

**RESOLUTION NO. 12-2021**

Introduced by Monty Tapp


**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE PROPOSAL AND ENTER INTO AN AGREEMENT WITH CITY ARCHITECTURE TO REVIEW, ADVANCE AND OVERLAY RECENT PLANNING INITIATIVES FOR THE CITY OF HURON IN AN AMOUNT NOT TO EXCEED TWENTY-FIVE THOUSAND DOLLARS AND 00/100 (\$25,000.00)**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON, OHIO:**

**SECTION 1.** That the City Manager is authorized and directed to accept the proposal and enter into an agreement with City Architecture, 3200 Euclid Ave, Cleveland, OH 44115 for the provision of professional services to review, advance and overlay several recent planning initiatives for the City of Huron in an amount not to exceed Twenty-Five Thousand Dollars and 00/100 (\$25,000.00), which agreement shall be substantially in the form of Exhibit "A" attached hereto and made a part hereof.

**SECTION 2.** That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22.

**SECTION 3.** That this Resolution shall be in full force and effect from and immediately after its adoption.

  
\_\_\_\_\_  
Sam Artino, Mayor

ATTEST:   
\_\_\_\_\_  
Clerk of Council

ADOPTED: 23 FEB 2021



February 19, 2021

Matt Lasko  
City Manager, City of Huron  
417 Main Street  
Huron, Ohio 44839

## **PROJECT UNDERSTANDING**

City Architecture will support the City of Huron in reviewing, advancing, and overlaying several recent planning initiatives. Based on our conversations with you, we believe this overlay approach can highlight Huron's Masterplan, Vision 2020, along with ECEDC's Rising Tides Economic Development Strategy. The anticipated approach blends both plans into a singular process, indicating how each is influenced by the other, and can lead to a series of updated and / or new recommendations. Recommendations will be resultant of this work and will be shared with you and your team to prioritize.

We recognize this process's aim is to make necessary updates while providing City Council and other stakeholders opportunities to guide the process and, ultimately, take ownership of the initiatives' implementation. City Architecture is well-versed in this approach – recent planning in Sandusky has shown how an intentional planning process can help gain momentum and confidence.

We propose an intensive 10-week planning process. After considering workflow, we propose the process be organized around two major milestones. These milestones are intended to be check-ins and working meetings with City Council, stakeholders, etc. Our team would collaborate with you to determine how this representative group is structured.

Please see our proposed framework below. We have organized around milestones, considering what work needs to be completed, what deliverables / materials would support the decision-making process, and how these components work in-concert with one another.

The outline below summarizes our planned involvement, per previous conversations and coordination:

- This scope outlines a total fee of \$25,000 (including reimbursable expenses).
- Fee breakdown is provided in the outline below with allocations for each Phase of work.
- Please note, fee allocations are anticipated to be flexible.

## **SCOPE OF SERVICES**

### **PHASE 1: DISCOVERY, OVERLAY AND STRATEGY SETTING 5-6 WEEKS (\$11,000)**

#### **Task 1.0 – Vision and Goals Workshop**

Project team will facilitate a half-day work session to help council and work group discuss, test and determine a project Vision and associated Goals. We understand this session will be high-level topics to ensure council is confident in the process and the subsequent Objectives and Action Items that will be identified in the planning process.

#### **Task 1.1 – Project Kick Off Communication**

Project work group is contacted by City of Huron, and is invited to participate in the forthcoming process. City Architecture would support this outreach, providing materials that can further explain how this process advances previous work while culminating in priorities for development and investment.

#### **Task 1.2 – Review of Vision 2020**

City Architecture will work with Huron to review the 2014 plan, determine which initiatives remain relevant and what progress has been made to-date.

**CITY OF HURON VISION 2020 PROGRESSION & EXPANSION****Task 1.3 – Review and Incorporate the Economic Development Plan (Rising Tides)**

Our team will review and identify which initiatives / goals from this plan can be considered by the new vision plan. We recognize the hard work and community commitment that is reflected in the Economic Development Plan, and our intent is to show how that work is influencing future planning recommendations.

**Task 1.4 – Develop List of Focus Initiatives**

We will work with you and your team to determine potential initiatives to be considered over the next 3-5 years. At this stage, we anticipate identifying a preliminary list (approximately 10-15 items) that may include public space improvements, infrastructure investments, development sites or other items. Ideally, these items represent a range of impact and cost. We anticipate some of these will be directly from Vision 2020, some will be adaptations, and some will be brand new – all reacting to current and anticipated market trends and community preference. We remain flexible at this stage and recognize that reviews and meetings may be part of including other perspectives into the planning process prior to taking to the Working Group.

Our work at this stage will aim to identify potential funding sources to realize each of the Focus Initiatives. This process will be collaborative and iterative in nature, as our team will need to learn from ECEDC (coordination) and the City of Huron.

**Task 1.5 – Milestone #1 with Working Group**

This Phase culminates in the first work session, where all work will be shared and the group will be tasked in prioritizing Focus Initiatives. Our experience and familiarity with Huron and open lines of communication with you will allow us to move quickly to this point. We recognize that the output of the meeting, the prioritization of initiatives, will require a level of confidence and trust in the planning team. We will work diligently to ensure materials reflect the comprehensive nature of our process to illustrate a solid foundation for the Working Group to base its confidence.

**Anticipated Phase 1 Deliverables / Materials**

- Kick Off Communication materials – work plan with timeline, expectations, and Working Group milestones
- Vision 2020 Summary / Review
- Rising Tides Economic Development Plan Summary / Review
- Overlay materials illustrating how Vision 2020 and Rising Tides have worked / work / will work together
- Focus Initiatives Summaries with pertinent information (yields, investments, funding sources, etc.)
- Milestone #1 Meeting Agenda and Summary

**PHASE 2: PRIORITIZED DEVELOPMENT INITIATIVES 4-5 WEEKS (\$14,000)****Task 2.1 – Focus Initiatives Refinement**

Working from the prioritized initiatives resulting from Milestone #1, our team will refine and advance the Focus Initiatives. We anticipate a variety of initiatives, and our work will emphasize how they can be considered with a focus on design to help advance understanding and excitement around the priorities. We anticipate a series of illustration and information that will be adapted for each component.

**Task 2.2 – Funding Source and Value**

We will work with you to best determine feasible outcomes for each of the Focus Initiatives. We anticipate supplying materials that can be used to calculate such aspects as tax revenue, downtown spending, new residents / businesses and other aspects that we collectively believe the community will have interest in understanding. This work will also pair initiatives with potential funding sources, building from Task 1.4.

**CITY OF HURON VISION 2020 PROGRESSION & EXPANSION**

**Task 2.3 – Milestone #2 with the Working Group**

We are planning for a final meeting with the Working Group to review work / process to-date and roll out the final visions and supplementary materials for the prioritized Focus Initiatives. We anticipate this session to be a reporting out and to receive final comments before creating final materials.

**Task 2.4 – Final Package**

We will work with your team to develop a final package of materials for use in various formats. Per our conversations, we do not anticipate creating a long report / document for this process. We believe a simple Executive Summary style document, supporting with materials created during the process, will be appropriate.

**Task 2.5 – Presentation to Planning Commission / City Council**

We will follow your lead as to whether you prefer our team present the process to either Planning Commission or City Council. We anticipate the final package materials will be adapted for these purposes.

**Anticipated Task 2 Deliverables / Materials**

- Site plans, renderings (anticipate 5-6 renderings), example photographs and other materials to best illustrate the Focus Initiatives with stats and other pertinent information
- Executive Summary document that outlines the process and reads as an update to Vision 2020
- Focus Initiative displays / marketing sheets that can be used for your meetings / conversations with various audiences, including displays in City Hall to underscore the City's commitment to progress
- Milestone #2 Meeting Agenda and Summary

NOTE: Our proposal does not include time to create a comprehensive report (based on our conversations) and focuses on targeted working sessions in lieu of community engagement / outreach. We understand the Work Group to be representative of the community voices.

We are honored you reached out to City Architecture to help progress Huron's planning. It is a particular honor to be given the opportunity to help advance plans we helped facilitate. I hope our appreciation for this is translated in our proposal.

Thank you for considering City Architecture.

Thank you,

  
Alex Pesta, AIA, AICP, LEED AP  
President