

TEMPORARY RESOLUTION NO. 80-22

PERMANENT RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE SERVICE-SAFETY DIRECTOR TO ENTER INTO A CONTRACT WITH CROSSROADS COMMUNITY PLANNING, LLC FOR TECHNICAL ASSISTANCE RECRUITING AND ADVISING A PLANNER AND TO APPROPRIATE FROM THE UNENCUMBERED BALANCE AND AMEND THE CERTIFICATE WITH THE COUNTY AUDITOR IN THE GENERAL FUND (1001)

WHEREAS, the City of Lancaster desires technical assistance with recruiting, hiring, and advising the new Planner within the Certified Building Department; and

WHEREAS, Holly Mattei, owner of Crossroads Community Planning, LLC ("Crossroads"), has provided the City of Lancaster with a proposal for these professional services for Forty-Eight Thousand Dollars (\$48,000.00); and

WHEREAS, the City of Lancaster will procure these professional services from Crossroads out of 2022 Certified Building Department funds, specifically account number 1001.1940.52034 for Contract Services, in the amount of Forty-Eight Thousand Dollars (\$48,000.00), see Exhibit A; and

WHEREAS, an additional appropriation for Forty-Eight Thousand Dollars (\$48,000.00) is necessary to fund the provision of these services;

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO,

SECTION 1. That the Service-Safety Director is hereby authorized to enter into a contract with Holly Mattei of Crossroads Community Planning, LLC for technical assistance in recruiting, hiring, and advising a Planner in an amount not to exceed Forty-Eight Thousand Hundred Dollars (\$48,000.00).

SECTION 2. That the City of Lancaster Auditor amend the Certificate of Appropriations with the County Auditor in the amount of Forty-Eight Thousand Dollars (\$48,000.00) in the General Fund (1001).

SECTION 3. That the City of Lancaster Auditor appropriate from the unencumbered balance in the amount of Forty-Eight Thousand Dollars (\$48,000.00) in the following expense account 1001.1940.52034, Contract Services.

SECTION 4. That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____ after _____ reading. Vote: Yeas _____ Nays _____

Date Approved: _____

Clerk: _____

Offered by: _____

Second by: _____

Requested by Economic Development Committee

President of Council

Mayor



CROSSROADS COMMUNITY PLANNING, LLC
CITY OF LANCASTER, OH
PLANNING TECHNICAL ASSISTANCE
PROPOSAL

February 7, 2022

Mayor David L. Scheffler
Lancaster City Hall
104 East Main Street
Lancaster, Ohio

Dear Mayor Scheffler:

Thank you for reaching out to discuss the potential opportunity of providing planning and zoning technical assistance services to the City of Lancaster. At this key juncture in the City's development, proper planning is essential to delivering a prosperous future. This will ensure Lancaster continues to be successful and assist the city in reaching its goal of being a regional success story. After reflecting on your discussion and considering the planning division and related commission's current needs, Crossroads Community Planning, LLC ("Crossroads") offers the following proposal to partner with Lancaster:

A. Scope of Services

1. Assist with creating a Planner Position: The City's ultimate goal is to create a planning position that can be housed within its own department or a division of an existing department. Crossroads believes hiring an intern and creating a career pathway within the city is the best first step in achieving this goal. As part of our services, Crossroads would serve as a mentor to this intern and assist with handling the day-to-day activities while concurrently teaching the intern the best practices needed to be a successful planner. The goal of this service will be to grow this intern into a full-time planner who can assume the planning technical assistance duties related to this contract upon graduation.
2. Plan Review. Crossroads will provide immediate technical expertise to assist the City with current and upcoming planning and development proposals. This includes conducting and preparing full review and recommendations for all proposals submitted, including but not limited to:
 - a. Reviewing proposed plans to provide guidance on the zoning process and appeals of decisions;
 - b. Attending meetings with city entities as needed and appropriate; and

- c. Providing general consulting and professional recommendations related to planning, land use and proposed development activity within the City , as requested by the Mayor .

Crossroads will provide a written report outlining the facts and findings for each specific case utilizing the then current adopted criteria and standards for the City of Lancaster and provide same to any designated Department(s). Crossroads would be available to provide in advance any and all information on cases and provide recommendations to staff. Crossroads will attend and provide a presentation of all prepared materials described herein to all boards and commissions as required during regular meetings and public hearings

3. Workflow/Plan Review Process. Crossroads will provide development and planning support to the City regarding development, planning and/or zoning matters and assist with creating a streamlined permitting process. Crossroads will work to identify and include all relevant departments in this process.

B. Compensation/Hours

Crossroads proposes a fee of \$100 per hour of work related to work outlined within this proposal, related duties and any additional assistance requested from management. This contract shall not exceed \$48,000. Although none are anticipated, any reimbursable expenses such as printing, mapping, meeting materials, must be pre-approved by the Mayor or designee. Additional hours and duties required outside the scope of the proposal will be mutually agreed upon by both parties as the need arises.

C. City Responsibilities:

1. Transmittal of Applications. The City shall forward all applications and a list of potential applicants who make inquiry to Crossroads within five (5) days from the application submittal date. Crossroads shall review and provide a detailed written report outlining the facts and findings for application requiring action or assistance, utilizing the current adopted criteria and standards for the City of Lancaster, no less than one week prior to the scheduled public hearing for said application.
1. Meeting Notices. The City shall be responsible for the distribution of all required meeting notices in accordance with the State of Ohio Sunshine Laws and existing Zoning Code. The City shall also be responsible for all associated costs for said meeting notices.
2. File Access. The City shall provide access to Crossroads to files as may be needed to complete its the scope of services.

D. Payments

Crossroads will invoice the City monthly and shall include an itemized list of all applications, related work and hours associated with said invoice. The City will pay each invoice within thirty (30) days of the date of invoice.

E. Terms of Agreement

The terms of the agreement shall be February 10, 2022 through December 31, 2022.

The consistently changing landscape and economic outlook of the region and State require the city to enhance its planning services to remain competitive in the region. The City has also requested proposals to of updating its zoning code and develop a comprehensive plan to help move the city to the next level, and Crossroads will soon provide two additional proposal for these other services. We believe the technical services outlined in this proposal are the best first step.

If this scope of services and proposed compensation are acceptable, we can convert this into contract form with the appropriate signature lines. I believe that working together we can provide for exceptional service to the City and community. Please let me know how you would like to proceed and thank you again for reaching out to me. We look forward to the opportunity to work with the Lancaster community.

Sincerely,

Holly R. Mattel, AICP

Holly R. Mattel, AICP
Owner/President