfully occupied by a use on the effective date of this Zoning Code or any amendment thereto which, on such effective date, does not conform with the use regulations of the district in which it is situated.
 - B. "Nonconforming site condition" means any lot, building or structure lawfully existing on the effective date of this Zoning Code or any amendment thereto, which, on such effective date, does not conform to the lot area, width or yard regulations, parking requirements, sign regulations, landscaping or screening requirements or other development standards of the district in which it is situated.
- ~~(76103)~~ "Nursing home" means an extended or intermediate care facility which provides skilled nursing and dietary care for persons who are ill or incapacitated or which provides service for the rehabilitation of the persons who are convalescing from illness or incapacitation.
- ~~(77104)~~ "Ornamental Pool" means any water pool having less than 100 square feet of water surface containing less than two (2) feet of water at its deepest point, located out-of-doors on private property.
- ~~(78105)~~ "Outdoor Play Equipment" or "Recreational Equipment" means play apparatus such as swing sets and slides, sandboxes, poles for nets, trampolines and similar equipment.
- ~~(79106)~~ "Outdoor storage" means the keeping, in an unroofed area, of any goods, material, merchandise, vehicles, or junk in the same place for more than twenty-four (24) hours.

(~~80~~107) “Overlay district” means a district described on the zoning map within which, through superimposition of a special designation, further regulations and requirements apply in addition to those of the underlying districts to which such designation is added.

(~~84~~108) “Overnight boarding of animals” describes an activity that may be conditionally permitted in conjunction with an animal clinic, veterinary office, animal grooming facility, or animal day-care facility in which overnight care is provided for pet animals at the request of the pets’ owners.

(~~82~~109) “Parcel” means a tract of land that is recorded by the Cuyahoga County Auditor as a distinct entity for taxing purposes and which is identified by a single permanent parcel number.

(~~83~~110) “Parking deck” means a one (1) story unenclosed structure in which and on which motor vehicles may be parked.

(~~84~~111) “Parking lot” (See also “garage, parking”) means an area not within a building where motor vehicles may be stored for the purposes of temporary, daily or overnight off-street parking.

(~~85~~112) “Parking space, off-street” means an open or enclosed area adequate for parking an automobile with room for opening doors on both sides, with access to a public street. Arrangement of the parking space shall be such as to allow ingress and egress of an automobile without the necessity of moving any other automobile, and shall be located totally outside of any public right of way.

(113) “Pedestrian Clearway” means the portion of a Public Frontage that is dedicated to the free movement of pedestrians along a sidewalk designed to be clear of any obstructions to the passage of the public.

(114) “Pedestrian Way” means a street type intended for use primarily by pedestrians.

(~~86~~115) “Personal services” mean any enterprise conducted for gain which primarily offers services to the general public such as shoe repair, watch repair, barber shops, beauty parlors, and similar activities.

(~~87~~116) “Places of worship” mean a building in a residential district originally designed for and only for, and used primarily for public worship. The word “place of worship” includes the words “church”, “chapel”, “synagogue”, “temple”, and “mosque”, and their uses and activities which are customarily related. Church, chapel, synagogue, temple, mosque or other place dedicated to worship located in a commercial district shall be treated as a “meeting room” for the purposes of enforcing this Zoning Code.

(~~88~~117) “Planned Development” shall mean an area of land in which a variety of residential, commercial and/or other uses are accommodated ~~as a conditional use~~ in a pre-planned environment under more flexible standards, such as lot sizes and setbacks, than those restrictions that would normally apply under the standard district regulations. A Planned Development shall require the approval of a Development Plan. Approval of uses within a Planned Development shall be consistent with the approved Development Plan, which may ~~The procedure for approval of such development contains~~ additional ~~requirements in addition to those of permitted uses.~~

(~~89~~118) “Portable on-demand storage structure” means any container, storage unit, shed-like container or other portable storage structure with a volume equal to or exceeding fifty cubic feet other than an accessory building or shed complying with Code requirements that can be or is used for the storage of personal property of any kind and which is located for such purpose outside a building.

(~~90~~119) “Premises” means a lot together with all buildings and structures thereon.

(~~130~~120) “Primary structure” means a Structure having a roof supported by columns or by walls and intended for the shelter, housing, enclosure, or storage of persons or property. A primary

structure shall include, but is not limited to porches, dwellings, principal buildings. A private parking garage, patio, or deck shall not be considered a primary structure.

(121) “Principal Entrance” means the main point of access for pedestrians into a unit/building.

(91122) “Public land” means any land owned by the City or by any other governmental entity.

(92123) “Public use” means any use of a building or land by the City or by any other governmental entity for any public purpose.

(124) “Public Utility” means poles, lines, towers, conduit, tunnels and other infrastructure used as part of a system for the transmission of electricity, gas, water, sewer, communications, and similar services and substances.

(133125) “Rain barrel” means a container used to collect and store rainwater runoff, typically from roof tops via rain gutters.

(134126) “Rain garden” means an area of land designed to capture stormwater runoff from impervious areas such as roofs, driveways, walkways, parking lots, and compacted lawn areas, and allow it to infiltrate in to the water table.

(93127) “Recycling collection station” means an accessory use that serves as a neighborhood drop-off point for the collection and temporary storage of small recoverable resources such as glassware, plastic jugs and metal cans, but which does not involve any processing.

(93-5128) “Reflectivity” means the degree to which the glass panes of a window act as mirrors. Full reflectivity would be a glass pane that cannot be seen through and instead acts completely like a mirror. Lesser degrees of reflectivity allow visibility through the glass.

(94129) “Regional high school” means an educational facility marketed and designed to serve a larger area than the community with educational services for high school aged youth.

(95130) “Research and development, limited” means an establishment where research and development is conducted in industries that include, but are not limited to, green technology, biotechnology, pharmaceuticals, medical instrumentation or supplies, communication and information technology, electronics and instrumentation, and computer hardware and software. Limited research and development does not involve the manufacture, fabrication, processing or sale of products, except as incidental to the research and development business. Outside storage or display is prohibited. All business, servicing, processing and storage uses must be located within the building.

(96131) “Research and testing laboratory” means a building or group of buildings for scientific research, investigation, testing or experimentation, but not facilities for the manufacture or sale of products, except as incidental to the main purpose of the laboratory.

(97132) “Restaurant, counter service” means a retail service establishment whose principal business is the sale of foods, frozen desserts, or beverages in ready to consume individual servings, for consumption either within the restaurant building or for carry-out, and where customers are not served their food, frozen desserts, or beverages by a restaurant employee at the same table or counter where the items are consumed.

(98133) “Right-of-way” means a strip of land taken, dedicated or otherwise recorded as an irrevocable ~~right~~rite of passage for use as a public way. In addition to the roadway, it normally incorporates the curbs, lawn strips, sidewalks, water and sewer lines, lighting, and drainage facilities, and may include special features (required by the topography or treatment) such as grade separation, landscaped areas, viaducts and bridges. “Right-of-way line” also means “street line”.

(99134) “Row house”. (See also “dwelling, town house”.)

(~~100~~135) “Satellite dish receiving antenna” also referred to as a satellite earth station, means a round parabolic antenna designed to receive television broadcasts relayed by microwave signals from communications satellites orbiting the earth.

(~~101~~136) “School facilities” mean publicly or privately owned facilities providing full-time day instruction and training at the elementary, junior high and high school levels in accordance with the requirements of Ohio R.C. Chapter 3313; or publicly or privately owned facilities providing kindergarten or nursery school training and care whose annual sessions do not exceed the school sessions for full-time day schools and which are operated by a board of education or an established religious organization.

(136) “Senior” means persons 62 years of age and older.

(~~102~~137) “Senior citizen apartment” mean a building or group of buildings containing independent living units of which no less than eighty percent (80%) are occupied by persons sixty-two (62) years or older or by disabled persons.

(~~103~~138) “Setback” means the required minimum horizontal distance between a lot line and a structure as established by this Zoning Code.

(~~104~~139) “Setback line” (See also “yard, required”) means a line established by this Zoning Code generally parallel with and measured from the lot line, defining the limits of the required yard in which no building, or structure may be located above ground, except as may be provided in this Zoning Code. The term “setback line” also includes “required setback line”.

(~~105~~140) “Sign” means any identification, description, illustration or device which is affixed to or integrated into a building, structure or land, or otherwise situated on a lot and which is intended to direct or attract attention to, or announce or promote a product, place, activity, person, institution or business by means of letters, words, designs, colors, symbols, flags, banners, fixtures, images or illuminations. Signs shall be further classified by physical design or structure, and function or purpose based on the following:

A. Physical Characteristics.

1. “Advertising device” means any banner affixed on a pole, wire or rope, or streamer, wind operated device, flashing lights or other similar device.

2. “Awning” means a sign located on the face of the awning material.

3. “Freestanding” means a sign which is supported from the ground or a structure, other than a building.

4. “Marquee” means a sign affixed to a marquee which marquee is over an entrance to a building and supported from that building. For the purposes of these regulations, a marquee shall be permitted only for an auditorium used for dance, plays, concerts, movies and other similar productions.

5. “Portable” means a sign which is designed to be moved and is not permanently, or intended to be permanently, attached to a building, structure or the ground.

6. “Projecting” means a sign erected on the outside wall of a building and which projects out at an angle therefrom.

7. “Temporary” means a sign which is designed to be used for a period not to exceed forty-five (45) days, and which is either a window sign that is not painted on or otherwise permanently affixed to a window or glass portion of a door, or a yard sign.

8. “Wall sign” means a sign erected parallel to or affixed on the outside wall of any building, and not extending more than twelve (12) inches therefrom, and which does not project above the roof line or beyond the corner of the building.

9. “Window” mean a sign on the inside of a building affixed to, or near, a window for the purposes of being visible to and read from the outside of the building.

B. Functional.

1. “Building marker” means a sign indicating the name of a building and date and incidental information about its construction or historical significance, which sign is cut into a masonry surface or made of bronze or other permanent material, and mounted at the time the building was constructed or affixed subsequent to a structure being designated as an historical landmark.

2. “Commercial identification” means a sign primarily intended to identify the use, activity, service or business on the premises.

3. “Construction” means a sign identifying a building project only during the time of construction, including new construction, additions and renovations.

4. “Directional” means a sign located near the street directing or guiding traffic and parking on private property with no part of any such sign more than four (4) feet above grade.

5. “Institutional identification” means a sign identifying the name and/or address of a place of worship, school, public library, public safety facility, public park or playground, public recreation facility, cemetery, or public parking lot or garage, and which may include a bulletin board, and which contains only messages pertaining to activities on the site.

6. “Instructional” means a sign intended to instruct employees, customers or users as to specific parking requirements; the location or regulations pertaining to specific activities on the site or in the building; specific services offered, or methods of payment accepted.

7. “Name plate” means a sign indicating only the name and address of the person, business, profession or activity occupying the lot, or building(s).

8. “Public purpose/safety” means a sign erected by a public authority, utility, public service organization or private industry upon the public right-of-way or on private property which is required by law or otherwise intended to control traffic, direct, identify or inform the public, or provide needed public service as determined by the rules and regulations of governmental agencies or through public policy.

9. “Residential identification” means a sign identifying the name and address of a completed residential subdivision, or the name, address and phone number of a multiple-family development. A residential identification sign for a multiple- family development may also include a removable insert advising of a unit for rent in the building, subject to the provisions of Sections 1163.06(f)(2) and 1163.06(f)(6) herein.

(141) “Significant Corner” means a location, as demarcated on the regulating plan, as providing a distinguishing vantage point for the display of architectural elements, massing, and composition of building features to signify the importance of the corner. Architectural elements include materials, textures, colors, window, cornices, balconies, and other features which visually distinguish the corner.

(142) “Site” means one or more contiguous lots controlled through an individual owner, contract vendee, or a group of owners acting together under the provisions of state and local laws.

(143) “Stepback” means a portion of a building set back above the Street Wall before the total height of the building is achieved. The position of the stepback is controlled by a specified distance from the required Street Wall.

~~(106)~~144 “Story” means that part of a building other than a basement or a half-story between any floor and the floor above, or, in its absence, the ceiling or roof above.

~~(107)~~145) “Street” means a public way which affords the principal means of access to abutting property.

~~(108)~~146) “Street center line” means a line halfway between the street right-of-way lines.

~~(147)~~ “Street Type” means a typology assigned to all streets within the district boundary which denote the standards of permitted Public Frontages and corresponding Private Frontages.

~~(148)~~ “Street Wall” means the exterior walls of a building located within an established Build-To-Zone facing a Public Frontage.

~~(109)~~149) “Structure” means anything constructed or erected, the use of which requires a fixed location on the ground or is attached to something having a fixed location on the ground, and including, but not limited to signs, fences, backstops for sports fields or courts, pergolas, decks, pools, patios, paved areas, sidewalks and gazebos.

~~(110)~~150) “Structural alteration” means any change that would prolong the life of the supporting members of a building or structure, such as the bearing walls, columns, beams or girders.

~~(111)~~151) “Swimming Pool” means any water pool having more than 100 square feet of water surface, which is capable of containing in excess of two (2) feet of water at its deepest point, located out-of-doors on private property. All other pools are “ornamental pools.”

~~(112)~~152) “Sustainable” means in a manner which supports healthy, productive environments and minimizes waste and consumption of non-renewable materials.

~~(113)~~153) “Sustainable Development” means development which: increases the efficiencies with which buildings and their sites use energy, water and materials; and reduces building impacts on human health and environment through better siting, design, construction, operation, and maintenance.

~~(154)~~ “Terminating Vista” means a location at the axial conclusion of a street providing a distinguishing architectural element, building massing, or a composition of architectural elements, to signify the importance of such location. Architectural elements may include distinguishing materials, textures, colors, fenestrations, cornices, balconies, or similar elements designed to feature a location.

~~(114)~~155) “Townhouse”. (See also “dwelling, townhouse”).)

~~(156)~~ “Traveled Way” means the portion of a Street located between the Face of Curb and an opposing Face of Curb or the edge of Right of Way. The traveled way is typically composed of one or more drive lanes or access lanes and may contain center medians or other features between two or more lanes.

~~(115)~~157) “Veterinary office”. (See also “animal clinic”).)

~~(116)~~158) “Wetlands” means those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions , including swamps, marshes, bogs, and similar areas. (See 40 CFR 232.2(r)). Wetlands shall be delineated by a site survey approved by the City of Cleveland Heights using delineation protocols accepted by the U.S. Army Corps of Engineers and the Ohio EPA at the time of application of this regulation. If a conflict exists between the delineation protocols of these two (2) agencies, the delineation protocol that results in the most inclusive area of wetlands shall apply.

~~(117)~~159) “White roof” means a roof that is white or light in color that reflects light and heat and measurably reduces a building’s heat island effect.

~~(118)~~160) “Yard” means an open space on the same lot with a principal building that lies between the principal building and the nearest lot line, unoccupied and unobstructed by any portion

of the structure from the ground upward, except for accessory uses, structures or buildings as expressly permitted in this Zoning Code.

~~(119)~~161) Reserved.

~~(120)~~162) “Yard, front” means a yard across the full width of the lot extending from the front of the principal building to the front lot line.

~~(120)~~163) “Yard, primary front” means the front yard along the primary frontage on a corner lot.

~~(120)~~2164) “Yard, secondary front” means the front yard along the secondary frontage on a corner lot.

~~(121)~~ ~~“Yard line”. (See also “building line”).~~

~~(122)~~165) “Yard, rear” means a yard extending the full width of the lot between the principal building and the rear lot line. On a corner lot, the rear yard shall be the area between the rear lot line and the principal building.

~~(123)~~166) “Yard, required” (See also “setback line”) means the open space between a lot line and a setback line that is the minimum area required to comply with the regulations of the district in which the lot is located, and within which no structure shall be located except as expressly permitted in this Zoning Code.

~~(124)~~167) “Yard, side” means a yard between the principal building and the side lot line.

~~(125)~~168) “Yard, width or depth” means the horizontal distance from a lot line to the principal building measured perpendicular to the building.

~~(126)~~169) “Zoning lot”. (See also “lot”).

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CHAPTER 1105
Establishment of Districts and Map

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1105.02 DISTRICTS ESTABLISHED.

For the purposes of this Zoning Code the City is hereby divided into the following districts of permitted uses as follows:

AA	Single-Family Residential District
A	Single-Family Residential District
B	Two-Family Residential District
MF-1	Multiple-Family Residential District
MF-2	Multiple-Family Residential District
MF-3	Multiple-Family Residential District
C-1	Office District
C-2	Local Retail District
C-2X	Multiple Use District
C-3	General Commercial District
P	Park District
S-1	Mixed Use District
S-2	Mixed Use District
<u>SOZ</u>	<u>Severance Overlay Zone District</u>
PDO	Planned Development Overlay District.

...

CHAPTER 1107

Zoning Administrator

- 1107.01 Establishment.
- 1107.02 Powers and duties.

CROSS REFERENCES

- Department of Planning and Development - see ADM. Ch. 127
- Zoning Administrator defined - see P. & Z. 1103.03(a)(11)
- Record of zoning approval and certificates of compliance - see P. & Z. 1115.05
- Enforcement of Zoning Code - see P. & Z. 1117.01
- Review of S-1 District proposal - see P. & Z. 1143.10(b)
- Review of SOZ District proposal – see P. & Z. 1149

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1107.02 POWERS AND DUTIES.

For the purpose of this Zoning Code, the Zoning Administrator shall have the following duties:

- (a) Enforce the provisions of this Zoning Code and interpret the meaning and application of its provisions.
- (b) Issue zoning approval as provided by this Zoning Code and keep a record of same with a notation of any special conditions involved.
- (c) Accept and review for completeness all applications upon which the Zoning Administrator is authorized to review by the provisions of this Code. The Zoning Administrator shall promptly review each application submitted to determine compliance with applicable district regulations and submission requirements. If the application is deemed insufficient, the Zoning Administrator shall promptly notify the applicant of necessary changes. If the application is deemed sufficient and the application fee has been paid, the Zoning Administrator shall officially accept the application on that date from consideration of the action(s) requested.
- (d) Approve and issue conditional use permits upon which the Zoning Administrator is authorized by the provisions of this Code.
- (e) Respond to questions concerning applications for amendments to the Zoning Code text and the official Zoning Map.
- (f) Maintain in current status the official Zoning Map.
- (g) Maintain permanent and current records required by this Code, including but not limited to zoning approval, inspection documents, and records of all variances, amendments, conditional uses, and similar use determinations.
- (h) Make such records available for the use of Council, the Planning Commission, the Board of Zoning Appeals, and the public.
- (i) Conduct inspections of buildings and uses of land to determine compliance with this Zoning Code and, in the case of any violation, to notify in writing the person(s) responsible, specifying the nature of the violation and ordering corrective action.

(j) Determine the existence of any violations of this Zoning Code and cause such notifications, revocation notices, stop orders, or tickets to be issued, or initiate such other administrative or legal action as needed, to address such violations.

(k) Make similar use determinations.

(l) Issue approvals and permits for the Severance Overlay Zone upon which the Zoning Administrator is authorized by the provisions of this Code.

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CHAPTER 1111

Planning Commission

- 1111.01 Establishment and duties; rules and regulations.
- 1111.02 Membership; terms of office; chairperson.
- 1111.03 Compensation of members; payment of expenses.
- 1111.04 Secretary; duties and records.
- 1111.05 Meetings and quorum.
- 1111.06 Powers and duties of the Commission.

CROSS REFERENCES

- Establishment and powers - see CHTR. Art. XI
- Conditional use review - see P. & Z. 1115.08(e), (f)
- Determination of similar uses - see P. & Z. 1115.10
- Annual Zoning Code review - see P. & Z. 1119.08
- Review of S-1 District proposed development - see P. & Z. 1143.10(d)
- Review SOZ proposed development - see P. & Z. 1149.3
- Preparation of S-2 District Development Plan - see P. & Z. 1145.08

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CHAPTER 1113
Board of ControlReserved

~~1113.01 Establishment; powers and duties.~~

~~1113.02 Membership.~~

~~1113.03 Meetings and quorum.~~

CROSS REFERENCES

~~Board of Control review of S-1 District proposal—see P. & Z. 1143.10(e)~~

~~1113.01 ESTABLISHMENT; POWERS AND DUTIES.~~

~~The Board of Control is established to administer the provisions of Chapter 1143 governing the S-1 Mixed Use District. The Board shall have full power and authority to do and perform any and all acts provided for herein and necessary or incident to the successful administration and execution of the powers provided for in this Zoning Code. Such powers so granted are subject to the powers reserved to Council by Section 1143.10.~~

~~1113.02 MEMBERSHIP.~~

~~The Board of Control shall consist of five (5) members: the President of Council; the chairperson of the Planning and Development Committee of Council; the Mayor; the chairperson of the Planning Commission; and the chairperson of the Board of Zoning Appeals; by virtue of their respective offices or positions. All members shall serve without compensation.~~

~~1113.03 MEETINGS AND QUORUM.~~

~~All meetings of the Board of Control shall be follow the provisions of Section 107.01 of the Codified Ordinances. The presence of three (3) or more members shall constitute a quorum for the transaction of all business. The transaction of all business and action by the Board of Control shall be effected by the concurring votes of at least three (3) members.~~

CHAPTER 1115 Procedures

- 1115.01 Purpose.
- 1115.02 Building permit required.
- 1115.03 Building permits contrary to Zoning Code are void.
- 1115.04 Utility uses; exception.
- 1115.05 Record of zoning approval and certificates of compliance.
- 1115.06 Appeals; procedure and hearing.
- 1115.07 Variances; procedures and review criteria.
- 1115.08 Conditional uses; submission requirements and procedures.
- 1115.09 Review of development plans for conditional uses.
- 1115.10 Determination of similar uses.
- 1115.11 ~~Review of development plans for S-1 Mixed Use District~~Reserved.
- 1115.12 Schedule of fees.
- 1115.13 Special exceptions.

CROSS REFERENCES

- Zoning Administrator - see P. & Z. Ch. 1107
- Board of Zoning Appeals - see P. & Z. Ch. 1109
- Planning Commission - see P. & Z. Ch. 1111

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1115.02 BUILDING PERMIT REQUIRED.

No building or other structure shall be erected, constructed, reconstructed, enlarged, moved or structurally altered nor shall any excavation or site improvements be commenced, until a building permit has been applied for and received by the owner of the property involved or a person having an interest in such property and acting under written authority of the owner, and issued by the Building Commissioner. If applicable, no building permit shall be issued until the Zoning Administrator or designated agent has approved the application for the permit for Zoning Code compliance.

(a) Such approval shall be granted only when:

- (1) The Zoning Administrator or designated agent finds that all applicable requirements and standards of this Zoning Code have been complied with;
- (2) A request for a variance has been approved by the Board of Zoning Appeals in accordance with the limitations, procedures and requirements of this Chapter and has been approved by Council, as applicable;
- (3) The Planning Commission or Zoning Administrator has issued a conditional use permit for the conditional use in accordance with the procedures described in this Chapter;
- (4) The Planning Commission has made a determination in accordance with the procedures described in this Chapter that a proposed use is substantially similar to a principal or conditionally permitted use in the zoning district in which such use is located;

(5) The ~~Board of Control~~Planning Commission~~Council~~ has approved a ~~detailed~~development plan~~Plan~~ for a ~~proposal~~Planned Development in the S-1 District, according to the procedures established in Section 1143.10; ~~and/or~~

~~(6) Council has approved a Development Plan for a Planned Development in the S-2 District, according to the procedures established in Section 1145.05;~~

~~(67) The Planning Commission~~Council has approved a ~~d~~Development p~~Plan~~ for a ~~proposal in the~~Planned Development in the Severance Overlay Zone District, according to the procedures established in Section 1149.3: and/or

~~(68)~~ The Architectural Board of Review has approved the application for the proposed use, building or structure as required by the City's Codified Ordinances, including this Zoning Code.

(b) In the event that an application for a building permit requires approval by more than one (1) board or commission, the following order of review should generally be observed:

- (1) Review by the Board of Zoning Appeals, as applicable;
- (2) Review by the Architectural Board of Review, as applicable;
- (3) Review by the Landmarks Commission, as applicable;
- (4) Review by the Planning Commission ~~or Board of Control~~, as applicable;
- (5) Review by Council, as applicable.

(c) In the event that an application for a fence permit requires approval by more than one (1) board or commission, the following order of review should generally be observed:

- (1) Review by the Architectural Board of Review, as applicable;
- (2) Review by the Board of Zoning Appeals, as applicable;
- (3) Review by the Planning Commission ~~or Board of Control~~, as applicable;
- (4) Review by Council, as applicable.

(d) It is the objective of this Zoning Code to process applications as expeditiously as possible. Therefore, recognizing the interrelationships of the various review components, the Zoning Administrator, prior to Council consideration and with the consent of the applicant, may alter the above order to accomplish the review in an order deemed more timely.

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1115.09 REVIEW OF DEVELOPMENT PLANS ~~FOR CONDITIONAL USES.~~

Application for a development ~~plan conditional use permit under the provisions of this Chapter within any Special District~~ shall ~~first~~ require the submission ~~and approval~~ of a ~~development Development plan~~Plan for the proposed use or building and approval by the Planning Commission. ~~However, based on the nature of the proposed conditional use, the Zoning Administrator may waive certain submission requirements that are deemed unnecessary for the review and evaluation of such conditional use.~~

(a) Preparation of Development Plan. Development plans shall be prepared by a qualified professional, drawn to an appropriate scale and shall include the following information:

(1) Plat, plot plan. Plat, property lines of the parcel or parcels proposed for development including existing utilities, easements, street rights-of-way, and locations of existing principal buildings and land uses on adjacent parcel and across existing streets. Permanent parcel numbers of the development and adjacent parcels shall be included.

(2) Topography. Topographic maps showing existing and generally proposed grading contours at not greater than two (2) foot intervals including integration into and topography on

adjacent properties, wooded areas and trees of substantial size. The topography may be included on the plot plan.

(3) Principal and accessory buildings. The number, height, location and grouping of proposed dwelling units, nonresidential uses, recreational facilities and public uses, along with notation of the development standards for building spacing, setback from public streets and maximum building height.

(4) Traffic. The proposed system of on-site vehicular circulation, details for access to streets, methods for control of traffic, and an assessment of the impact of the proposed development on the existing circulation system.

(5) Parking areas. The layout, dimensions and estimate of the number of parking spaces, the landscaping and other design features of the parking area and types of pavement.

(6) Outdoor lighting fixtures. The location, type and illumination intensity of any existing or proposed outdoor lighting fixtures.

(7) Signs. Indication of the size, location, color and nature of any existing or proposed signs on the property.

(8) Landscaping and screening plan. A preliminary description of the location and nature of existing and proposed vegetation, landscaping and screening elements.

(9) Outdoor storage. The location and layout of all outdoor storage including storage of waste materials and trash receptacles.

(10) Phasing, sequencing of project. A detailed statement of the phasing and staging of specific elements of the plan, including a proposed construction sequencing schedule.

(11) Utilities. Show proposed location of new utilities and authority to connect these into existing infrastructure. Stormwater shall address requirements of Chapter 1335, Stormwater Management.

(b) Review by Zoning Administrator. Applications for Development Plan approval shall be submitted to the Zoning Administrator. The Zoning Administrator shall determine that the application contains the above information or, when deemed unnecessary, make a written notation of those items specifically waived.

(c) ~~Development Guidelines Prepared by~~ Review by Planning Commission. The Development Plan shall be reviewed by the Planning Commission. The Planning Commission shall follow the review procedures for conditional uses contained in Section 1115.08(c), (d), and (e). The Planning Commission shall make a recommendation on approval, disapproval, or approval with conditions to City Council. An applicant or The the Commission on its own may prepare development guidelines for an area in an S-2 District a Special District or for a Planned Residential Development which shall set forth criteria for the development of a particular area. The guidelines shall contain those elements listed in subsection (a) hereof, as necessary, to set forth policy for permitted land use, building envelope, building height, allowable density and parking areas.

(d) Council Approval. Such development guidelines as prepared The Development Plan recommended by the Planning Commission shall become the official Development Plan for the project area only upon approval by City Council.

(d) Approval of Conditional Uses in a Development Plan. Subsequent to the approval of such Development Plan by Council a property owner, or agent thereof, may apply for a conditional use permit to develop all or a portion of the land within the area for which the Development Plan has been adopted according to the procedures of Section 1115.08. Conditional uses within the Severance Overlay Zone shall follow the procedures of Chapter 1149. The applicant shall submit

a project plan that contains the elements required in subsection (a) hereof to indicate compliance with the adopted Development Plan.

(~~de~~) Modifications to a Conditional Use in a Development Plan. After the issuance of a conditional use permit for a proposed development, the conditions, limitations, and phasing of construction specified in the permit shall only be altered or modified by the approval of a new conditional use permit according to the procedures of Section 1115.08. Conditional uses within the Severance Overlay Zone shall follow the procedures of Chapter 1149.

(~~ef~~) Preliminary Plans. The applicant may meet informally with the Planning Commission to review preliminary plans prior to preparing a ~~development~~ Development plan-Plan pursuant to subsection (a) hereof. Preliminary plans should be submitted to the Zoning Administrator ten (10) days prior to the Planning Commission meeting at which the review of the preliminary plan is scheduled on its agenda.

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~~1115.11 REVIEW OF DEVELOPMENT PLANS FOR S-1 MIXED USE DISTRICT.~~ Reserved

~~(a) Properties that are not included in the Severance Overlay District Application for approval for development within an S-1 Mixed Use District shall require the submission of a development plan as set forth in Chapter 1143, unless such application is opting into the Severance Overlay District. For such properties opting into the Severance Overlay District, refer to Section 1115.115. Development Plan shall address requirements of Chapter 1335, Stormwater Management.~~

~~(b) Properties that are included in the Severance Overlay District within the S-1 Mixed Use District or the A Single Family District shall require the application for development to be submitted as set forth in Chapter 1149.~~

~~1115.115 REVIEW OF APPLICATIONS FOR SEVERANCE OVERLAY ZONE.~~

~~Properties that are opt into the Severance Overlay Zone shall require the application for development to be submitted as set forth in Chapter 1149.~~

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TITLE FIVE - Special Districts

Chap. 1141. Planned Development Objectives.

Chap. 1143. S-1 Mixed Use District.

Chap. 1145. S-2 Mixed Use District.

Chap. 1147. Planned Development Overlay District.

Chap. 1149. Severance Overlay District.

CHAPTER 1141 Planned Development Objectives

1141.01 OBJECTIVES OF THE PLANNED DEVELOPMENT REGULATIONS.

The regulations contained in ~~Chapters 1143, 1145, and 1147~~Title Five are provided to address specific situations and unique development issues in Cleveland Heights. Being a predominantly built-up community, it is necessary to permit development flexibility to promote residential, commercial, and ~~mixed-mixed~~-use facilities which are well planned in a manner compatible with the character of the City. Each of the ~~three-four~~ (34) special districts is created specifically for the purpose stated in the respective chapters, and generally to accomplish the following objectives:

- (a) To provide an opportunity for new and innovative development in areas of the City where there is vacant land or in areas which have special characteristics or special redevelopment opportunities.
- (b) To protect residential and commercial property values.
- (c) To safeguard the aesthetics of the City's residential and commercial neighborhoods.
- (d) To encourage sustainable development and practices.
- (e) To promote both residential and commercial development and, where appropriate, mixed use development in order to maximize the City's potential tax base and its provision of services.
- (f) To ensure that such creative and flexible development complies with the foregoing objectives by requiring a Development Plan for all Planned Developments and establishing a review process to ensure that all development is consistent with the approved plan.
- (g) To protect residential neighborhoods from commercial encroachment.

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CHAPTER 1143

S-1 Mixed Use District

- 1143.01 Purpose.
- 1143.02 Permitted uses.
- 1143.03 Required area.
- 1143.04 Development standards.
- 1143.05 Standards of quality.
- 1143.06 Roads and streets.
- 1143.07 Parking areas.
- 1143.08 Signs.
- 1143.09 Lighting.
- 1143.10 Procedures.
- 1143.11 Phasing.
- 1143.12 Bond or escrow agreement.

1143.01 PURPOSE.

The City contains some large parcels of land which have not been developed to their full economic potential. It is desirable that a zoning district be established that will preserve the present charm and beauty of these parcels and the residential character of the City, yet at the same time promote a unique, densely developed environment well set back from the street in a landscaped surrounding. The purpose of the S-1 Mixed Use District is:

- (a) To designate, regulate and restrict the location, design and use of buildings, structures and interior streets;
- (b) To promote high standards of external appearance of buildings and grounds;
- (c) To stabilize and improve property values with the smallest possible burden on City services and facilities and the highest possible return to the City from tax revenues consistent with maintaining and improving the residential character of the City;
- (d) To promote health, safety, comfort, convenience and the general welfare; and thus
- (e) To provide the economic, environmental and social advantages resulting from an orderly planned use of these large parcels of land.
- (f) To ensure that development complies with the ~~adopted preliminary Severance Preliminary Land Use Plan, as may be updated and adopted,~~ Development Plan for the District and these objectives ~~by requiring approval of a detailed development Development plan Plan for any subsequent development under the Land Use Plan. The Severance Preliminary Land Use Plan, as may be updated and adopted, shall be the Development Plan for the S-1 District.~~
- (g) For any development that is on property that opts into the Severance Overlay Zone, the purpose and standards contained in Chapter 1149 would supersede this Chapter.

1143.02 PERMITTED USES.

Within the S-1 District, the following uses enumerated in this section are either permitted principal uses, conditional uses or accessory uses permitted in association with a principal use. ~~All~~

development shall be subject to the review and approval of the Board of Control as set forth in Section 1143.10.

The Severance Preliminary Land Use Plan as amended updated and adopted creates two (2) sub-districts: 1) inside Severance Circle (the ring road) is the “Core Sub-district”, and 2) outside of Severance Circle (the ring road) is the “Perimeter Sub-district”. In addition, the Severance Preliminary Land Use Plan creates a Buffer Zone and a Limited-Build Zone.

(a) Principal Uses within the Core Sub-district. Any principal use or combination of uses permitted in the MF-3 or C-3 Districts is permitted in the ~~S-1 Core Sub-district~~ ~~S-1 District~~ in accordance with the approved ~~Severance Preliminary Land Use Plan~~ ~~Plan for the District~~.

(b) Accessory Uses with in the Core Sub-district. Accessory uses shall be permitted in association with a principal use subject to the regulations for such accessory uses in the respective MF or Commercial District.

(c) Principal Uses within the Perimeter Sub-district. Any principal use or combination of uses permitted in the MF-3 or C-1 Districts is permitted in the S-1 Perimeter Sub-district in accordance with the approved Severance Preliminary Land Use Plan for the District.

(bd) Accessory Uses with in the Perimeter Sub-district. Accessory uses shall be permitted in association with a principal use subject to the regulations for such accessory uses in the respective MF or Commercial District.

(a) The Severance Preliminary Land Use Plan also permits (1) restaurants with table service as part of a mixed-use development consisting primarily of non-restaurant uses, as well as outdoor dining accessory to such uses; and (2) research and testing laboratories. Convenience retail and service establishments occupying an area equal to no more than 100% of first-floor area may be permitted in multiple-family residential buildings and office buildings.

1143.03 REQUIRED AREA.

The minimum area of an S-1 ~~Mixed-Use~~ District shall be not less than fifty (50) acres. The entire area need not be developed at any one (1) time.

1143.04 DEVELOPMENT STANDARDS.

A proposed development as permitted in this district shall comply with the following development standards:

(a) Yard Requirements. Buildings and accessory uses shall be located in accordance with the following:

- (1) Buildings shall be located no closer than forty (40) feet to an existing public right of way.
- (2) Accessory parking areas shall be located no closer than forty (40) feet to an existing public right-of-way bounding the district and twenty (20) feet to an interior public or private street.
- (3) Buildings and parking areas shall be located no closer than 150 feet to an AA or A District.
- (4) All portions of the property not covered by buildings, parking areas and other permitted structures shall be landscaped with grass, trees, shrubbery and/or other appropriate ground cover or landscaping material as required by the ~~Board of Control~~ Planning Commission and/or Zoning

Administrator, and which at all times shall be maintained in good and healthy condition so as to assure adequate screening of parking and loading areas, as well as absorption of rainfall.

(b) Height Regulations. The height of a proposed building shall be limited as follows by its location on the development site in relationship to adjacent properties:

(1) The maximum building height shall not exceed one-half (1/2) the distance from the building to any property line in an AA, A, or B District, provided the yard requirements set forth in subsection (a) hereof are maintained.

(2) The maximum building height shall not exceed the distance from the building to any property line in a MF District, provided the yard requirements set forth in subsection (a) hereof are maintained.

(3) The maximum height of a building as set forth in subsections (b)(1) and (2) hereof shall be measured from the average grade along the property line of the adjacent residential property.

(4) In no case shall buildings exceed 120 feet in height.

(c) Additional Standards. Additional site specific development requirements formulated to achieve the objectives of the S-1 ~~Mixed Use~~ District shall be established during the approval process at the time the detailed development plan is reviewed. Any dimensional specifications adopted with such plan become binding land use requirements for the proposed development.

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1143.06 ROADS AND STREETS.

Access and interior service roads and streets shall be properly related to the public street and highway system in order to promote safety and minimize traffic congestion. Dedication of interior roads for public streets, as the ~~Board of Control~~Planning Commission may deem essential, shall be a condition of approval of the plan.

...

1143.10 PROCEDURES.

~~If a property opts to not be part of the Severance Overlay Zone, the property shall remain under the S-1 Zoning and shall comply with the most recent Severance Preliminary Land Use Plan enacted in 2001 (Ordinance No.51-2000, titled "Amended Preliminary Land Use Plan) This Land Use Plan creates two subdistricts. The area within Severance Circle (Ring Road) is known as the Core District and the area outside Severance Circle is the Perimeter District.~~

~~(A) Properties in the S-1 Core Subdistrict, not participating in the Severance Overlay Zone are permitted to have any principal use permitted in the MF-3 or C-3 District shall be permitted in the S-1 District in accordance with the respective district standards and in accordance with the 2001 Amended Preliminary Land Use Plan (Ord. No. 51-2000). If a property owner chooses to develop his or her property with a principal use enumerated in the MF-3 or C-3 District, such development is reviewed in the same manner as a permitted use in an MF-3 or C-3 District.~~

~~1. Conditional Uses. Any use allowed as a conditional use in the MF-3 or C-3 District. If incorporated as part of a Planned Development, these conditional uses may not be required to comply with the development standards in Chapter 1153.~~

~~2. Accessory Uses. Accessory use shall be permitted in association with a principal or conditional use subject to the regulations in the respective MF or Commercial Districts.~~

~~(B) Properties in the S1 Perimeter Subdistrict not participating in the Severance Overlay Zone are permitted to have any principal use permitted in the MF-3 Multiple Family District or the C-1 Office District in accordance with the respective district standards and in accordance with the 2001 Amended Preliminary Land Use Plan (Ord. No. 51-2000). If a property owner chooses to develop his or her property with a principal use enumerated in the MF-3 or C-1 District, such development is reviewed in the same manner as a permitted use in an MF-3 or C-1 District.~~

~~1. Conditional Uses. Any use allowed as a conditional use in the MF-3 or C-1 Districts. If incorporated as part of a Planned Development, these conditional uses may not be required to comply with the development standards in Chapter 1153.~~

~~2. Accessory Uses. Accessory use shall be permitted in association with a principal or conditional use subject to the regulations in the respective MF or C-1 Districts.~~

~~(C) Properties that have opted into the Severance Overlay Zone shall follow the regulations and process in Chapter 1149.~~

~~The procedures for the approval of a Planned Development in the S-1 District shall comply with the administrative provisions set forth in Sections 1115.08 and 1115.09, including the submission of a Development Plan. It is suggested that the applicant with preliminary sketches confer informally with the Planning Commission regarding basic concepts of the proposed development prior to submitting the formal Development Plan pursuant to Section 1115.09.~~

~~Development in the non-Severance Overlay District of the S-1 Mixed Use District shall be permitted only after review and approval of a detailed development plan by the Board of Control Planning Commission according to the procedures set forth in this section:~~

~~—(a) Preparation of a Detailed Development Plan. A proposal for development shall be accompanied by a detailed development plan prepared by a qualified professional, drawn to an appropriate scale. The detailed development plan shall include the following information, provided that the Zoning Administrator may waive certain submission requirements that are deemed unnecessary for the review and evaluation of such proposed development.~~

~~—(1) Plat, plot plan. Plat, property lines of the parcel or parcels proposed for development including existing utilities, easements, street rights of way, and locations of existing principal buildings and land uses on adjacent parcels and across existing streets. Permanent parcel numbers of the development and adjacent parcels shall be included.~~

~~—(2) Topography. Topographic maps showing existing and generally proposed grading contours at not greater than two (2) foot intervals, including integration into and topography on adjacent properties, wooded areas and trees of substantial size. The topography may be included on the plot plan.~~

~~—(3) Principal and accessory buildings. The number, height, location and grouping of proposed dwelling units, nonresidential uses, recreational facilities and public uses, along with notation of the development standards for building spacing, setback from public streets and maximum building height.~~

~~—(4) Traffic. The proposed system of on-site vehicular circulation, details for access to streets, methods for control of traffic, and an assessment of the impact of the proposed development on~~

the existing circulation system; data showing the average and maximum volume of traffic expected to be generated by the development.

—(5) ~~Parking areas.~~ The layout, dimensions and estimate of the number of parking spaces, the landscaping and other design features of the parking area and types of pavement, the loading and unloading areas.

—(6) ~~Outdoor lighting fixtures.~~ The location, type and illumination intensity of any existing or proposed outdoor lighting fixtures.

—(7) ~~Signs.~~ Indication of the size, location, color and nature of any existing or proposed signs on the property.

—(8) ~~Landscaping and screening plan.~~ A preliminary description of the location and nature of existing and proposed vegetation, landscaping and screening elements; a proposed maintenance plan to ensure the upkeep of natural areas.

—(9) ~~Outdoor storage.~~ The location and layout of all outdoor storage including storage of waste materials and trash receptacles.

—(10) ~~Architectural drawings.~~ Complete architectural drawings including floor plans, elevations and specifications for the proposed development.

—(11) ~~Phasing, sequencing of project.~~ A detailed statement of the phasing and staging of specific elements of the plan, including a proposed construction sequencing schedule.

—(12) ~~Utilities.~~ Show proposed location of new utilities and authority to connect these into existing infrastructure. Stormwater must address requirements of Chapter 1335, Stormwater Management.

—(b) ~~Review for Completeness by the Zoning Administrator.~~ Upon receipt of the proposal, the Zoning Administrator shall, within three (3) working days, make a preliminary review of the application to determine whether such application provides the information necessary for review and evaluation. If it is determined that such application does not provide the information necessary for such review and evaluation, the Zoning Administrator shall so advise the applicant of the deficiencies and shall not further process the application until the deficiency is corrected.

—(c) ~~Review by the Board of Control~~Planning Commission. The ~~Board of Control~~Planning Commission shall review the proposal and shall grant approval only after determining that the proposal complies with the preliminary land use plan for the S-1 District and that the proposal is within the intent and purpose of the S-1 District and will not be harmful to surrounding properties. The Board may grant variances from relevant provisions of this Chapter or from any other applicable provisions of the Zoning Code where practical difficulty is demonstrated. However, the Board shall not have the power to grant a use variance.

—(d) ~~Review by Planning Commission.~~ It is intended that any detailed development plan which will substantially change the use(s), building(s), or traffic pattern(s), within the S-1 Districts shall be reviewed by the Planning Commission prior to Board of Control approval or disapproval. Therefore, when a proposed development plan involves the placement of buildings on previously undeveloped land or a change in the circulation of traffic within the District or a change in the basic use to which land or a building is devoted, the Board shall refer the development plan to the Planning Commission for approval, approval with modifications or disapproval. The Commission shall be allowed a reasonable time, not less than thirty (30) days, for its consideration and recommendation. If the Planning Commission disapproves the proposal within such thirty (30) day period or thereafter, but prior to voting by the Board of Control upon the proposal, the Board of Control shall not approve the proposal except by the concurring votes of not less than three-fourths (¾) of the members of the Board of Control. Any proposal may be amended prior to the voting

~~thereon by the Board of Control without further notice or postponement, if such amendment to the proposal is in accordance with the recommendation, if any, of the Planning Commission.~~

~~—(e) Notice of Planning Commission Review. When such detailed development plan is referred to the Planning Commission, written notice shall be given by the Zoning Administrator to the applicant, the owner of property (if not the applicant), and to the owners of adjacent, abutting and contiguous properties. The notice shall be sent at least ten (10) days before the hearing by the Planning Commission on the development. The notice shall be set forth the time and place of the hearing and the nature of the development proposal. The failure of any person to receive such notice shall not affect the right and power of the Planning Commission and/or Board of Control and/or Council to review such application or to take action on the application.~~

~~—(f) Council Approval. Approval by the Board of Control Planning Commission of a detailed development plan shall not become effective unless and until it has been approved by Council. If Council takes no action in approving or disapproving the plan within thirty (30) days from receipt of certification of approval by the Board of Control Planning Commission, the action of the Board of Control Planning Commission in approving the proposal shall become in full force and effect.~~

~~—(g) Building Permit. No building permit for the improvement of a parcel, or any portion thereof, or for the erection of any building shall be issued unless the detailed development plan has been approved in accordance with the provisions of this section. All construction and development under any building permit shall be in accordance with the approved, detailed development plan. Any departure from the approved plans shall be cause for revocation of the building permit.~~

~~—(h) Amendments to Plans. The preliminary land use plan or a detailed development plan may be amended according to the following:~~

~~—(1) An amendment to the preliminary land use plan shall be considered an amendment to the zoning map and shall be governed by Chapter 1119 of the Zoning Code.~~

~~—(2) An amendment to the detailed development plan shall be governed by the provisions of this Chapter pertaining to the approval of detailed development plans.~~

...

1143.12 BOND OR ESCROW AGREEMENT.

As a prerequisite to the issuance of a permit under this Chapter, for any project involving new construction on a two (2) acre parcel or larger, the applicant shall file with the City within ten (10) days after approval of the detailed development plan a surety bond or escrow agreement to insure the construction of the project within the period specified by the ~~Board of Control~~ Planning Commission. The bond or escrow shall be enforceable by or payable to the City in a sum at least equal to the estimated costs of all of the site improvements (streets, drives, walks, walls, storm and sanitary sewers, landscape planting, ornamental features not on a building, and terraces, but not buildings) for the entire project. The bond or escrow shall be in a form and with surety and conditions approved by the Director of Law. In the event of default under such bond or escrow, the City may use the sum defaulted to construct such site improvements to the extent of the funds available.

CHAPTER 1147
Planned Development Overlay District

- 1147.01 Purpose.
- 1147.02 Application of the district.
- 1147.03 PDO District procedures.
- 1147.04 Permitted uses.
- 1147.05 Minimum project area for a Planned Development.
- 1147.06 Development standards for a PDO District.
- 1147.07 Development plan procedures.
- 1147.08 Phasing.
- 1147.09 Bond or escrow agreement.

CROSS REFERENCES

Overlay District defined - see P. & Z. 1103.03(b)(~~47~~107)

...

CHAPTER 1149
Severance Overlay Zone

[See Exhibit B]

TITLE SEVEN - Conditional Use Regulations

Chap. 1151. General Criteria.

Chap. 1153. Supplemental Standards for Conditional Uses.

Chap. 1155. Planned Residential Developments.

CHAPTER 1151

General Criteria

1151.01 Purpose.

1151.02 General standards for all conditional uses.

CROSS REFERENCES

Conditional use defined - see P. & Z. 1103.03(b)(~~24~~33)

Conditional use permit defined - see P. & Z. 1103.03(b)(~~25~~34)

...

CHAPTER 1153 Supplemental Standards for Conditional Uses

- 1153.01 Purpose.
- 1153.02 Conformance with district regulations.
- 1153.03 Specific area, width and yard regulations.
- 1153.04 Supplemental height regulations.
- 1153.05 Supplemental regulations for specific uses.

CROSS REFERENCES

- Conditional use defined - see P. & Z. 1103.03(b)(~~2433~~)
- Conditional use permit defined - see P. & Z. 1103.03(b)(~~2534~~)
- Planning Commission to approve or disapprove of conditional uses - see P. & Z. 1111.06(b)(1)
- General standards for all conditional uses - see P. & Z. 1151.02

...

1153.03 SPECIFIC AREA, WIDTH AND YARD REGULATIONS.

(a) Schedule 1153.03 sets forth regulations governing lot area, lot width and minimum yard dimensions for principal and accessory buildings and parking areas for conditional uses that require area, width and yard regulations different from the district regulations. Additional standards and requirements pertaining to such uses are set forth in Section 1153.05.

(b) In addition, all parking areas adjacent to a single-family or two-family dwelling shall be landscaped in accordance with Section 1165.05.

Schedule 1153.03

AREA, WIDTH AND YARD REGULATIONS FOR CERTAIN CONDITIONAL USES(~~f~~)

<i>Conditional Use</i>		<i>Min. Lot Area</i>	<i>Min. Lot Width (Feet)</i>	<i>Min. Yard Dimensions (in feet)</i>				<i>See Also Section</i>
				<i>Primary Front</i>	<i>Side/ Rear</i>	<i>Side/ Front</i>	<i>Rear</i>	
(1)	PRD	---	--	--	--	--	--	1155.01 - 1155.08
(1a)	PDO Development District	2 acres						1147.01 - 1147.09
(1b)	<u>Severance Overlay Zone(f)</u>	---	--	--	--	--	--	<u>1149.01-1149.49</u>
(2)	Place of worship	1 acre	150	50	50	50	10	1153.05 (a)
(3)	School facilities	1 acre	150	50	50	50	10	1153.05 (b)
(4)	Public libraries	1 acre	150	50	50	50	10	---
(5)	Public safety facilities	1 acre	150	50	50	50	10	---
(6)	Public and private parks and playgrounds, and public recreation facilities	None	None	50(a)	50(a)	(b)	(c)	1153.05 (b)
(7)	Golf courses	None	None	50	50	50	50	---

(8)	Cemetery	---	--	--	--	--	--	1153.05 (c)
(9)	Parking lot for a permitted use not on the same zoning lot	None	None	N/A	N/A	(b)	(c)	---
(10)	Accessory parking for uses within the MF-1, MF-2, MF-3, C-1, C-2, C-2X, C-3, S-1, and S-2 Districts	---	--	--	--	--	--	1153.05 (f)
(11)	Parking deck or private parking garage as a principal use	20,000 sq. ft.	100	30	15	N/A	N/A	---
(12)	Day care home	---	--	--	--	--	--	1153.05 (d)
(13)	Day care center, preschool	---	--	--	--	--	--	1153.05 (e)
(14)	(Intentionally omitted)	---	--	--	--	--	--	
(15)	Home occupation in an accessory building	---	--	--	--	--	--	1153.05 (h)
(16)	Outdoor community festivals	---	--	--	--	--	--	1153.05 (i)
(17)	Dormitories, fraternities, sororities	20,000 sq. ft.	100	30	15	30	15	1153.05 (j)
(18)	Lodging houses, boarding houses, convents, home for the aged, other congregate living and residential care facilities	20,000 sq. ft.	100	30	15	30	15	1153.05 (k)
(19)	Nursing home, intermediate and long-term care facility	1 acre	150	50	50	30	15	---
(20)	Special training schools and adult education facilities	---	---	---	--	--	--	---
(21)	Hospitals	2 acres	200	50	50	30	15	---
(22)	Colleges and universities	2 acres	200	50	50	30	15	---
(23)	Drive-thru facilities	---	--	--	--	--	--	1153.05 (l)
(24)	Automatic Teller Machine	---	--	--	--	--	--	1153.05 (m)
(25)	Funeral homes and mortuaries in a C-2 or C-3 District	20,000 sq. ft.	100	50	50	15	(b)	---
(26)	Animal clinics, veterinary offices, or animal grooming facilities	---	--	--	--	--	--	1153.05 (n)
(26A)	Animal day-care facilities and overnight boarding of animals	---	--	--	--	--	--	1153.05 (bb)
(27)	Convenience retail in an office building	---	--	--	--	--	--	1153.05 (o)
(28)	Catering	---	--	--	--	--	--	---
(29)	Outdoor dining	---	--	--	--	--	--	1153.05 (p)
(30)	Dance studios, exercise classes and similar uses	---	--	--	--	--	--	1153.05 (q)
(31)	Auto sales, new, (new and used) and auto rental	20,000 sq. ft.	100	(b)	(b)	15	(b)	1153.05 (r)
(32)	Auto sales, used	20,000 sq. ft.	100	(b)	(b)	15	(b)	1153.05 (s)
(33)	Truck, boat, sales/rental	20,000 sq. ft.	100	(b)	(b)	15	(b)	1153.05 (s)
(34)	Gasoline stations	20,000 sq. ft.	100	(b)	(b)	15	(b)	1153.05 (t)

(35)	Car wash establishment	20,000 sq. ft.	100	(b)	(b)	15	(b)	1153.05 (u)
(36)	Auto service-major and minor repair	20,000 sq. ft.	100	(b)	(b)	15	(b)	1153.05 (u)
(37)	(Intentionally omitted)							
(38)	Game rooms	---	--	--	--	--	--	1153.05 (v)
(39)	Indoor commercial entertainment	---	--	--	--	--	--	---
(40)	Private indoor/outdoor recreation	---	--	--	--	--	--	---
(41)	Banquet hall, party center	---	--	--	--	--	--	---
(42)	Satellite dish receiving antenna	---	--	--	--	--	--	1153.05 (w)
(43)	Meeting room	---	--	--	--	--	--	1153.05 (x)
(44)	Storage and warehousing of goods	---	--	--	--	--	--	---
(45)	Research and testing laboratories	---	--	--	--	--	--	---
(46)	Nursery and garden supply with accessory outdoor storage	---	--	--	--	--	--	1153.05 (z)
(47)	Public indoor/outdoor entertainment, public indoor recreation	---	--	50(a)	50(a)	(b)	(b)	---
(48)	Reduction in parking requirements	---	--	--	--	--	--	1161.05
(49)	Architecturally significant nonconforming signs	---	--	--	--	--	--	1163.11
(50)	Attached single family dwelling unit (e)	---	--	--	--	--	--	1153.05 (aa)
(51)	Chicken coop and run	---	--	--	10	--	10	1153.05 (gg)
(52)	Commercial Renewable Energy Systems ("Solar Farms")	2 acres	--	25	25	--	--	1153.05 (ff)

Notes to Schedule 1153.03:

(a) Playground structures and picnic shelters shall be located no closer to a primary front, side or rear lot line than a distance equal to its height.

(b) Shall comply with the district regulations.

(c) Shall comply with the parking regulations for multiple-family uses set forth in Section 1123.12(a).

(d) Shall include principal and accessory buildings unless specified otherwise in this Zoning Code.

(e) For the purpose of determining applicable lot area, width, and yard regulations, adjoining parcels containing attached single-family dwelling units and common areas shall be considered a single zoning lot. Any parcel on which an attached single-family dwelling unit is located shall have frontage on a public street.

(f) For properties that opt into the Severance Overlay District, all Conditional Uses shall follow the standards in Chapter 1149.

1153.04 SUPPLEMENTAL HEIGHT REGULATIONS.

Height limits heretofore established may be exceeded in the case of places of worship, public, semi-public, public service, hospital, institutional or educational buildings, any of which when conditionally permitted may be erected to a height not exceeding seventy-five (75) feet if the building is set back from each front, side and rear yard ~~line~~ as required herein at least one (1) foot for each foot of additional building height above the height limit otherwise permitted in the district in which the building is built.

1153.05 SUPPLEMENTAL REGULATIONS FOR SPECIFIC USES.

The following conditional use regulations are specific requirements pertaining to the location and maintenance of certain conditional uses and are in addition to the general criteria set forth in Chapter 1151 and the lot area, width and yard regulations set forth in Section 1153.03. For properties that opt into the Severance Overlay District, all Conditional Uses shall follow the standards in Chapter 1149.

...

TITLE NINE - Supplementary Regulations

Chap. 1161. Off-Street Parking and Loading Regulations.

Chap. 1163. Sign Regulations.

Chap. 1165. Additional Regulations Governing Uses.

Chap. 1167. Prohibited Uses.

Chap. 1169. Sexually Oriented Businesses.

CHAPTER 1161

Off-Street Parking and Loading Regulations

- 1161.01 Purpose.
- 1161.02 Determination of required off-street parking spaces.
- 1161.025 Electric automobile charging stations in parking areas.
- 1161.03 Number of parking spaces required.
- 1161.035 Required bicycle parking spaces.
- 1161.04 Allowance for shared parking.
- 1161.05 Modification of requirements.
- 1161.055 Parking maximums.
- 1161.058 Land banked parking.
- 1161.06 Location of required parking spaces.
- 1161.065 Car-share facilities.
- 1161.07 Off-street waiting spaces for drive-thru facilities.
- 1161.08 Parking of junk motor vehicles.
- 1161.09 Off-street loading spaces required.
- 1161.10 Non-residential joint use driveways and cross-access easements.
- 1161.105 Single-family and two-family residential driveways.
- 1161.107 Compact parking spaces.
- 1161.11 Improvement and maintenance standards.
- 1161.12 Tractor-trailer parking.
- 1161.13 Exceptions to off-street parking requirements in commercial districts.

CROSS REFERENCES

- Parking generally - see TRAF. Ch. 351
- Loading space, off-street defined - see P. & Z. 1103.03(b)(~~5689~~)
- Parking deck defined - see P. & Z. 1103.03(b)(~~72110~~)
- Parking lot defined - see P. & Z. 1103.03(b)(~~73111~~)
- Parking space, off-street defined - see P. & Z. 1103.03(b)(~~74112~~)
- Parking lot fees - see BLDG. 1311.071

...

1161.13 EXCEPTIONS TO OFF-STREET PARKING REQUIREMENTS IN COMMERCIAL DISTRICTS.

(a) In the City's commercial districts, parking needs are predominantly met by the existence of significant amounts of on- and off-street public parking and, in some areas, large private parking areas serving multiple uses. This reduces the need for individual uses to provide their own dedicated off-street parking, as does the fact that many patrons of uses in these commercial districts arrive on foot or by public transportation. Further, a large number of small parking lots would be disruptive in these areas, in which safe and pleasant conditions for pedestrians are important assets. On the commercial-district parcels described in subsection (b) below, the following exceptions to the off-street parking requirements set out in Chapter 1161 shall apply:

(1) New uses in existing buildings that would not result in a significant change of intensity relating to traffic and parking shall not be required to provide off-street parking.

(2) New uses in existing buildings proposed to expand the gross floor area by twenty-five percent (25%) or less that would not result in a significant change of intensity relating to traffic and parking shall not be required to provide off-street parking.

(b) The exceptions to the off-street parking requirements, as described in subsection (a) above, shall apply only to commercially zoned parcels or parcels within the Severance Overlay Zone.

CHAPTER 1163

Sign Regulations

- 1163.01 Purpose.
- 1163.02 Application of sign regulations.
- 1163.03 Computations.
- 1163.04 Maximum sign areas permitted.
- 1163.05 Maximum height permitted for freestanding signs.
- 1163.06 Supplementary sign regulations.
- 1163.07 Projecting signs.
- 1163.08 Design and construction standards.
- 1163.09 Administrative procedures.
- 1163.10 Maintenance.
- 1163.11 Alteration and removal of nonconforming signs.

CROSS REFERENCES

Sign definitions - see P. & Z. 1103.03(b)(~~92~~140)
Sign permits and fees - see BLDG. 1323.01
Safety and location - see BLDG. 1323.02

...

CHAPTER 1165 Additional Regulations Governing Uses

- 1165.01 Minimum performance standards for structures and uses.
- 1165.02 Supplementary accessory use regulations.
- 1165.021 Garage or yard sales.
- 1165.03 Site and development criteria.
- 1165.04 Exception to height regulations.
- 1165.05 Sustainable regulations for large scale residential developments.
- 1165.06 Sustainability guidelines.
- 1165.07 Exterior lighting requirements.
- 1165.08 Requirement to install sidewalks and/or shared-use paths.

CROSS REFERENCES

Determination of substantially similar use by Planning Commission - see P. & Z. 1111.06(b)(2),
1115.10
Utility line location - see P. & Z. 1115.04

...

1165.03 SITE AND DEVELOPMENT CRITERIA.

The following site and development criteria are established to promote the harmonious exercise of property rights without conflict. For properties that opt into the Severance Overlay Zone, the standards set forth in Chapter 1149 would supersede this Section.

...

1165.05 SUSTAINABLE REGULATIONS FOR LARGE SCALE RESIDENTIAL DEVELOPMENTS.

(a) Purpose. To provide flexibility in site design and development of land in order to encourage the preservation of the development area's environmental features (i.e., lakes, streams, wetlands, and other natural land features) and to encourage the maintenance of open space. The use of cluster design is strongly encouraged. These regulations shall apply to new construction residential development exceeding two (2) acres in any District, except for properties that opt into the Severance Overlay Zone.

...

TITLE ELEVEN – Nonconformities

Chap. 1171. Intent and General Regulations.

Chap. 1173. Nonconforming Uses.

Chap. 1175. Nonconforming Site Conditions.

CHAPTER 1171

Intent and General Regulations

- 1171.01 Purpose.
- 1171.02 Existing use deemed conditional use; permit required for change.
- 1171.03 Completion of construction with existing building permit.

CROSS REFERENCES

Conditional use defined - see P. & Z. 1103.03(b)(~~24~~33)
Nonconforming use defined - see P. & Z. 1103.03(b)(~~75~~102)A.
Nonconforming signs - see P. & Z. 1163.11

...

CHAPTER 1173

Nonconforming Uses

1173.01 Continuation of nonconforming uses.

1173.02 Termination of nonconforming uses.

CROSS REFERENCES

Nonconforming use defined - see P. & Z. 1103.03(b)(~~67~~102)A.

Expansion or extension of nonconforming use - see P. & Z. 1109.06(e)

Nonconforming signs - see P. & Z. 1163.11

...

CHAPTER 1175
Nonconforming Lots and Structures

1175.01 Continued use of lot or structure.

1175.02 Nonconforming lots of record.

CROSS REFERENCES

Nonconforming site condition defined - see P. & Z. 1103.03(b)(~~67~~102)B.

Nonconforming signs - see P. & Z. 1163.11

...

SEVERANCE ZONING

EXHIBIT B

(10/28/2025)

CHAPTER 1149.0: APPLICATION**1149.01 TABLE OF CONTENTS****CHAPTER 1149.0 APPLICATION**

1149.01	TABLE OF CONTENTS
1149.02	INTENT AND PURPOSE
1149.03	APPLICABILITY

CHAPTER 1149.1 DISTRICT STANDARDS

1149.11	DISTRICT STANDARDS MAP
1149.12	STREET AND PUBLIC FRONTAGE STANDARDS
1149.13	CIVIC SPACE STANDARDS

CHAPTER 1149.2 USES AND DEVELOPMENT STANDARDS

1149.21	PERMITTED USES BY DISTRICT
1149.22	SITE DEVELOPMENT STANDARDS AND INCENTIVES
1149.23	PRIVATE FRONTAGES
1149.24	EDGING ELEMENT STANDARDS
1149.25	ARCHITECTURAL DESIGN STANDARDS
1149.26	PARKING

CHAPTER 1149.3 ADMINISTRATION

1149.31	SUBMISSION PROCESS AND REVIEW
1149.32	PRELIMINARY APPLICATION PROCESS
1149.33	OFFICIAL PLAN SUBMISSION REVIEW
1149.34	SUB-DIVISION AND OWNERSHIP
1149.35	CHAPTER AMENDMENTS
1149.36	SITE PLAN AMENDMENTS
1149.37	DURATION OF APPROVALS

CHAPTER 1149.4 DESIGN STANDARDS MANUAL

1149.41	INTENT AND PURPOSE
1149.42	STREET TYPE DESIGN STANDARDS
1149.43	TABLE OF PERMITTED PRIVATE FRONTAGES
1149.44	PEDESTRIAN PATH / TRAIL PRIVATE FRONTAGES
1149.45	PUBLIC FRONTAGE DESIGN STANDARDS
1149.46	SITE LAYOUT ILLUSTRATIONS
1149.47	CIVIC SPACE DESIGN STANDARDS
1149.48	PRIVATE FRONTAGE DESIGN STANDARDS
1149.49	ARCHITECTURAL DESIGN STANDARDS

1149.02 INTENT AND PURPOSE

- A. This Chapter regulates the location, design, occupancy, and use of structures, along with the use of land, optionally developed under the Severance Overlay Zone and its defined district(s).
- B. This Chapter is intended to promote the health, safety and general welfare of the Severance Town Center within the City of Cleveland Heights by creating a holistic and comprehensive economic development strategy that utilizes the principles of social, economic and environmental responsibility to re-establish Severance Town Center. This Chapter establishes the Severance Overlay Zone as a means to promote a more economically vibrant, environmentally responsible, and pedestrian-friendly community than may be possible with the underlying zoning regulations.
- C. The primary purpose of this Chapter is to institute an overlay zone with defined district(s) as an optional alternative to the underlying zoning. The language of this Chapter establishes rules and procedures that will result in compact, walkable, and mixed-use development in alignment with objectives defined in Chapter 1141. The language of the Severance Overlay Zone and its defined district(s) shall be in alignment with the City of Cleveland Heights' adopted Master Plan.

1149.03 APPLICABILITY

- A. The regulations of Chapter 1149 apply to all land, buildings, streets, sidewalks, uses, private improvements, and material landscape alterations of any kind occurring within any development approved through the regulations of Chapter 1149 and located within the boundaries of the Severance Overlay Zone as designated, and as may be amended, on the City of Cleveland Heights Zoning Map 1105.02.
- B. The Severance Overlay Zone and the defined district(s) within it do not replace the underlying zoning rules and regulations that currently exist in Cleveland Heights. This Chapter provides an alternative option for developing and redeveloping the land and buildings within the defined district(s) of the Severance Overlay Zone.
- C. All existing rights, allowable uses, and approval procedures under the Zoning Code of Cleveland Heights remain in full force and effect, except when an applicant elects to proceed under the provisions of the Severance Overlay Zone.
- D. If an applicant proceeds according to the development and design standards of a defined district of this Chapter and there is a conflict between the language of this Chapter and the underlying regulations elsewhere in the Zoning Code of the City of Cleveland Heights, the provisions of this Chapter shall supersede the underlying zoning.
- E. The option to develop under Chapter 1149 is defined in Section 1149.3 "Administration". Section 1149.3 describes the procedures, involved parties, and requirements for application of a site plan.

CHAPTER 1149.1: DISTRICT STANDARDS

1149.11 DISTRICT STANDARDS

- (1) Districts are comprised of an assembly of blocks. The Severance Overlay Zone contains blocks as identified on District Standards Map 1149.11B(5). Blocks are assigned to districts with discreet uses and development standards as defined in Chapter 1149.2

1149.11A DISTRICT MAP & STREET TYPES MAP

- | | |
|---|---|
| <p>A. The District Standards Map designates a series of design standards and civic elements which regulate built forms most appropriate to the features of the street, block and lot. The District Standards Map regulates Street Types, Civic Spaces, Terminating Vistas, Significant Corners and permitted Frontage Types.</p> | <p>(2) Significant Corners
The District Standards Map designates locations of permitted Significant Corners as defined in Chapter 1149.49A.</p> |
| <p>B. Assigned Street Types and sample street names are identified in Map 1149.11C(2) along with a corresponding list of street types and sample street names in the Street Types Table 1149.11D.</p> | <p>(3) Terminating Vistas
The District Standards Map designates locations of permitted Terminating Vistas, as defined in Chapter 1149.49B.</p> |
| <p>(1) Street Types. The Severance Overlay Zone permits five (5) ordered Street Types, which regulate the Private Frontages:</p> <ul style="list-style-type: none"> (a) A Street (Perimeter Road) (b) B Street (Boulevards) (c) C Street (Local Streets) (d) D Street (Access Lanes) (e) P Street (Pedestrian Paths) | <p>(4) Required Frontage Types
The District Standards Map designates certain locations where Storefronts or Frequent Entries are required according to the standards established in Chapter 1149.23G.</p> |

*For additional requirements, see:
Section 1149.12 for Streets and Public Frontage Standards,
Section 1149.13 for Civic Space Standards,
Section 1149.2 for Permitted Uses by District
Section 1149.22 for Site Development Standards.*

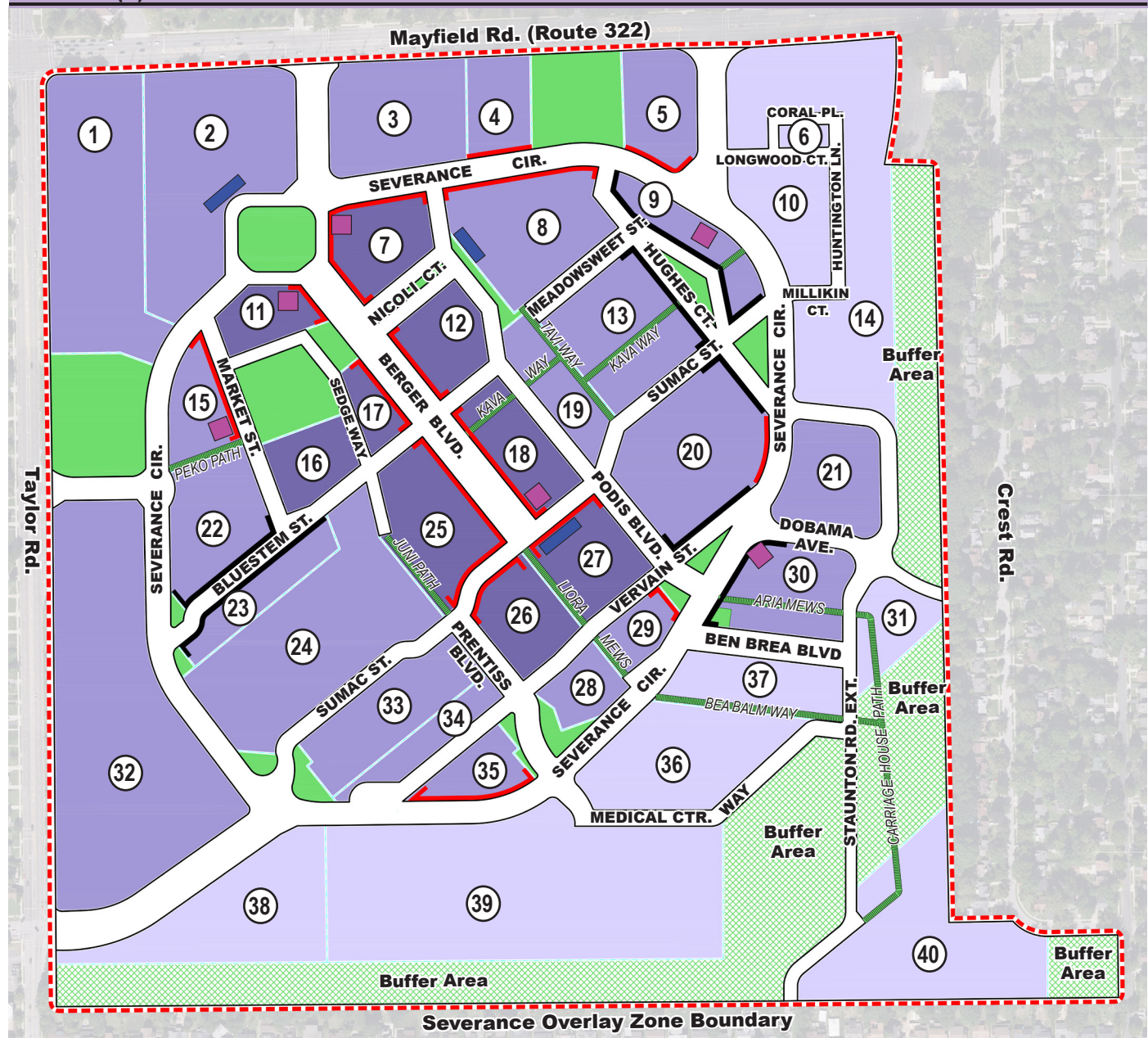
1149.11B(1) DISTRICT STANDARDS LEGEND

ZONING STANDARDS CONTROLS

- SEVERANCE OVERLAY ZONE BOUNDARY
- SO-1 DISTRICT ■ SO-2 DISTRICT ■ SO-3 DISTRICT
- RETAIL OR OFFICE REQUIRED
- FREQUENT ENTRIES REQUIRED³
- PEDESTRIAN PATH REQUIRED⁴
- # BLOCK NUMBER
- SIGNIFICANT CORNER ALLOWED
- TERMINATING VISTA ALLOWED
- CIVIC SPACE REQUIRED
- PROTECTED AREA

- (2) Where Retail or Office Required is designated within the District Standards Map, a Storefront Frontage, Arcade Frontage, or Urban Frontage shall be provided and Active Edge Frontage Requirements in Section 1149.23G shall apply.
- (3) Where Frequent Entries Required is designated within the District Standards Map, Active Edge Frontage Requirements in Section 1149.23G apply.
- (4) Pedestrian Paths designated on the District Standards Map in Section 1149.11B(5) shall comply with the standards in 1149.12A(5).

1149.11B(5) DISTRICT STANDARDS MAP



Cleveland Heights, Ohio

DISTRICT STANDARDS

STREET TYPES TABLE

Chapter 1149

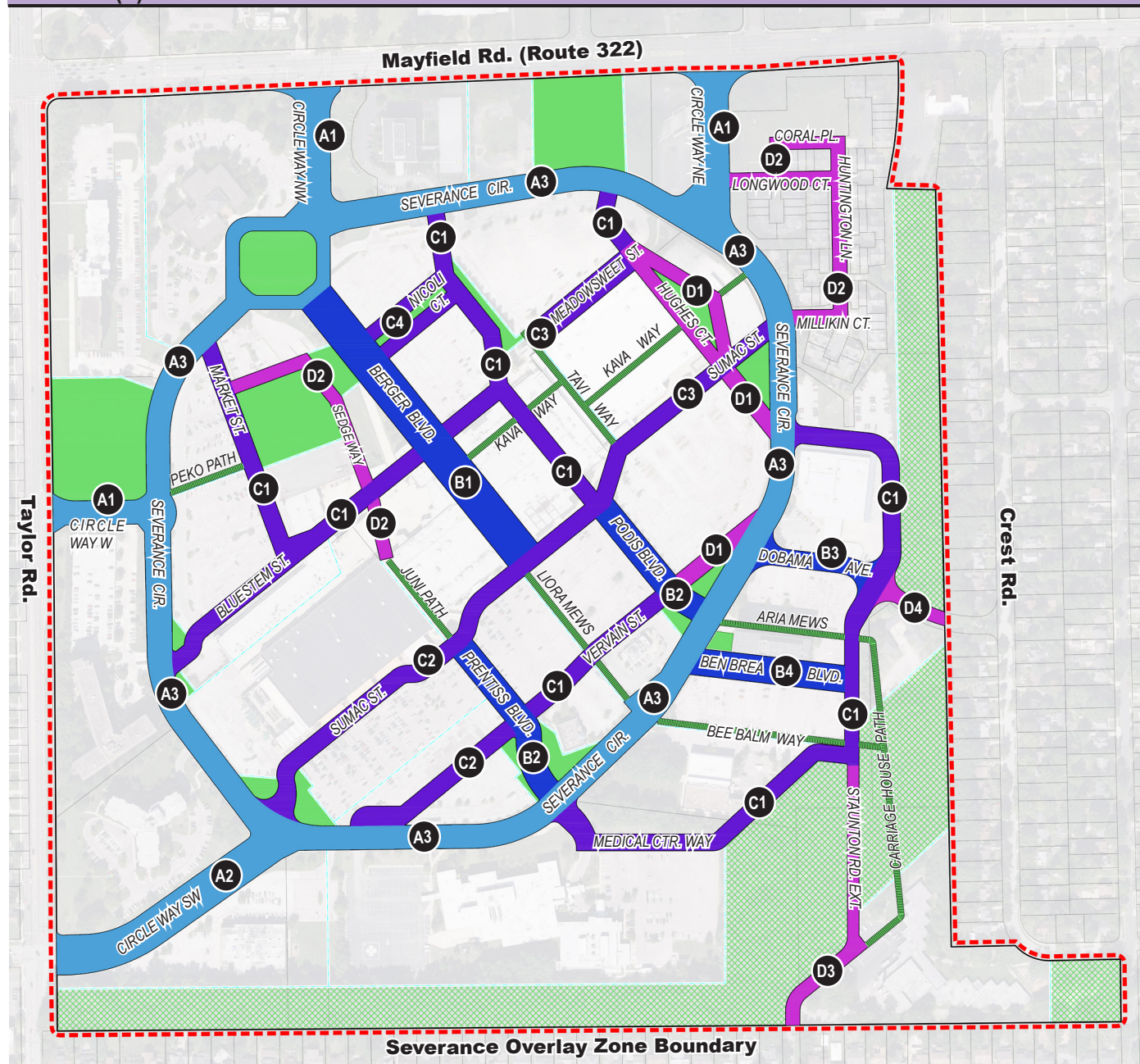
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1149.11C(1) STREET TYPES LEGEND

STREET TYPES LEGEND

- STREET TYPE**
- SEVERANCE OVERLAY ZONE BOUNDARY
 - A STREETS (PERIMETER ROAD)
 - B STREETS (BOULEVARDS)
 - C STREETS (LOCAL STREETS)
 - D STREETS (ACCESS LANES)
 - P STREET (PEDESTRIAN PATHS)

1149.11C(2) STREET TYPES MAP



1149.11D STREET TYPES TABLE

Table of Street Names and Types		
Street Name	Street Type	Between
Ben Brea Boulevard	B4	Severance Cir. & Staunton Rd. Ext.
Ben Brea Boulevard	D4	Staunton Rd. Ext & Crest Rd.
Berger Boulevard	B1	Severance Cir. & Sumac St.
Bluestem Street	C1	Severance Cir. & Berger Blvd.
Circle Way NE	A1	Mayfield Rd. & Severance Cir.
Circle Way NW	A1	Mayfield Rd. & Severance Cir.
Circle Way SW	A2	Taylor Rd. & Severance Cir.
Circle Way W	A1	Taylor Rd. & Severance Cir.
Coral Place	D2	Longwood Ct. & Huntington Ln.
Dobama Avenue	B3	Severance Cir. & Staunton Rd. Ext.
Hughes Court	D2	Meadowsweet St. & Severance Cir.
Huntington Lane	D2	Millikin Ct. & Coral Pl.
Longwood Court	D2	Circle Way NE & Huntington Ln.
Market Street	C1	Severance Cir. & Bluestem St.
Medical Center Way	C1	Severance Cir. & Staunton Rd. Ext.
Meadowsweet Street	C3	Tavi Way & Hughes Ct.
Millikin Court	D2	Severance Cir. & Huntington Ln.
Nicoli Court	C4	Berger Blvd. & Podis Blvd.
Podis Boulevard	B2	Sumac St. & Severance Cir.
Podis Boulevard	C1	Severance Cir. & Sumac St.
Prentiss Boulevard	B2	Sumac St. & Severance Cir.
Sedge Way	D2	Market St. & Juni Path
Severance Circle	A3	Taylor Rd. & Mayfield Rd.
Staunton Road Ext.	C1	Medical Ctr. Way & Severance Cir.
Staunton Road Ext.	D3	Staunton Rd. & Medical Ctr. Way
Sumac Street	C2	Severance Cir. & Podis Blvd.
Sumac Street	C3	Podis Blvd. & Severance Cir.
Vervain Street	C2	Severance Cir. & Prentiss Blvd.
Vervain Street	C1	Prentiss Blvd. & Podis Blvd.
Vervain Street	D1	Podis Blvd. & Severance Cir.

Table of Path Names and Types		
Street Name	Street Type	Between
Aria Mews	P1	Severance Cir. & Dobama Ave.
Bee Balm Way	P1	Severance Cir. & Dobama Ave..
Carriage House Path	P3	Aria Mews & Staunton Road Ext.
Kava Way	P1	Berger Blvd & Podis Blvd.
Kava Way	P2	Podis Blvd. & Hughes St.
Juni Path	P1	Sedge Way & Prentiss Blvd.
Liora Mews	P1	Berger Blvd. & Severance Cir.
Peko Path	P1	Severance Cir. & Market St.
Tavi Way	P2	Meadowsweet St. & Sumac St.

- (1) See section 1149.12A(5) to determine when a Build-to-Zone applies to a Pedestrian Path.

1149.12 STREET AND PUBLIC FRONTAGE STANDARDS

- (1) The combination of the Traveled Way, Public Frontage, and Private Frontage defines the character of the public realm.
- (2) The Street Types are assigned to named streets of the Street Types Table 1149.11D. Street type assignment determines the width of the Traveled Way as well as the width of Public Frontage components to form a control distance from Face of Curb to a Build-To-Line. The Street Type also controls the width of the Public Frontage components as follows: A) the Furnishing Zone, B) the Pedestrian Clearway, and C) the Transition Zone as defined in Section 1149.45. Other controls of the Street Type include permitted Private Frontages, and variations of the Street Wall condition.
- (3) The Private Frontage Type regulates the depth of the Build-To-Zone, minimum Frontage Occupancy, Glazing Requirements, dimensional depth of the visible use of the ground floor, allowable placement of parking, and permitted Private Frontage Edging Elements.

1149.12A STREETS, LANES, AND WAYS STANDARDS

- (1) Street Type Designations
 - (a) District Street Types Table 1149.11D assigns Street Types to all Streets, Access Lanes, and Pedestrian Paths.
 - (b) Through the process of block development and land subdivision or re-subdivision as described in this Chapter, the Applicant shall adhere to street layout and types identified in the Street Types Map 1149.11C(2).
- (2) New Streets
 - (a) Design of Streets, Access Lanes, and Pedestrian Paths
 - [1] A Design Guidelines Manual in Section 1149.4 guides the design of new and reconfigured streets, access lanes, and pedestrian paths. The Zoning Administrator may require the Applicant to comply with any or all provisions of the design manual.
 - (b) New streets shall comply with construction standards as approved by the City's Engineer and shall be offered for dedication to the City of Cleveland Heights.
- (3) Streets Access Standards
 - (a) The Zoning Administrator may require emergency access to a given site. Emergency access shall have a minimum twenty (20) foot width at locations within the site and/or at the side(s) of the site at the grade plane.
 - (b) The Zoning Administrator, in alignment with the layout of Street Types Map 1149.11C(2), may allow flexibility in the design of Streets, Lanes, and Paths to connect to other Streets, Lanes, Paths, Loading Areas, parking lots, and/or parking structures on the Applicant's site and/or to existing access points on adjacent sites.
- (4) Pedestrian Paths
 - (a) For those sites facing a pedestrian path designated as street type P on the Street Types Table 1149.11D, the Applicant shall provide the pedestrian path at the approximate location shown on the Street Types Map 1149.11C(2). At the discretion of the Applicant, a request to establish additional Build-To-Line(s) at a location on a pedestrian path which is acceptable to the Zoning Administrator is allowed. The Zoning Administrator may approve Build-To-Lines along pedestrian path at a location deemed appropriate based on the request.
 - (b) Pedestrian paths with an established Build-To-Line shall provide an access easement which is accessible to public at least sixteen (16) hours a day. A pedestrian path may also be located within a building, or cut through a building, provided that it maintains the intent of the Public and Private Frontage Standards Table 1149.12B.
- (5) Trails
 - (a) Trails are not an applicable Street Type for establishing a Build-To-Line or any form of Private Frontage. No site shall use a Trail as part of its frontage calculations.

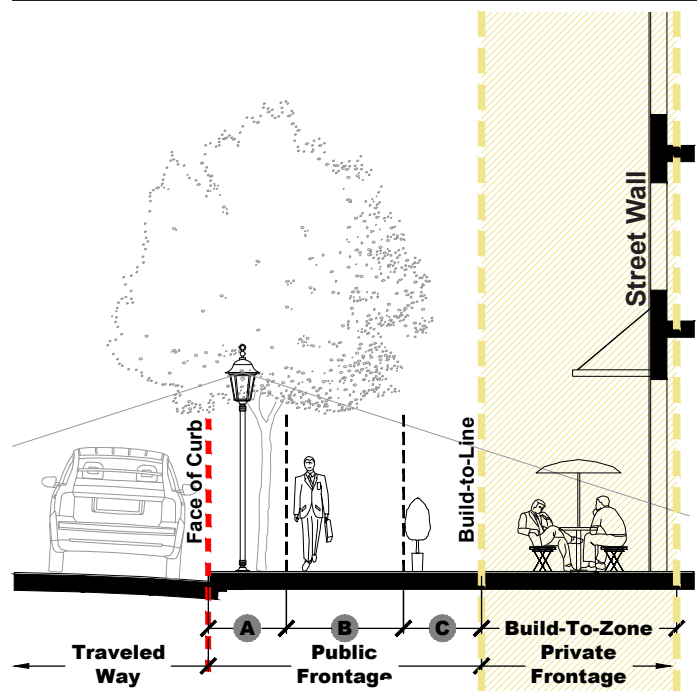
1149.12B PUBLIC AND PRIVATE FRONTAGE STANDARDS TABLE

			Street Type A		Street Type B1		Street Type B2/B3		Street Type B4		Street Type C		Street Type D		Street Type P	
PUBLIC FRONTAGE	Distance from Face of Curb to Build-To-Line		12'-0"		14'-6"		20'-0"		12'-0"		12'-0"		Min. 1'-6"		Min. 14'-0"	
	Furnishing Zone		4'-0"		2'-6"		10'-0"		2'-0"		3'-0"		3'-0" (When Used)		Not Applicable	
	Pedestrian Clearway		6'-0"		10'-0"		6'-0"		8'-0"		6'-0"		5'-0" (When Used)		Min. 8'-0"	
	Transition Zone		2'-0"		2'-0"		4'-0"		2'-0"		3'-0"		1'-6"		Min. 3'-0"	
			Street Type A		Street Type B1		Street Type B2/B3		Street Type B4		Street Type C		Street Type D		Street Type P	
PRIVATE FRONTAGE	Private Frontage Types	Min. Clear Glazing Area Required	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy	Build-To-Zone (BTZ) Width	Min Frontage Occupancy
	Storefront ¹ (PF-1)	75% ³	5'-0"	80%	5'-0"	80%	5'-0"	80%	5'-0"	80%	12'-0"	80%	5'-0"	80%	5'-0"	80%
	Arcade ¹ (PF-2)	65% ³	12'-0" ²	80%	12'-0" ²	80%	X	X	X	X	X	X	X	X	12'-0" ²	80%
	Urban (PF-3)	50% ³	5'-0"	90%	5'-0"	90%	X	X	X	X	X	X	5'-0"	90%	5'-0"	90%
	Stoop (PF-4)	40% ⁴	10'-0"	70%	X	X	X	X	X	X	12'-0"	70%	12'-0"	70%	8'-0"	70%
	Porch (PF-5)	25% ⁴	X	X	X	X	8'-0"	60%	8'-0"	60%	12'-0"	70%	12'-0"	60%	12'-0"	60%
	Lightwell (PF-6)	25% ⁴	X	X	X	X	8'-0"	70%	8'-0"	70%	12'-0"	70%	12'-0"	70%	12'-0"	70%
	Forecourt (PF-7)	25% ⁴	18'-0"	70%	8'-0"	80%	8'-0"	70%	8'-0"	70%	18'-0"	70%	18'-0"	70%	18'-0"	70%
	Terrace (PF-8)	25% ⁴	18'-0"	70%	8'-0"	80%	8'-0"	70%	8'-0"	70%	18'-0"	70%	18'-0"	70%	18'-0"	70%
	¹ Frontages on the District Standards Map 1149.11B(5) designated as "Retail or Office Required", must use either a Storefront or Arcade Private Frontage Type.															
² Provided that the structural columns remain within property line and outside of the Furnishing Zone.																
³ Minimum clear glazing area measurements are taken for the area between two (2) feet and eight (8) feet above the sidewalk.																
⁴ Minimum clear glazing area required between the first floor slab and underside of the second floor slab.																
X - Frontage Not Permitted																
			Street Type A		Street Type B1		Street Type B2/B3		Street Type B4		Street Type C		Street Type D		Street Type P	
Stepback Required at five (5) stories in SO-1 and stepback required at four (4) stories in SO-2 per Section 1149.21B(2)			Above Street Wall Setback 12'-0"		Above Street Wall Setback 8'-0"		Above Street Wall Setback 8'-0"		Above Street Wall Setback 8'-0"		Above Street Wall Setback 8'-0"		Not Applicable		Not Applicable	

1149.12C PUBLIC FRONTAGE**(1) Public Frontage Standards**

- (a) The design, rehabilitation and construction of public frontages within the public right-of-way, including curbs, shall be the responsibility of the applicant, according to the standards established in Chapter 1149. The applicant is responsible for obtaining approval of such improvements from all agencies with jurisdiction over the public right-of-way.
- (b) All Sites shall provide Public Frontages along streets, access lanes, and where applicable, pedestrian paths.
- (c) No building or portion thereof shall be located within the Public Frontage, except as provided in Section 1149.25B Projections and Encroachments. The Zoning Administrator may modify these minimum standards to address existing or proposed conditions where:
 - [1] Existing buildings are closer than the required Build-To-Line
 - [2] Pedestrian demand (or lack thereof) for a narrower Pedestrian Clearway is demonstrated and mitigated.
 - [3] The Furnishing Zone requires additional space for transit facilities.
- (d) To qualify for development using the provisions of Chapter 1149, all sites shall meet the minimum Site Area and Site Frontage requirements as defined in "Development Standards" Section 1149.21B(2) and comply with the Build-To-Line standards in Section 1149.12D and Build-To-Zone requirements in the Public and Private Frontages Table 1149.12B.
- (e) All Public Frontages contain some combination of A) Furnishing Zone, B) Pedestrian Clearway Zone and C) Transition Zone according to the minimum dimensions established in Table 1149.12B. for the designated Street Type and selected Public Frontage.
 - [1] The Furnishing Zone establishes an area for the placement of parking meters, street signage, street lighting, bike racks, refuse receptacles, street trees and bio-retention areas, transit stop waiting, seating furniture, or similar items. (See Section 1149.45A for more details)

- [2] The Pedestrian Clearway establishes an area for the clear passage of pedestrians. (See Section 1149.45B for more details)
- [3] The Transition Zone establishes an area for placement of building fixtures (lighting, signage, projected architectural molding etc.), grade transitions, removable planters, signage boards, seating furniture, extended outdoor dining, landscaped areas or similar items while it also serves as an extended entrance and storefront interaction area. (See Section 1149.45C for more details)

1149.12C(1)(g) PUBLIC FRONTAGE DIAGRAM

Note: The Public and Private Frontage Standards Table 1149.12B establishes dimensional requirements of frontages based on the location of the "Face of Curb" (Shown in diagram above). More detailed guidance on the components of public frontage are provided in the Section 1149.45 Public Frontage Design Standards.

1149.12D BUILD-TO-LINE

- (1) Build-To-Line Standards
 - (a) The Build-To-Line shall be set parallel to the face of a curb for a distance regulated by the Public Frontage and Private Frontage Standards Table 1149.12B. See Site Layout Diagram 1149.46B for reference of the location of the Build-to-Line.
 - (b) All existing and new streets within the Severance Overlay Zone require a Build-To-Line to be designated.
 - (c) Where an existing building is closer to the street than the designated Build-To-Line, the Zoning Administrator has the authority to establish an alternate Build-To-Line at a location to allow the existing Street Wall to remain within the Build-To-Line.
 - (d) Where the required Build-To-Line as identified herein would be located within the public street right-of-way, the applicant shall attempt to reconcile the Right-of-Way to the default Build-To-Line location of a Street Type. If reconciliation of the lot line to is not feasible, the applicant shall seek approval from the Planning Commission for the Build-to-Line to be placed at the existing lot line(s).
 - (e) Where a Pedestrian Path is provided according to the Street Types Map 1149.11C(2), the Zoning Administrator may permit the Build-To-Line to be placed at alternate locations based on the demonstrated merit of the applicant's requested alternate location.
 - (f) Where irregular lot line and face of curb conditions exist (such as inside corners of a lot or sidewalk bump outs), the applicant shall present a plan which uses best efforts to carry the Build-to-Line in the location of normal conditions. See Corner Diagram 1149.46F or additional details and design guidance.

1149.13 CIVIC SPACE STANDARDS

- A. **Applicability:** Civic space standards apply to developments that:
- (1) Choose to develop civic space on an approved development site in compliance with the standards of Chapter 1149 in order to achieve greater flexibility in the placement of buildings or;
 - (2) Are required to develop a civic space where designated on the District Standards Map 1149.11B(5).
- B. **Minimum Civic Space Standards**
- To qualify for approval by the Zoning Administrator as a civic space during the site plan review process, the space shall:
- (1) Provide public access at least sixteen (16) hours per day.
 - (2) Be located at the ground level or within one floor of the ground level and provide clear visual connections for ease of pedestrian access the civic space.
- C. **Maintenance**
- (1) Privately-Owned civic space shall be maintained by its owner or a private entity such as a property owners association.
 - (2) Publicly-Owned civic space shall be maintained by its public owner or a contracted entity such as a municipal improvement district or business improvement district as approved by the applicable government agency.
- D. **Civic Space Programming, Placement and Design Criteria**
- (1) The following programming and design considerations, among others, shall be evaluated by the Zoning Administrator in the course of site plan and/or subdivision approval to determine the acceptable location and use for civic space:
 - (a) Solar orientation of civic space
 - (b) Amenities such as water features, public bathrooms, kiosks, drinking fountains, play & entertainment
 - (c) Facilities for the use, retention, recharging, and/or display of rainwater
 - (d) Projected public access and likelihood of use
 - (e) Seasonal programming of the space
 - (f) Intensity of adjacent private frontage(s)
 - (2) The Planning Commission shall consider the following criteria during its site plan review process to determine whether the civic space design is acceptable:
 - (a) All civic spaces shall provide pedestrian access from a street, access lane, or pedestrian path. Access to a civic space must be open to the public at least sixteen (16) hours per day.
 - (b) A civic space must provide active or passive uses designed to bring regular pedestrian, civic and/or commercial activity to the space.
 - (c) Where a civic space is proposed on a development site adjacent to an existing building not controlled by the Applicant, the Applicant shall provide Edging Elements as defined in Section 1149.29 and landscaping to buffer any adjacent areas of blank walls or service uses.
 - (d) A civic space may include one-story buildings and temporary structures provided that they are designed to activate the civic use of the space. Such structures should provide public access or be used for the maintenance, storage, or operation of facilities available for public use.
 - (3) **Civic Space Frontage Occupancy**
 - (a) Civic spaces shall be mapped and measured on the site plan. Mapping of civic space shall include the designation of the Build-To-Zone with a total linear length along the edges of the proposed civic space excluding the length of the edge along any street, access lane, or pedestrian path.
 - (b) Civic spaces shall provide a minimum sixty percent (60%) civic space frontage occupancy, unless the Zoning Administrator determines that a lower standard is permitted. Civic space frontage occupancy shall be calculated by measuring the length of the Street Wall in the civic space Build-To-Zone divided by the length of the civic space abutting the development site.
 - (4) New buildings contiguous to a civic space shall provide Build-To-Zone(s) and Street Wall(s) as required by the Street Type designated on the nearest Street on the District Standards Map 1149.11B(5).

1149.13E PERMITTED CIVIC SPACE TYPES

- (1) To qualify for designation as a civic space each proposed civic space shall comply with the intent of one of the permitted civic space types defined in the Civic Space Design Standards in Section 1149.47 and fulfill the requirements associated with the civic space type used.

1149.13F CIVIC SPACE REQUIREMENT AND FEE-IN-LIEU

- (1) General Requirement. Each development site within the Severance Overlay Zone shall provide Civic Space equal to ten percent (10%) of the total site area. All Civic Space shall be designed, constructed, and programmed in accordance with the design, access, and performance standards established in Section 1149.47 (Civic Space Design Standards).
- (2) Adjacency to Designated Civic Spaces. If a development site is contiguous to or directly across a street from an existing or planned Civic Space designated on the Regulating Plan 1149.11B(5), the applicant shall not be required to provide a separate on-site Civic Space. Instead, the applicant shall contribute the equivalent area or improvement value of the required Civic Space to the design, enhancement, or maintenance of the designated Civic Space, as determined by the Zoning Administrator. Such contribution shall be in a form acceptable to the Zoning Administrator, which may include funding of physical improvements, landscaping, or furnishings within the designated Civic Space; or other equivalent enhancements approved by the Zoning Administrator.
- (3) Fee-in-Lieu Option.
 - (a) The Fee-in-Lieu of Civic Space shall be thirty-five dollars (\$35) per square foot of the required Civic Space area that is not provided on-site or through an adjacency contribution under Section 1149.13F(2).
 - (b) Buy-out allowances by site size shall be as follows:
 - Sites under fifteen thousand (15,000) square feet: may buy out up to 100% of required Civic Space.
 - Sites between fifteen thousand (15,000) and one-hundred thousand (100,000) square feet: may buy out up to fifty percent (50%) and must provide at least fifty percent (50%) on-site or by adjacency contribution.
 - Sites over one-hundred thousand (100,000) square feet: may buy out up to fifty percent (50%) of the first hundred thousand (100,000) square feet of Civic Space obligation, and up to one-hundred percent (100%) for the increment of area exceeding one-hundred thousand (100,000) square feet.
- (4) Affordable Housing Projects. Projects qualifying as Affordable Housing Developments under a recognized public or non-profit funding program (such as OHFA, HUD, or LIHTC) shall be exempt from the Civic Space requirement if they demonstrate to the Zoning Administrator's satisfaction that they are providing on-site amenities, community-serving facilities, or outdoor programs that fulfill the intent of Civic Space as part of their financing or programmatic obligations and are not required to follow the design, access, and performance standards established by the Civic Space Design Standards in Section 1149.47.
- (5) Private Open Space Credit. Applicants may reduce their required Civic Space area by up to twenty-five percent (25%) if the development provides private open space for residents, tenants, or occupants equal to or greater in area than the requested reduction.
- (6) Use of Fee-in-Lieu Revenues. All Civic Space fees and adjacency contributions shall be deposited into a dedicated Severance Public Realm Improvement Fund and expended solely for the acquisition, design, improvement, or maintenance of publicly accessible civic spaces, greenways, plazas, or recreational facilities within the Severance Overlay Zone.
- (7) Administration. The Zoning Administrator shall maintain and publish the current Civic Space fee rate, subject to annual adjustment based on the Consumer Price Index (CPI) or other approved construction cost index. Fees shall be paid prior to issuance of a Building Permit.

CHAPTER 1149.2 USES AND DEVELOPMENT STANDARDS

1149.21 PERMITTED USES BY DISTRICT

- (1) The schedule of uses permitted within the districts is shown in 1149.21A, Table of Permitted Uses. Uses are listed as Permitted (P), Allowed by Conditional Use (CU), Accessory (A), or Not Allowed (X).
- (2) Allowance of uses similar to those found in 1149.21A, Table of Permitted Uses, shall be determined and approved by the zoning administrator.
- (3) The procedures of a minor amendment to a site plan, as defined in Section 1149.3 "Administration", shall also apply to a change of use for sites built under Chapter 1149.

1149.21A TABLE OF PERMITTED USES

MIXED USE ⁽¹⁾	SO-1/SO-2	SO-3
Mixed Use (A mix of uses is allowed according to the respective permissions of each use listed in the corresponding district of this table)		
RETAIL	SO-1/SO-2	SO-3
Retail	P	CU
Restaurant	P	CU
Wholesale	CU	X
OFFICE	SO-1/SO-2	SO-3
Office	P	CU
Medical Office	P	CU
Research & Development	P	X
Professional Service	P	A
RESIDENTIAL ⁽¹⁾	SO-1/SO-2	SO-3
Multifamily Dwelling	P	X
Senior Housing	P	P
Dormitory	A	X
Residential Care Facility	CU	CU
Nursing / Assisted Living	P	X
Townhouse	P	CU
Live-Work	A	P
Cottage Courts	X	P
ARTS & CULTURE	SO-1/SO-2	SO-3
Theater / Cinema	P	CU
Museum	P	P
Art Gallery	P	P
Indoor Amusement	P	X
Catering Hall / Event Space	P	X
Micro-brewery	A	CU
HOSPITALITY ⁽¹⁾	SO-1/SO-2	SO-3
Hotel	P	X
Inn / Bed & Breakfast	P	CU
INSTITUTIONAL	SO-1/SO-2	SO-3
Religious / Charity	CU	X
Healthcare / Hospital	P	X
Government	P	CU
Library	P	CU
Community Facility	P	CU
Indoor Recreation	P	X
Education	P	P
LIGHT INDUSTRIAL	SO-1/SO-2	SO-3
Artisan Production	P	CU
Data Information Center	P	X
Urban Agriculture	P	A
Small-Scale Renewable Energy	A	A
PARKING	SO-1/SO-2	SO-3
Parking Enclosed	P	A
Parking Open	A	A
UTILITIES	SO-1/SO-2	SO-3
Utilities	CU	CU

- P Permitted
 CU Allowed by Conditional Use approval by the Zoning Administrator
 A Accessory to a Permitted Principal Use
 (1) Suites associated with Hospitality Uses and bedrooms associated Residential Uses are prohibited within the Build-to-Zone on the first floor of Storefront Frontages and Arcade Frontages. The common areas of Residential and Hospitality Uses such as lobbies, gyms and similar spaces servicing, or accessory, to the primary use may occupy the ground floor of a Storefront Frontage or Arcade Frontage in compliance with the Public and Private Frontage Standards Table 1149.12B.

1149.21B PROGRAM THRESHOLDS

- (1) Intent. The following development thresholds establish the maximum total development capacity permitted within the Severance Overlay Zone. These thresholds are coordinated with the permitted use categories identified in Section 1149.21A.
- (2) Residential Thresholds. Residential development within the SOZ shall be governed by the cumulative unit thresholds set forth below. All other non-residential uses may be developed in any sequence, provided total development remains within the overall allowable caps established in Severance Overlay Zone Development Limits Table 1149.21B(3).

1149.21B(3) SEVERANCE OVERLAY ZONE DEVELOPMENT LIMITS TABLE

Use Category	Threshold 1	Threshold 2	Threshold 3	Total Allowed
Residential (Units)	850	1,000	650	2,500 units
Retail / Restaurant / Entertainment	—	—	—	175,000 sf
Office / Professional / Medical	—	—	—	85,000 sf
Hotel / Hospitality	—	—	—	250 rooms
Arts & Culture	—	—	—	50,000 sf
Institutional / Civic / Educational	—	—	—	75,000 sf
Light Industrial / Artisan Production	—	—	—	50,000 sf

- (4) Tracking and Reporting. The Zoning Administrator shall maintain a cumulative record of approved and constructed residential units and non-residential floor area by category. No additional site plan approvals shall be issued once a category reaches its total allowable cap without an amendment to this Chapter pursuant to Section 1149.34.

1149.22 SITE DEVELOPMENT STANDARDS AND INCENTIVES

- A. Sites may qualify for the provisions of this article by meeting the site frontage and site area minimum requirements of one of the three development standards established in Section 1149.22B(2). The building height requirements listed in Section 1149.22B(2) under each development standard shall apply to those sites meeting the minimum requirements thereof.

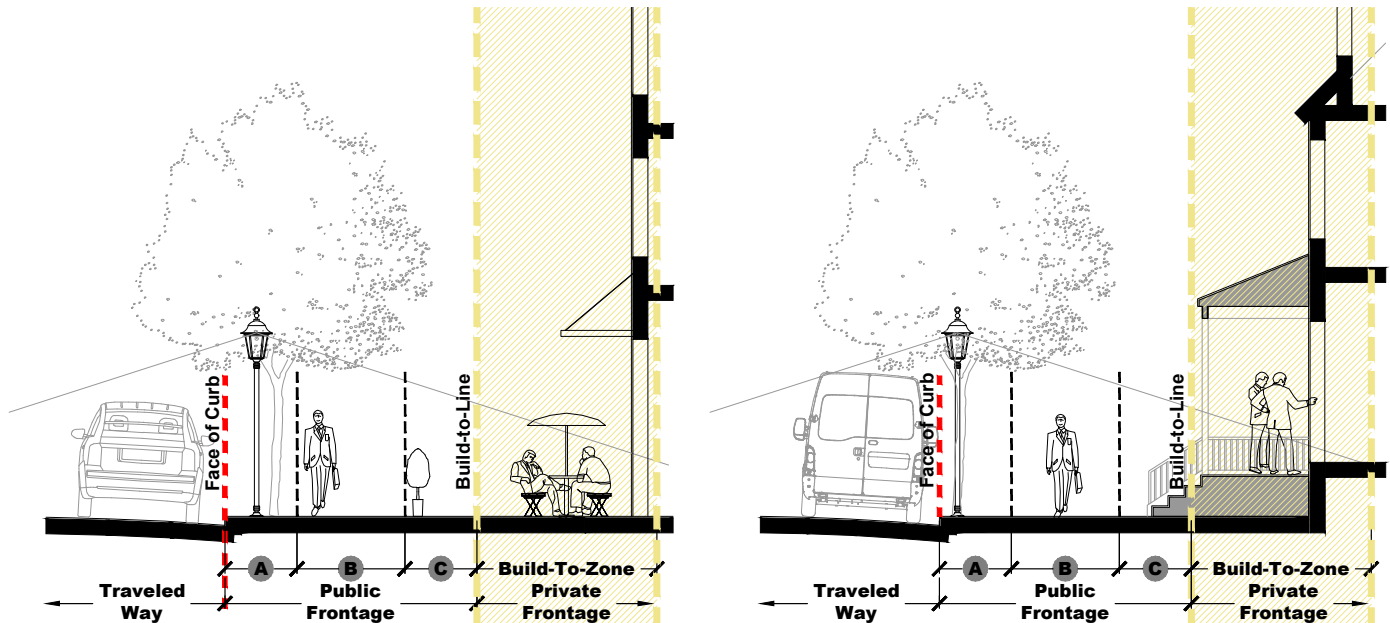
1149.22B(2) DEVELOPMENT STANDARDS FOR THE SEVERANCE OVERLAY ZONE DISTRICTS				
		Development Standard 1	Development Standard 2	Development Standard 3
		Site Size, Frontage, and Height Requirements		
Total Site Frontage Min.¹	ALL DISTRICTS	50 feet	100 feet	150 feet
Site Area Min.	ALL DISTRICTS	5,000 SF	10,000 SF	30,000 SF
Building Height.²	SO-1	2 stories min 5 stories / 62ft max elevation	3 stories min 6 stories / 75ft max elevation	4 stories min 8 stories / 96ft max elevation
	SO-2	2 stories min 4 stories / 50ft max elevation	2 stories min 5 stories / 62ft max elevation	3 stories min 6 stories / 75ft max elevation
	SO-3	1 story min 2 stories / 35ft max elevation	1 story min 2 stories / 35ft max elevation	1 story min 2 stories / 35ft max elevation
Street Wall Height & Stepback	ALL DISTRICTS	Street Wall Height Max. of five (5) Stories for the SO-1 District, Max. of four (4) Stories for the SO-2 District. Minimum Stepback depth of twelve (12) feet from the Street Wall on Street Types A and Stepback of eight (8) on other Street Types.		
Parking	ALL DISTRICTS	Standards & Placement - See Section 1149.26A - Parking Standards and Placement		
District Buffer Area	ALL DISTRICTS	Other than Street Typologies, no development of any kind is allowed within the Buffer Area as shown in the District Standards Map 1149.11B(5).		

¹ Total sum of all Site Frontages facing Streets, including those Site Frontages along Pedestrian Paths with a Build-To-Line.

² See Section 1149.25 for Building Height Standards, exceptions and permitted Projections and Encroachments.

1149.22C AFFORDABLE HOUSING REQUIREMENT

- (1) Applicability. All residential development approved within the Severance Overlay Zone shall include Affordable Housing Units as defined in this section. The affordable housing requirements established herein shall apply in proportion to the residential development thresholds established in Section 1149.21B.
- (2) Requirement by Threshold. For each successive residential threshold, a minimum of twenty percent (20%) of the total dwelling units included within that threshold shall be reserved as Affordable Housing Units. For reference, the cumulative requirements are shown below:
- | Unit Threshold | Total Units | Affordable Units |
|----------------|--------------------|------------------------|
| Threshold 1 | 850 units | 170 units |
| Threshold 2 | 1,000 units | 200 units |
| Threshold 3 | 650 units | 130 units |
| Total | 2,500 units | 500 units (20%) |
- (3) Sequencing of Approvals. No additional residential development beyond each successive threshold shall receive site plan or building permit approval until the Affordable Housing Units required for all prior thresholds have been completed and made available for occupancy in accordance with this Section.
- (4) Affordability Levels. Affordable Housing Units shall be made available to households earning up to eighty percent (80%) of the Area Median Income (AMI) for Cuyahoga County, as established annually by the U.S. Department of Housing and Urban Development (HUD).
- (5) Duration of Affordability. Each Affordable Housing Unit shall remain affordable for a minimum of thirty (30) years from the date of initial occupancy. A separate affordability covenant or similar instrument shall be executed and recorded only if the applicant cannot demonstrate that the units are already subject to equivalent long-term affordability restrictions through an existing federal, state, or local affordable-housing financing or regulatory agreement.
- (6) Compliance Review. Compliance with this Section shall be verified as part of the Site Plan approval process described in Section 1149.3. No Certificate of Occupancy shall be issued for any portion of residential development associated with a given threshold until the City confirms that the required Affordable Housing Units for that threshold have been completed and are available for occupancy.
- (7) Affordable Housing Unit. A dwelling unit reserved for occupancy by, and affordable to, households with annual incomes up to eighty percent (80%) of the Area Median Income (AMI) for Cuyahoga County, as published annually by the U.S. Department of Housing and Urban Development (HUD) and adopted by the Ohio Housing Finance Agency (OHFA) for income-restricted housing programs pursuant to Chapter 175 of the Ohio Revised Code.
- (8) Area Median Income (AMI). The median household income for the Cleveland–Elyria, OH HUD Metro Fair Market Rent Area, as established annually by the U.S. Department of Housing and Urban Development (HUD) and used by the Ohio Housing Finance Agency (OHFA) to determine program income limits.

1149.23 PRIVATE FRONTAGES**1149.23A(1) PRIVATE FRONTAGE DIAGRAM****1149.23A PRIVATE FRONTAGE STANDARDS****(2) Private Frontage Standards**

(a) All sites shall provide a Private Frontage along each Street and each Pedestrian Path, except:

[1] On Pedestrian Paths, Private Frontages are not required unless a build-to-line has been established by the Zoning Administrator at the request of an Applicant.

[2] Where a site with multiple frontages has provided at least one Private Frontage of a minimum 100 feet in length along the Primary Frontage in compliance with the Frontage Occupancy, the Site's other frontages of less than 55 feet in length are not required to provide a Frontage Occupancy on a Private Frontage.

[3] Where a Site has three Site Frontages, and two of the highest priority Site Frontages comply with its Frontage Occupancy or where a Site has four Site Frontages, and three of the highest priority Site Frontages comply with its Frontage Occupancy, the Zoning Administrator may reduce or remove the Frontage Occupancy requirement for the Site Frontage that is deemed to be the lowest priority.

(b) All buildings shall provide a Principal Entrance on the Primary Frontage.

(3) All Sites shall provide Private Frontages composed of one or more of the permitted Private Frontage Types as defined in Public and Private Frontage Standards in Section 1149.12B. Private Frontage Types are: Storefront, Arcade, Urban, Stoop, Porch, Lightwell, Forecourt, and Terrace Frontages.

(4) Private Frontage Type standards are regulated in the Public and Private Frontage Standards in Section 1149.12B and further clarified below:

(a) Arcade Frontage Standards

[1] A clear distance for pedestrian access between the outer and inner arcade elevations shall be a minimum of 8'

[2] A minimum clear vertical height between sidewalk and the arcade ceiling shall be 10'

(b) Urban Frontage Standards

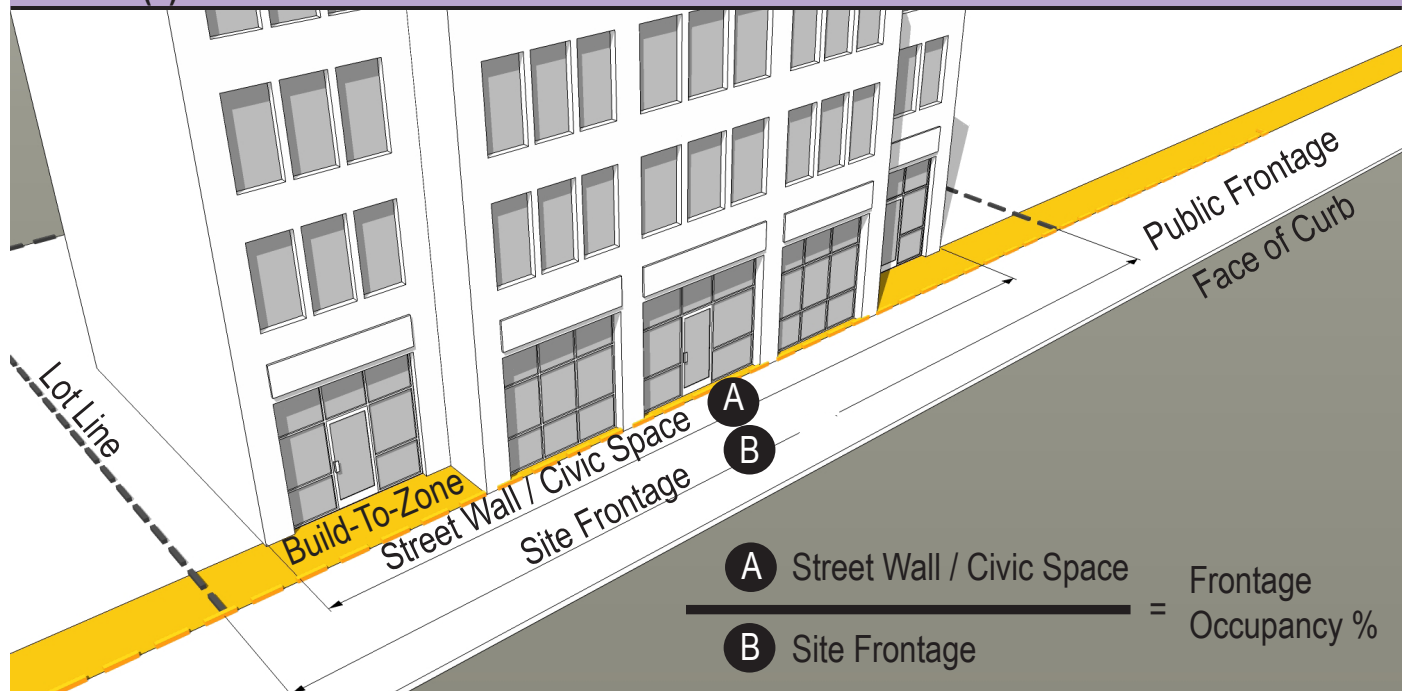
[1] Where a development provides a parking structure facing any Street Type, a minimum of 50% of the street-level, street facing building area located between 2' & 8' above the sidewalk shall provide architectural openings designed to appear as windows, however glass is not required for openings.

1149.23B BUILD-TO-ZONE

- (1) Structural elements of a front building facade, known as a Street Wall, shall be located within the Build-To-Zone if they are to be counted towards the calculation of the Frontage Occupancy.
- (2) To satisfy Frontage Occupancy requirements, the face of the building for the required minimum Street Wall Height and minimum length of the building shall occupy the Build-To-Zone as defined by each Street Type frontage in the Public and Private Frontage Standards in Section 1149.12B. Where a Site complies with the Significant Corner and Terminating Vista standards defined in Sections 1149.49A and 1149.49B, certain portions of the Street Wall shall relieve Step Back requirements defined in Chapter 1149.
- (3) The Build-To-Zone allows building entrance alcoves and expanded sidewalk area for outdoor dining, building facade articulation, inclusion of projected and/or recessed building elements, and building alignment with existing neighboring buildings.

1149.23C FRONTAGE OCCUPANCY

- (1) All developments approved under the Chapter 1149 require buildings to occupy a minimum Frontage Occupancy within the Build-To-Zone as defined by the Public and Private Frontage Standards Table 1149.12B.
- (2) Frontage Occupancy shall be calculated as a percentage by measuring the length of a Street Wall or Civic Space within the Build-To-Zone divided by the length of site frontage.

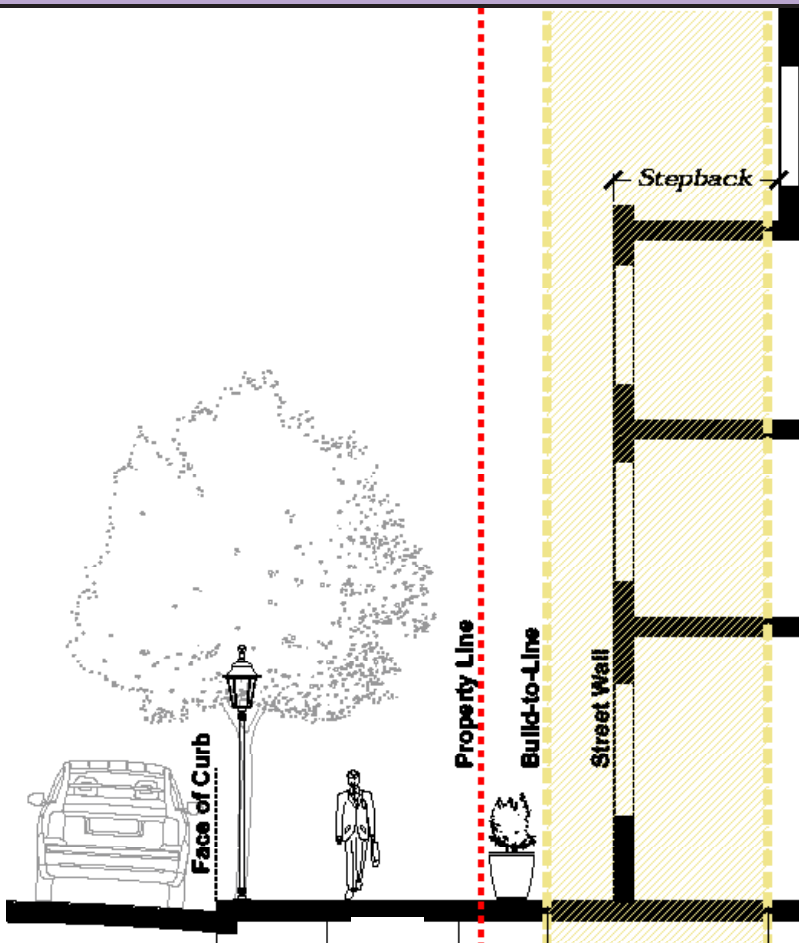
1149.23C(3) BUILD-TO-ZONE AND FRONTAGE OCCUPANCY DIAGRAM

1149.23D STREET WALL

- A. Where a Street Wall is required, it shall comply with the following:
- (a) Minimum Street Wall Height shall be no less than two-stories tall in SO-1 and SO-2 districts.
 - (b) Maximum Street Wall Height shall be no more than 5 stories in the SO-1 district and 4 stories in the SO-2 district. Building stories above the maximum street wall height shall follow the requirements of a Stepback in the building facade as defined in 1149.23E

1149.23E STEPBACK

- A. Those sites with frontages on Street Types A require minimum Stepback depth of twelve (12) feet. All other street types have a Stepback depth of eight (8) feet from the Street Wall.
- B. Where the District Standards Map 1149.11B(5) designates a Significant Corner, the development may qualify for an exemption from the Stepback requirement for up to thirty (30) percent of the Site Frontage, provided they meet the Design Standards in Section 1149.49A.
- C. Where the District Standards Map in 1149.11B(5) designates a Terminating Vista, the development may qualify for an exemption from the Stepback requirement for up to thirty (30) percent of the Site Frontage, provided they meet the Design Standards in Section 1149.49B.
- D. Where the Zoning Administrator determines sites qualify for more than one Stepback exemption, a maximum of sixty (60) percent of the site's frontage can be exempted from the Stepback requirements.

1149.23F STEPBACK DIAGRAM FIGURE

1149.23G ACTIVE EDGE FRONTAGE REQUIREMENTS

- A. All sites designated as having a Retail or Office Requirement or Frequent Entryways Requirement along the edge of blocks shown in the District Standards Map 1149.11B(5), shall comply with this section.
- B. Retail or Office Required: Building frontages in areas where Retail or Office is required on the District Standards Map 1149.11B(5), shall comply with the following standards:
- [1] A development shall provide Retail or Office use for a minimum percentage of the building frontage. Uses are defined in the Table of Permitted Uses 1149.21A.
 - [2] The required minimum percentage of building frontage Retail or Office use occupancy is defined by Street Type as follows:

Street Type A:
Minimum forty percent (40%) of Building Frontage

Street Type B:
Minimum seventy-five percent (75%) of Building Frontage

Street Type C:
Minimum forty percent (40%) of Building Frontage

Street Type D:
Minimum twenty-five percent (25%) of Building Frontage
 - [3] Retail or Office use shall comply with minimum standards of either a Storefront Frontage or an Arcade Frontage as defined in 1149.48A and 1149.48B.
 - [4] Where a building frontage includes a corner along the Build-To-Zone resulting from an intersecting Street or Pedestrian Path, the required Retail or Office use shall extend a minimum of twenty (20) feet along the secondary frontage.
 - [5] The architectural design for the ground floor street level shall provide frequent entryways no further than sixty (60) feet from the end of the building at the Street Wall and the edge of each entryway shall be no greater than (60) feet from a consecutive entryway as measured along the Build-To-Line.
 - [6] Large Retail Occupancy Standard: Where a single ground floor retail occupancy is twenty-thousand (20,000) square feet or greater, the architectural design for the ground floor street level shall provide building entrances no further than one-hundred (100) feet from the end of the building at the Street Wall and the edge of each entryway shall be no greater than one-hundred (100) feet from a consecutive entrance as measured along the Build-To-Line.
- C. Frequent Entryways Required: Building frontages in areas where Frequent Entries are required on the District Standards Map 1149.11B(5), shall comply with the following standards:
- [1] The architectural design for the Building Frontage shall provide building entrances no further than forty (40) feet from the end of the Street Wall and each entryway shall be no greater than forty (40) feet from an adjacent entrances as measured along the Build-To-Line.

1149.23H GLAZING REQUIREMENTS

- F. The first story of all Street Walls shall provide a minimum area of window glazing according to standards of Public and Private Frontage Types in Section 1149.12B and as further defined below:
- [1] The window glazing shall be clear, transparent glass unless otherwise approved by the Zoning Administrator.
 - [2] At Storefront, Arcade, and Urban Private Frontage types the Glazing area percentage shall be determined by measuring the surface area of the Glazing divided by the surface area of the Street Wall located between two (2) and eight (8) feet above the elevation of the nearest sidewalk.
 - [3] At Stoop, Porch, Lightwell, Forecourt, and Terrace Private Frontage types the Glazing area percentage shall be determined by measuring the Glazing surface area divided by the surface area of the Street Wall located between the first floor elevation and the underside of the second floor slab.

1149.24 EDGING ELEMENT STANDARDS

- A. Permitted Edging Elements may be provided within the Build-To-Zone for one-hundred percent (100%) of the Site Frontage except where approved Street Walls, curb cuts, entryways are provided. Edging elements must conform to the requirements of Sections 1149.24A and 1149.24B.

1149.24A TABLE OF PERMITTED EDGING ELEMENTS

Private Frontage Type	Edge Structure	Ornamental Fence	Privacy Fence	Planters	Landscaped Edge
	EE-1	EE-2	EE-3	EE-4	EE-5
PF-1 (Storefront)	P	X	X	P	P
PF-2 (Arcade)	P	X	X	P	P
PF-3 (Urban)	P	P	X	P	P
PF-4 (Stoop)	P	P	X	P	P
PF-5 (Porch)	P	P	X	X	P
PF-6 (Lightwell)	P	P	X	X	X
PF-7 (Forecourt)	P	P	X	P	P
PF-8 (Terrace)	P	P	P	P	P

P = Permitted; X = Prohibited

1149.24B EDGING ELEMENT DESIGN STANDARDS

Edging Element Design Standards are summarized in the table below, and further detailed in the Design Standards Manual in Section 1149.48I

Edging elements	ID	Description	Maximum Height	Prohibited Material
Edge Structure	EE-1	A low masonry wall, platform or stair.	42"	-
Ornamental Fence	EE-2	A semi-transparent fence.	42"	Chain Link
Privacy Fence	EE-3	An opaque fence or wall for screening utility and service areas.	72"	Chain Link
Planters	EE-4	Landscaped planters with spacing of not less than 8' clear.	72"	Plastic
Landscaped Edge	EE-5	A hedge or row of plants and/or flowers.	42"	Plastic

1149.25 ARCHITECTURAL DESIGN STANDARDS

Architectural Design Standards detail the Significant Corners, Terminating Vistas, Finished Floors of Buildings, Horizontal Expression Lines, Building Massings, Building Materials, and Signage in the Architectural Design Standards Manual in Section 1149.49.

1149.25A HEIGHTS

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| <p>(1) Ground floor uses with Storefront, where required, shall have a minimum clear height of 10 feet.</p> <p>(2) Building height exceptions are permitted in accordance with Section 1510 (Rooftop Structures) of the State Building Code.</p> | <p>(3) Building Height at Stepbacks</p> <p>(a) See Development Standards in Section 1149.21B(2) for maximum building height before a building setback is required.</p> |
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1149.25B PROJECTIONS AND ENCROACHMENTS

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|---|--|
| <p>(1) Building projections shall be permitted to encroach into a front, side, or rear yard setback, and across a Build-To-Line provided that:</p> <p>(a) Structural encroachments shall provide a minimum of fourteen (14) feet of clearance over a public sidewalk or right of way.</p> <p>(b) Architectural encroachments such as cornices or canopies that are not occupied space shall provide a minimum of ten (10) feet of clearance over a public sidewalk or right of way.</p> | <p>(c) Projections shall not be included in the calculation of building footprint or impervious coverage.</p> <p>(d) Signs, awnings, overhangs and similar elements, if determined by the Zoning Administrator to be consistent with the regulations and intent of the frontages, may encroach beyond a Build-To-Line.</p> |
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1149.26 PARKING**1149.26A DISTRICT PARKING STANDARDS & PLACEMENT**

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| <p>(1) Parking, on-street or off-street, in open lots, and/or in enclosed structures, are permitted as accessory to any permitted use.</p> <p>(2) District parking standards are applicable to all uses. Accessory off-street parking spaces, open and/or enclosed, shall be provided for any use specified in the Table of Permitted Uses 1149.21A.</p> <p>(3) District Parking Placement</p> <p>(a) There shall be no open or enclosed parking at the sidewalk level within sixteen (16) feet of the Build-To-Line.</p> <p>(b) On-Street parking spaces along the frontage of a lot, shall count towards satisfying total parking demand for a site.</p> <p>(4) District Standards for, and Placement of, Loading Spaces</p> <p>(a) Loading, on-street or off-street, in open lots, and/or in enclosed structures, are permitted as an accessory use to any permitted use of a site.</p> | <p>(b) Loading spaces may be designed to the dimensions needed to accommodate specific types of vehicles based on the activity and permitted use for which the loading is required.</p> <p>(c) Loading spaces may serve and count towards multiple functions of a site. For instance, a loading space may also double as a marked drop-off space.</p> <p>(d) Loading spaces may have signed use restrictions based on day of the week, time of the day, or hours of operation.</p> <p>(e) On-street spaces marked for the purposes of loading within the frontage of a site, shall count towards meeting loading requirements of a permitted use.</p> |
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1149.26B SCHEDULE OF DISTRICT PARKING AND LOADING STANDARDS

RETAIL	PARKING /	LOADING
Retail	1sp/600sf	0sp for 0sf to 4,999sf 1sp for 5,000 to 14,999sf
Restaurant	1sp/400sf	2sp for 15,000 to 29,999sf 3sp for 30,000 to 59,999sf
Wholesale	1sp/2,000sf	1 additional space per +40ksf

OFFICE

Office	1sp/600sf	0 sp up to 4,999sf 1sp for 5,000sf to 24,999sf
Medical Office	1sp/450sf	2sp for 25,000sf to 49,999sf
Research & Development	1sp/400sf	3sp for 50,000sf to 99,999sf
Professional Service	1sp/400sf	4sp for 100,000sf and above

RESIDENTIAL⁽¹⁾

Multifamily	1.00sp/du	1 space per building
Senior Housing	0.50sp/du	Loading space may be used for parking by building maintenance staff vehicle(s).
Dormitory	0.25sp/du	
Residential Care Facilities	0.25sp/du	
Nursing/Assisted Living	0.25sp/du	
Townhouse	1.00sp/du	No Loading Requirements
Live-Work	1.00sp/du	
Cottage Courts	1.00sp/du	

ENTERTAINMENT/ CULTURAL/ ARTS

Entertainment/Cultural/Arts ⁽²⁾	1sp/450sf	0 sp up to 4,999sf 1sp for 5,000sf to 24,999sf
Catering Hall/ Event Space	1sp/450sf	2sp for 25,000sf to 49,999sf 3sp for 50,000sf to 99,999sf
Micro-brewery	1sp/450sf	4sp for 100,000sf and above

HOSPITALITY ⁽¹⁾	PARKING /	LOADING
Hotel	0.8sp/room	1sp/100 rooms
Inn / Bed & Breakfast	0.8sp/room	

INSTITUTIONAL / CIVIC

Religious / Charity	1sp/500sf	1 space per building
Healthcare / Hospital	1sp/500sf	Loading space may be used for parking by building maintenance staff vehicle(s).
Government	1sp/500sf	
Library	1sp/750sf	
Community Facility	1sp/600sf	
Indoor Recreation	1sp/800sf	
Educational Use	1sp/500sf	

LIGHT INDUSTRIAL

Artisan Production	1sp/1,000sf	1 space per building
Data Information Center	1sp/8,000sf	Loading space may be used for parking by building maintenance staff vehicle(s).
Urban Agriculture	1sp/2,000sf	
Small-Scale Renewable Energy	(None)	

Parking Schedule, Units of Measure:

sp	Parking Spaces
sf	Square Feet
ksf	Square Feet (in Thousands)
room	Guest Suites (of Hotels or Inns)
bed	Bedrooms (of Residential Care Facilities)

1149.26C RIDE SHARE PICKUP AND DROP-OFF

- (1) Applicability. A designated Ride Share Pickup and Drop-Off Area shall be provided for any nonresidential or mixed-use building containing forty-thousand (40,000) square feet or more of gross floor area; and any residential or mixed-use building containing eighty (80) or more dwelling units.
- (2) Location and Design. Each required Ride Share Area shall be located on-site or directly adjacent to the development site, positioned to minimize interference with pedestrian, bicycle, and emergency vehicle circulation. The Ride Share Area shall be clearly marked and signed for temporary standing only, with pavement markings and signage indicating "Rideshare Loading Only - 5-Minute Limit."
- (3) Ride Share Areas shall accommodate a minimum of one (1) standard passenger vehicle space and a maximum of two (2) spaces, regardless of total floor area or dwelling units.
- (4) Alternative Compliance. The Zoning Administrator may approve an alternative configuration or shared use of existing loading spaces, on-street parking, or short-term standing zones to satisfy this requirement, provided the applicant demonstrates that:
 - [a] The shared or alternative location will maintain safe pedestrian and vehicular operations; and
 - [b] The Ride Share Area will remain accessible during the building's typical peak arrival and departure periods.

1149.26D DISTRICT PARKING STANDARDS

- (1) Shared use of parking.
 - (a) The total number of parking and loading spaces required for a given site shall be the sum of the requirements for each individual use, except that such total may be reduced in the Severance Overlay Zone by the Planning Commission where the applicant demonstrates that the capacity of the facility will satisfy the purposes of this chapter by reason of variation in the probable time of peak use by residents, visitors, patrons, deliverers and/ or employees as well as use of alternative modes of transportation.
- (2) The applicant may submit a Parking Management Plan by using the standards provided in the most recent edition of Shared Parking published by the Urban Land Institute and/ or other supporting nationally and locally recognized standards to demonstrate to the maximum aggregate parking demand required after calculating for each use of a site. Where two or more uses on the Site (or Off-Site locations) are able to share the same parking spaces because their peak parking demands occur at different times, the same parking spaces may be counted towards the satisfaction of the parking requirements for each use. This calculation of peak demand may be formalized through the approval of a Parking Management Plan by the Planning Commission.

Any Parking Management Plan submitted for approval shall include:

 - (a) The names of the uses that will share the parking.
 - (b) The location and number of parking spaces to be shared.
 - (c) An analysis showing that the peak parking times of the uses occur at different times and that the parking area will be large enough for the anticipated demands of all uses as prepared by a parking consultant or traffic engineer.
 - (d) A legal instrument such as a lease, easement or deed restriction that guarantees the parking will be provided on-site or off-site so long as the associated uses remain, access to the parking for multiple uses according to an approved Parking Management Plan, the time periods under which each use will have rights to count spaces for purposes of the space requirements, and restrictions on the hours of operation of each use, which shall be submitted to the Zoning Administrator for review and approval.
- (3) Approval of Shared Parking: The Planning Commission may grant an application for shared parking associated with a Parking Management Plan if it finds that:
 - (a) The analysis provided presents a realistic projection of parking demands likely to be generated.
 - (b) Peak demand is sufficiently distinct so that the Planning Commission is able to clearly identify a number of spaces for which there will be limited overlap of parking demand.
 - (c) Rights to the use of spaces are clearly identified so as to facilitate enforcement.
- (4) Where applicants can demonstrate that parking space reductions are justified, the minimum number of parking spaces required to be provided by an applicant seeking Site Plan approval, may be reduced. The following parking space reductions from the total requirements may be granted by the Zoning Administrator where an applicant demonstrates such reductions are justified:
 - (a) Non-Reserved Parking: For parking facilities of greater than fifty (50) spaces applicants are eligible for up to a ten percent (10%) parking reduction where all of the residential parking is not reserved or dedicated for individuals or groups. The approval and allowance of such reductions shall be at the discretion of the Zoning Administrator.
 - (b) Attendant and Valet Parking: For parking facilities, or portions of, greater than fifty (50) spaces offering attendant parking facilities operated at least sixteen (16) hours per day, up to a fifteen percent (15%) parking reduction shall be available at the discretion of the Zoning Administrator. Parking facilities, or portions of, designed exclusively for use by attendant parking facilities may be designed to permit tandem parking and other compact formats.
 - (c) Car Share Parking: For facilities, or portions of, with twenty (20) spaces or more, total required parking spaces may be reduced by three (3) conventional parking spaces for every one car share space provided up to a maximum of a fifteen percent (15%) reduction of the total parking required.
 - (d) Maximize Shared Parking The Applicant shall work with the Zoning Administrator to ensure that, to the extent possible, any new parking is available for shared use and/ or public use.

1149.26D DISTRICT PARKING STANDARDS

- (5) After considering all parking reductions permitted above, in no event shall the total required parking be reduced by more than thirty percent (30%) below the base requirements
- (6) Off-Site Parking
 - (a) Off-Site Municipal or Private Parking may be provided within one-thousand (1,000) feet from such site.
 - (b) Up to one-hundred percent (100%) of on-site parking demand may be fulfilled through off-site parking arrangements provided the applicant can demonstrate legal documentation of such parking arrangements to the satisfaction of the Zoning Administrator.
- (7) Mechanical Parking. Applicants seeking to utilize mechanically-assisted and/or automated parking facilities must demonstrate that safety, operational, and dimensional design considerations have been met in order to receive permission to use such assisted facilities as an alternate parking facility type.
- (8) Fee-In-Lieu of Parking
 - (a) The Fee-in-Lieu of parking shall be twenty-thousand (\$20,000) per parking space.
 - (b) The fee-in-lieu payments are a one-time fee, applicable to a specific site plan application. The fee shall be established at site plan approval.
 - (c) The fee-in-lieu payments shall be dedicated to the construction and operation of shared use and/or public use parking facilities. Construction and operation of transit facilities and/or transit service(s) that will reduce the overall demand for parking within the Severance Overlay Zone.
 - (d) The City of Cleveland Heights may accept such fees to replace a portion of the required parking spaces which will not be provided on site, however in no case shall the reduction of parking exceed the standards established in this section.
 - (e) Administration. The Zoning Administrator shall maintain and publish the current Fee-in-Lieu of a Parking Space rate, subject to annual adjustment based on the Consumer Price Index (CPI) or other approved construction cost index. Fees shall be paid prior to issuance of a Building Permit.

CHAPTER 1149.3 ADMINISTRATION**1149.31 SITE PLAN SUBMISSION REQUIREMENTS**

- A. The Planning Commission shall approve or deny a site plan application in accordance with Chapter 1149 and as advised by the zoning administrator.
- B. All applications for site plan approval shall include the following information:
 - (1) Plat, plot plan. Plat, property lines of the parcel or parcels proposed for development including existing utilities, easements, street rights of way, and locations of existing principal buildings and land uses on adjacent parcels and across existing streets, along with permanent parcel numbers of the development and adjacent parcels.
 - (2) Topography. Topographic maps of existing and generally proposed grading contours at not greater than two (2) foot intervals, including integration into and topography on adjacent properties, wooded areas and trees of substantial size. The topography may be included on the plot plan.
 - (3) Principal and accessory buildings. The number, height, location of proposed dwelling units, nonresidential uses, recreational facilities and public uses, along with documentation of compliance with permitted uses.
 - (4) Circulation. The proposed system of circulation, details for access, methods for control, and an assessment of the impact of the proposed development on the existing circulation system.
 - (5) Parking areas. The layout, dimensions and estimate of the number of parking spaces, the landscaping and other design features of the parking area and types of pavement, the loading and unloading areas.
 - (6) Outdoor lighting fixtures. The location, type and illumination intensity of all outdoor lighting fixtures.
 - (7) Signs. Indication of the size, location, color and nature of any existing or proposed signs on the property.
 - (8) Outdoor storage. The location and layout of all outdoor storage including storage of waste materials and trash receptacles.
 - (9) Architectural drawings. Conceptual floor plans demonstrating build-to-zone and occupancy compliance and conceptual elevations of private frontages demonstrating compliance with architectural standards.
 - (10) Phasing, sequencing of project. A detailed statement of the phasing and staging of specific elements of the plan, including a proposed construction sequencing schedule.
 - (11) Utilities. Show proposed location of new utilities and authority to connect these into existing infrastructure. Stormwater must address requirements of Chapter 1335, Stormwater Management.
- C. The Zoning Administrator may waive certain submission requirements that are deemed unnecessary for the review and evaluation of a proposed development.

1149.32 PRELIMINARY APPLICATION PROCESS

- A. Purpose. The preliminary application process is intended to ensure early coordination between the Applicant and the Technical Advisory Committee (TAC) to identify issues related to site layout, street type, public frontage, civic space, and other design and infrastructure considerations prior to formal submission.
- B. First Meeting with Applicant and TAC. A first meeting shall be scheduled at a mutually agreed upon time following the Applicant's request for preliminary review. The Applicant shall provide sufficient conceptual materials to allow TAC members to evaluate the proposal's general conformance with the Severance Overlay Zone.
- C. Second Meeting with Applicant and TAC. A second meeting shall be held within thirty (30) days of the later of:
 - [1] The Applicant's submission of an amended draft application incorporating revisions requested at the first meeting, or
 - [2] The date of the initial TAC meeting, should no revisions be requested.
 - [3] In all cases, the second meeting shall occur no later than six (6) months from the date of the first meeting.
- D. Completion of Preliminary Review. Upon conclusion of the second meeting, or upon written confirmation from the Zoning Administrator that the preliminary review is complete, the Applicant may proceed to Official Plan Submission Review.

1149.33 OFFICIAL PLAN SUBMISSION REVIEW

- A. Official Submission. Following completion of the preliminary review process, the Applicant may submit a formal Site Plan Application to the Planning and Development Department in accordance with Section 1149.31 Site Plan Submission Requirements.
- B. Distribution to Reviewing Bodies. Within twenty (20) days of receipt of a complete application, the Planning and Development Department shall distribute the full submission to the TAC and the Architectural Board of Review (ABR) for review and comment.
- C. Architectural Board of Review Action. The ABR shall provide written comments and recommendations to the Planning Commission within thirty (30) days of receiving the submission from the Planning and Development Department.
- D. Planning Commission Decision. The Planning Commission shall render a decision to approve, approve with procedural conditions, or deny the Site Plan within forty-five (45) days of the later of:
 - (1) The date of receipt of written comments and recommendations from the ABR; or
 - (2) Thirty (30) days following the ABR's receipt of the submission from the Planning and Development Department, if no comments have been received.
- E. Extensions. The Planning Commission may, upon written request from the Applicant, grant a reasonable extension of any deadline under this section, provided such extension does not exceed sixty (60) days in total and does not unreasonably delay concurrent administrative or legislative review processes.

1149.34 SUB-DIVISION AND OWNERSHIP

- A. All or any portion(s) of land area within a district defined by Chapter 1149 may be subdivided either horizontally or vertically for purposes of sale, lease or mortgage, to support financing of component project elements, and/or (to the extent permitted by law) tax lot creation provided that all lots, parcels or development sites so created shall be developed and used in accordance with the site plan, this article, and compliance with the relevant requirements of State and Local Law. All applications for subdivision must be approved by the Planning Commission.
- B. Where a lot is proposed for development under the terms on this article, and where the lot is comprised of multiple parcels of land, the parcels need not be under single ownership, so long as all owners consent to the application. Subsequent to approval of any site plan pursuant to this article, the owner(s) may vertically or horizontally subdivide the site into one or more lots for the purpose of taxation, financing, ownership or other purpose, without meeting bulk and area requirements of this chapter, provided that no development or use within the subsequently created lots will be permitted except as shown on the approved site plan or subsequently approved plan.
- C. A subdivision plat shall be recorded in accordance with the administrative procedures of the City of Cleveland Heights. The authority to approve site plans and subdivisions under the Severance Overlay Zone is vested in the Planning Commission.

1149.35 CHAPTER AMENDMENTS

- A. Chapter 1149 may be amended from time to time in accordance with Title 11. Prior to adopting an amendment, the City Council shall refer such proposed amendment(s) to the Planning Commission and the New Communities Authority (NCA) board (if an NCA is in effect) for comment.
- B. If comments are not received within 30 days of such referral, the City of Cleveland Heights may enact the amendment without receiving such comment. All such amendments shall be consistent with the most current City of Cleveland Heights Master Plan.

1149.36 SITE PLAN AMENDMENTS

- A. Proposed amendments to site plans shall be presented first to the Zoning Administrator, who shall determine whether an additional preliminary application, plan review, and/or approvals by the Planning Commission are required (major amendments) or if an expedited administrative approval by the Zoning Administrator is adequate (minor amendments).
- B. The Zoning Administrator, may establish and adopt criteria for determining the degree of change to a site plan that triggers the need for a new application and full approval process.

1149.37 DURATION OF APPROVALS

- A. All site plans and/or subdivisions approved under the provisions of Chapter 1149 shall remain valid for a period of two years from the date of site plan approval and an applicant shall obtain necessary building permits and other approvals from permitting agencies and commence construction within such time period.
- B. Approvals shall expire after two years unless the applicant can show good cause for its failure to obtain a building permit, in which case an extension of up to one year may be granted by the Planning Commission. If construction is suspended for a period greater than one (1) year, the Planning Commission shall be empowered to notify the applicant and revoke the permit if such construction suspension is not found to be for good cause.
- C. Good Cause for Revocation. A finding by the Planning Commission that circumstances beyond the reasonable control of the Applicant have prevented timely continuation or completion of construction or the obtaining of necessary permits. Such circumstances may include, but are not limited to:
 - (1) Delays in securing financing, permits, or approvals from other governmental or regulatory entities;
 - (2) Supply chain, labor, or material shortages affecting the project's ability to proceed as approved;
 - (3) Acts of God, natural disasters, or other emergency events impacting construction; or
 - (4) Documented revisions to development phasing or partnerships approved or acknowledged by the Zoning Administrator as consistent with the intent of the approved site plan.
 - (5) Delays resulting solely from market speculation, lack of diligence, or changes in ownership shall not constitute good cause.

CHAPTER 1149.4 DESIGN STANDARDS MANUAL

1149.41 INTENT AND PURPOSE

- A. In order to create buildings that contribute to the redevelopment and revitalization of the Severance Town Center as intended by the Recommended Action Plan and based on the input of Cleveland Heights as documented, and to contribute to the long-term sustainability of the districts, streets, frontages, and street wall designs shall be guided by the standards contained in Section 1149.4.
- B. The purpose of Section 1149.4 is to institute legally enforceable regulations pertaining to design elements of the Traveled Way, Public Frontages, and Private Frontages within the defined district(s) of the Severance Overlay Zone. Where guidelines are created, the purpose is to clarify the intent and ensure that the integrity of the Severance Town Center is achieved through visual appeal of the civic realm.
- C. Where terms “may”, “can”, “should”, or their synonyms are used, the intent is to provide guidance to achieve the design intent of this section.

1149.42 STREET TYPE DESIGN STANDARDS

- A. The standards in this section apply to Streets, Access Lanes, and Pedestrian Paths. Where appropriate it can also define features of Pedestrian Trails.
- B. Section 1149.43 is a Table of Permitted (and prohibited) Private Frontages for Street Types A, B, C, and D.
- C. Section 1149.44 is a Table of Permitted (and prohibited) Private Frontages for Path Types P.
- D. Pedestrian Trails are also shown in Table 1149.44 but are not an applicable condition for establishing a Built-To-Line and/or for permitting Private Frontages.
- E. **Drive Lanes**
Are dedicated to the public access and movement of people, goods, and services by vehicle and shall be a minimum width of 9 feet unless approved otherwise by the Planning Commission.
- F. **Access Lanes**
Are dedicated to limited or low frequency access for vehicles, services, egress, emergency response, and/or pedestrian movement to a site and/or across a site.
- G. **Drainage**
All new streets should endeavor to utilize natural drainage or alternate systems as approved by the Planning Commission, provided that they are feasible, provide ecological benefit, and are supported by the Director of Public Works.
- H. **Cul-de-sacs**
Cul-de-sacs and other dead ends shall be prohibited unless a connection to a Pedestrian Path or Pedestrian Trail is provided at the terminus.
- I. **Bicycle Lane**
Where a Bicycle Lane is planned or intended, it will be incorporated into design as recommended by the Director Public Works.
 - (1) Bicycle Lanes shall be striped, signed, and marked.
 - (2) All Shared Lanes shall provide signage and pavement markings.
- J. **Curb, Crosswalks, and Ramps**
 - (1) The effective radii of curbs at intersections of new streets shall be 18 feet on A street types, and 12 feet on the remaining street types. Where needed, larger effective turning radii shall be given for the movement of emergency vehicles along emergency access routes.
 - (2) Curbs can be rolling or flat where alternate drainage systems, including bioswales, are provided.
 - (3) Flat or rolled curbs are allowed as a design feature to accommodate larger effective turn radii as needed.
 - (3) Crosswalks shall be marked.
 - (4) Curb extensions with perpendicular curbs, ramps, and landscaping shall be incorporated at crosswalks where possible.
 - (5) New and reconfigured streets shall meet ADA standards in all areas where feasible.
- K. **Center Medians**
When medians are included in Street Types, they shall be designed in keeping with the dimensions shown for the given street type.

1149.43 TABLE OF PERMITTED PRIVATE FRONTAGES

STREET TYPE / FRONTAGE		PF-1	PF-2	PF-3	PF-4	PF-5	PF-6	PF-7	PF-8
		STOREFRONT	ARCADE	URBAN	STOOP	PORCH	LIGHTWELL	FORECOURT	TERRACE
A	Access/Perimeter	P	P	P	P	X	X	P	P
B1/B4	Boulevards	P	P	P	X	X	X	P	P
B2/B3	Boulevards	P	X	X	X	P	P	P	P
C	Local Streets	P	X	X	P	P	P	P	P
D	Service Lanes	P	X	P	P	P	P	P	P

P = Permitted

X = Prohibited

1149.43A STREET A-1

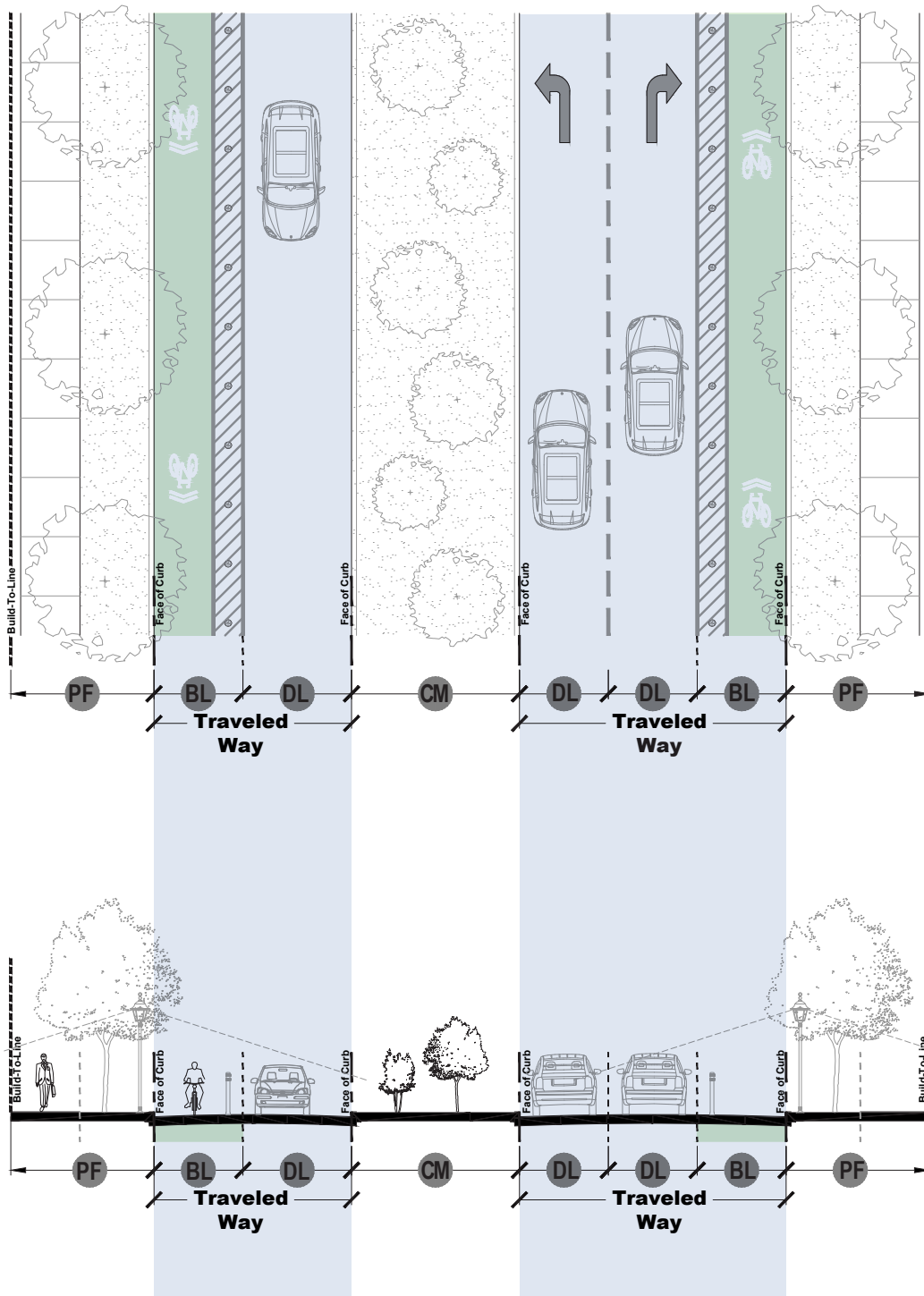
One Lane Inbound / Two Lanes Leading to Signalized
Intersections / Center Median / Protected Bike Lanes
Minimum Required Right-of-Way Width: 93'

Street Section
Elements
Dimensional
Standards

ID	Width
PB	9'-0"
CM	Min. 8'
DL	Min. 9'
PF	14'-6"

LEGEND

AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA



1149.43B STREET A-2

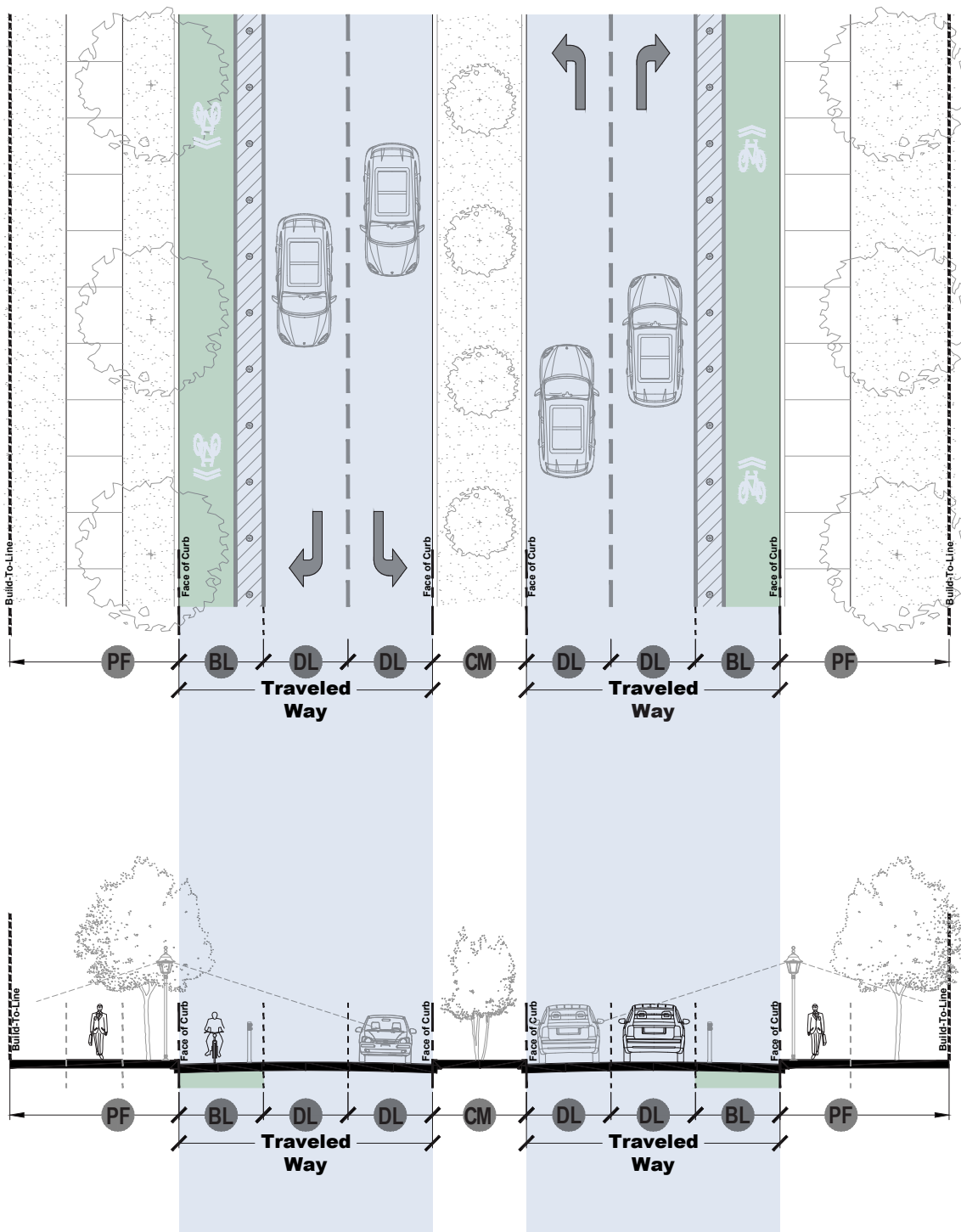
Two Lanes in Each Direction
 Landscaped Center Median / Protected Bike Lanes
 Minimum Required Right-of-Way Width: 100'

Street Section
 Elements
 Dimensional
 Standards

ID	Width
PB	9'-0"
CM	10'-0"
DL	9'-0"
PF	18'-0"

LEGEND

- AP ANGLED PARKING
- BL BICYCLE LANE
- CM CENTER MEDIAN
- CS CIVIC SPACE
- CT CYCLE TRACK
- DL DRIVE LANE
- LA ACCESS LANE / PATH
- PB PROTECTED BIKE LANE
- PF PUBLIC FRONTAGE
- PM PARKING MEDIAN
- PP PARALLEL PARKING
- SU SHARED USE SHOULDER
- VA VEGETATED AREA



1149.43C STREET A-3

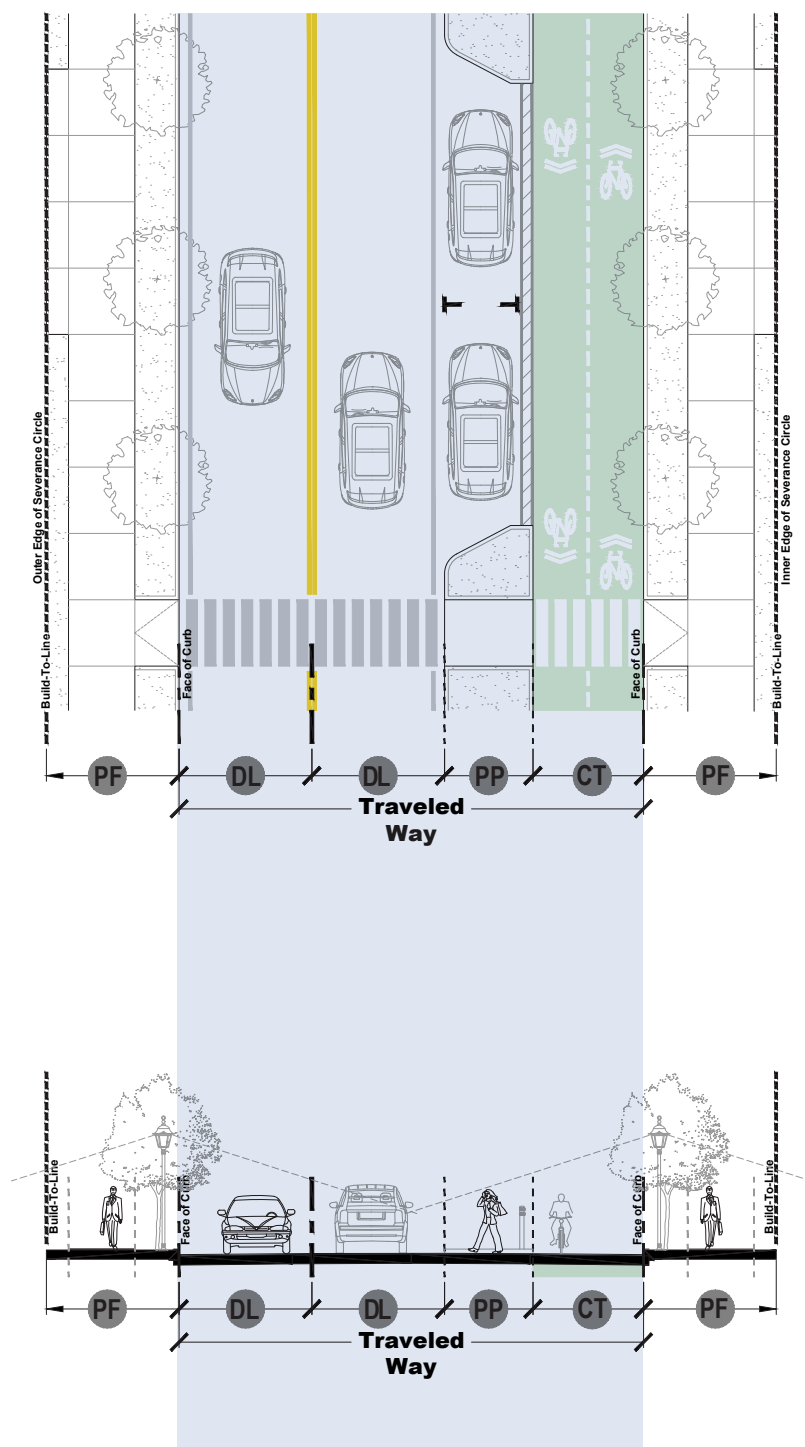
One Lane Each Direction / Parallel Parking
(Alternating with Median) / Cycle Track
Minimum Required Right-of-Way Width: 66'

Street Section
Elements
Dimensional
Standards

ID	Width
CT	10'-0"
PP	8'-0"
DL	12'-0"
PF	12'-0"

LEGEND

AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA



1149.43D STREET B-1

One Lane Each Direction / Angled Parking
Minimum Required Right-of-Way Width: 96'

Street Section
Elements
Dimensional
Standards

**Element
Width**

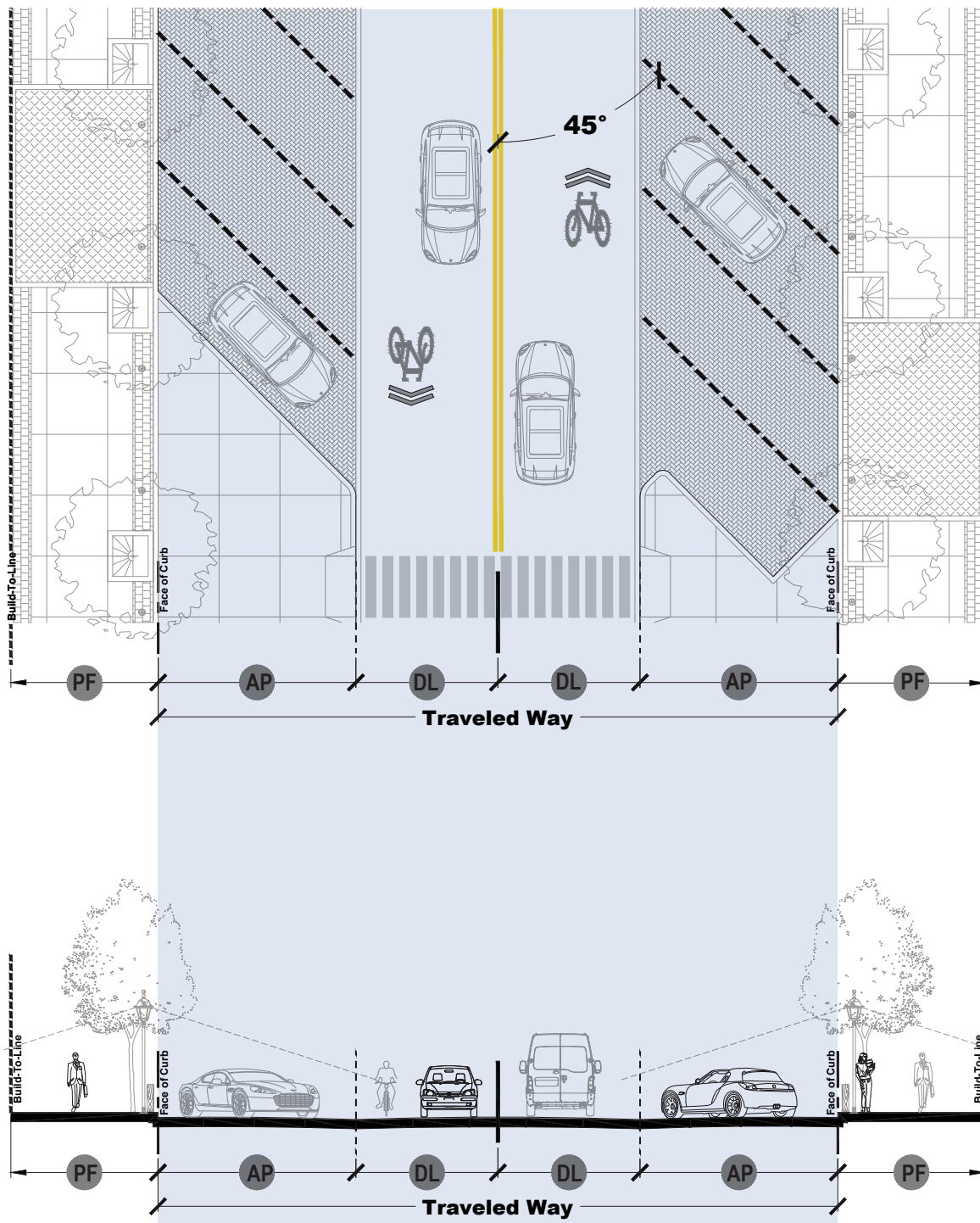
AP - 20'-0"

DL - 14'-0"

PF - 14'-6"

LEGEND

- AP** ANGLED PARKING
- BL** BICYCLE LANE
- CM** CENTER MEDIAN
- CS** CIVIC SPACE
- CT** CYCLE TRACK
- DL** DRIVE LANE
- LA** ACCESS LANE / PATH
- PB** PROTECTED BIKE LANE
- PF** PUBLIC FRONTAGE
- PM** PARKING MEDIAN
- PP** PARALLEL PARKING
- SU** SHARED USE SHOULDER
- VA** VEGETATED AREA



1149.43E STREET B-2

One Lane Each Direction / Protected Bikes Lanes

Minimum Required Right-of-Way Width: 80'

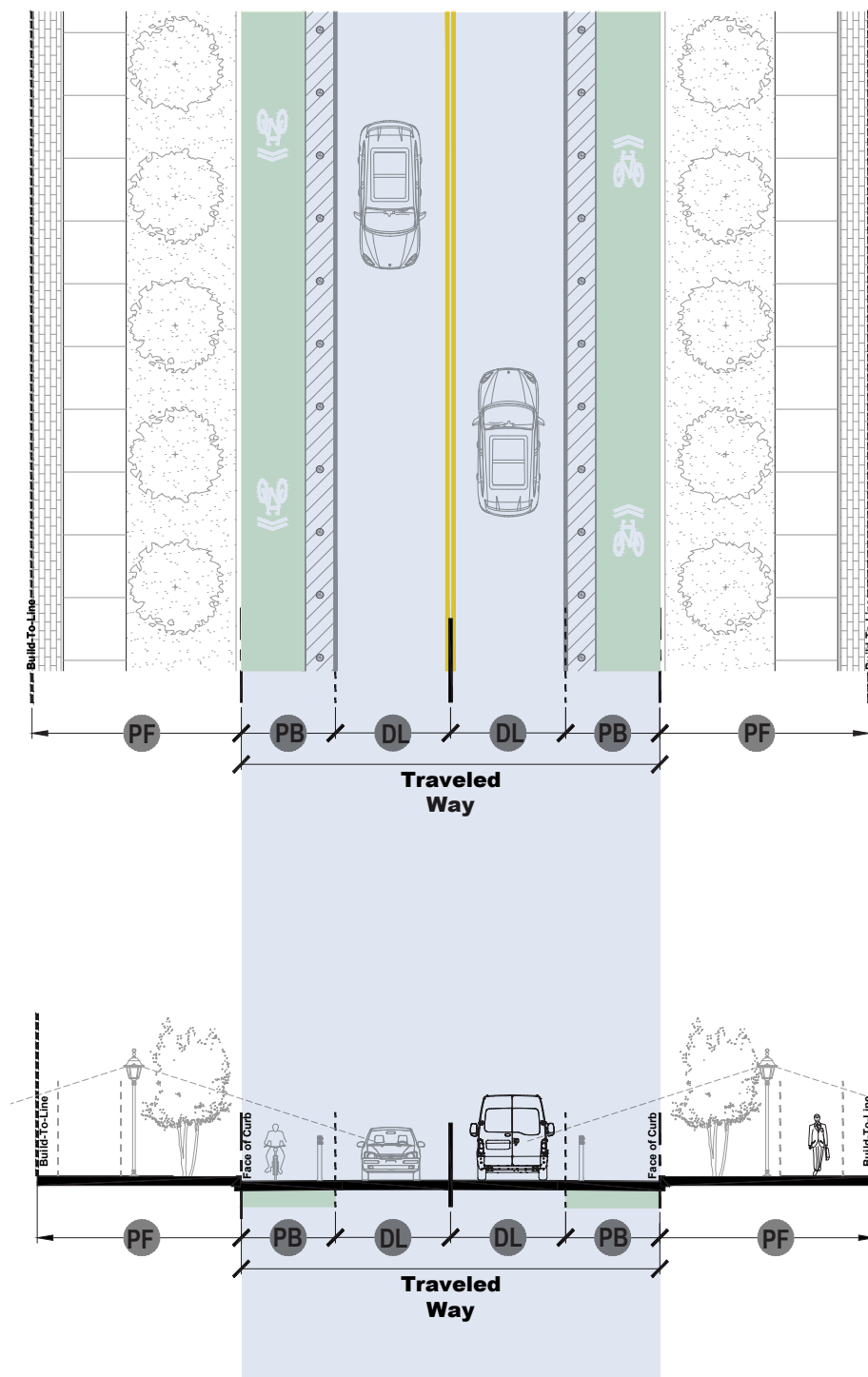
Street Section Elements

Dimensional Standards

ID	Width
PB	9'-0"
DL	11'-0"
PF	20'-0"

LEGEND

- AP** ANGLED PARKING
- BL** BICYCLE LANE
- CM** CENTER MEDIAN
- CS** CIVIC SPACE
- CT** CYCLE TRACK
- DL** DRIVE LANE
- LA** ACCESS LANE / PATH
- PB** PROTECTED BIKE LANE
- PF** PUBLIC FRONTAGE
- PM** PARKING MEDIAN
- PP** PARALLEL PARKING
- SU** SHARED USE SHOULDER
- VA** VEGETATED AREA



1149.43F STREET B-3

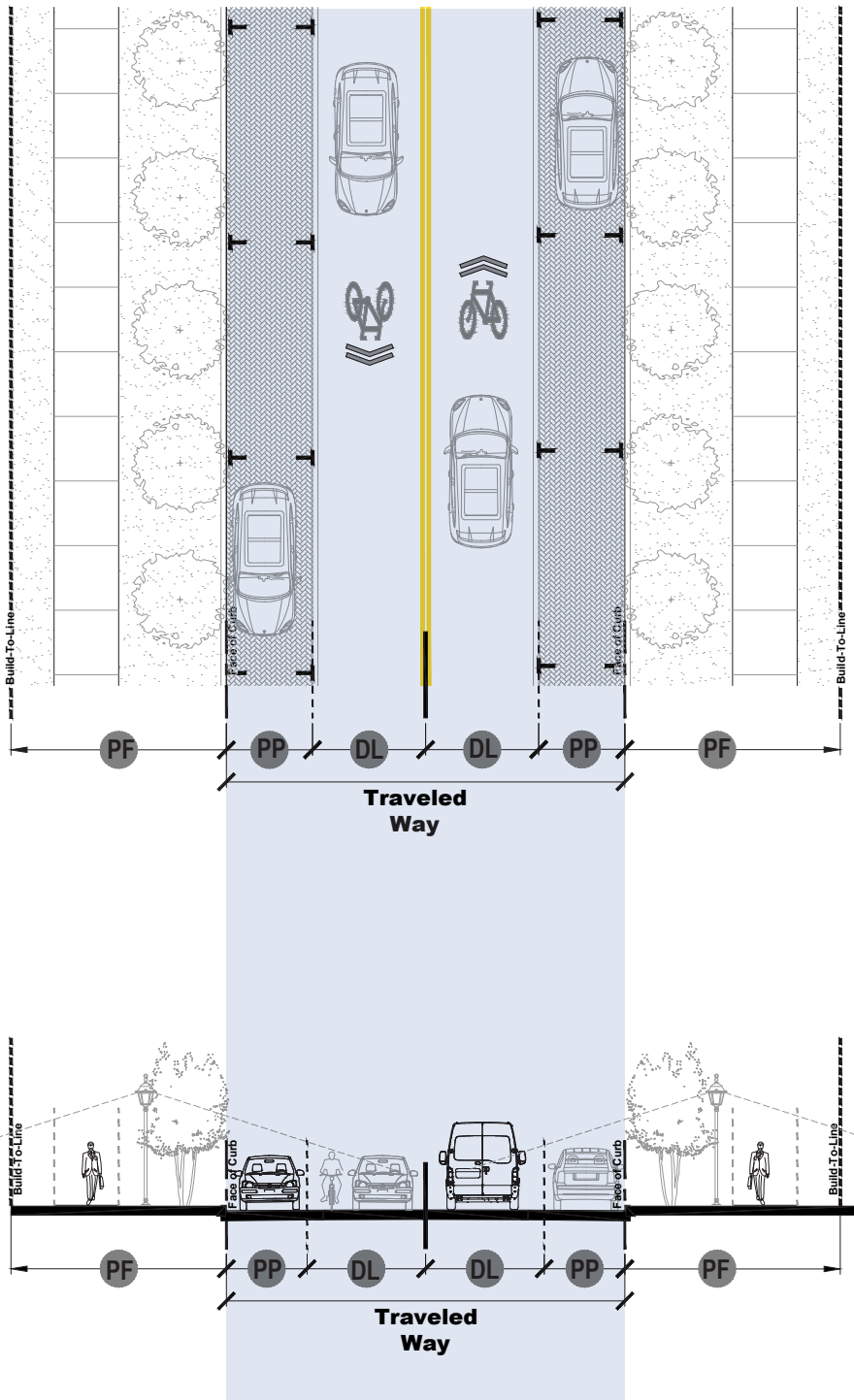
One Lane Each Direction / Parallel Parking
Bikes Share the Lane
Minimum Required Right-of-Way Width: 77'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	10'-6"
PP	8'-0"
PF	20'-0"

LEGEND

- AP ANGLED PARKING
- BL BICYCLE LANE
- CM CENTER MEDIAN
- CS CIVIC SPACE
- CT CYCLE TRACK
- DL DRIVE LANE
- LA ACCESS LANE / PATH
- PB PROTECTED BIKE LANE
- PF PUBLIC FRONTAGE
- PM PARKING MEDIAN
- PP PARALLEL PARKING
- SU SHARED USE SHOULDER
- VA VEGETATED AREA



1149.43G STREET B-4

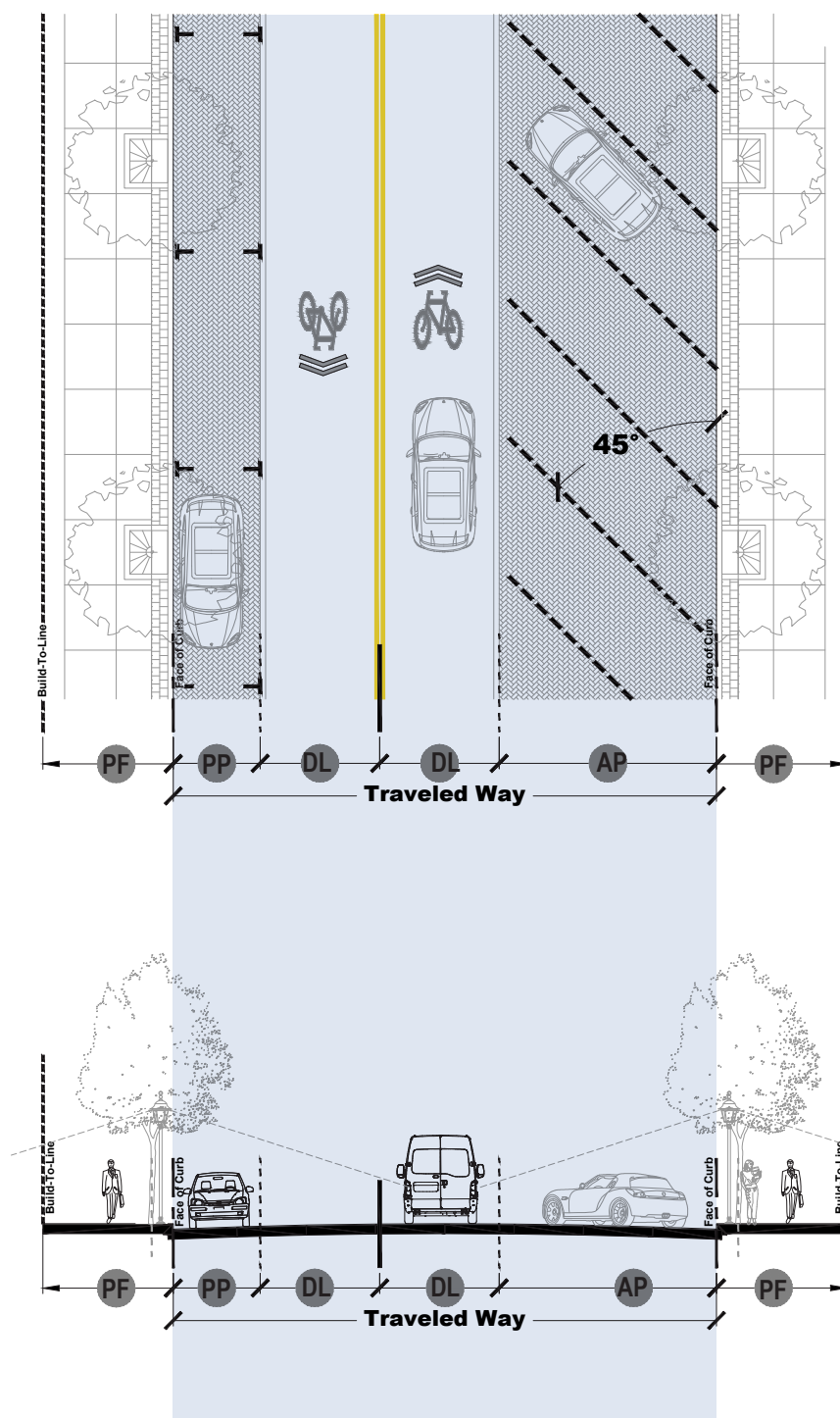
One Lane Each Direction / Angled Parking on One Side
 Parallel Parking on One Side / Bikes Share the Lane
 Minimum Required Right-of-Way Width: 74'

Street Section
 Elements
 Dimensional
 Standards

ID	Width
AP	20'-0"
PP	8'-0"
DL	11'-0"
PF	12'-0"

LEGEND

AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

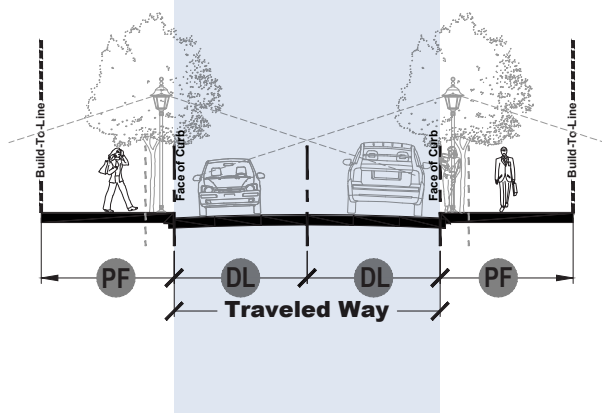
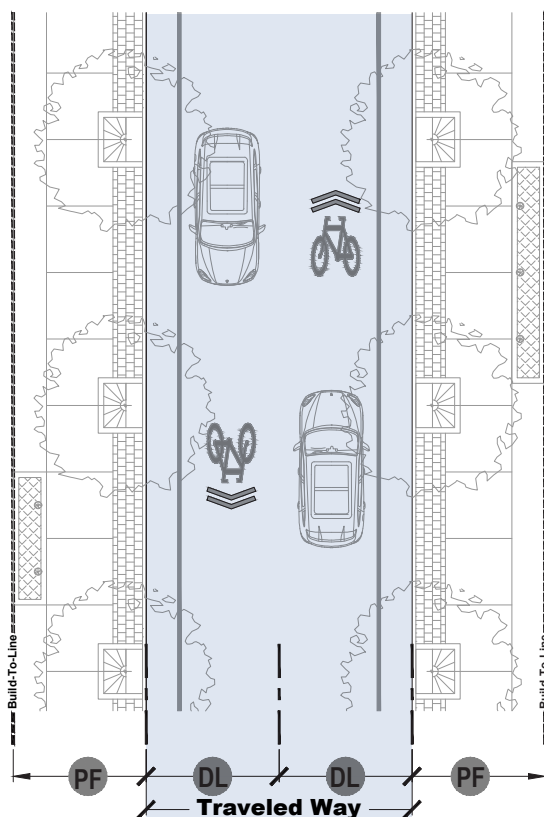


1149.43H STREET C-1

One Lane in Each Direction
Bicycles Share the Lane
Minimum Right-of-Way Width: 48'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	12'-0"
PF	12'-0"



LEGEND

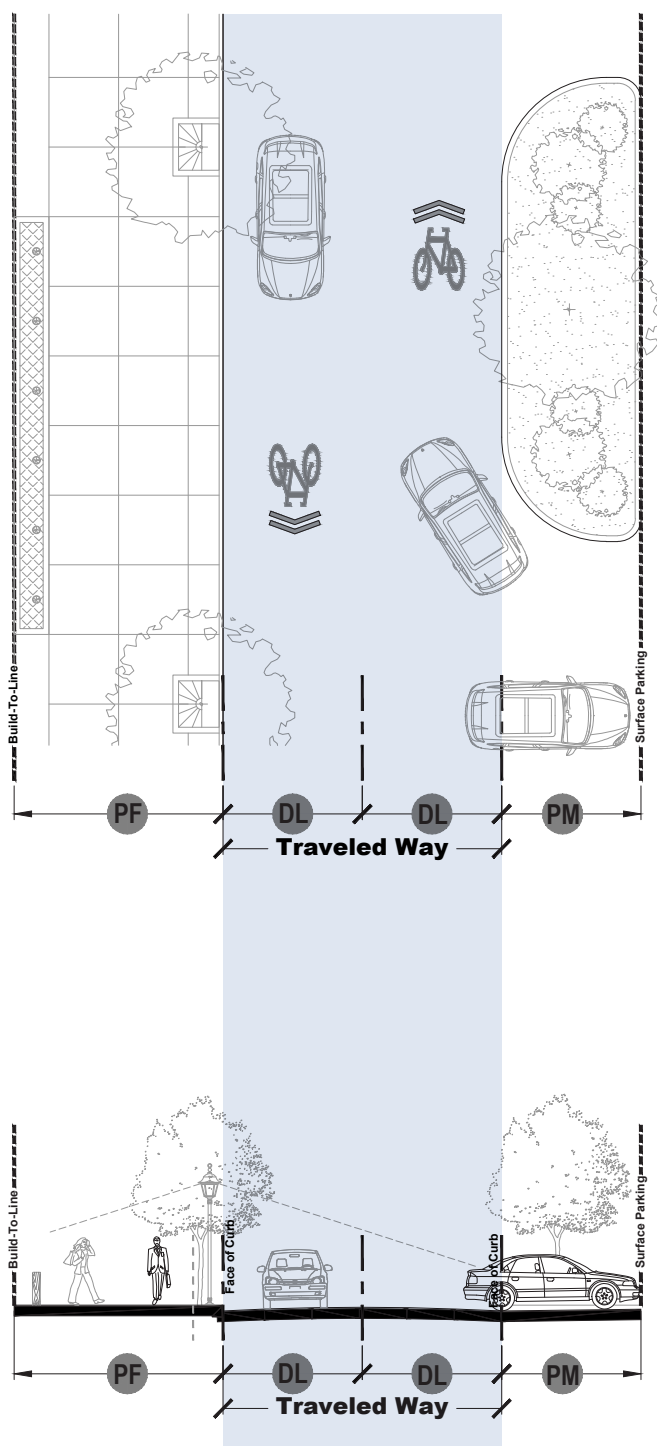
AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

1149.431 STREET C-2

One Lane in Each Direction
Bicycles Share the Lane
Minimum Right-of-Way Width: 48'

Street Section
Elements
Dimensional
Standards

ID	Width
PM	12'-0"
DL	12'-0"
PF	18'-0"



LEGEND

- AP ANGLED PARKING
- BL BICYCLE LANE
- CM CENTER MEDIAN
- CS CIVIC SPACE
- CT CYCLE TRACK
- DL DRIVE LANE
- LA ACCESS LANE / PATH
- PB PROTECTED BIKE LANE
- PF PUBLIC FRONTAGE
- PM PARKING MEDIAN
- PP PARALLEL PARKING
- SU SHARED USE SHOULDER
- VA VEGETATED AREA

1149.43J STREET C-3

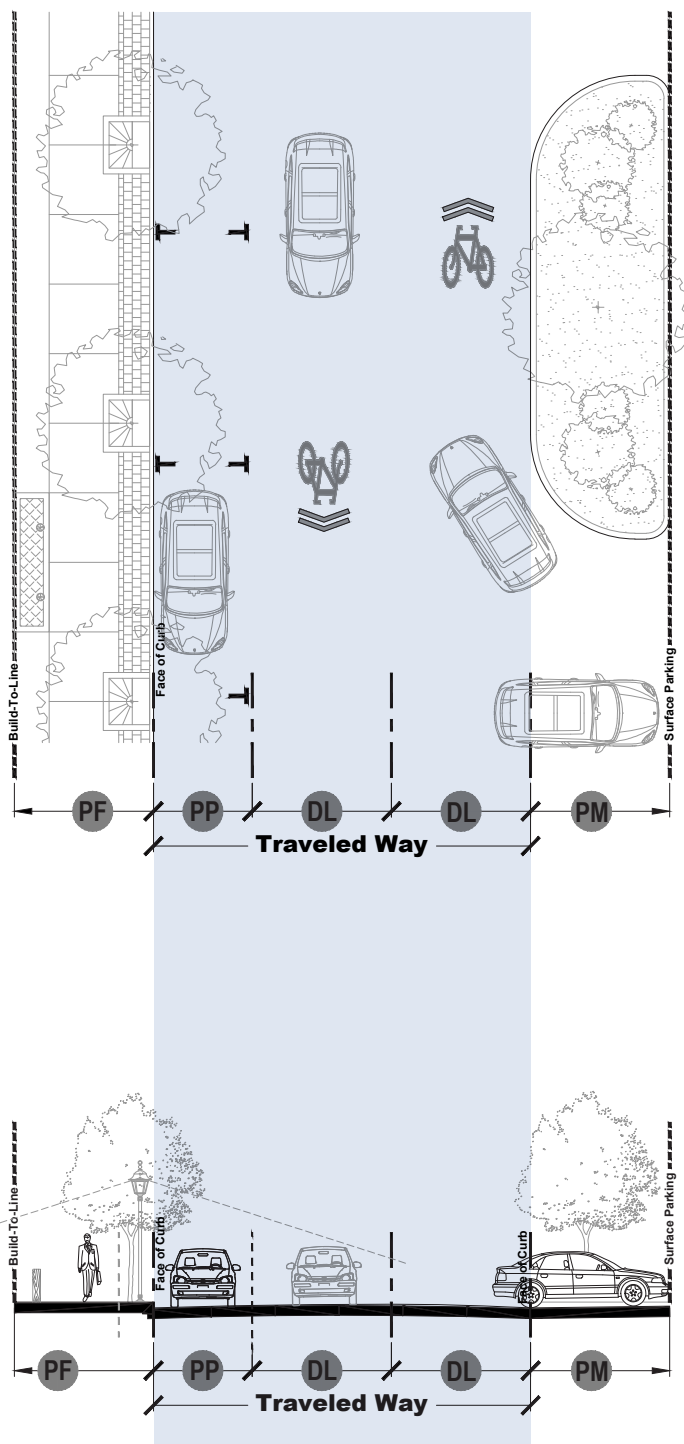
One Lane in Each Direction
Bicycles Share Lane
Minimum Right-of-Way Width: 56'

Street Section
Elements
Dimensional
Standards

ID	Width
PM	12'-0"
DL	12'-0"
PP	8'-0"
PF	12'-0"

LEGEND

AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA



1149.43K STREET C-4

One Lane in Each Direction / Parallel Parking Both Sides of Lane
 Landscaped Center Median / Bicycles Share the Lane
 Minimum Required Right-of-Way Width: 104'

Street Section
 Elements
 Dimensional
 Standards

**Element
 Width**

PP 7'-0"

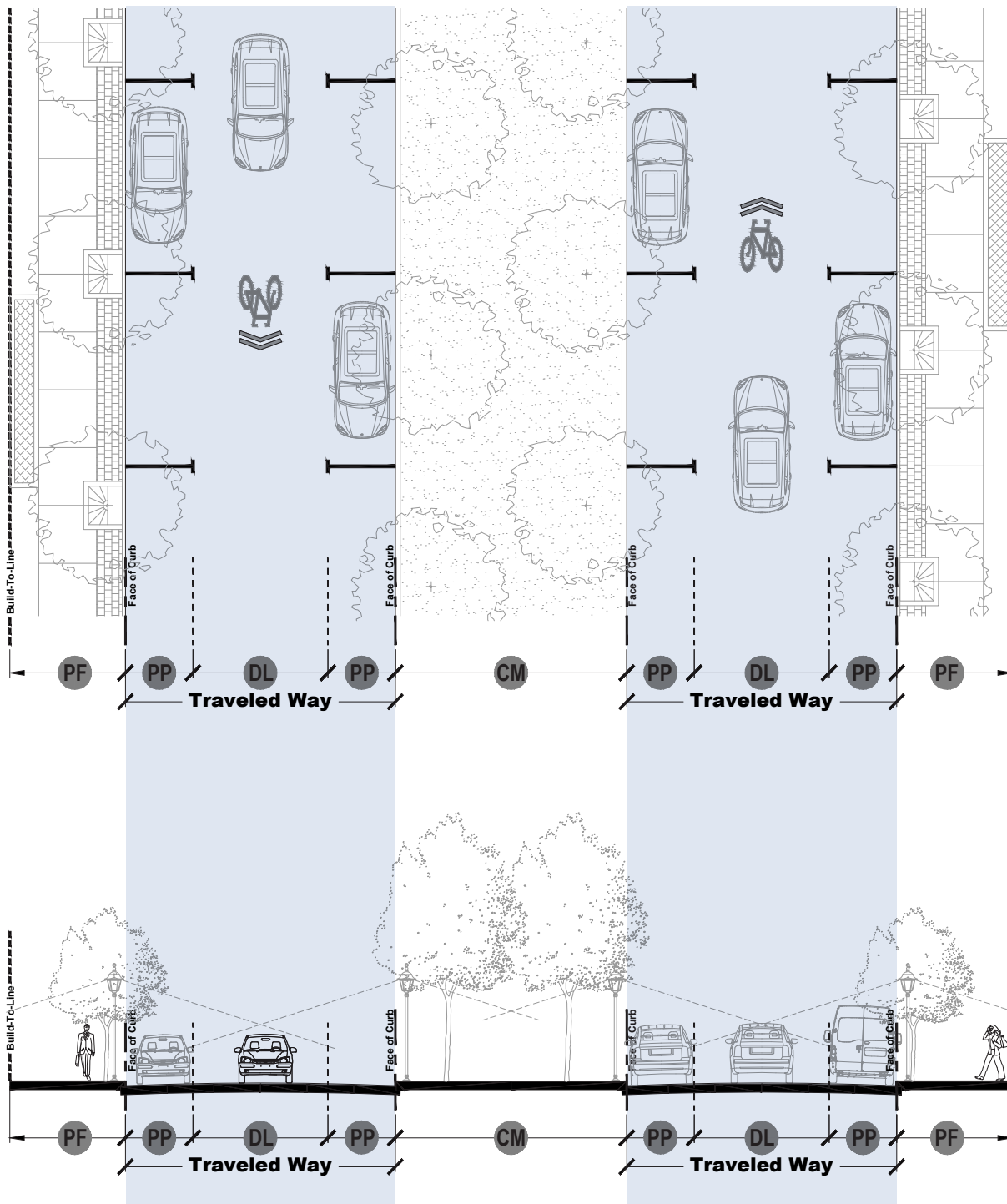
DL 14'-0"

CM 24'-0"

PF 12'-0"

LEGEND

- AP** ANGLED PARKING
- BL** BICYCLE LANE
- CM** CENTER MEDIAN
- CS** CIVIC SPACE
- CT** CYCLE TRACK
- DL** DRIVE LANE
- LA** ACCESS LANE / PATH
- PB** PROTECTED BIKE LANE
- PF** PUBLIC FRONTAGE
- PM** PARKING MEDIAN
- PP** PARALLEL PARKING
- SU** SHARED USE SHOULDER
- VA** VEGETATED AREA



1149.43L STREET D-1

One-Way, Single Lane

Angled Parking on One Side

Civic Space on One Side / Bikes Share the Lane

Minimum Right of Way Width: 48'-6"

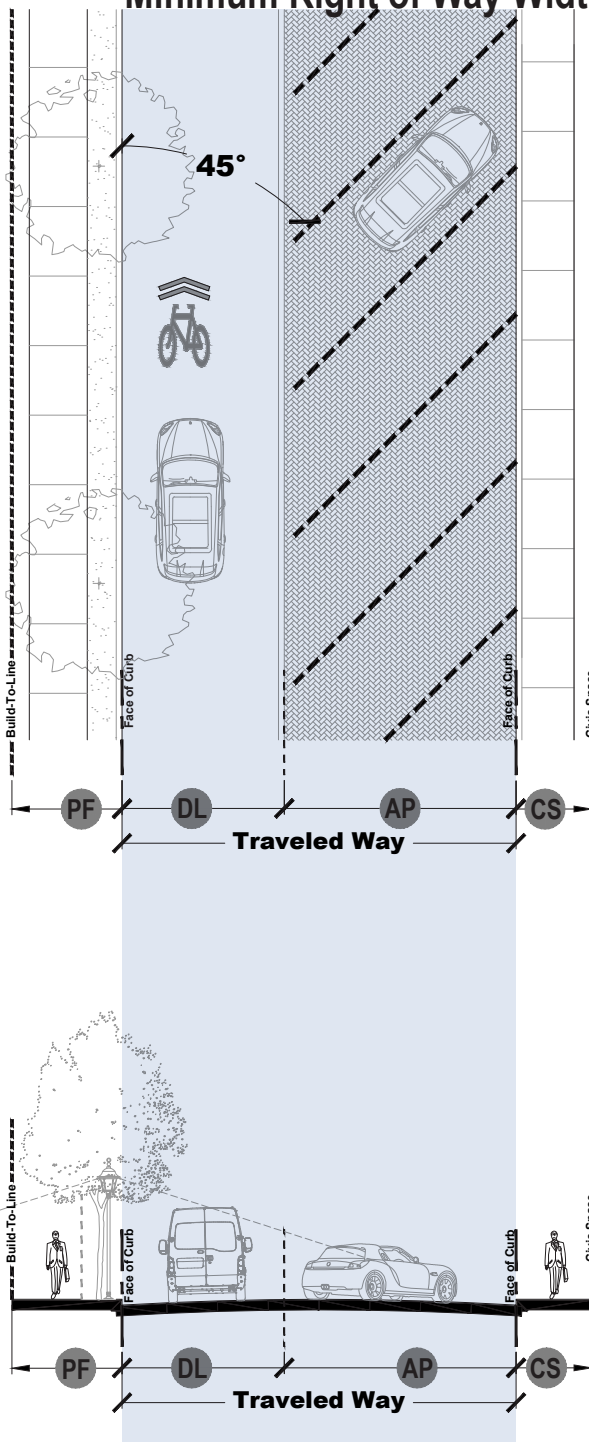
Street Section

Elements

Dimensional

Standards

ID	Width
AP	19'-2"
CS	6'-6"
DL	14'-0"
PF	9'-6"



LEGEND

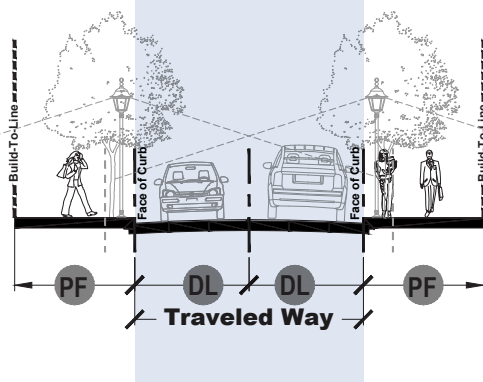
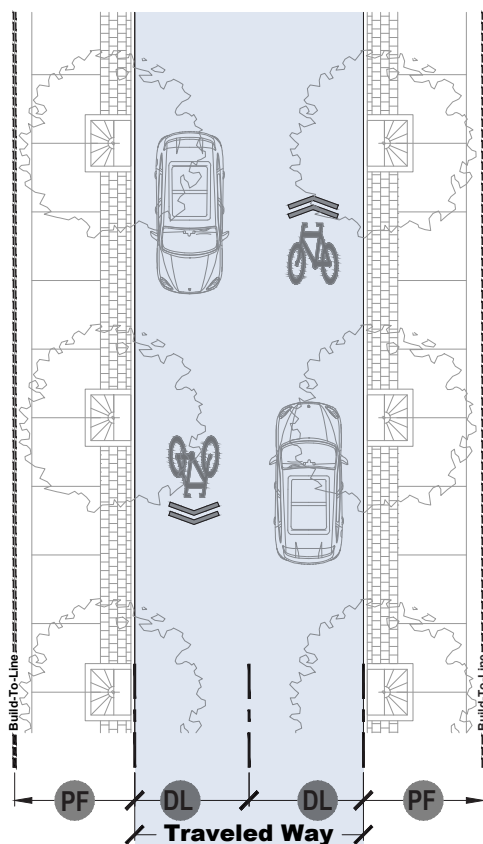
AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

1149.43M STREET D-2

Two Way Travel
Bicycles Share the Lane
Minimum Right of Way Width: 36'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	10'-0"
PF	8'-0"

**LEGEND**

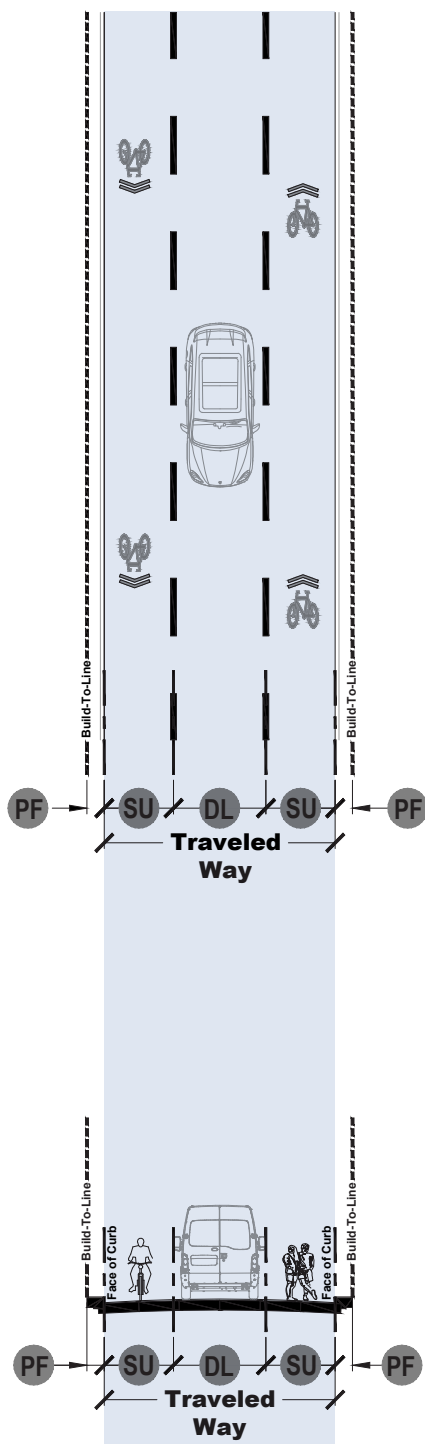
AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

1149.43N STREET D-3

One Way Travel
Bikes/Pedestrians Share the Shoulder
Minimum Right of Way Width: 23'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	8'-0"
SU	6'-0"
PF	1'-6"

**LEGEND**

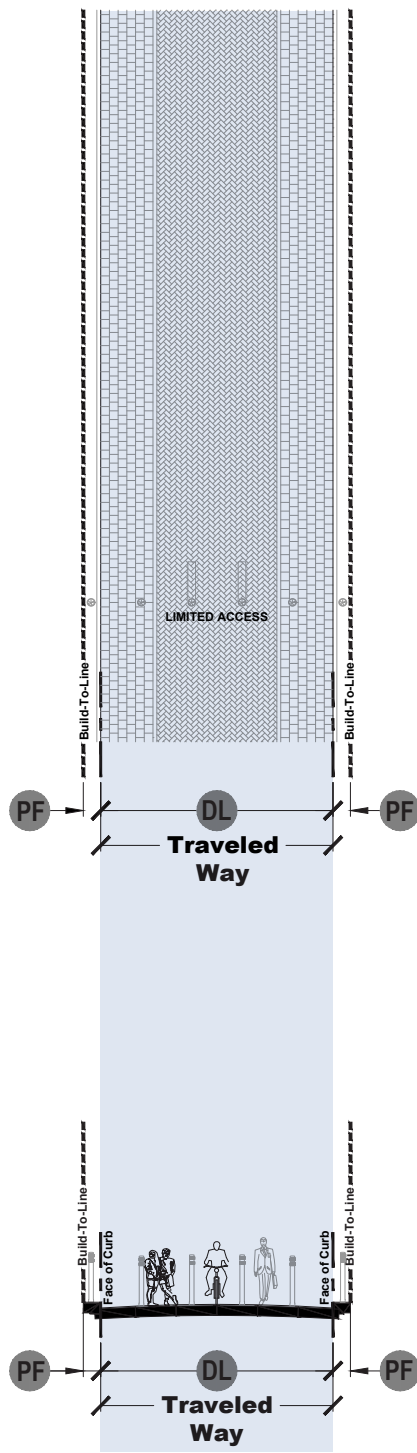
AP	ANGLED PARKING
BL	BICYCLE LANE
CM	CENTER MEDIAN
CS	CIVIC SPACE
CT	CYCLE TRACK
DL	DRIVE LANE
LA	ACCESS LANE / PATH
PB	PROTECTED BIKE LANE
PF	PUBLIC FRONTAGE
PM	PARKING MEDIAN
PP	PARALLEL PARKING
SU	SHARED USE SHOULDER
VA	VEGETATED AREA

1149.43L STREET D-4

Shared Use Lane with
Emergency Vehilce Access
Minimum Right of Way Width: 23'

Street Section
Elements
Dimensional
Standards

ID	Width
DL	20'-0"
PF	1'-6"



LEGEND

- AP ANGLED PARKING
- BL BICYCLE LANE
- CM CENTER MEDIAN
- CS CIVIC SPACE
- CT CYCLE TRACK
- DL DRIVE LANE
- LA ACCESS LANE / PATH
- PB PROTECTED BIKE LANE
- PF PUBLIC FRONTAGE
- PM PARKING MEDIAN
- PP PARALLEL PARKING
- SU SHARED USE SHOULDER
- VA VEGETATED AREA

1149.44 PEDESTRIAN PATH / TRAIL PRIVATE FRONTAGES TABLE

STREET TYPE / FRONTAGE		PF-1	PF-2	PF-3	PF-4	PF-5	PF-6	PF-7	PF-8
		STOREFRONT	ARCADE	URBAN	STOOP	PORCH	LIGHTWELL	FORECOURT	TERRACE
P-1	Pedestrian Path	P	P	P	P	P	P	P	P
P-2	Pedestrian Path	P	P	P	P	P	P	P	P
T-1	Pedestrian Trail	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
T-2	Pedestrian Trail	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

P = Permitted

X = Prohibited

N/A = Not Applicable

1149.44A PEDESTRIAN PATH P-1

Pedestrian Path, ROW or Easement Minimum Width Required: 34'

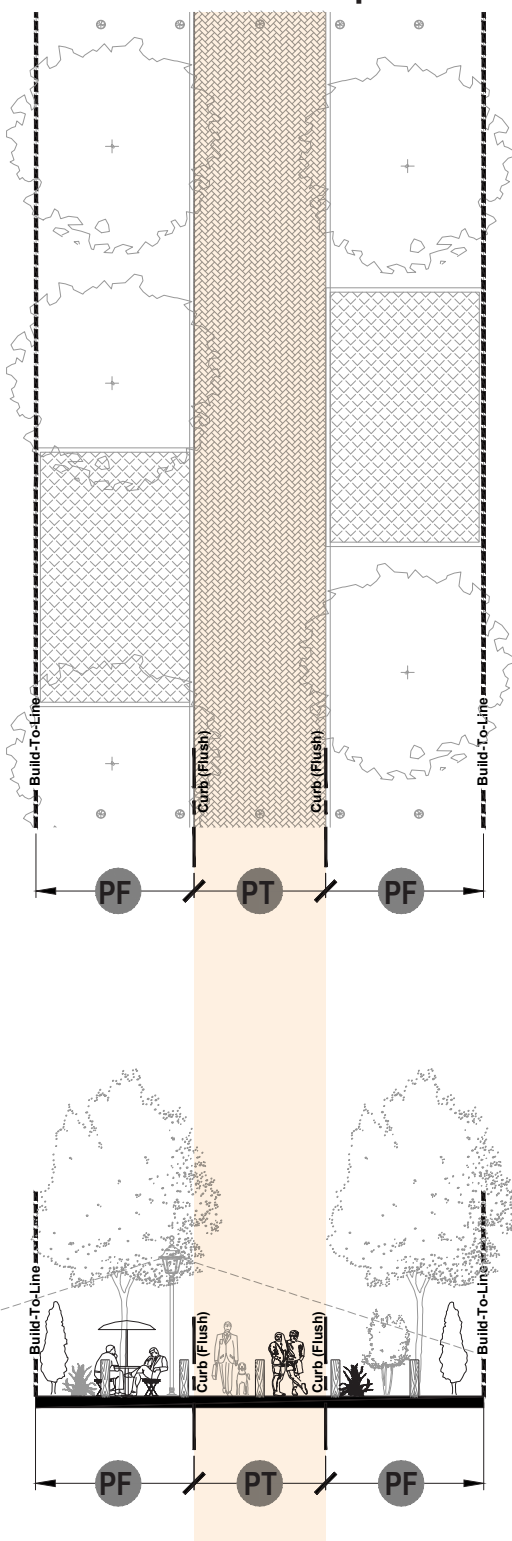
Pedestrian Path Minimum Dimensional Standards

ID Width

PT 10'-0"

PF 12'-0"

PF = Transition
Zone Only



LEGEND

- PF** PUBLIC FRONTAGE
- PT** PATH / TRAIL
- VA** VEGETATED AREA

1149.44B PEDESTRIAN PATH P-2

Pedestrian Path, ROW or Easement
Minimum Width Required: 10'

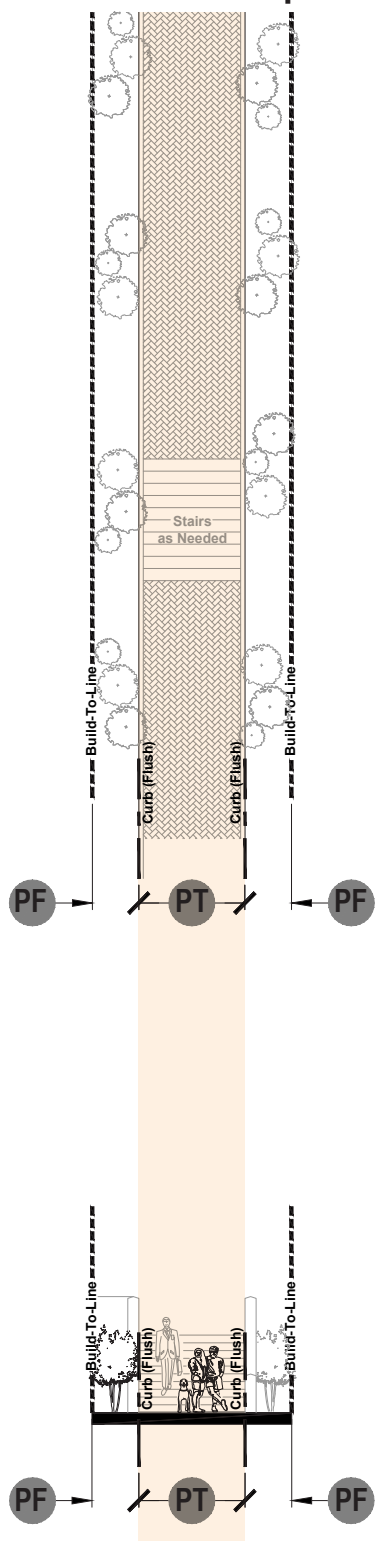
Pedestrian Path
Minimum
Dimensional
Standards

ID **Width**

PT **8'-0"**

PF **1'-0"**

PF = Transition
Zone Only

**LEGEND**

PF PUBLIC FRONTAGE

PT PATH / TRAIL

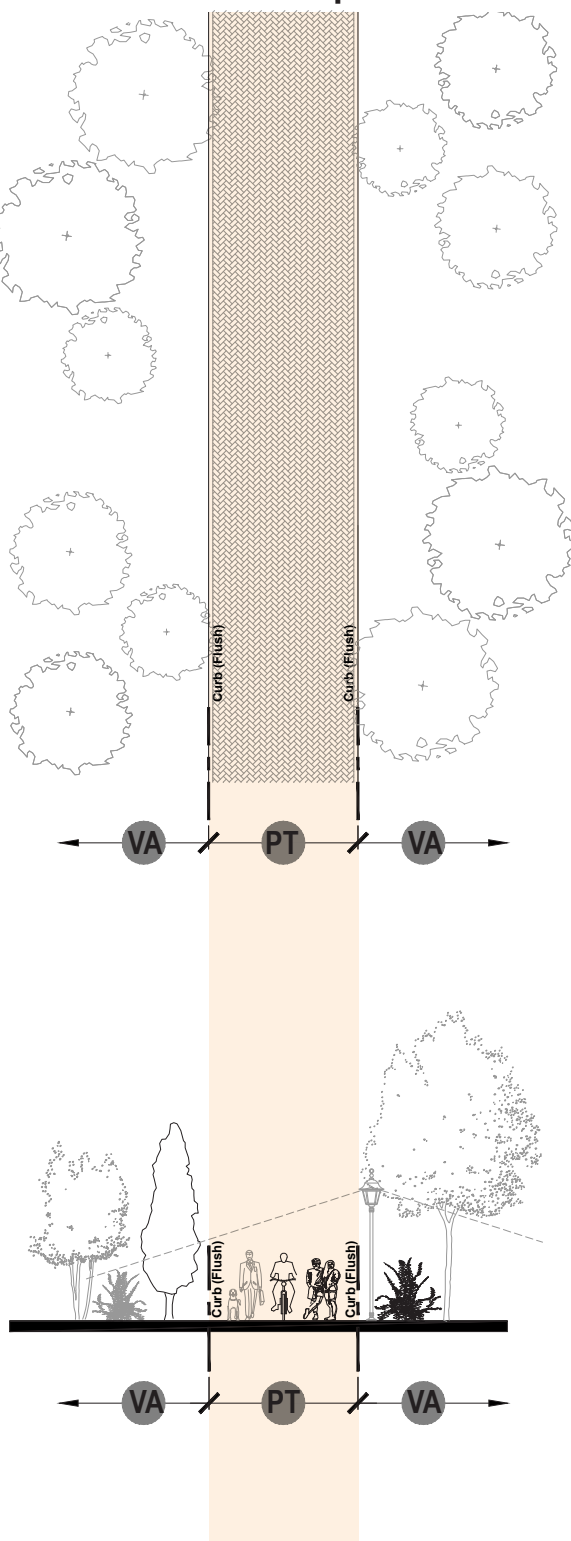
VA VEGETATED AREA

1149.44C PEDESTRIAN PATH P-3

Pedestrian Path, ROW or Easement Minimum Width Required: 24'

Pedestrian Path Minimum Dimensional Standards

ID	Width
VA	VARIES
PT	12'-0"



LEGEND

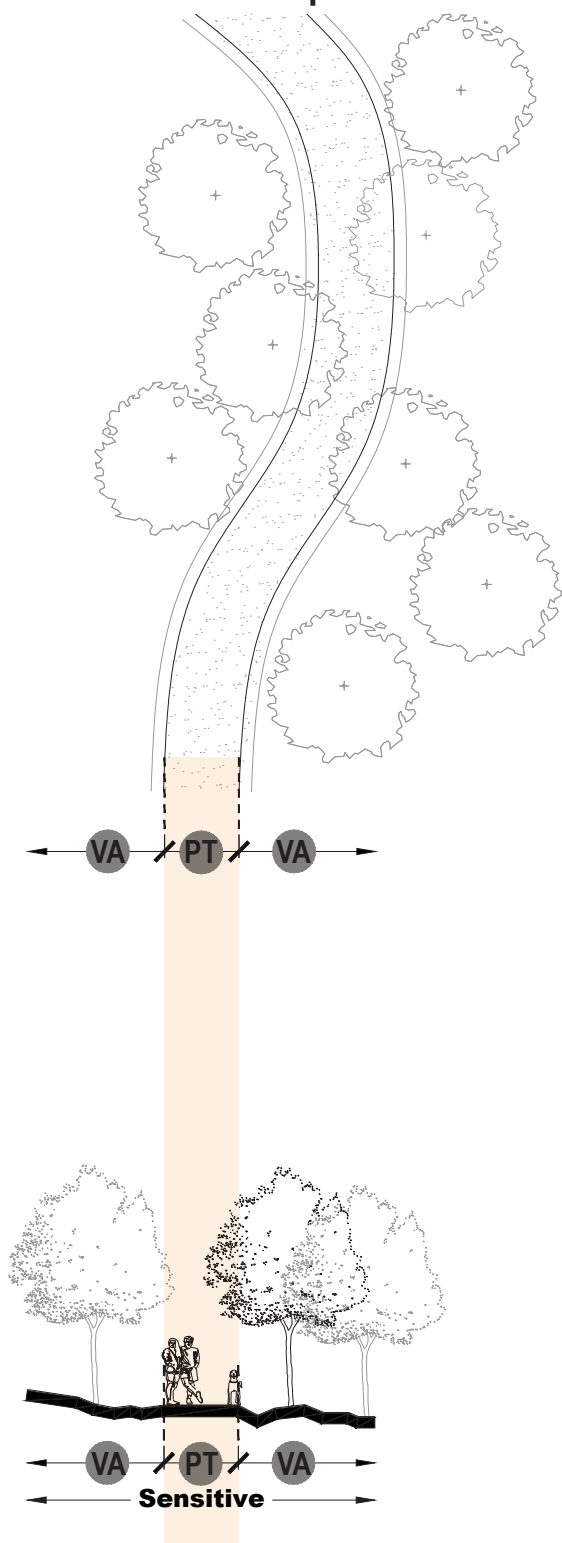
PF	PUBLIC FRONTAGE
PT	PATH / TRAIL
VA	VEGETATED AREA

1149.44D PEDESTRIAN PATH T-1

Trail, Public Land or Private Easement
Minimum Width Required: 8'

Pedestrian Trail
Minimum
Dimensional
Standards

ID	Width
VA	VARIES
PT	8'-0"

**LEGEND**

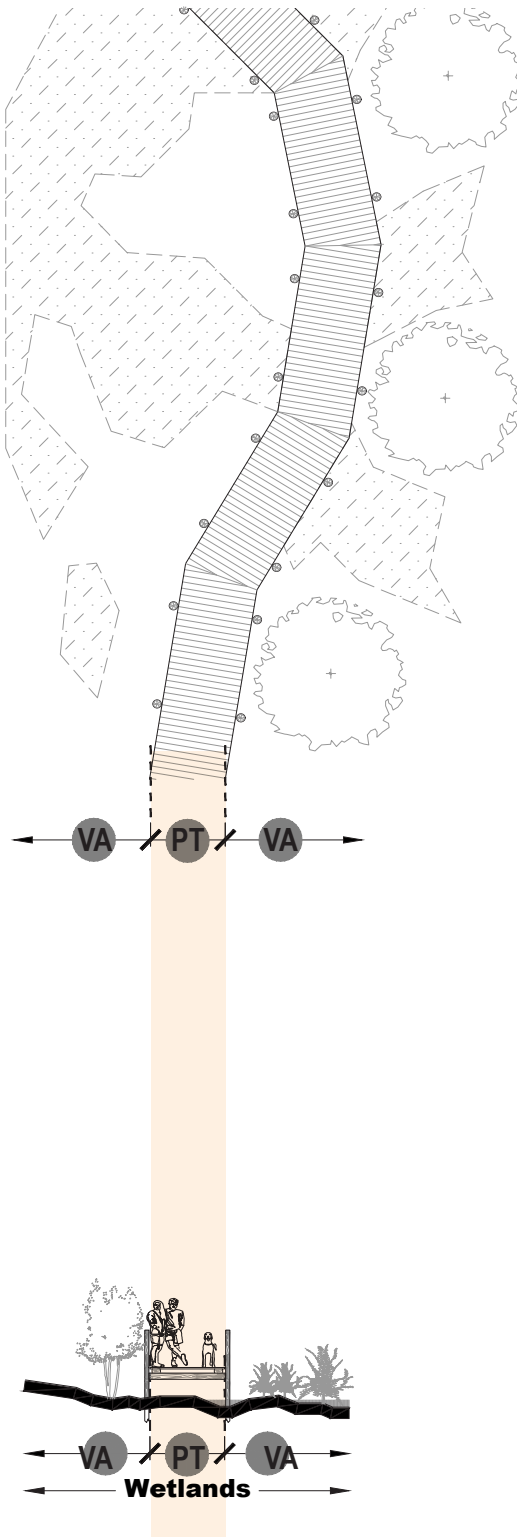
PF	PUBLIC FRONTAGE
PT	PATH / TRAIL
VA	VEGETATED AREA

1149.44E PEDESTRIAN PATH T-2

Trail, Public Land or Private Easement
Minimum Width Required: 8'

Pedestrian Trail
Minimum
Dimensional
Standards

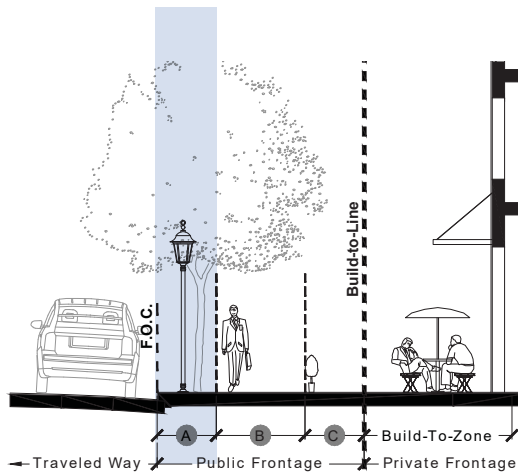
ID	Width
VA	VARIES
PT	8'-0"

**LEGEND**

PF	PUBLIC FRONTAGE
PT	PATH / TRAIL
VA	VEGETATED AREA

1149.45 PUBLIC FRONTAGE DESIGN STANDARDS

1149.45A LANDSCAPE AND FURNISHING ZONE DESIGN STANDARDS



LANDSCAPE AND FURNISHING ZONE

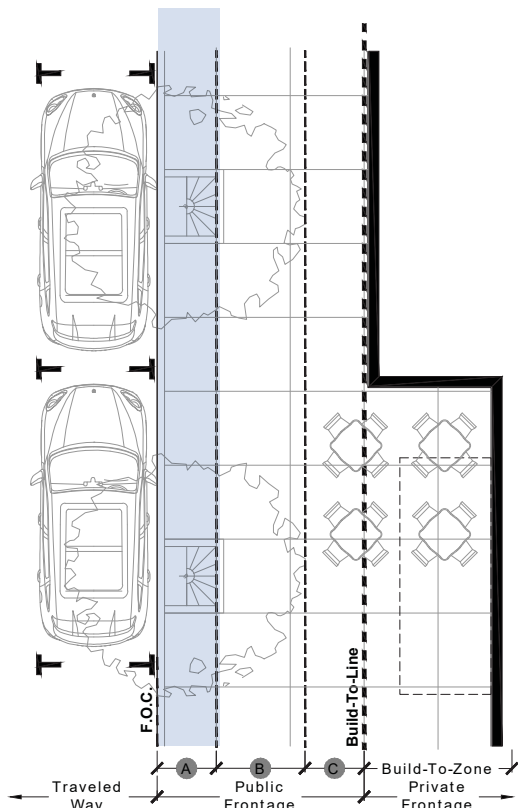
A

PEDESTRIAN CLEARWAY

B

TRANSITION ZONE

C



(1) The intent of the Landscape and Furnishing Zone is established in Chapter 1149.12C(1)[f] and minimum dimensional regulations are provided in the Public and Private Frontage Standards Table 1149.12B.

(2) Street trees shall be planted within the Landscape and Furnishing Zone, using best tree planting practices

[a] The distance between the planted trees shall be at intervals best suited for the approved species and in coordination with the function and design of the street.

[b] Planted trees shall be of an approved species grown under the same climatic conditions, free of insect pests and disease, suitable for street use and durable under the maintenance contemplated.

[c] Planting shall consist of native species where possible and practical.

[d] Tree size shall be set by the Zoning Administrator

[e] Trees can be planted in Tree pits where Storefronts are required or provided and the paved sidewalk extends to the street.

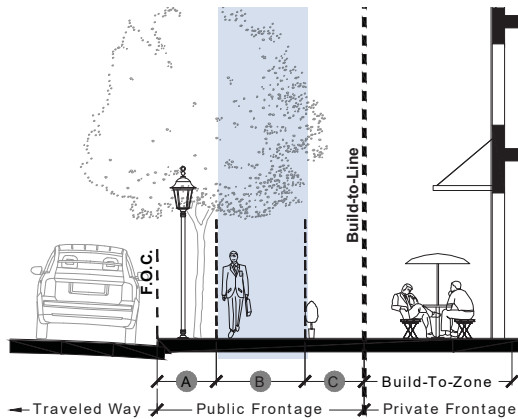
[1] Tree pits shall be minimum 3'-6" in size

[2] Tree pits shall provide grates where Storefronts are required in Chapter 1149, as indicated on District Standards Map 1149.11B(5)

[3] Tree pits can be exchanged for Verge, where raingarden, bioretention or vegetated swale is provided.

[f] An exception to tree planting requirement may be considered by the Board where native woodlands and understory plants are deemed a desirable component of the localized landscape worthy of natural resources protection, and where the introduction of formal street trees form an alien intrusion into such landscapes.

1149.45B PEDESTRIAN CLEARWAY DESIGN STANDARDS



LANDSCAPE AND FURNISHING ZONE

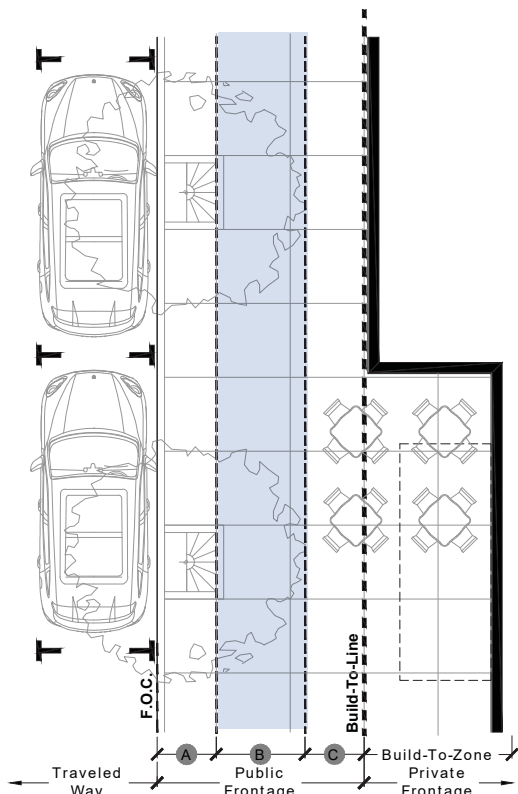
PEDESTRIAN CLEARWAY

TRANSITION ZONE

A

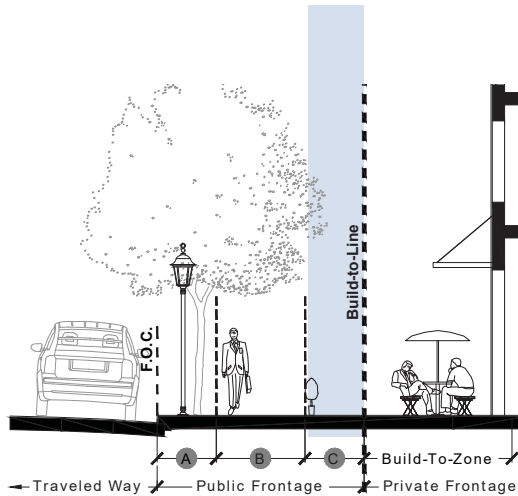
B

C



- (1) The Pedestrian Clearway is the area of the Public Frontage allowing for a clear passage of pedestrians as defined in Chapter 1149.12C(1)[f] and with minimum dimensional regulations as provided in the Public and Private Frontage Standards Table 1149.12B.
 - (a) Pedestrian Clearway shall connect to extended areas of sidewalk in Landscape and Furnishing and Transition Zones, where provided, to create larger sidewalk areas that extend from the curb to the face of the buildings.
 - (b) Pedestrian Clearway shall to the extent possible align with street crossings.
- (2) Where constructed of different materials, Pedestrian Clearway shall provide a surface that is leveled, without breaks, at slopes per ADA requirements.
- (3) Pavement materials shall be approved by the Architectural Board of Review.

1149.45C TRANSITION ZONE DESIGN STANDARDS



LANDSCAPE AND FURNISHING ZONE

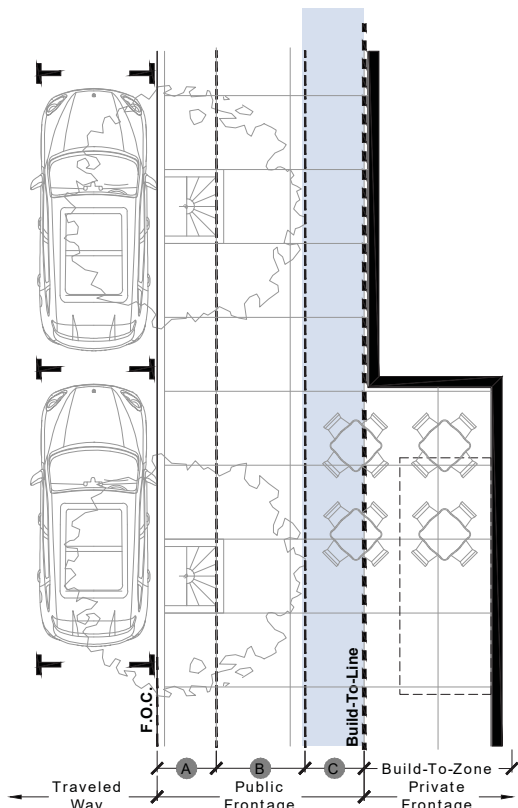
PEDESTRIAN CLEARWAY

TRANSITION ZONE

A

B

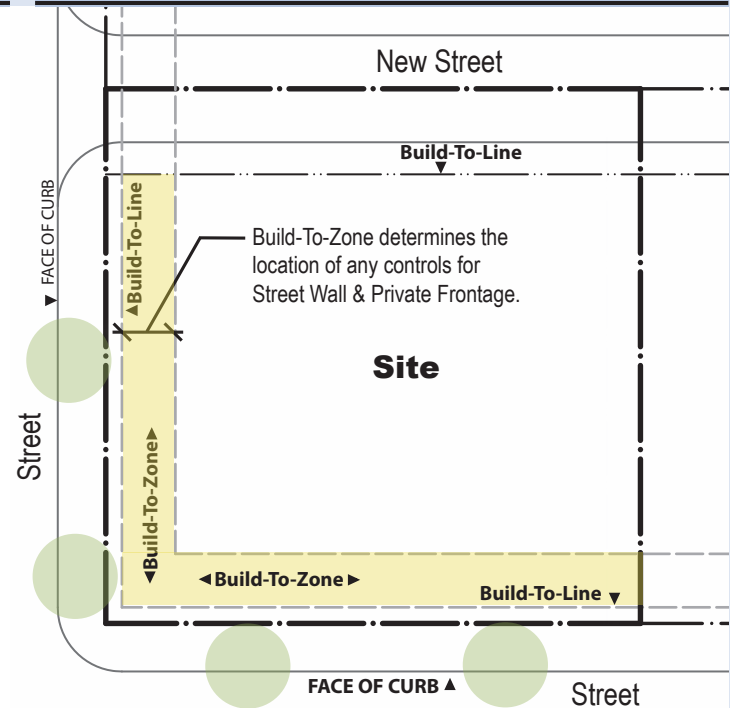
C



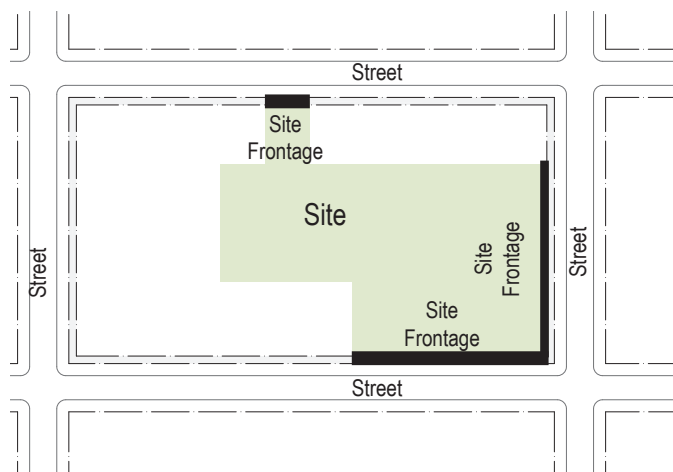
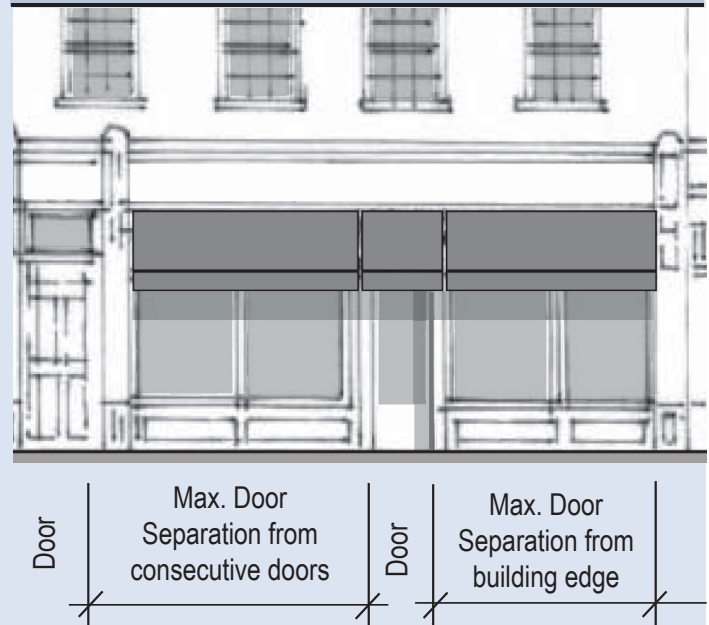
- (1) The intent of the Transition Zone is established in Chapter 1149.12C(1)[f] and minimum dimensional regulations as provided in the Public and Private Frontage Standards Table 1149.12B.
- (2) Transition zone provides for variations within Private Frontage conditions, to best accommodate for change in building use and building facade movement as permitted by the Public and Private Frontage Standards Table 1149.12B.
- (3) Transition Zone shall provide for storefront interaction area and allow for Active Edge requirements per Chapter 1149.23G Active Edge Frontage Requirements.
- (4) At building entrances:
 - (a) Transition Zone shall ensure flush connection between the Pedestrian Clearway and building entryway as required by ADA standards.
 - (b) Transition Zone shall ensure that entryway door operation or building fixtures and signage does not encroach into Pedestrian Clearway.
- (5) Tables and seating furniture are permitted within this area for extended outdoor dining or resting areas.
- (6) Temporary product displays are permitted if not encroaching into the Pedestrian Clearway and are removed at the close of each business day.
- (7) Landscaping of Transition Zone is encouraged and shall be set by the Zoning Administrator.

1149.46 SITE LAYOUT ILLUSTRATIONS**1149.46A SITE LAYOUT**

- (1) Site layout is for reference only, to assist applicants in applying the standards for the Severance Overlay Zone. The figures in this section are provided as a courtesy to applicants and do not supersede or modify the standards established in other sections of Chapter 11.

1149.46B SITE LAYOUT DIAGRAM**1149.46C SITE FRONTAGE**

- (1) **FRONTAGE, SITE**
The length of a Site fronting on a Street or Pedestrian Way, measured in feet along the Build-To-Line.
- (2) **FRONTAGE, TOTAL SITE**
The sum of all Site Frontages facing one or more Streets, measured in feet, located on one contiguous Development Site, excluding frontages along Pedestrian Ways.

**1149.46D FREQUENT ENTRYWAYS**

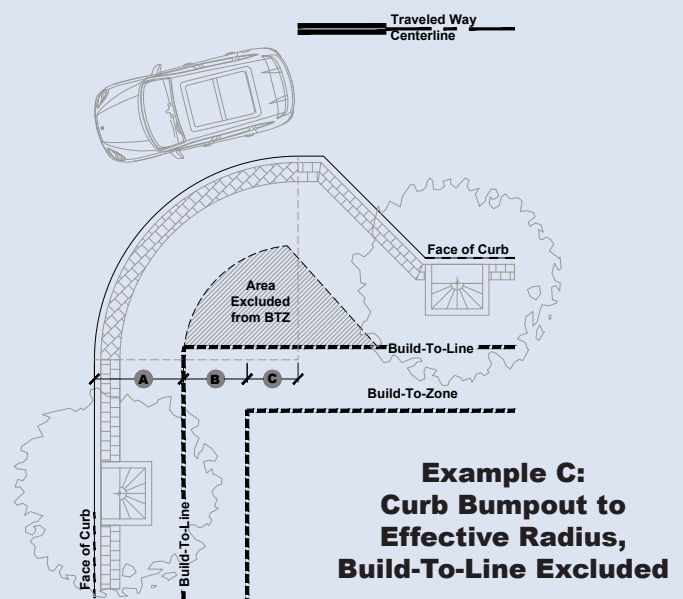
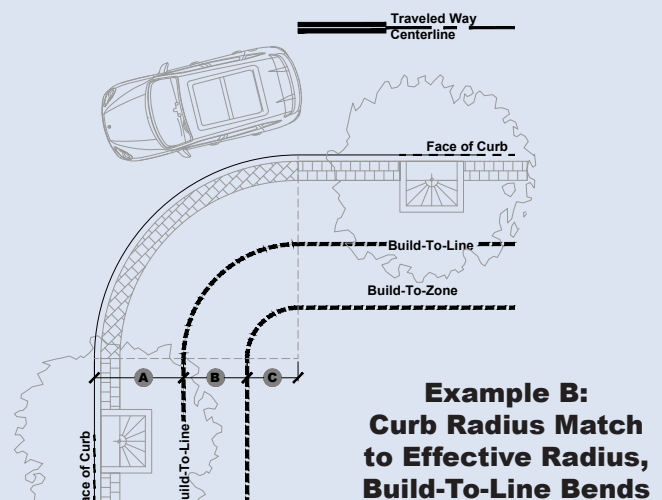
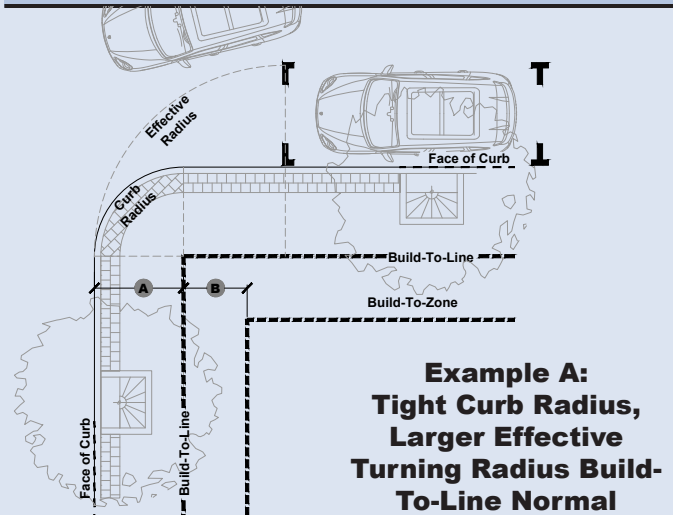
1149.46E BUILD-TO-ZONE CORNER

- (1) Whereas the Face of Curb is a control for establishing the Build-To-Line and subsequently the Build-To-Zone for Private Frontages, some additional controls for corners may be needed.
- (2) The corner diagrams in Chapter 1149.46F give three examples of how an Effective Radius and Curb Radius interact with the Build-To-Line.

[a] Example A illustrates a Traveled Way with on-street parking between the Drive Lane (or Access Lane) and the Face of Curb. This condition creates a larger Effective Turning Radius than the Curb Radius which allows for more flexibility in how the movement of larger vehicles can be accommodated. In this condition, the Build-To-Line and Build-To-Zone are typically unchanged from the normal location.

[b] Example B illustrates how a larger Curb Radius can coincide with the Effective Radius of the Traveled Way. In any condition where the Curb Radius exceeds the width of the Public Frontage (shown as "A" dimension string), then a Radius of the Build-to-Line will be introduced to maintain a parallel width between the Face of Curb and the Build-To-Line. Under these conditions, the Build-To-Zone maintains a width from the Build-To-Line as defined in this Article.

[c] Example C illustrates how a Face of Curb can bump out towards the center of a Traveled Way (typically when on-street parking ends). Under these corner conditions, the Build-To-Line will not follow the bumped out portion of a Curb. Where a bumped out curb exists at a corner, the Build-To-Line will maintain a location consistent with the normal Face of Curb condition. In other words, the area that would be created from a change in Curb location at a bump out, is excluded from the Build-To-Zone.

1149.46F CORNER DIAGRAMS

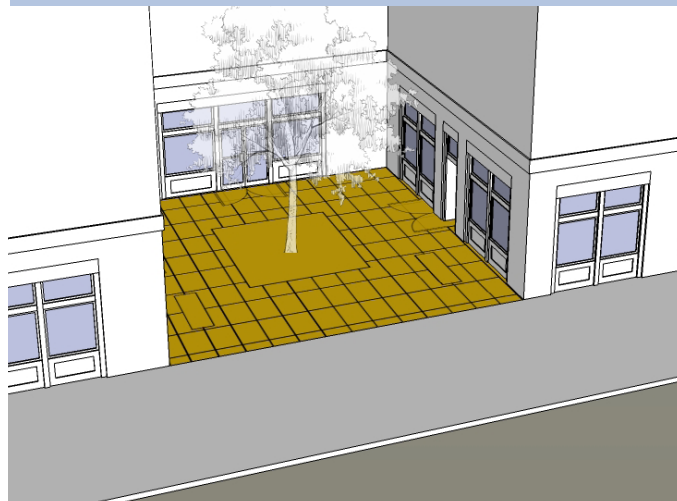
1149.47 CIVIC SPACE DESIGN STANDARDS

(1) The following programming and design considerations, among others, shall be evaluated for Civic Spaces by the Architectural Board of Review in making their recommendation to the Planning Commission:

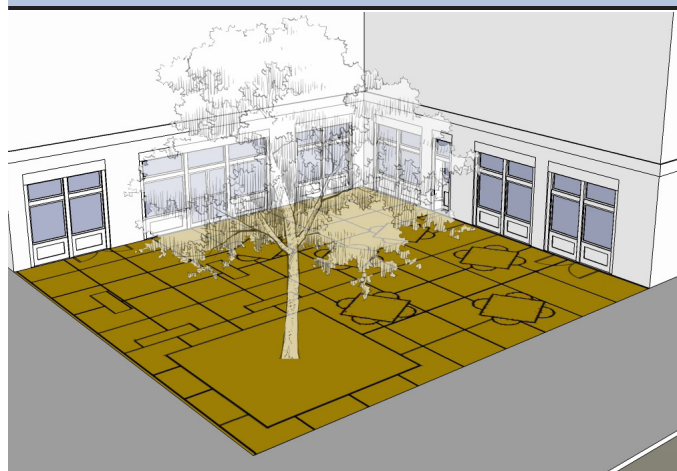
- (a) Solar orientation of Civic Space
- (b) Amenities such as water features, public bathrooms, informational kiosks, drinking fountains, play & entertainment areas
- (c) Facilities for the use, retention and recharging of rainwater
- (d) Public access and likelihood of use
- (e) Seasonal programming of the space
- (f) Intensity of adjacent private frontage(s).

(2) To qualify for designation as a Civic Space each proposed Public Civic Space or Privately Owned Civic Space must comply with one of the following permitted Civic Space Types and fulfill the requirements associated with that Civic Space:

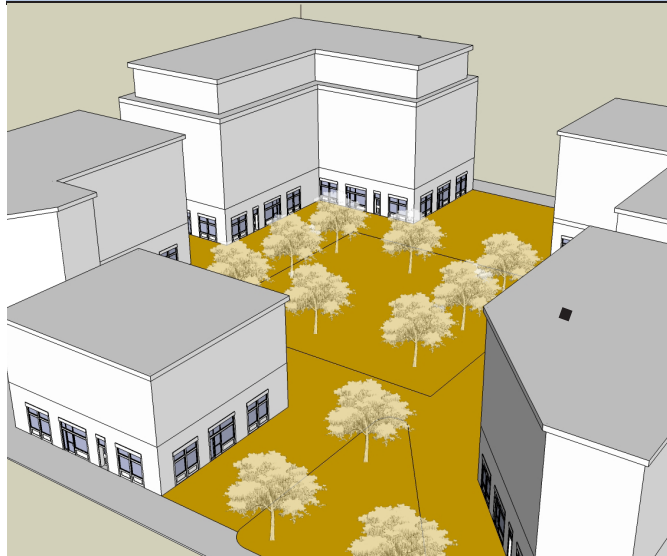
- (A) Plaza - See 1149.47A
- (B) Corner Plaza - See 1149.47B
- (C) Piazza - See 1149.47C
- (D) Square - See 1149.47D
- (E) Green - See 1149.47E

1149.47A PLAZA

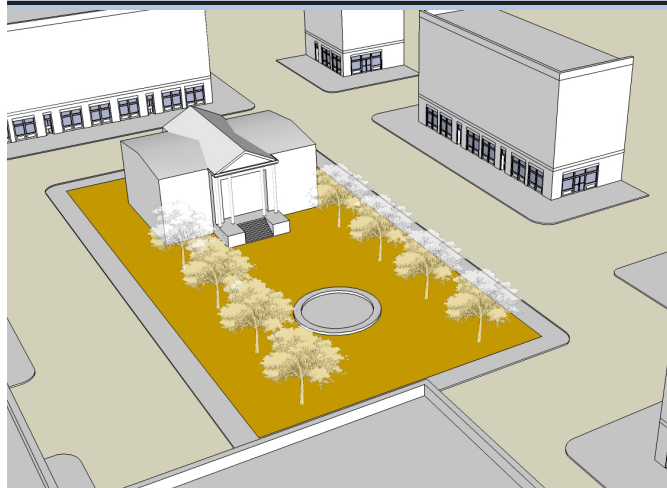
- [1] The Civic Space Type fronting on A or B Streets or Pedestrian Way with established Frontage, framed by buildings on 3 sides.
- [2] Plaza shall be designed to match importance of the adjacent Street or Pedestrian Corridor, and contain Private Frontages as permitted on those streets.
- [3] The intensity of its areas are typically expressed through more intensively used "harder" landscaping.
- [4] Provide at grade access to buildings with commercial uses.

1149.47B CORNER PLAZA

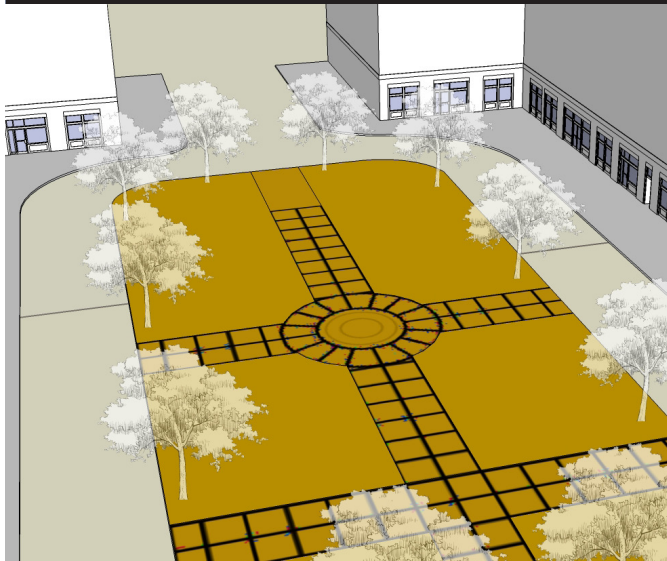
- [1] The Civic Space Type fronting on A or B Streets or Pedestrian Way with established Frontage, framed by buildings on 2 sides.
- [2] Corner Plaza shall be designed to match importance of the adjacent Streets or Pedestrian Corridors, and contain Private Frontages as permitted on those Streets and Corridors.
- [3] The intensity of its areas are typically expressed through more intensively used "harder" landscaping.
- [4] Provide at grade access to buildings with commercial uses.

1149.47C PIAZZA

- [1] The Civic Space Type placed within a block, framed by buildings on at least 3 sides and providing Public Frontage on more than 1 side, in addition to Frontages satisfying requirements at Block perimeter.
- [2] Piazza is a highly active public place programmed with retail, restaurant, hospitality, entertainment, cultural and/or civic uses.
- [3] The density of uses in the area is typically expressed through "harder" landscaping.
- [4] The Piazza must connect to at least 3 perimeter streets directly or via other civic spaces.
- [5] Provide at grade access to buildings with commercial uses.

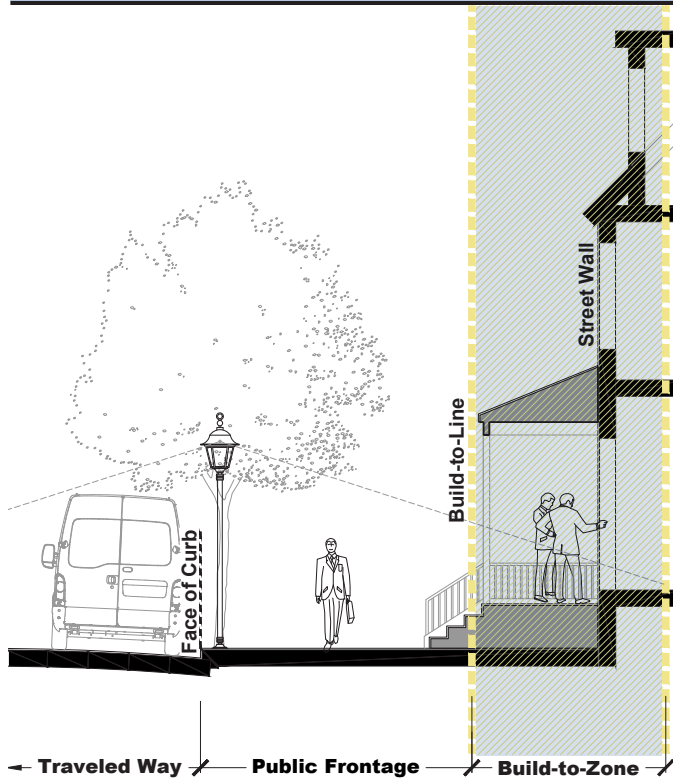
1149.47D SQUARE

- [1] The Civic Space Type surrounded by streets on at least 3 sides, that forms focal points in the public space network, featuring a community gathering place with trees, paved area, and seating.
- [2] A Square tends to be more formal and urban in nature, in contrast to a Green.
- [3] A Square may have a cultural, civic or commercial building generally open to the public and activating its use.
- [4] Provide at grade access to buildings with commercial uses.

1149.47E GREEN

- [1] The Civic Space Type surrounded by streets on at least 2 sides featuring a community gathering place with trees, paved area, sitting area and may have a cultural, civic or commercial building generally open to the public.
- [2] A Green tends to be less formal and urban in nature, in contrast to a Square, with more "soft" landscaped areas.
- [3] A Green may provide structures (e.g., gazebo) and furnishings for public use, active recreation areas, playgrounds and similar.

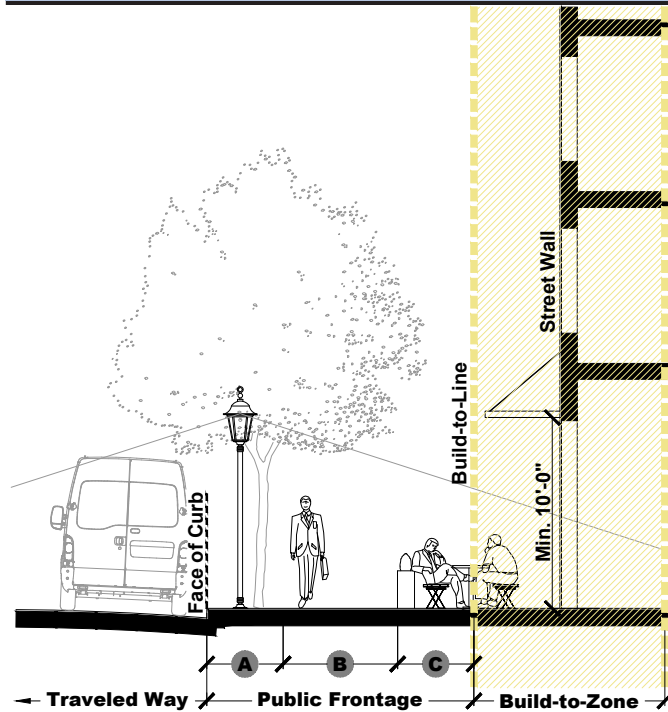
1149.48 PRIVATE FRONTAGE DESIGN STANDARDS



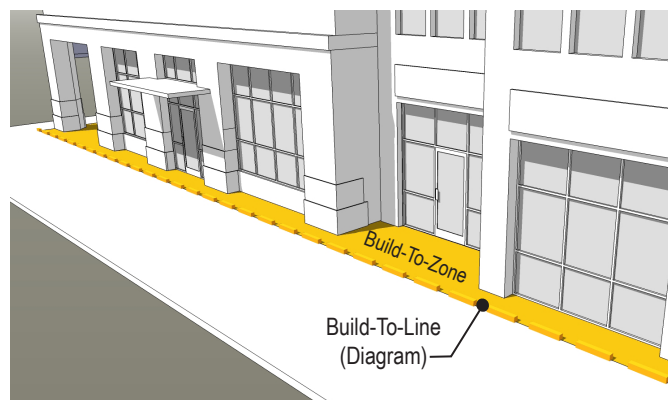
- (1) The Standards for Private Frontage Types, as regulated by Street Types, are provided in the Public and Private Frontage Standards Table 1149.12B.
- (2) All sites in the Severance Overlay Zone shall endeavor to create an Active Edge along streets and sidewalks, with intensity appropriate for street type.
 - (a) Active Edge shall be achieved through the design and frequent placement of entryways and increased clear glazing to promote pedestrian activity and commerce.
 - (b) The architectural design for the ground floor street level shall provide entryways no further than 60 feet from the end of the Street Wall and the edge of each entryway shall be no greater than 80 feet from an adjacent entryway as measured along the Build-To-Line.
- (3) The first story of all Street Walls shall provide a minimum area of window glazing according to standards established in the Public and Private Frontage Standards Table 1149.12B.
 - (a) The window glazing shall be clear, transparent glass.
 - (b) Minimum Clear Glazing shall be measured at specified heights above sidewalk where maximized transparency is required
 - (c) The Glazing area percentage shall be determined by measuring the Glazing surface area divided by the surface area of the Street Wall located between the first floor elevation and the ceiling of the second floor.

1149.48A STOREFRONT FRONTAGE

PF-1



1149.48A (1) - Storefront frontage



1149.48A (2) - Storefront frontage Build-To-Zone

A frontage wherein the facade is aligned close to the frontage / build-to line with the building entrance at sidewalk grade. This type is conventional for retail use. It has a substantial glazing on the sidewalk level and an awning that may overlap the sidewalk to the maximum extent possible.

ALLOWED FRONTAGE EDGING ELEMENTS

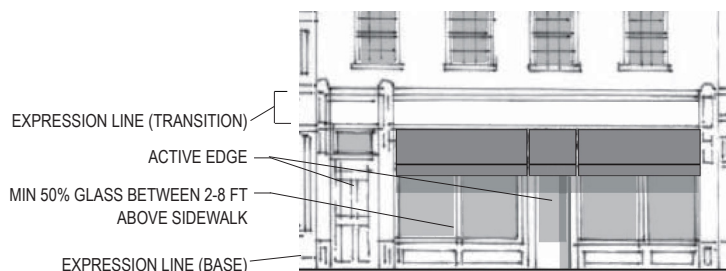
EE-1 EE-4 EE-5

GLAZING REQUIREMENT

The street-level, street facing building area located between two (2) feet and eight (8) feet above the sidewalk shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B

FUNCTION OF THE BUILD-TO-ZONE (BTZ)

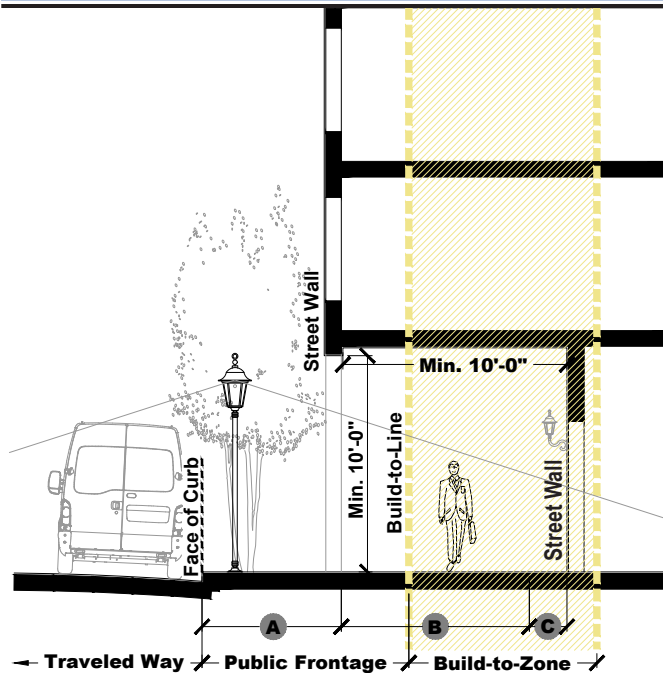
- (a) Allows for entrance alcoves and expanded sidewalk area for outdoor dining.
- (b) Allows for facade articulation and inclusion of recessed building elements.
- (c) Allows for alignment with existing neighboring buildings.



1149.48A (3) - Storefront frontage Build-To-Zone

1149.48B ARCADE FRONTAGE

PF-2



1149.48B (1) - Arcade frontage

A frontage wherein the facade is a colonnade that overlaps the sidewalk, while the facade at sidewalk level remains at the frontage / build-to line. This type is conventional for retail use. The arcade shall be no less than twelve (12) feet wide and may overlap the whole width of the Public Frontage Pedestrian Clearway to within two (2) feet of the curb.

Building Street Wall shall remain within the Build-To-Zone if structural columns are placed outside of the Build-To-Zone, the may be placed up to the edge of the property line, as permitted by the Zoning Administrator.

ALLOWED FRONTAGE EDGING ELEMENTS

EE-1 EE-4 EE-5

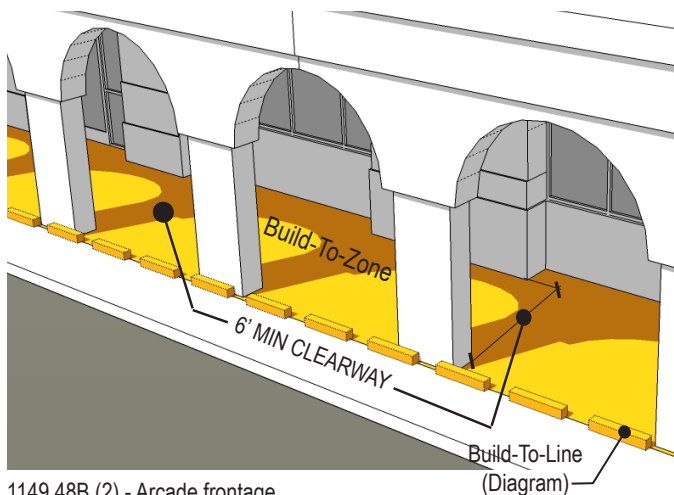
ARCADE CLEARWAY REQUIREMENT

a) A distance for pedestrian access between the outer and inner arcade elevations shall be a minimum of ten (10) feet.

b) A clear vertical height between sidewalk and the arcade ceiling shall be ten (10) feet

GLAZING REQUIREMENT

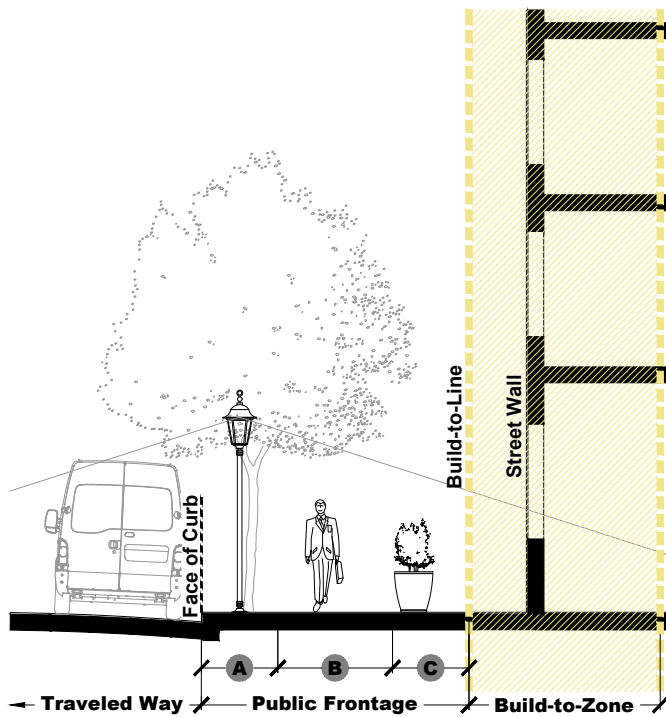
The street-level, street facing building area located between two (2) feet and eight (8) feet above the sidewalk shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B



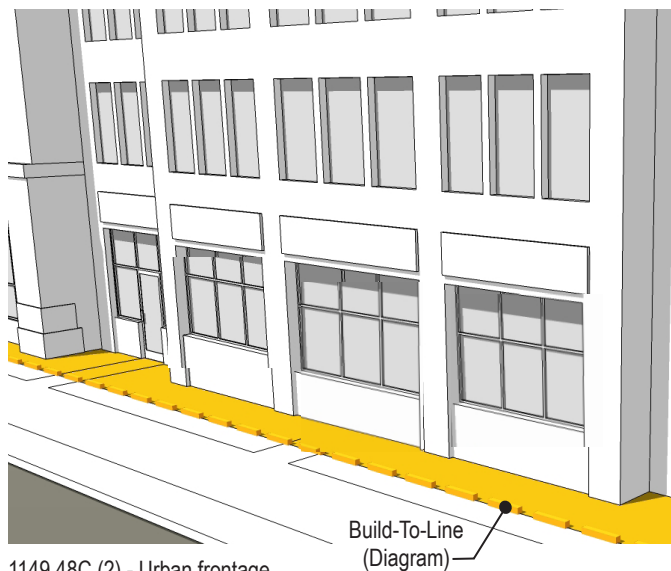
1149.48B (2) - Arcade frontage

1149.48C URBAN FRONTAGE

PF-3



1149.48C (1) - Urban frontage



1149.48C (2) - Urban frontage

A frontage wherein the facade is adjacent to the frontage / build-to-line with a less substantial Active Edge and Glazing at the sidewalk level than a Shopfront and Awning frontage type. The Urban frontage does not comply with Storefront Frontage requirements.

ALLOWED FRONTAGE EDGING ELEMENTS

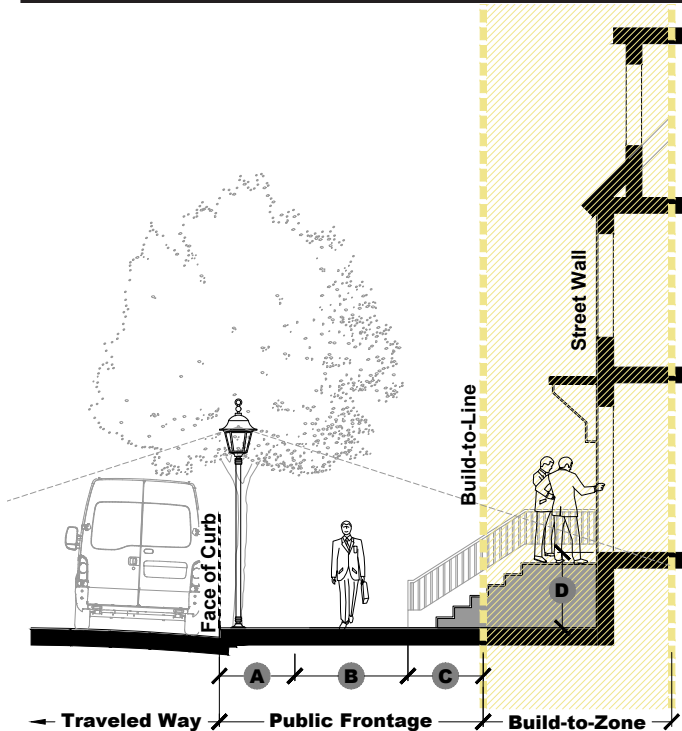
EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

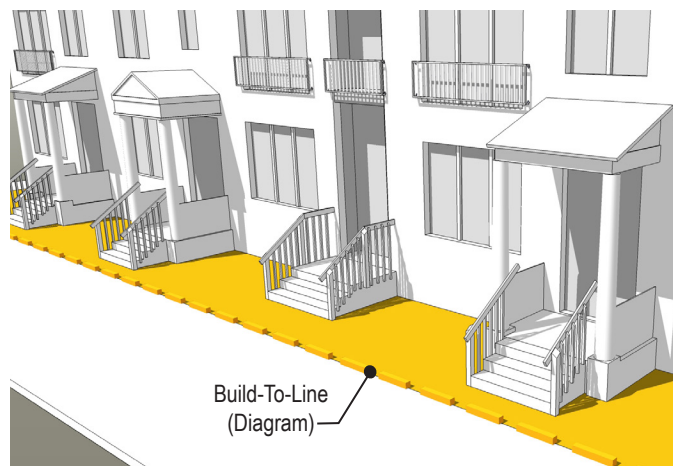
The street-level, street facing building area located between two (2) feet and eight (8) feet above the sidewalk shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B

1149.48D STOOP FRONTAGE

PF-4



1149.48D (1) - Stoop frontage



1149.48D (2) - Stoop frontage

A frontage wherein the facade is aligned close to the frontage / build-to line with the first story elevated from the sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing. This type is recommended for ground floor residential use.

Up to three stair raisers can be placed within transition zone, and the ground plane within the BTZ can be hardscape continuation of sidewalk or landscaped (e.g., rain gardens).

ALLOWED FRONTAGE EDGING ELEMENTS

EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B

FUNCTION OF THE BUILD-TO-ZONE (BTZ)

- (a) Allows for entrance alcoves.
- (b) Allows for facade articulation and inclusion of pronounced and/or recessed building elements.
- (c) Allows for alignment with existing neighboring buildings.

1149.48E PORCH FRONTAGE

PF-5

A frontage wherein the facade is set back from the frontage / build-to line with an attached porch permitted to encroaching. A fence at the build-to line (optional) maintains the demarcation of the yard. The porches shall be no less than 8 feet deep.

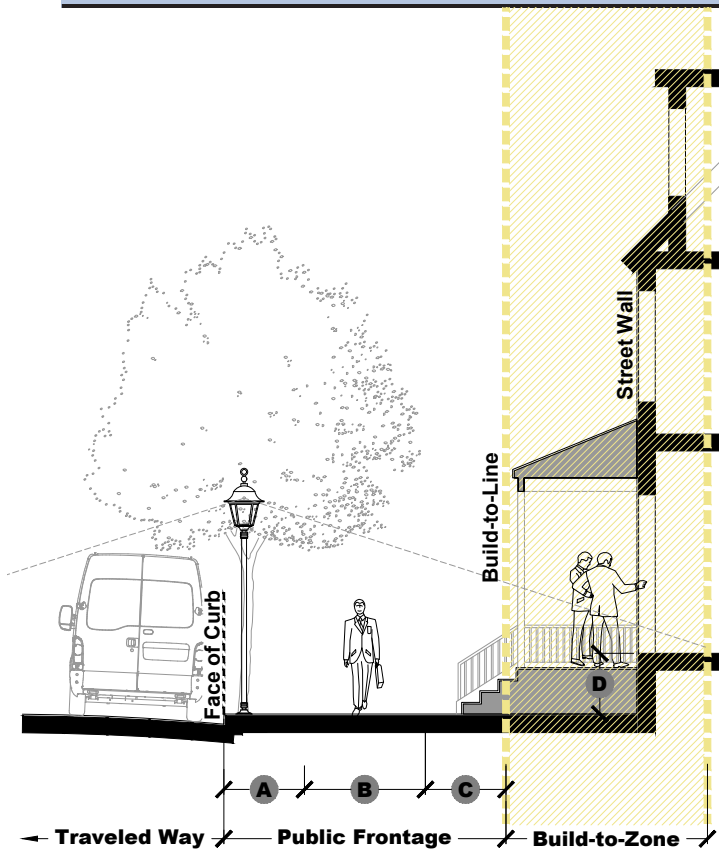
Up to three (3) stair raisers can be placed within transition zone, and the ground plane within the BTZ can be hardscape continuation of sidewalk or landscaped (e.g., rain gardens).

PERMITTED FRONTAGE EDGING ELEMENTS

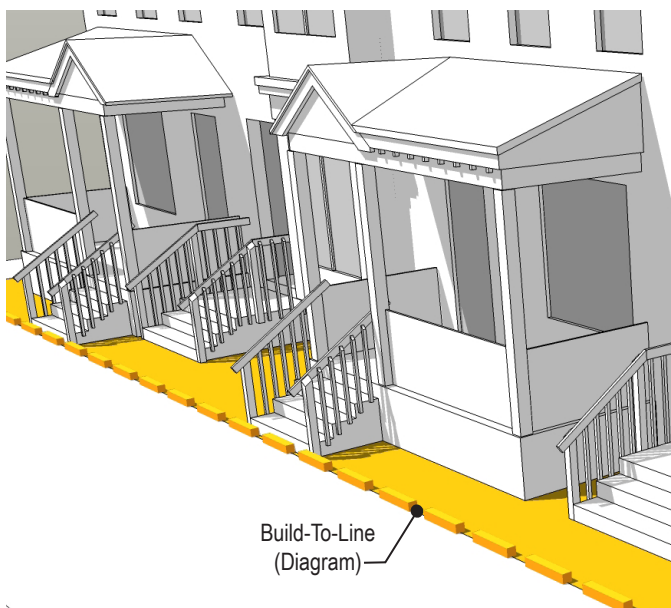
EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B



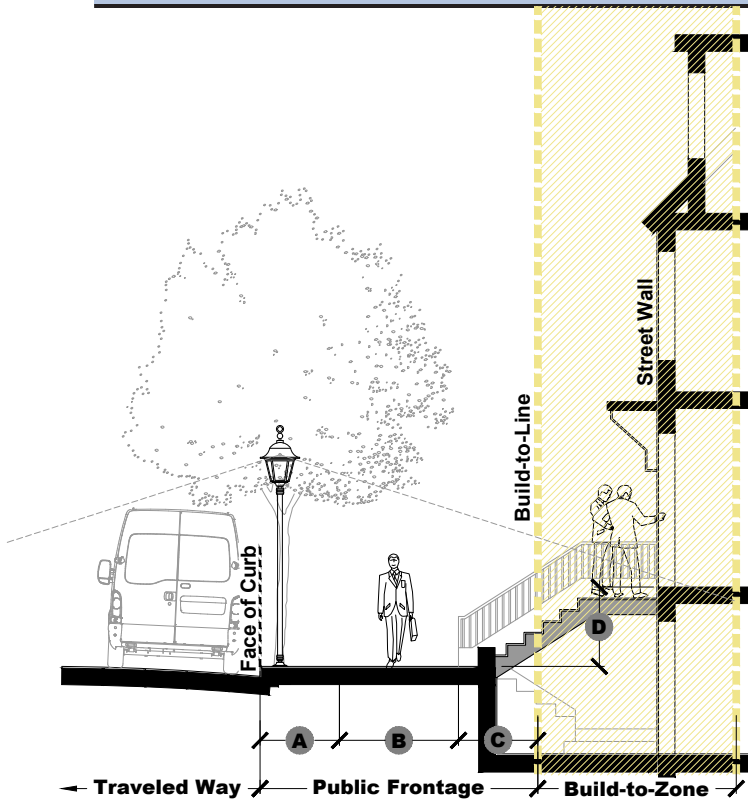
1149.48E (1) - Porch frontage



1149.48E (2) - Porch Frontage

1149.48F LIGHTWELL

PF-6



1149.48F (1) - Lightwell Frontage

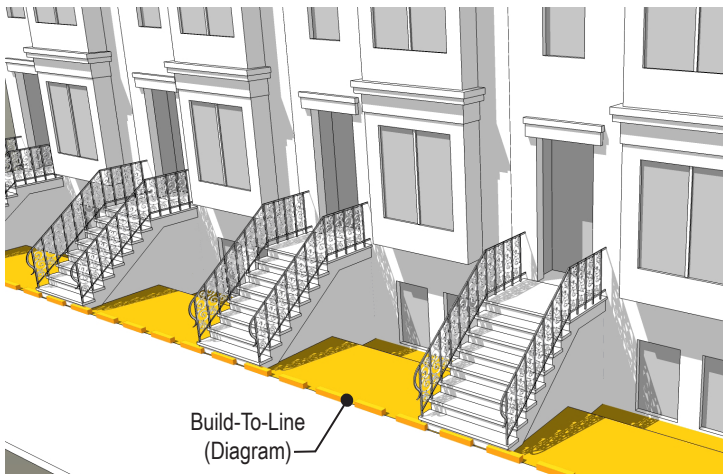
A frontage wherein the facade is set back from the frontage / build-to line by an elevated terrace or a sunken light court. This type buffers residential use from sidewalks and removes the private yard from public encroachment. The terrace is suitable for conversion to outdoor cafes in commercial uses.

FRONTAGE EDGING ELEMENTS ALLOWED

EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

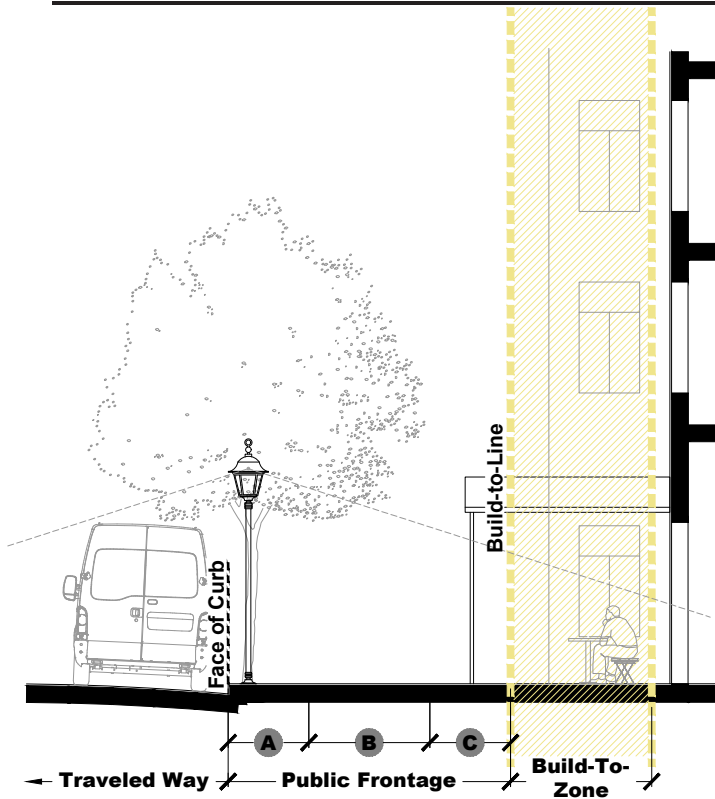
The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B



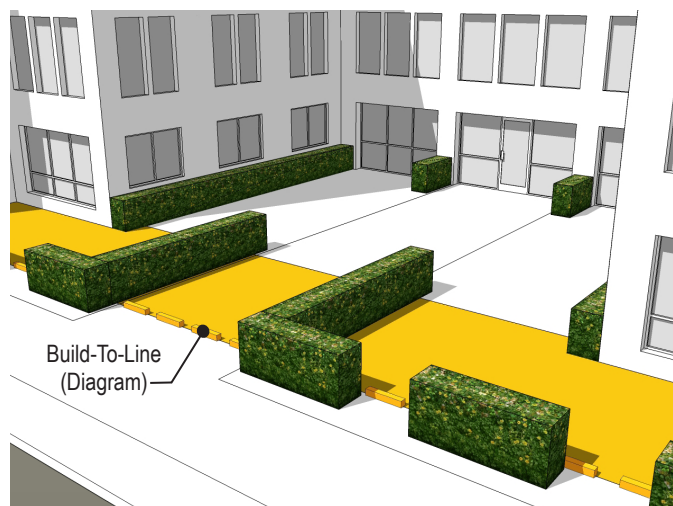
1149.48F (2) - Lightwell Frontage

1149.48G FORECOURT FRONTAGE

PF-7



1149.48G (1) - Forecourt Frontage



1149.48G (2) - Forecourt Frontage

A frontage wherein a portion of the facade is close to the frontage / build-to line and the central portion is set back. the forecourt created is suitable for vehicular drop-offs, large private gardens, bio-retention areas, or similar uses. This type should be allocated in conjunction with other frontage types. Large trees within the forecourts may overhang the sidewalks.

PERMITTED FRONTAGE EDGING ELEMENTS

EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

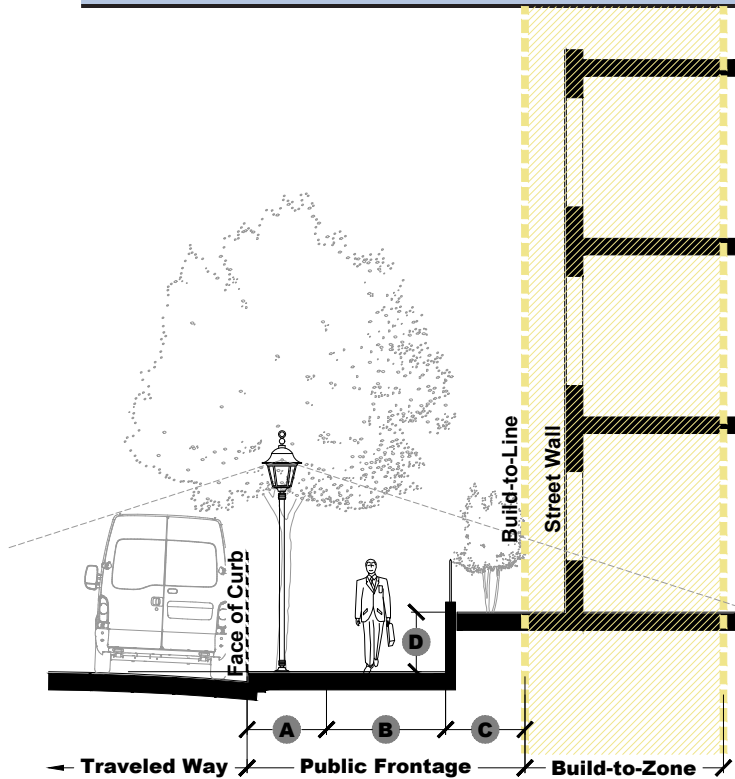
The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B

FUNCTION OF THE BUILD-TO-ZONE

- (a) Allows for entrance alcoves.
- (b) Allows for facade articulation and inclusion of recessed building elements.
- (c) Allows for alignment with existing neighboring buildings.

1149.48H TERRACE

PF-8



1149.48G (1) - Terrace Frontage

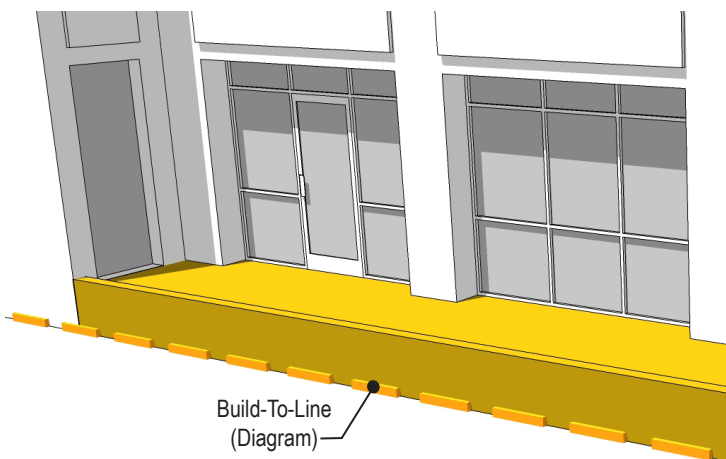
A frontage wherein the facade is set back from the frontage / build-to line by an elevated terrace or a sunken light court. This type buffers residential use from sidewalks and removes the private yard from public encroachment. The terrace is suitable for conversion to outdoor cafes in commercial uses.

FRONTAGE EDGING ELEMENTS ALLOWED

EE-1 EE-2 EE-4 EE-5

GLAZING REQUIREMENT

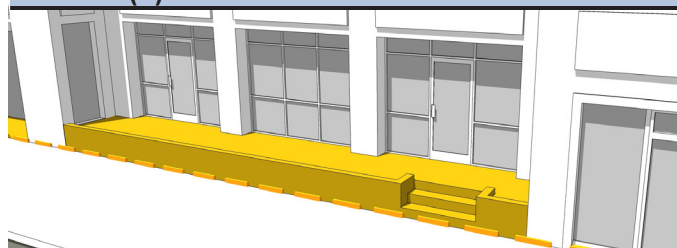
The street-level, street facing building area located between the first floor slab and underside of the second floor slab shall provide clear, non-reflective glass according to the requirements of the Public and Private Frontage Standards Table 1149.12B



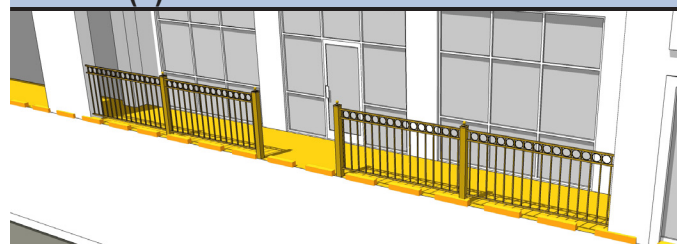
1149.48G (2) - Terrace Frontage

1149.48I EDGING ELEMENT DESIGN STANDARDS

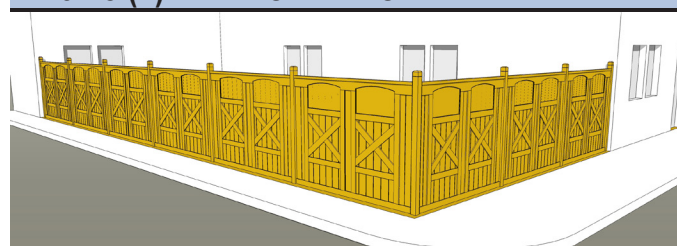
- (1) Edging Elements shall be designed to define and enclose the edge of the Private Frontage and create a transition between the public and private frontages. Edging elements complement other article controls of the Build-To-Zone.

1149.48I(2) EDGE STRUCTURE**EE-1**

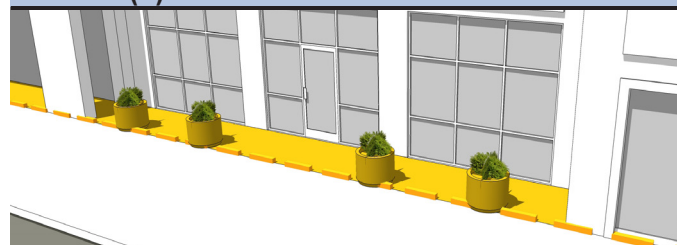
The intent is to separate areas with different intensity of use with up to twenty-four (24) inches of difference in floor planes.

1149.48I(3) ORNAMENTAL FENCE**EE-2**

A transparent ornamental fence, not chain link, with a maximum height of forty-two (42) inches.

1149.48I(4) PRIVACY FENCE**EE-3**

A Privacy Fence with a maximum height of seventy-two (72) inches.

1149.48I(5) PLANTERS**EE-4**

Planters no higher than forty-two (42) inches in height.

1149.48I(6) LANDSCAPED EDGE**EE-4**

A Landscaped edge of flowers, plants, or hedges.

1149.49 ARCHITECTURAL DESIGN STANDARDS**1149.49A SIGNIFICANT CORNER**

- (1) Buildings may use the provisions of a Significant Corner in locations designated on the District Standards Map in Chapter 1149.11B(5), with the intent to visually attract a viewer's attention at important corner locations.
- (2) The intent may be achieved by provision of towers, corner towers, an architecturally embellished entry, or other similar distinctive architectural elements.
- (3) Buildings providing tower elements may have the tower element exceed the maximum building height by one story providing that the overall area of the extended height does not exceed ten percent (10%) of the floor area of the floor where it is appearing.
- (4) Significant Corners are exempt from the Streetwall Stepback requirements of Chapter 1149.23E.
- (5) Building shall not have more than two tower elements that qualify as Significant Corner or Terminating Vista, as approved by the Zoning Administrator.

1149.49B TERMINATING VISTA

- (1) Buildings may use the provisions of a Terminating Vista in locations of axial conclusion of a street or exposed viewshed as designated on the District Standards Map 1149.11B(5), with the intent to visually attract a viewer's attention at the end of such visual axis.
- (2) Vista termination may include towers, corner towers, symmetrical facades centered on a visual axis, an architecturally embellished entry, or other similar distinctive architectural elements.
- (3) Buildings providing tower elements may have the tower element exceed the maximum building height by one story, providing that the overall area of the extended height does not exceed ten percent (10%) of the area.
- (4) Terminating Vistas are exempt from the Streetwall Stepback requirements of Chapter 1149.23E.
- (5) No single building shall have more than two tower elements that qualify as Significant Corner or Terminating Vista, as approved by the Zoning Administrator.

1149.49C FINISHED FLOOR OF BUILDINGS

- (1) Finished Floor Elevation of ground floor residential uses shall be set with a finished floor a minimum of twenty-four (24) inches above the grade measured at the unit entrance. This requirement excludes Live-Work uses with Storefront Private Frontages.
- (2) Floor-to-floor height shall be minimum twelve (12) feet for the first floor of commercial uses, and minimum eight (8) feet for upper floors.
- (3) Stoop and Porch frontages shall have a minimum of two (2) risers at the stoop or porch at the lead-walk.

1149.49D HORIZONTAL EXPRESSION LINE

- (1) All buildings should provide two or more horizontal expression lines appropriate for the scale of the building to differentiate between the base, middle and/or top of buildings and emphasize a massing transition or change of use.
- (2) Expression lines should be articulated through the use of material, moldings, shading devices, changes of material, changes of color, cornices, and other similar architectural elements.
- (3) Expression Lines may consist of a continuous element (e.g., a trim), or interrupted lines that visually connect across the facade at the same height, formed by a balcony, a short setback or protruded element (e.g., a bay window), a slightly articulated trim course, or similar.

1149.49E BUILDING MASSING



- (1) Streetwall façade elements, including visual structural elements, openings, and details should utilize a coherent system of proportion.
 - (a) A Streetwall should be composed of vertical proportions, whether in part or whole of the composition, and shall be designed so that assumed vertical loads are carried to the ground by a reasonable and convincing visible structure.
 - (b) Windows shall be vertical in proportion, except where Storefront or Arcade Frontage is required or provided.
- (2) Streetwalls shall employ vertical sections no wider than eighty (80) feet.
 - (a) Vertical sections, while allowed to be identical, are an opportunity to introduce a visual change or a break in top expression line (parapet or cornice) of the Streetwall. These breaks are achieved by, but not limited to, changes in material, recesses, cornice height, or roof type. Break in the cornice can be achieved through the regular and/or occasional use of gables and/or dormers.
 - (b) Vertical sections also allow for breaks in the facade while maintaining the Streetwall within the Private Frontage to comply with Public and Private Frontage Standards Table 1149.12B.
 - (c) In buildings with flat roofs massing shall be controlled by, and not limited to, more pronounced vertical breaks, change in height at the Streetwall. Breaks can also be achieved through changes in the type of parapet used, inclusion of more pronounced overhang elements, the inclusion of mansard roofs, changes in building material, and inclusion of pergolas for rooftop gardens.
- (3) When bay windows are used, they should appear to be structurally supported in a manner matching the applied architectural style within the building section.
- (4) When dormers are used, they shall light interior spaces.
 - (a) The body of a single-window dormer shall be vertically proportioned or square and shall be consistent with the architectural style. Dormer windows shall be proportioned similar to or slightly shorter than typical windows in the floor below.
- (5) When shutters are used, they shall be sized to cover the windows, regardless of the shutter operability.

1149.49F BUILDING MATERIAL

- (1) Building materials shall be utilized in a manner appropriate to their intrinsic properties, including their structural capacities as demonstrated in openings and spans as approved by the Building Inspector.
 - (a) Heaviest appearing materials shall be kept at the base of the building and lighter appearing above.
 - (b) The rules numbered below, shall establish the guidelines for the acceptability of materials where substitute materials are used:
 - [1] Arm's Length Rule: Substitute materials must be indistinguishable from the materials they are representing if they are to be used below the second floor.
 - [2] Eyes' Only Rule: Substitute materials must be visually indistinguishable from the materials they are representing if they are to be used above the first floor.
- (2) No more than 3 wall materials, excluding fenestration, shall be visible on any exterior streetwall within a building section, not counting the foundation wall or piers.
 - (1) Material change should primarily take place along a horizontal line or as a part of a change in vertical sections of the building (see Chapter 1149.49E).

1149.49G SIGNS

- (1) All signage shall conform to the City of Cleveland Heights Sign Regulations as defined in Chapter 1163.

Proposed: 11/3/2025

ORDINANCE NO. 227-2025(PD), *First Reading*

By Mayor Cuda

An Ordinance changing the Zoning Map of the City of Cleveland Heights to map the Severance Overlay Zone (SOZ) on Severance Town Center and adjacent parcels, generally east of South Taylor Road, south of Mayfield Road, west of Crest Road, and north of Severn Road.

WHEREAS, pursuant to Section 1119.01 of the Codified Ordinances of the City of Cleveland Heights, this Council may by Ordinance introduce changes to the Zoning Map of the City of Cleveland Heights; and

WHEREAS, pursuant to Section 1119.01 of the Codified Ordinances of the City of Cleveland Heights, such amending Ordinance may be introduced upon petition; and

WHEREAS, pursuant to Section 1119.03 of the Codified Ordinances of the City of Cleveland Heights, after the introduction of such zoning map changes by Council, they shall be transmitted to the Planning Commission for its consideration and recommendations; and

WHEREAS, pursuant to Section 1119.03 of the Codified Ordinances of the City of Cleveland Heights, the Planning Commission shall be allowed a reasonable time, not less than thirty (30) days, nor more than sixty (60) days, for its consideration and recommendations; and

WHEREAS, the Planning Commission may recommend to Council that the zoning map changes be approved as submitted to the Planning Commission, or that they be modified, or that they be denied; and

WHEREAS, Council must hold a public hearing on proposed zoning map changes; and

WHEREAS, Severance Town Center is located in the heart of Cleveland Heights and its redevelopment and reimagination is central to the future of the City; and

WHEREAS, the current Master Developer of Severance Town Center, MPACT Collective ("MPACT" or the "Applicant"), has been working collaboratively with the City over the past two (2) years on creating a vision for Severance Town Center, with significant stakeholder and community engagement; and

WHEREAS, the vision for Severance Town Center is encapsulated in the Recommended Action Plan, prepared by MPACT, which envisions Severance as a walkable, mixed-use neighborhood; and

WHEREAS, in order to effectuate and incentivize that vision, new zoning is necessary; and

ORDINANCE NO. 227-2025(PD)

WHEREAS, that new zoning is proposed as being a form-based, voluntary, overlay district titled the “Severance Overlay Zone”; and

WHEREAS, on November 3, 2025, Council introduced this Ordinance to change the Zoning Map of the City of Cleveland Heights, transmitted the same to the Planning Commission for 30 days pursuant to Cleveland Heights Codified Ordinance Chapter 1119.03, and set the date, time, and location for a public hearing to be held December 15, 2025 at 5:00 PM in Council Chambers; and

WHEREAS, Planning Commission held a public hearing and discussed this Ordinance at its _____, 2025 meeting; and

WHEREAS, at the conclusion of its _____, 2025 meeting, the Planning Commission recommended that the proposed zoning map changes be adopted by Council; and

WHEREAS, this Council held a public hearing concerning this Ordinance and the Planning Commission’s recommendation on December 15, 2025; and

WHEREAS, this Council has determined to adopt the Planning Commission’s recommendation as set forth herein.

BE IT ORDAINED by the Council of the City of Cleveland Heights, County of Cuyahoga, State of Ohio, that:

SECTION 1. The changes to the Zoning Map of the City of Cleveland Heights set forth in Exhibits A and B attached hereto and incorporated herein by reference, shall be and are hereby adopted.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 3. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights or by posting the full text of this Ordinance to the City of Cleveland Heights website.

SECTION 4. This Ordinance shall take effect and be in force from and after the earliest time permitted by law.

GAIL L. LARSON
President of Council

ORDINANCE NO. 227-2025(PD)

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor

Exhibit A

Proposed Severance Overlay Zone Map

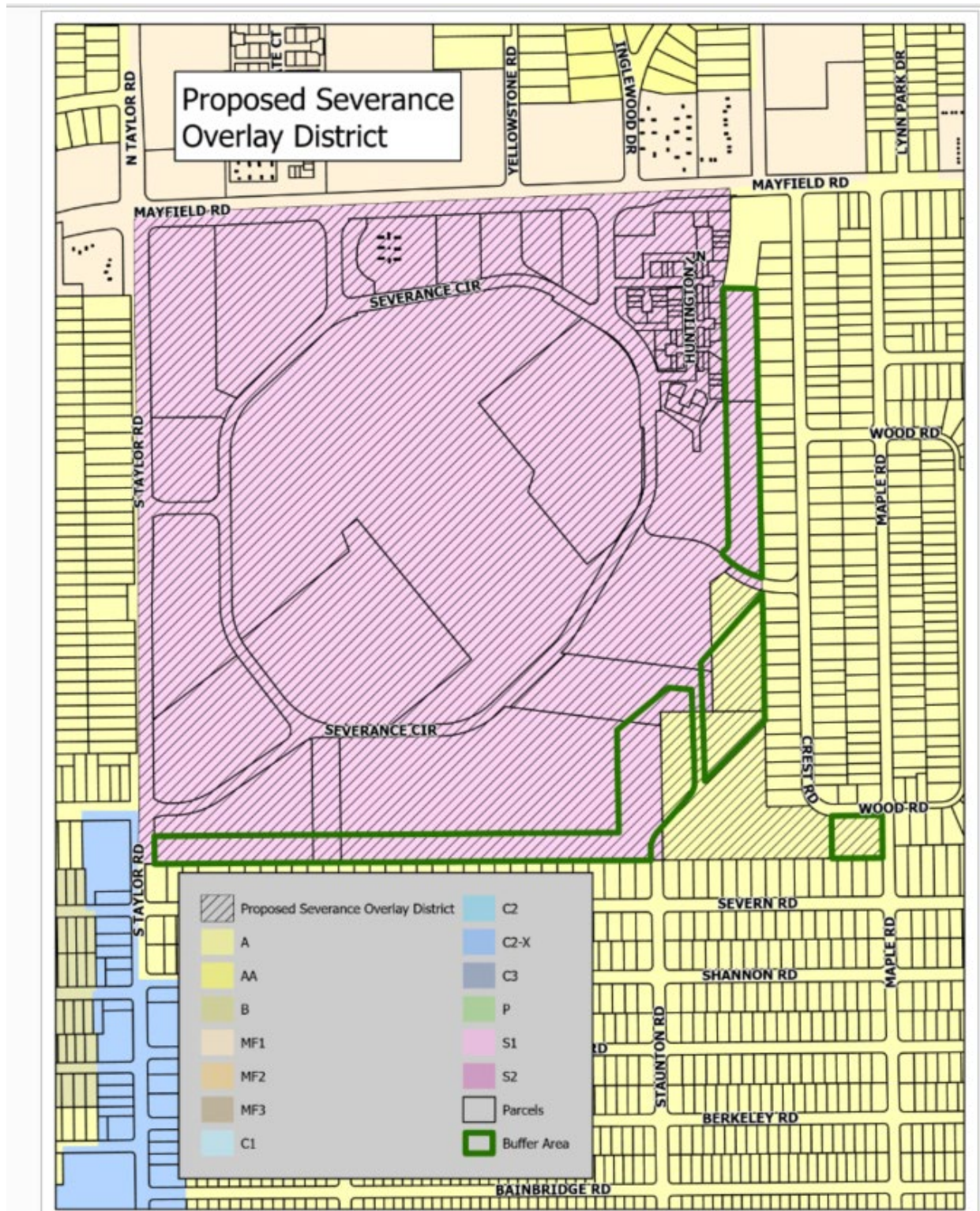


Exhibit B

Proposed Severance Overlay Zone List of Parcels

PPN		Parcel Address		unit	par_zip
68331064		LONGWOOD	CT		44118
		SEVERANCE			
68325002	40	CIRCLE	DR		44118
68331068		HUNTINGTON	LN		44118
68331065		SEVERANCE	CIR		44118
68331061	3722	CORAL	PL		44118
		SEVERANCE			
68325006		PLACE	LN		44118
68331041		HUNTINGTON	LN		44118
68325012	15	SEVERANCE	CIR		44118
68325013		SOUTH TAYLOR		REAR	44118
68331071	1483	CORAL PLACE			44118
68325007	35	SEVERANCE CIR	DR		44118
68333005	7	SEVERANCE	CIR		44118
68331052	3714	LONGWOOD	CT		44118
		SEVERANCE			
68325009	25	CIRCLE	DR		44118
68331058	1491	HUNTINGTON	LN		44118
68331010	1500	HUNTINGTON	LN		44118
68331004	3640	MAYFIELD	RD		44118
68331006		MAYFIELD	RD		44118
68331013	1506	HUNTINGTON	LN		44118
	3452-				
68325001	3628	MAYFIELD	RD	101	44118
68331008	3606	MAYFIELD	RD		44118
		SEVERANCE			
68325015	10	CIRCLE	DR		44118
68331002		CORAL	PL		44118
68331031	1507	HUNTINGTON	LN		44118
68331069	1479	CORAL PLACE			44118
68331057	1493	HUNTINGTON	LN		44118
		SEVERANCE			
68325011	60	CIRCLE	DR		44118
68331034	1501	HUNTINGTON	LN		44118
68331063	3718	CORAL	PL		44118
68331040	1490	HUNTINGTON	LN		44118
68331039	1492	HUNTINGTON	LN		44118
68331032	1505	HUNTINGTON	LN		44118
68331047	3711	LONGWOOD	CT		44118
68331055	1497	HUNTINGTON	LN		44118
68331053	3712	LONGWOOD	CT		44118
68331022	1517	HUNTINGTON	LN		44118
68331059	1489	HUNTINGTON	LN		44118

PPN		Parcel Address		unit
68331011	1502	HUNTINGTON	LN	44118
68331050	3717	LONGWOOD	CT	44118
68331049	3715	LONGWOOD	CT	44118
68331067	1477	CORAL PLACE		44118
68331018	3727	MILLIKIN	CT	44118
68331038	1494	HUNTINGTON	LN	44118
68331060	1487	HUNTINGTON	LN	44118
68331019	3725	MILLIKIN	CT	44118
68331005	80	SEVERANCE	CIRCLE	44118
68325016	3460	MAYFIELD	RD	44118
68331014	1508	HUNTINGTON	LN	44118
68331051	3716	LONGWOOD	CT	44118
68331072	1485	CORAL PLACE		44118
68331056	1495	HUNTINGTON	LN	44118
68331054	3710	LONGWOOD	CT	44118
68331035	1499	HUNTINGTON	LN	44118
68331062	3720	CORAL	PL	44118
68331037	1496	HUNTINGTON	LN	44118
68331066	1475	HUNTINGTON	LN	44118
68331012	1504	HUNTINGTON	LN	44118
68331025	1511	HUNTINGTON	LN	44118
68331023	1515	HUNTINGTON	LN	44118
68331070	1481	HUNTINGTON	LN	44118
68331016	3724	MILLIKIN	CT	44118
68332001	5	SEVERANCE	CIR	44118
68331048	3713	LONGWOOD	CT	44118
68331030	1509	HUNTINGTON	LN	44118
68331029	3716	CORAL	PL	44118
68331024	1513	HUNTINGTON	LN	44118
68331021	1519	HUNTINGTON	LN	44118
68331017	3726	MILLIKIN	CT	44118
68331033	1503	HUNTINGTON	LN	44118
68333004		CREST	RD	44118
68331007	3	SEVERENCE	CIR	44118
68333003	1700	CREST	RD	44118
		SEVERANCE		
68325008	30	CIRCLE	DR	44118
68331009		MAYFIELD	RD	44118
68331026		SEVERANCE	CIR	44118
68331027		MILLIKIN	CT	44118
68331015	1510	HUNTINGTON	LN	44118
68331036	1498	HUNTINGTON	LN	44118
68325014		SOUTH TAYLOR		44118
68331046		HUNTINGTON	LN	44118
68311087				0

68325006X					0
68331028		LONGWOOD	CT		44118
68331020	1521	HUNTINGTON	LN		44118
		SEVERANCE			
68325301	500	PLACE	LN	101	44118
		SEVERANCE			
68325302	500	PLACE	LN	102	44118
		SEVERANCE			
68325303	500	PLACE	LN	103	44118
		SEVERANCE			
68325304	500	PLACE	LN	104	44118
		SEVERANCE			
68325305	500	PLACE	LN	105	44118
		SEVERANCE			
68325306	500	PLACE	LN	106	44118
		SEVERANCE			
68325307	500	PLACE	LN	107	44118
		SEVERANCE			
68325308	500	PLACE	LN	201	44118
		SEVERANCE			
68325309	500	PLACE	LN	202	44118
		SEVERANCE			
68325310	500	PLACE	LN	203	44118
		SEVERANCE			
68325311	500	PLACE	LN	204	44118
		SEVERANCE			
68325312	500	PLACE	LN	205	44118
		SEVERANCE			
68325313	500	PLACE	LN	206	44118
		SEVERANCE			
68325314	500	PLACE	LN	207	44118
		SEVERANCE			
68325315	500	PLACE	LN	301	44118
		SEVERANCE			
68325316	500	PLACE	LN	302	44118
		SEVERANCE			
68325317	500	PLACE	LN	303	44118
		SEVERANCE			
68325318	500	PLACE	LN	304	44118
		SEVERANCE			
68325319	500	PLACE	LN	305	44118
		SEVERANCE			
68325320	500	PLACE	LN	306	44118
		SEVERANCE			
68325321	500	PLACE	LN	307	44118
		SEVERANCE			
68325322	500	PLACE	LN	308	44118
		SEVERANCE			
68325323	500	PLACE	LN	401	44118
		SEVERANCE			
68325324	500	PLACE	LN	402	44118
		SEVERANCE			
68325325	500	PLACE	LN	403	44118
		SEVERANCE			
68325326	500	PLACE	LN	404	44118
		SEVERANCE			
68325327	500	PLACE	LN	405	44118

68325328	500	SEVERANCE PLACE	LN	406	44118
68325329	500	SEVERANCE PLACE	LN	407	44118
68325330	500	SEVERANCE PLACE	LN	408	44118
68325331	500	SEVERANCE PLACE	LN	501	44118
68325332	500	SEVERANCE PLACE	LN	502	44118
68325333	500	SEVERANCE PLACE	LN	503	44118
68325334	500	SEVERANCE PLACE	LN	504	44118
68325335	500	SEVERANCE PLACE	LN	505	44118
68325336	500	SEVERANCE PLACE	LN	506	44118
68325337	500	SEVERANCE PLACE	LN	507	44118
68325338	500	SEVERANCE PLACE	LN	508	44118
68325339	500	SEVERANCE PLACE	LN	601	44118

Severance Overlay Zone (SOZ) – Summary

Introduction: Why a Form-Based Zoning Code Matters

Traditional zoning focuses on land use separation, regulating what activities can occur in each district. The Severance Overlay Zone instead adopts a form-based approach, emphasizing the physical form and relationship of buildings to streets and public spaces. This approach is critical to transforming Severance Town Center from a conventional auto-oriented retail site into a walkable, mixed-use neighborhood that aligns with Cleveland Heights' Master Plan.

Form-based zoning:

- Creates predictable urban form through build-to-lines, frontage types, and height standards.
- Encourages economic vitality by enabling flexible mixed uses, active street edges, and civic spaces.
- Improves sustainability by supporting compact development, multimodal access, and green infrastructure.
- Simplifies development review through clear graphic standards, coordinated design rules and an expedited review process.
- Enhances community character with requirements for architecture, public realm design, and civic spaces.

The SOZ provides an optional overlay—developers can continue under existing zoning or elect to use the new form-based framework to unlock mixed-use flexibility and design incentives.

Chapter Summaries

Chapter 1149.0 – Application

Defines intent, purpose, and applicability. Establishes the SOZ as an optional overlay applying to the Severance Town Center area. Encourages compact, walkable, mixed-use redevelopment consistent with the City's adopted Master Plan. Clarifies that SOZ provisions supersede underlying zoning only when a developer chooses to use the overlay.

Chapter 1149.1 – District Standards

Creates the framework for the physical form of the district. Establishes three districts (SO-1, SO-2, SO-3) and maps their blocks, street types, and civic spaces. Introduces five Street Types (A–D, P) that define street character and the width of public and private frontages. Designates Significant Corners, Terminating Vistas, and Civic Spaces to anchor visual identity. Defines where Retail or Office uses and Frequent Entryways are required to activate street edges. Provides cross-sections and dimensional tables controlling distance from curb to build-to-line and glazing transparency.

Chapter 1149.2 – Uses and Development Standards

Details what can be built and how. Key components include:

- Permitted Uses Table (1149.21A): SO-1/SO-2 focus on mixed-use, retail, office, housing, hospitality, and civic uses; SO-3 allows lower-intensity residential and civic uses.
- Development Thresholds (1149.21B): Max build-out of 2,500 housing units; 175K SF retail; 85K SF office; 250 hotel rooms; 50K SF arts/culture; 75K SF institutional; 50K SF artisan/industrial.
- Affordable Housing (1149.22C): 20% of units affordable to $\leq 80\%$ AMI, sequenced by construction threshold, with a 30-year affordability requirement.
- Civic Space (1149.13F): 10% of site area dedicated to public space; \$35/SF fee-in-lieu allowed; adjacency credits and affordable housing exemptions included.
- Private Frontages (1149.23): Defines Storefront, Arcade, Urban, Stoop, Porch, Lightwell, Forecourt, and Terrace frontages with glazing, entry, and stepback rules.
- Active Edge Frontage (1149.23G): Retail/Office frontage required along key streets, specifying percentage of frontage per street type and entry spacing.
- Edging Elements & Architectural Standards (1149.24–25): Rules for fencing, planters, and materials; mandates high-quality architecture and street wall height limits.
- Parking (1149.26): Allows shared/structured parking, prohibits parking within 16 feet of build-to-line, counts on-street spaces toward requirements.

Chapter 1149.3 – Administration

Outlines the procedural framework for review and approvals. Describes a two-stage process: (1) Preliminary Application Review – concept plan discussion with the Technical Advisory Committee, and (2) Official Plan Submission – full submittal reviewed by the Architectural Board of Review and Planning Commission. Establishes timelines for distribution, comment, and recommendation but creates a predictable as of right condition. Provides rules for site plan amendments, chapter amendments, and permit duration (two years, extendable for good cause).

Chapter 1149.4 – Design Standards Manual

Serves as the visual and technical guide for all physical design elements. Illustrates street type designs, frontage types, and civic space templates. Includes detailed diagrams for site layout, pedestrian paths, building heights, and massing transitions. Defines architectural standards for significant corners, terminating vistas, façades, signage, and materials. Functions as a companion manual to ensure built outcomes align with the vision of a walkable town center.

Conclusion

The Severance Overlay Zone establishes a clear, coordinated framework for revitalizing Severance Town Center as a mixed-use, transit-accessible, and design-coherent neighborhood. It moves beyond use segregation to create a predictable and flexible development environment—ensuring new investment delivers high-quality architecture, civic spaces, and pedestrian-friendly design that reinforces Cleveland Heights’ identity and long-term economic growth.

MEMORANDUM

To: Cleveland Heights City Council

From: Ryan Porter, MPact Collective LLC

Date: October 28, 2025

Subject: Importance of the Severance Overlay Zone (SOZ) Zoning Reform to the Future Success of Severance Town Center

Overview

The Severance Overlay Zone (SOZ) represents a transformative zoning reform for Cleveland Heights. It replaces outdated, use-based zoning with a modern, form-based framework designed to unlock investment, promote walkability, and restore Severance Town Center as the economic and civic heart of the community. This model—drawn from national best practices such as New Rochelle, NY’s Downtown Overlay Zone—gives the City a powerful, predictable, and flexible tool to catalyze mixed-use redevelopment while maintaining community benefit.

Why This Reform Matters

- Creates a Predictable, Investment-Ready Framework:

The SOZ establishes clear standards for building form, frontage design, height, and active ground-floor uses. This reduces the need for variances and eliminates uncertainty for developers—conditions that have previously discouraged reinvestment at Severance. Pre-approved standards and expedited review (via the Technical Advisory Committee) create a more transparent and time-certain entitlement process. Predictability attracts private capital and partners aligned with the City’s vision for sustainable, long-term redevelopment.

- Reactivates the Public Realm:

The SOZ prioritizes pedestrian-friendly streets, public frontages, and civic spaces that bring people back to Severance. Requirements for Storefront or Frequent Entryway Frontages (per §1149.23G) ensure ground-floor activation along key corridors. The Civic Space requirement (§1149.13) guarantees that 10% of each site contributes to a network of plazas, greens, and pedestrian paths, either on-site or through a fee-in-lieu mechanism. These measures transform Severance from a suburban shopping complex into a walkable district that supports daily life, commerce, and community events.

- Balances Flexibility with Accountability:

The overlay is optional—developers may elect to use the SOZ’s incentives in exchange for meeting its higher design and public-realm standards (§1149.03). This structure encourages participation while protecting community interests. Incentives include height flexibility, reduced parking ratios (§1149.26), and by-right mixed-use approvals. Accountability is built in through clear frontage, glazing, and civic-space performance standards that are enforceable at site plan approval.

- Environmental Sustainability:

By enabling compact, mixed-use, transit-oriented redevelopment, the SOZ reduces environmental impacts. Shared parking, fee-in-lieu options, and walkable design reduce automobile dependence. Active ground-floor retail and office uses bring daily activity and revenue back to Cleveland Heights.

- Positions Severance as a Regional Model:

Cleveland Heights now joins peer cities across the country—like New Rochelle, NY and Fayetteville, AR—that have adopted modern overlay zones to successfully reposition underperforming commercial centers. The SOZ will be poised to attract interest from private developers and institutional investors seeking clarity and predictability in the entitlement process.

Conclusion

The Severance Overlay Zone is not just a zoning amendment—it is Cleveland Heights’ blueprint for long-term resilience and prosperity. It replaces a decades-old regulatory framework that limited progress with one that fosters community-centered reinvestment. By adopting and maintaining this zoning reform, City Council ensures that Severance Town Center evolves into a vibrant, inclusive, and economically sustainable mixed-use district that reflects Cleveland Heights’ values and future aspirations.

Severance Project Meetings Chart

This chart lists many but not all Severance project meetings in chronological order from the earliest (2024) to the most recent (late 2025). There were dozens of one on one and small group meetings with community members, meetings with SAG reps, Church groups, Building owners on Severance Circle, impromptu meetings with City leadership and staff that are not captured below.

<u>Year</u>	<u>Meeting / Date</u>	<u>Meeting With</u>
2024	2024 Meeting – FutureHeights Crowdsourced Conversation (Heights High)	Future Heights and Community
2024	2024 Meeting – Initial Councilmember One-on-One Meetings	Council Members
2024	2024 Meeting – Council Committee of the Whole Presentation	Council Members and Public
2024	2024 Meeting – Planning Commission Meeting	Planning Commission and Public
2024	2024 Meeting – Architectural Review Board (ARB) Meeting	ARB and Public
2024	2024 Meeting – Council Committee of the Whole Update Presentation	Council Members and Public
2024	2024 Meeting – Cleveland Foundation Discussion	Foundation Rep
2024	2024 Meeting – Western Reserve Land Conservancy Meeting	Land Conservancy Rep

2024	2024 Meeting – Metro Collaboration Session	Metro Health Rep
2024	2024 Meeting – PCFO Meeting	PFCO Rep
2024	2024 Meeting – NEORS Infrastructure Meeting	NEORS Rep
2024	2024 Meeting – Tour with Councilman Cobb (Pinecrest, Van Aken, Richmond Mall)	Councilman Cobb
2024	2024 Meeting – Meeting with Developer for Park Synagogue	Developer Reps
2024	2024 Meeting – Port of Cleveland Coordination	Port Rep
2024	2024 Meeting – Case Western Collaboration	Case Rep
2024	2024 Meeting – Peace Campus Arts Collaboration	Peace Campus Tenants
2025	January 21, 2025 – Reaching out to Renters / Severance Council Meeting	CH Staff / Council Members and Public
2025	January 22, 2025 – Severance Redevelopment Project Walk	SAG Rep
2025	January 28, 2025 – Severance Code Conformance Meeting / Building Heights Brainstorm	CH Staff/Namdar Rep
2025	January 29, 2025 – Severance Overview for MSASS Students	Mandel School of Applied Social Sciences Students

2025	February 4, 2025 – Severance Circle Sewer Review / Severance Code Conformance Meeting	CH Staff / Wade Trim Engineers / Namdar Rep
2025	February 11, 2025 – Deal Point Merrill on Severance	Deal Point Merrill Rep
2025	February 28, 2025 – RTA Meeting	RTA and CH Staff
2025	March 4, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	March 11, 2025 – Severance Noble Neighbors Intro Zoom	Nobel Neighbor Rep
2025	March 26, 2025 – Novel Road Public Meeting and Crowdsourcing Event	Community Members
2025	March 26, 2025 – MPact Catch-Up Meetings (Larson, Cobb, Cuda, Posch)	Council One on One Catchups
2025	March 27, 2025 – CMHA Severance Circle Resident Meeting	CMHA Residents
2025	March 27, 2025 – ICP MPact Meeting	ICP Rep
2025	April 1, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	April 8, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	April 15, 2025 – Severance Code Conformance Meeting / Renters Session	CH Staff/Namdar Rep
2025	April 21, 2025 – Severance Mall Plan Presentation	Pennrose Rep

2025	April 22, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	April 22, 2025 – SAG Meeting	SAG Reps
2025	April 27, 2025 – Severance Video Review Building Heights	Building Heights Rep
2025	May 5, 2025 – Severance Architecture Board of Review Meeting	ABR and Public
2025	May 6, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	May 13, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	May 20, 2025 – Severance Mall Meeting	Community Members
2025	May 20, 2025 – Heights School Board Meeting	School Board Members and Community
2025	May 27, 2025 – Renters / Severance Session	CH Staff
2025	June 5, 2025 – Severance Discussion	Community Members
2025	June 10, 2025 – Severance Follow-Up Discussion	Local for Sale Developers
2025	June 17, 2025 – Crowdsourced Conversation Preparation for Severance	Future Heights Rep
2025	June 18, 2025 – Severance RTA Meeting	RTA and CH Staff
2025	June 24, 2025 – Renters / Severance Session	CH Staff

2025	June 25, 2025 – Crowdsourced Conversation: Severance Town Center Part II	Future Heights and Community Members
2025	June 26, 2025 – Severance Zoning Meeting	CH Staff
2025	July 1, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	July 8, 2025 – Renters / Severance Session	CH Staff
2025	July 9, 2025 – Community Solar	Community Solar Rep
2025	July 15, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	August 1, 2025 – Severance Town Center Development / Heights Schools	School Board
2025	August 5, 2025 – Severance Concept Plan Review	SAG Rep
2025	August 12, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	April 19, 2025 – SAG Meeting	SAG Reps
2025	August 19, 2025 – Renters / Severance Session	CH Staff
2025	August 25, 2025 – Severance Communications Collaboration	CH Staff
2025	August 28, 2025 – Severance Zoning Discussion	CH Staff
2025	September 3, 2025 – Severance RTA Meeting	RTA and CH Staff

2025	September 3, 2025 – Severance NCA/CRA/TIFF Process Meeting	CH Staff
2025	September 23, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	September 24, 2025 – Severance Roadway Design Meeting	CH Staff and Mannik Smith Engineers
2025	September 24, 2025 – Transportation Committee Meeting	Committee Members
2025	September 26, 2025 – Severance Zoning Meeting	CH Staff
2025	September 30, 2025 – Severance Code Review Session	CH Staff/Namdar Rep
2025	October 1, 2025 – Severance Zoning Draft Review	Transportation Committee Member
2025	October 2, 2025 – Intro Session on Severance Zoning	Community Members
2025	October 3, 2025 – ABR Special Meeting on Severance Zoning	ABR Member
2025	October 21, 2025 – Severance Code Conformance Meeting	CH Staff/Namdar Rep
2025	October 23, 2025 – Severance Zoning Meeting	CH Staff

**TIMELINE OF PUBLIC MEETINGS FOR SEVERANCE TOWN CENTER
AND ADJACENT PROPERTIES ZONING AMENDMENT** *(updated October 31, 2025)*

TUESDAY, OCTOBER 21, 2025 AT 7:30 P.M. – 40 SEVERANCE CIRCLE IN COUNCIL CHAMBERS

Planning Commission will hear an informal presentation from MPACT about form base code.

No action will be taken. Completed.

****PUBLIC COMMENT OPPORTUNITY****

MONDAY, NOVEMBER 3, 2025 AT 7:30 P.M. – 40 SEVERANCE CIRCLE IN COUNCIL CHAMBERS

City Council First Reading of Zoning Amendments Ordinance(s)

Zoning is then referred to Planning Commission for review and comments. Planning Commission has a minimum of 30 days and a maximum of 60 days to comment. A public hearing date is then established.

****PUBLIC COMMENT OPPORTUNITY****

WEDNESDAY, NOVEMBER 12, 2025 AT 7:30 P.M. – 40 SEVERANCE CIRCLE IN COUNCIL CHAMBERS

Planning Commission reviews zoning code amendments at the regular meeting.

Action may be taken.

****PUBLIC COMMENT OPPORTUNITY****

WEDNESDAY, NOVEMBER 17, 2025 AT 7:30 P.M. – 40 SEVERANCE CIRCLE IN EXECUTIVE CONFERENCE ROOM

Joint City Council Committee of the Whole and Planning & Development Committee of Council meeting to discuss zoning code amendments.

No action will be taken.

MONDAY, DECEMBER 15, 2025 AT 5:00 P.M. – 40 SEVERANCE CIRCLE IN COUNCIL CHAMBERS

Council Public Hearing on the Proposed Zoning Code Amendments

No action will be taken.

****PUBLIC COMMENT OPPORTUNITY****

MONDAY, DECEMBER 15, 2025 AT 7:30 P.M. – 40 SEVERANCE CIRCLE IN COUNCIL CHAMBERS

City Council consideration of adoption of the Zoning Amendments.

Action may be taken.

****PUBLIC COMMENT OPPORTUNITY****

Proposed: 11/03/2025

RESOLUTION NO. 228-2025(MSES), *First Reading*

By Mayor Cuda

A Resolution authorizing the Mayor to submit an application to the Ohio Department of Development for a grant under the Advanced Energy Fund Grant Program; to accept funding if awarded; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, the Ohio Department of Development is accepting proposals from local governments for projects related to the installation and implementation of eligible Energy Efficiency Measures (EEMs); and

WHEREAS, in May of 2025, the City passed Resolution 081-2025 adopting a Climate Action and Resilience Plan as a guiding document for future decisions related to energy efficiency, reducing carbon emissions and building resilience to climate change; and

WHEREAS, emissions from Electricity, Transportation and Mobile Combustion, Natural Gas and Stationary Combustion are the major sources of carbon emissions in city operations; and

WHEREAS, to achieve the City's carbon emissions goals of 30% reduction by 2030 and carbon neutrality by 2050 and its co-benefits, it is critical to embark on energy efficiency improvements; and

WHEREAS, the City conducted an American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Level 2 audit of our buildings and facilities to provide a detailed analysis of energy use and to identify and prioritize cost-effective energy-saving measures; and

WHEREAS, it would be in the City's best interest to pursue funding that will support energy efficiency and advanced energy projects; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. The Mayor be, and he is hereby authorized to apply for grants under Advanced Energy Fund Grant Program through the Ohio Department of Development, and enter into an agreement and execute any related documents to accept funding if awarded.

SECTION 2. It is found and determined that all formal actions and deliberations of Council and its committees relating to the passage of this legislation that resulted in formal action were taken in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

RESOLUTION NO. 228-2025(MSES)

SECTION 3. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution to the City of Cleveland Heights website.

SECTION 4. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being meeting the application deadline. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

GAIL LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor

Proposed: 08/08/2025

ORDINANCE NO. 153-2025(CRR), *Second Reading*

By Mayor Seren

An Ordinance amending the use regulations and rates for admission and other services for the Cleveland Heights Community Center, City parks, and Cumberland Pool for calendar years 2025 and 2026, and repealing Ordinance No. 125-2020.

WHEREAS, the City of Cleveland Heights, from time to time, reviews its use regulations and rates for admission and other services for its Community Center, Parks, and Cumberland Pool; and

WHEREAS, the Mayor recommends the use regulations and rates set forth herein.

BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. For the purposes of this Ordinance, the following definitions apply:

“Adult” shall mean a person age 25 through age 59; and

“Child” shall mean a person age 5 through age 11; and

“Family” shall mean legal guardian(s), such as a parent, and their Preschooler, Children, or Youths; and

“Guest” shall mean a person who accompanies a Resident with a current Recreation ID card & annual or monthly pass to Fitness Center or Open Court at Gyms; and

“Non-resident,” except where otherwise noted, shall mean any person who does not have two forms of legal documentation (driver’s license, utility bill, library card etc.) to verify their Cleveland Heights address; and

“Preschooler” shall mean a person age 4 or younger; and

“Qualified Non-Resident” shall mean a person who meets one of the following criteria: (1) resides within the Cleveland Heights - University Heights School District boundaries; (2) resides in the City of University Heights; or (3) has a Child or Youth participating in a Community Center program. Residency shall be demonstrated with two forms of legal documentation (driver’s license, utility bill, library card etc.); and

“Recreation I.D. Card” shall mean the card purchased annually by Cleveland Heights resident to be entitled to residential fees; and

ORDINANCE NO. 153-2025(CRR)

“Resident” shall mean any person who resides in the City of Cleveland Heights or any person employed within the boundaries of the City of Cleveland Heights. Residency shall be demonstrated with two forms of legal documentation (driver’s license, utility bill, library card etc.). Employment shall be demonstrated by a paystub or a letter from an employer; and

“Resident Team” shall mean a team composed of at least sixty percent (60%) Cleveland Heights residents who are entitled to resident rates;

“Senior” shall mean a person age 60 or older;

“Young Adult” shall mean a person age 19 through age 24; and

“Youth” shall mean a person age 12 through age 18.

SECTION 2. The following fees or rates for admission and other services for the City’s Community Center, City parks, and Cumberland Pool shall apply for the calendar years 2025 and 2026. Please note that Resident rates apply to Residents that obtain a Recreation ID card. Patrons without the Recreation ID card will be subject to Non-Resident rates, where permitted.

GENERAL	Fee or Rate
Recreation ID card	\$5.00 - \$10.00
Replacement ID card or pass (individual or family)	\$6.00 -10.00
Late registration fee	\$2.00 - 10.00

FITNESS CENTER & GYMS (FIELDHOUSE)	Fee or Rate
Annual Passes for Residents – 12 month pass from date of purchase	
Child	\$84.00 - 120.00
Youth	\$110.00 - 150.00
Young adults	\$180.00 - 240.00
Adults	\$220.00 - 260.00
Senior	\$115.00 - 155.00
Families	\$345.00 - 385.00
NEW Adult Couple (Must reside in same household)	\$280.00 - 340.00
Annual Passes for Qualified Non-Residents – 12 month pass from date of purchase	
Child	\$126.00 - 165.00
Youth	\$165.00 - 205.00
Young Adult	\$248.00 - 290.00
Adult	\$299.00 - 340.00

ORDINANCE NO. 153-2025(CRR)

Senior	\$173.00 - 210.00
Families	\$499.00 - 540.00
Annual Passes for City Employees (All-Day Use)	\$5.00 - 10.00
Annual Swim Passes for Residents - 12 month pass from date of purchase	
Child	\$70.00 - 110.00
Youth	\$70.00 - 110.00
Young Adult	\$70.00 - 110.00
Adult	\$90.00 - 130.00
Senior	\$70.00 - 110.00
Families	\$200.00 - 240.00
NEW Adult Couple (Must reside in same household)	\$70.00 - 200.00
30 day Passes for Residents - from date of purchase	
Child	\$10.00 - 50.00
Youth	\$18.00 - 60.00
Young adult	\$27.00 - 70.00
Adult	\$33.00 - 70.00
Senior	\$17.00 - 60.00
Families	\$55.00 - 90.00
NEW Adult Couple (Must reside in same household)	\$40.00 - 90.00
30 day Passes for Non-Residents – from date of purchase	
Child	\$15.00 - 55.00
Youth	\$27.00 - 70.00
Young Adult	\$39.00 - 80.00
Adults	\$45.00 - 85.00
Senior	\$25.00 - 65.00
Families	\$79.00 - 120.00
NEW Adult Couple (Must reside in same household)	\$60.00 - 110.00
Guest Admission (Limit 2 guests per resident at a time)	
Resident Guest – Fitness Center	\$6.00 - 20.00
Non-Resident Guest– Fitness Center	\$8.00 - 20.00
Military Guest – Fitness Center	\$3.00 - 20.00
Resident Guest - Open Gym (courts only)	\$3.00 - 20.00
Non- Resident Guest - Open Gym (courts only)	\$5.00 - 20.00
Personal Training - Specific rate for each personal trainer shall be determined the Mayor or designee based on experience and certifications of trainer. Participants need not have a current fitness center pass (monthly or annual) but rates shall be higher for participants without a pass.	
Individual Training Session	\$15-\$150.00
10 sessions	\$270 - \$420

ORDINANCE NO. 153-2025(CRR)

Couples Training Session	\$20-\$280
Drop In Group Training (limit 5 per group)	\$4- 40
1 Month of Group Training (limit 5 people per group)	\$30-200
3 Months of Group Training (limit 5 people per group)	\$75-\$350
Individual, written fitness program (drafted by Personal Trainer)	\$60.00 - 200.00
1 Month of "Any Time" assistance	\$40.00 - 200.00
1 Program Package: Includes 6 individual training sessions, 1 written program, and 1 month of "any time" assistance	\$225.00 - 400.00

ICE PROGRAMS	Fee or Rate
Skate Rental	\$2.00 - 20.00
Per Session	\$2.00 - 20.00
Book of 10 skate rental tickets	\$16.00 - 40.00
Skate Sharpening	\$5.00 - 20.00
Ice Rink Group Rental	\$130 - 350 per hour
Public Skating Individual admission fees per session:	
Resident Preschooler	Free with paying adult
Resident Child or Youth	\$2.00 - 20.00
Resident Young Adult, Adult or Senior	\$3.00 - 20.00
Non-Resident	\$5.00 - 20.00
Book of 10 guest tickets	\$45.00 - 70.00
Resident Annual Ice Pass - 12-month season: from date of purchase	
Child	\$84.00 - 120.00
Youth	\$110.00 - 150.00
Young Adults	\$132.00 - 170.00
Adults	\$154.00 - 200.00
Senior	\$66.00 - 100.00
Family Pass	\$275.00 - 305.00
NEW Adult Couple (Must reside in same household)	\$150.00 - 305.00
Non-Resident Annual Ice Pass - 12-month season: from date of purchase	
Child	\$210.00 - 250.00
Youth	\$225.00 - 265.00
Young Adults	\$250.00 - 290.00
Adults	\$325.00 - 365.00
Senior	\$150.00 - 190.00

ORDINANCE NO. 153-2025(CRR)

Family Pass	\$625.00 - 900.00
NEW Adult Couple (Must reside in same household)	\$500.00 - 900.00
Private Instruction:	
Each 15 minutes or fraction thereof. Range varies based on experience and credentials of skating instructor	\$5.50 - \$40.00
Group Instruction:	
Resident	\$8.00 - 40.00 per 30 min
Non-resident	\$10.00 - 40.00 per 30 mi
United States Figure Skating Association Basic Skills Program Registration Fee – (An annual registration fee of \$10.00 may be charged to group lesson participants to be registered in USFSA Basic Skills program. Price set by USFSA)	\$10.00 - 40.00
Locker Rental:	
Daily – large	\$0.50 - 10.00
Monthly – large	\$14.00 - 40.00
Annual – large	\$80.00 - 120.00
Refundable deposit on locker rentals	\$10.00 - 40.00
Lost locker key	\$10.00 - 40.00
City Freestyle Ice Rental:	
Individual	\$10.00 - 40.00/ per hour
7 session punch card	\$63.00 - 100.00
Monthly free style pass:	
Resident	\$120.00 - 160.00
Non-Resident	\$150.00 - 190.00
Travel Hockey League Regular Season:	
Resident	\$240.00 - 290.00
Non-Resident	\$440.00 - 500.00
Travel hockey try out - non-refundable deposit	\$100.00 - 150.00
Non-Travel Youth Hockey Fees:	
Tot Hockey (scheduled by sessions) seven-week sessions:	
Residents	\$50.00 - 100.00
Non-Residents	\$70.00 - 110.00
Learn to Play Hockey (half season - September to December or January to March):	
Resident	\$100.00 - 200.00 per

ORDINANCE NO. 153-2025(CRR)

	session
Non-Resident	\$140.00 - 200.00 per session
Girls Hockey Program B (March through April)	
Resident	\$45.00 - 85.00
Non-Resident	\$85.00 - 125.00
Hockey Equipment Rental (for the youth recreation/in-house programs only - full equipment, except for skates)	\$50.00 -100.00
Rates and charges for the Speed Skating Program:	
Resident Lessons	\$11.00 - 40.00 per 1 hou
Non-Residents Lessons	\$11.00 - 40.00 per 1 hou
Speed Skating Club Membership:	
Resident 10 session punch card	\$120.00- 160.00
Non-Resident 10 session punch card	\$140.00 - 180.00
Daily Drop-in for Speed Skating:	
Resident	\$13.00 - 40.00
Non-Resident	\$15.00 - 40.00
Adaptive Skating:	
1 lesson per week for 6 week session (resident/non-resident)	\$25.00 - 50.00
Drop in fee (resident/non-resident)	\$5.00 - 40.00

Men's Hockey:	
Resident	\$160.00 - 200.00
Non-Resident	\$250.00 - 300.00
Women's and/or Co-ed Hockey:	
Resident	\$160.00 - 200.00
Non-resident	\$250.00 - 300.00
Adult Pick-up Hockey:	
Daytime - Admission with annual skating pass or by paying general admission rates.	
Evenings	\$11.00 - 40.00 per session

Spring Youth Hockey Program (age 3 - 18):	
Resident	\$50.00 - 100.00
Qualified Non-Resident	\$65.00 - 100.00
Youth Hockey Skills clinic:	
Resident	\$50.00 100.00
Qualified Non-Resident	\$65.00 - 100.00

SPORTS PROGRAMS - YOUTH & ADULT:	
Adult Basketball (Men and Women):	
Resident Team	\$125.00 300.00
Non-Resident Team	\$250.00 - 400.00
Youth Basketball:	
Resident	\$50.00 - 100.00
Non-Resident	\$70.00 - 120.00
Youth Travel Basketball teams:	
Resident	\$75.00 - 125.00
Non-Resident	\$90.00 - 130.00
Travel Team Uniforms additional fee	\$65.00 - 105.00
Youth Soccer (Grades K-1, 2-3, 4-6):	
Resident	\$45.00 - 100.0
Non-Resident	\$65.00 - 120.00
Spring Youth Soccer (Grade K - 6):	
Resident	\$40.00 - 100.00
Qualified Non-Resident	\$60.00 - 120.00
Youth Flag Football (ages 5-8)	
Resident	\$45.00 - 100.00
Non-Resident	\$65.00 - 120.00
Summer Daytime Youth Basketball Program (K-12):	
Resident	\$50.00 - 100.00
Qualified Non-Resident	\$70.00 - 120.00
Evening outdoor basketball (CH-UH grade 6-12)	free
Summer Softball girls (age 7-18 years old):	
Rec league (slow or fast pitch)	

ORDINANCE NO. 153-2025(CRR)

Resident	\$55.00 - 100.00
Qualified Non-resident	\$80.00 - 120.00
Fast Pitch Travel Teams:	
Resident	\$75.00 - 120.00
Qualified Non-resident	\$85.00 - 140.00
Summer Baseball (students age 4 – 18):	
Residents with Recreation I.D. cards:	
T Birds T-Ball	\$65.00 - 120.00
Rookie League Baseball	\$65.00 - 120.00
Coach-Pitch	\$65.00 - 120.00
Kid-Pitch	\$85.00 - 140.00
Qualified Non-Residents (students age 4 – 18):	
T Birds T-Ball	\$75.00 - 120.00
Rookie League Baseball	\$90.00 - 150.00
Coach-Pitch	\$90.00 - 150.00
Kid-Pitch	\$115.00 - 200.00

Summer Challenger Baseball Adaptive Program (ages 5 – 22 for mentally/ physically challenged individuals):	
Resident	\$30.00 - 100.00
Qualified Non-Resident	\$30.00 - 100.00
Adult Softball (Men, Women or Co-ed, two games per week):	
Resident Team	\$650.00 - 850.00
Non-resident Team	\$800.00 - 1000.00
Adult Softball (Men, Women or Co-ed, one game per week):	
Resident Team	\$400.00 - 600.00
Non-resident Team	\$525.00 - 725.00
Refundable forfeit fee charged to each team	\$54.00 - 100.00
Tennis:	
Tennis court reservation	\$40.00 - 100.00 for a Season
	Reservation Pass
Group Tennis Lessons:	
Tots (Ages 4 - 6):	
Resident	\$35.00 - 100.00
Non-Resident	\$50.00 - 120.00
Students (Ages 7 - 18):	

ORDINANCE NO. 153-2025(CRR)

Resident	\$45.00 - 100.00
Non-Resident	\$60.00 - 120.00
Adults	
Resident	\$60.00 - 120.00
Non-Resident	\$80.00 - 150.00
Competitive Skills Clinic for Juniors (middle school and high school age kids)	
Resident	\$80.00 - 150.00
Non-Resident	\$110.00 - 200.00
Seniors	
Resident	\$35.00 - 100.00
Non-Resident	\$45.00 - 110.00
Private Lessons:	
Single	
Resident	\$19.00 - 40.00 per 30 mi
Non-Resident	\$34.00 - 80.00 per 30 mi
Group of Two	
Residents	\$28.00 - 80.00 per 30 mi
Non-Residents	\$45.00 - 100.00 per 30
Group of Three	
Resident	\$37.00 -80.00 per 30 mi
Non-Resident	\$50.00 - 100.00 per 30
Racquets:	
Seniors:	
Resident	\$25.00 - 80.00
Non-Resident	\$30.00 - 90.00
Non-Seniors:	
Resident	\$45.00 - 100.00
Non-resident	\$60.00 - 120.00
GENERAL RECREATION:	

ORDINANCE NO. 153-2025(CRR)

Arts, fitness, dance, martial arts, life enrichment, preschool	
Fees shall be determined by Mayor or designee and all fees shall be paid by each registrant at the time of registration.	\$0 – 200.00

SENIOR ACTIVITY CENTER PROGRAMS:	
Annual Membership Card	
Resident	\$5.00 - 40.00
Non-Resident (Limited number to University Heights residents only)	\$10.00 - 50.00
Senior Classes or Fieldtrips	
Fees shall be determined Mayor or designee	\$0 – \$200.00

INDOOR POOL PROGRAMS AT HEIGHTS HIGH:	
Season Pass:	
Adults (ages 18-59)	\$32.00 - 80.00
Adults (60 years or older)	\$25.00 - 80.00
Family	\$70.00 - 120.00
10 punch card	\$20.00 - 60.00
Group Instruction – Learn-to-Swim:	
Preschool through Level 6	\$30.00 - 70.00
Swim Team:	
Fall Season	\$35.00 - 75.00
Pool Classes:	
Water Aerobics	\$59.00 - 100.00

CUMBERLAND POOL PROGRAMS:	
Season Pass:	
Students (Kindergarten through High School):	
Before season opening date	\$35.00 - 80.00
After season opening date	\$45.00 - 100.00
Preschoolers (Must be accompanied by parent or adult with a current Recreation ID card):	
Before season opening date	free
After season opening date	free

Adults (ages 18-59):	
Before season opening date	\$49.00 - 100.00
After season opening date	\$59.00 - 100.00
Adults 60 Years of Age or Older:	
Before season opening date	\$39.00 - 80.00
After season opening date	\$49.00 - 100.00
Family:	
Before season opening date	\$115.00 - 200.00
After season opening date	\$135.00 - 200.00
Limited Non-resident Pool Pass Pilot Program - Residents receive preferred entry if capacity becomes limited	
Family	\$172.00 - 300.00
Individual – Young Adult, Adult	\$75.00 - 150.00
Individual – Child, Youth	\$52.00 - 125.00
Replacement of season pass or family pass or ID card	\$6.00 - 40.00
General Pool Admission:	
Preschoolers accompanied by parent or adult (w/ID card)	free
Child, Youth	\$3.00 - 40.00
Young Adults, Adults	\$4.00 - 40.00
Senior	\$3.00 - 40.00
Guests – Charge for Each Guest	\$7.00 - 40.00
Guests – Book of Five (5)	\$25.00 - 100.00
Private Swimming Instructions:	
Individual (per 30 minute session)	\$18.00 - 60.00
Group of Two (per 30 minute session)	\$27.00 - 70.00
Group Instruction – Learn-to-Swim (mornings and evenings) all sessions:	
Residents:	
Season Pass Holder	\$30.00 - 70.00
Non-Season Pass Holder	\$40.00 - 100.00
Pool Locker Rental:	
Daily Locker Rental:	
small	\$0.25 - 10.00
Large	\$0.50 - 10.00
Seasonal Locker Rental:	

ORDINANCE NO. 153-2025(CRR)

Small	\$12.00 - 40.00
Large	\$20.00 - 50.00
Lost Locker Key – Replacement Charge	\$12.00 - 40.00
Refundable Key Deposit (Seasonal Rental)	\$12.00 - 40.00
Swim Team:	
Residents	\$55.00 - 100.00
Qualified Non-Residents	\$70.00 - 120.00
Team Registration Fee per child (Diving and Synchronized Teams-daily sessions)	\$49.00 - 100.00
Pool Classes:	
Water Aerobics (8 weeks, twice per week)	\$59.00 - 100.00
Deep Water Aerobics (8 weeks, once per week)	\$39.00 - 100.00
Life Guard and Water Safety Instructor Training	\$200.00 - 350.00

FACILITY & FIELD RENTALS:	
Community Center Space Rental per hour:	
Small Activity Room:	
Resident	\$25.00 - 65.00
Non-Resident	\$50.00 - 100.00
Activity Room 1a and 1b	
Resident	\$55.00 - 120.00 (plus \$110 refundable deposit)
Non-Resident	\$110.00 - 220.00 (plus \$110 refundable deposit)
Activity Room 7:	
Resident	\$110.00 - 200.00 (plus \$220 refundable deposit)
Non-Resident	\$220.00 - 350.00 (plus \$220 refundable deposit)
North Atrium:	
Resident	\$35.00 - 100.00
Non-Resident	\$70.00 - 150.00

ORDINANCE NO. 153-2025(CRR)

South Atrium:	
Resident	\$35.00 - 100.00
Non-Resident	\$70.00 - 150.00
Senior Center Multi-purpose room	
Resident	\$150.00 - 300.00 (plus \$300 refundable deposit))
Non-Resident	\$300.00 - 450.00 (plus \$300 refundable deposit)
Ice Rinks (North & South – rate depends on the rink selected and preferred rental time. Rates will be higher for peak ice times)	\$150-330.00
Summer Fieldhouse (trade show)	
per hour	\$250.00 - 350.00
per day	\$1,000.00 - 1,500.00
Indoor basketball full court	\$75.00 - 300.00
Cumberland Pool Rental:	
Group use rental of pool (2 hours)	\$350.00 - 500.00
Athletic Field/Court Rental (baseball, soccer & turf fields, tennis & basketball courts):	
Institutional (School District, Non-Profit, Business) per hour	\$75 - 300.00
Non-Institutional per hour	\$50 - 350.00
Park Picnic Shelter Rental (Must be reserved by Cleveland Heights resident)	
Fee	\$25.00 - 200.00
Refundable deposit	\$50.00 - 300.00

SECTION 3.

(a) The Mayor or their designee is hereby authorized to establish additional rules and regulations not inconsistent with the provisions of this Ordinance which they may, from time to time, deem necessary to provide for the orderly operation of the Cleveland Heights Community Center, City parks, Heights High School Pool, and Cumberland Pool and the conduct and protection of the members of the general public using the same.

ORDINANCE NO. 153-2025(CRR)

(b) In the event that it should become necessary, in the judgment of the Mayor or their designee, at any time to limit the number of persons in attendance at any activity to which the public would otherwise be generally admitted, the Mayor or their designee is hereby authorized to establish and place in effect such regulations and restrictions as she may deem necessary for such activities to protect the safety and welfare of the public grounds, the community in general, and members of the public at large. Such regulations may include, but are not limited to, advance or on-the-spot limitation of admissions, including closing-off of admission, and may also include a requirement that admission be limited to persons who are bona fide residents of Cleveland Heights and are authorized holders of a proper Recreation I.D. Card issued by the City of Cleveland Heights, and such number of guests accompanied by such Cardholder as the Mayor or their designee shall establish.

(c) In the event that the Mayor or their designee shall determine, in their sole discretion, that the conduct of a given activity, or a portion of the activity, would endanger the safety and welfare of the public, then she shall have the authority to cancel any program and, at the earliest time possible, to give, by appropriate means, notice to persons wishing to participate in such activity of the fact that the program or activity has been canceled.

(d) Notwithstanding any other provision, the Mayor or their designee is hereby vested with authority to transfer the conduct of any portion of any activity to another facility in order to insure the safety and/or convenience of the general public. At such time, the Mayor or their designee shall, by appropriate means, advise persons wishing to participate in such activities of the change of location.

(e) The Mayor or their designee is hereby authorized to change beginning and ending dates and hours for programs, facilities and sessions due to changes in the Cleveland Heights-University Heights school year dates, staffing shortages, and for other good cause, in her sole discretion.

SECTION 4. Ordinance No. 125-2020 is hereby repealed to the extent inconsistent herewith.

SECTION 5. It is found and determined that all formal actions of the Council relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

SECTION 6. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution on the City of Cleveland Heights website.

SECTION 7. This Ordinance shall take effect and be in force at the earliest time

ORDINANCE NO. 153-2025(CRR)

permitted by law.

TONY CUDA
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor

Proposed: 10/20/2025

RESOLUTION NO. 214-2025(COTW), *First Reading*

By Vice President Russell

A Resolution authorizing a grant agreement with the Noble Area Business Association; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, the Noble Area Business Association ("NABA") is proposing to provide certain landscaping, snow plowing, and other marketing and placemaking services to businesses along Noble Road;

WHEREAS, this Council wishes to award NABA a grant for those purposes and other costs incurred in the provision of those services.

BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. This Council finds and determines that the revised Project Scope on file with the Clerk of Council furthers legitimate government interests and constitutes a public purpose, and that it is in the best interest of the City to enter into a grant agreement with NABA for the Project.

SECTION 2. The Mayor is hereby authorized to execute a grant agreement with NABA for an amount not to exceed Three Hundred Five Thousand, Five Hundred and Eighty-Five and 00/100 Dollars (\$305,585.00), based upon the budget documents submitted by NABA, for the purposes described in the Project Scope and as further described and detailed therein ("Agreement"). The Agreement shall contain any terms, conditions, or other provisions deemed necessary or advisable by the Director of Law.

SECTION 3. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 4. Notice of passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution to the City of Cleveland Heights website.

SECTION 5. It is necessary that this Resolution become immediately effective as an emergency measure for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being meeting the lead time required to contract for sidewalk snow plowing services for the upcoming winter.

RESOLUTION NO. 214-2025(COTW)

Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

GAIL L. LARSON
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____ Approved: _____

TONY CUDA
Mayor