



**TO:** Mayor Laurie A. Jadwin  
Director of Finance  
Members of City Council  
City Attorney  
Clerk of Council

**FROM:** Michael Blackford, Interim Director of Planning & Development

**DATE:** February 17, 2020

**SUBJECT:** Report to Council, February 24, 2020

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## **ACTION ITEMS FROM THE INTERIM DIRECTOR OF PLANNING & DEVELOPMENT**

### **ACTION ITEM # 1 – Zoning Code Update:**

In order to establish more specific, more easily administered, and defensible design review standards, the Department of Planning & Development has determined that it is necessary to repeal and replace Part Eleven – Planning and Zoning Code, Title Seven – Design Review, Chapter 1197 – Design Review. Staff requested a proposal from Calfee Zoning based on their previous work with the City to update the Administrative Section of the Zoning Code.

If approved, this will be an amendment to an existing professional services agreement between the City and Calfee executed in 2017. Funds were set aside at that time for additional updates to the Zoning Code but the project was put on hold until the comprehensive land use plan (Plan) was adopted in 2019. The Plan identified the need to create new design standards that more appropriately reflected the needs of the community. At this time, the Department is requesting a Waiver and Emergency to allow the contract terms to begin immediately upon passage. This will ensure that the necessary updates are in place before anticipated projects in the City are submitted for review.

The Department respectfully requests that Council authorize the Mayor to enter into contract with Calfee Zoning in an amount not to exceed \$66,750 to complete the necessary updates to the Zoning Code. The Department will

be in attendance to present a summary of the process and project timeline and deliverables.

Requested Legislation and Funding

Legislation Needed: Ordinance

Emergency/Waiver: Both

Name & Address: Calfee Strategic Solutions, LLC dba Calfee Zoning

2800 First Financial Center

255 E. Fifth Street

Cincinnati, OH 45202

Already Appropriated (Amounts & Accounts Names/Titles):

\$225,000 101.09.000.5210 – Professional Services

Supplemental/Transfer (Amounts & Account Names/Titles): N/A

Attachments

Calfee Zoning Proposal

**UPDATES**

None at this time.