

**City of Streetsboro, Ohio**  
**2023-2024 Master Plan Update**  
**Request for Proposals**

**General Project Description:**

The City of Streetsboro is requesting proposals from professional planning firms with considerable experience in community design; land-use modeling and planning; public-participation; and high-quality presentation graphics for the development of the 2023-2024 Streetsboro Master Plan Update.

The Planning and Zoning Department anticipates that City Council will appropriate a **maximum of \$50,000** from the General Fund to facilitate completion of the 2023-2024 Plan Update by the selected consultant. The selected consultant will be expected to develop the Plan Update and present materials to the Master Plan Review Committee (MPRC), Planning Commission (PC) and City Council. In other words, the consultant is expected to take the lead in presenting the draft Plan at all three levels of review including the MPRC, PC and City Council. A majority of the consultant's time, effort and meeting attendance should be geared toward development of the 2023-2024 Plan Update at the Master Plan Review Commission level.

**City Charter Requirements:**

Pursuant to Article XXV of the City Charter (attached), the City is required to prepare an update to its Master Plan (i.e. Long-Range Land Use Plan) at least every 5 years, or as deemed appropriate by City Council.

The City's current Comprehensive Master Plan, completed with assistance from Portage County Regional Planning Commission staff, was recommended for adoption with revision by the Master Plan Review Commission (MPRC) in September 2018, recommended for adoption with revision by the Planning and Zoning Commission (PC) in January 2019, and adopted by City Council in April 2019. Per the Charter, the MPRC has 8 months from the date of appointment to submit Plan Update recommendations to the PC. The PC has 4 months from receipt of the MPRC recommendation to make a recommendation to City Council. City Council has 3 months from the date of receipt from the PC recommendation to adopt the Master Plan Update as recommended or adopt a revised Master Plan Update.

**Master Plan Review Commission Meetings**

The Mayor will appoint a Commission of seven (7) qualified electors of the city as members of the MPRC. The MPRC consists of one person from each Ward to be selected by the Councilperson for that ward, one person from City Council to be selected by the Council President, one person from the PC to be selected by the Commission Chairperson, and the Mayor.

**Update to the 2019 Comprehensive Master Plan:**

In creating the RFP response for the 2023-2024 Streetsboro Master Plan Update, submitters are encouraged to review the City's current 2019 Comprehensive Master Plan, which can be accessed via the City's website at <https://www.cityofstreetsboro.com/planning-dept-comprehensive-plan/>. Respondents are strongly encouraged to propose changes to the organization and contents of the 2019 Plan Update as well as any additions or omissions to plan elements as part of the 2023-2024 Plan Update.

As was noted in the 2019 Plan Update, the 2023-2024 Master Plan Update should include the identification of major development/redevelopment areas and the determination of general land use policies and strategies relating to the future land use plan, as determined through the public-input process and sound planning principles.

## Community Background

Streetsboro is located in Portage County, 30 miles southeast of Cleveland and 16 miles northeast of Akron. It is 24.4 square miles in area with its center located at the intersection of three state routes – SR 303, SR 43, and SR 14. Two interstates, I-80 and I-480, pass through Streetsboro. Streetsboro is bordered by the City of Hudson to the west, the City of Aurora to the north, the Village of Sugar Bush Knolls and Franklin Township to the south, and Shalersville Township to the east.

Attracting and retaining people to live and work through all stages of life is fundamental to the economic growth of any city. The City of Streetsboro's 2020 population is approximately 17,260 and the City has experienced steady growth over the past decade with an increase of about 7.7% since 2010. For reference, the City's population grew by 30% from 2000 to 2010 (increased from 12,311 to 16,028).

## Scope of Services

The general extent of services to be provided by a consultant shall include an extensive review of the current Master Plan and the formulation of recommendations for revisions, including and addressing the following (these topics are not necessarily all-inclusive):

- **Future Land Use.** Evaluate existing and projected problems in the city's development and land use for the next twenty (20) years, with suggested solutions for resolving such problems.
- **Land Use.** Formal recommendations for appropriate land use classifications for every parcel of land within the city, establishing or creating a cohesive character throughout the city, and ensuring the residential, commercial and industrial growth shall be attractive, fiscally productive, and in the best interests of the health, safety and welfare of the city.
- **Natural Resources.** Measures to preserve, protect, enhance and expand upon open space areas and other natural resources such as water courses, wetlands, and mature forests.
- **Transportation.** Plans for the development and management of sustainable, pedestrian and eco-friendly, transportation facilities throughout the community. Multi-modal transportation and complete street or similar related recommendations intended to increase pointed and overall pedestrian-friendly and safe elements. Plans to add safe pedestrian crossing and traffic calming measures, where recommended, given the City's wide, large-volume State Routes (14, 43, 303).
- **Infrastructure and Community Facilities.** Plans for continuing the maintenance and upgrade of the city's infrastructure, including but not limited to the management of water and sewer systems, whether storm or septic, roads, utilities, police, fire and recreation.
- **Public Participation.** Public participation should be a major component of the 2023/24 Master Plan Update. The consultant should propose specific types of engagement that will result in broad ranging participation throughout the process. We expect this may include a combination of workshops, meetings, focus groups, social media, community events, surveys and online tools. Non-traditional approaches are encouraged. The plan should include unique branding which can be marketed throughout the planning process and beyond.

## **Master Plan Review Commission Meetings.**

The consultant chosen to prepare the Master Plan update will be responsible for facilitating the meetings of the Master Plan Review Commission. Meeting schedule will be determined with Staff following execution of a Council approved contract.

## **Proposal Submittal**

In the preparation of their technical proposal, the respondents are encouraged to expand or elaborate in a manner that reflects their understanding of the project and demonstrates their expertise and ability to perform all elements of the proposed scope of services. The respondent shall provide a brief narrative that demonstrates the respondent's understanding of the project, i.e., the project's goals and objectives, nature and scope of the work involved, etc. The city requires a detailed description of the respondent's approach to the project, including methodologies, work plan, schedule, strategy and type of services that will be provided.

A detailed description of the project approach must include at a minimum:

1. Updating all 2019 Plan Update Maps and associated narrative (most importantly the Future Land Use Map);
2. Updating all 2019 Plan Update Maps Demographics (Figures, Charts, Graphs). Data updates should also include revision to associated narrative, highlighting trends and key changes since the 2019 Plan Update;
3. Updating as may be necessary, all 2019 Plan Update Goals, Objectives and Strategies based upon sound planning principles and input from the public, City Administration, MPRC, PC and City Council;
4. Project Schedule. Outline all project meetings including MPRC, PC and CC meetings;
5. Proposed Public Input meetings (for example only: focus groups, visioning sessions, etc.) Innovative public input approaches that garner the most and meaningful public input is desired;
6. The names and resumes of all staff members that are proposed to be assigned to provide services to the City of Streetsboro, including their responsibilities and knowledge base;
7. A brief discussion of project approach;
8. All sub-consultants that will be utilized in the performance of this contract;
9. References and past projects performed of a similar nature; and
10. Suggestions for modifications to the scope of services by the consultant to enhance the work product, if appropriate.

## **Staff Involvement**

The Planning and Zoning Department staff and other municipal staff will be closely involved with the preparation of the Master Plan Update.

## **Materials**

The consultant shall be responsible for providing all necessary materials including drafts of the Master Plan at Master Plan Review Commission meetings, workshops, and other city Boards and Commissions. The consultant shall provide the city with one (1) PDF version and (1) editable version of documents and maps. The software packages used will be agreed to prior to any work being produced. Maps should be developed for easy integration into the city's Geographic Information System (GIS).

## Form of the Technical Proposal

All interested parties are required to respond in written form to this Request for Proposals (RFP) and all requested submittal requirements, as detailed in the above noted specifications. **Sealed responses to this RFP will be received at the City of Streetsboro, Attn: Planning and Zoning Department, 9184 State Route 43, Streetsboro, Ohio 44241 until 12:00 P.M. on Friday December 16<sup>th</sup>, 2022.**

Qualified firms shall submit **two (2) hard copies** of their proposal in person or by mail, to the address noted above. One electronic copy in pdf format shall also be e-mailed to Planning and Zoning Clerk, Angella M. Fausset at [afausset@cityofstreetsboro.com](mailto:afausset@cityofstreetsboro.com). Faxed submissions will not be accepted. To facilitate processing, please mark the outside of the submission, 2023-2024 Streetsboro Master Plan Update RFP. The package must also bear the submitter's return address. All submitted proposals shall be retained by the City of Streetsboro and will not be returned.

- The consultant must be able to dedicate the time and staff needed to conduct research, attend/facilitate meetings, and prepare the document and associated materials (i.e. agendas, minutes).
- The City of Streetsboro reserves the right to waive any informalities or minor irregularities, reject any and all statements that are incomplete, conditional, or obscure, and accept or reject any statement without cause. Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFP.
- Submitters should prepare their proposals simply and economically, providing a straightforward and concise description of their abilities to provide the products described at the expected superior quality level.
- All text, graphics, negatives, digital files, and other draft and final products shall be provided to the City of Streetsboro as public record and shall become the property of the City. The City of Streetsboro reserves the right to accept the proposal deemed most advantageous and in the best interest of the City.

Questions concerning this RFP may be directed to John H. Cieszkowski, Jr., AICP, Planning and Zoning Director by e-mail at [jcieszkowski@cityofstreetsboro.com](mailto:jcieszkowski@cityofstreetsboro.com)

All proposals, which meet the minimum submission requirements, will be reviewed and evaluated for completeness and responsiveness according to standards and selection criteria determined by the city. Factors for consideration will be evaluated from information supplied in response to the Request for Proposals.

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**See Attachment #1- Article XXV of the City Charter on the following page**

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## **ARTICLE XXV**

### **MASTER PLAN REVIEW COMMISSION**

#### **SECTION 25.01 ESTABLISHMENT OF MASTER PLAN REVIEW COMMISSION.**

There is hereby established a Master Plan Review Commission for the City of Streetsboro that shall consist of seven members.

(Enacted 11-6-07.)

#### **SECTION 25.02 COMPOSITION AND TERMS.**

On or before January 31, 2008, the Mayor shall appoint a Commission of seven (7) qualified electors of the Municipality, consisting of one person from each Ward to be selected by the Councilperson for that ward, one person from Council to be selected by the Council President, one person from the Planning and Zoning Commission to be selected by the Commission Chairperson, and the Mayor, as members of a Master Plan Review Commission to serve until their duties as outlined in Section 25.03 are completed. A subsequent Commission shall be appointed not more than five (5) years after the preceding Commission and at such other times as Council deems appropriate. In the years in which the Commission is convened, the appointment of members shall be made by the Mayor in January of that year, and such members shall serve without compensation. Council shall appropriate sufficient funds to permit the Master Plan Review Commission to complete its duties under this Article, including the hiring of any consultant services deemed necessary.

(Enacted 11-6-07.)

#### **SECTION 25.03 DUTIES.**

The Master Plan Review Commission shall prepare a Master Plan (land use plan) for the City by reviewing the current Master Plan for the City, recommend revisions to that Master Plan, and perform such other duties as required by ordinance of Council. In performing its duties, the Master Plan Review Commission shall solicit input from the Planning and Zoning Commission, the Mayor and the Administration, Council and its various committees, and the public, including residents of, and businesses located in, the City of Streetsboro. The Master Plan Review Commission's recommendations shall include appropriate land use classifications within the City. Following the completion of its activities, and within eight (8) months of the appointment of the Master Plan Review Commission, the Master Plan Review Commission shall submit its recommendations for adoption of, or for revision to, the city's Master Plan, to the Planning Commission for their consideration.

(Enacted 11-6-07.)

**SECTION 25.04 MASTER PLAN REVIEW BY PLANNING AND ZONING COMMISSION.**

Within four (4) months of receipt of any Master Plan report and recommendations, the Planning and Zoning Commission shall review such recommendations, recommend adoption of a recommended Master Plan, recommend adoption of revisions to any existing Master Plan, or recommend adoption of some variation to it, and forward those recommendations on to Council for their consideration and action.

(Enacted 11-6-07.)

**SECTION 25.05 MASTER PLAN REVIEW BY CITY COUNCIL.**

Within three (3) months of receipt of the Master Plan Review Commission's master plan recommendations, Council shall review and consider those recommendations, and either approve and adopt the Master Plan Recommendations as submitted, or approve them with revisions. After the Master Plan has been approved by Council, but subject to amendments of the plan by Council from time to time, the Planning and Zoning Commission and Council shall, in performing their duties and exercising their powers, adhere to the Master Plan, provide for any expenditures called for by the Master Plan and authorized by Council, and enact, consistent with that plan, land use recommendations and other regulations to the fullest extent permitted by law.

(Enacted 11-6-07.)

CODIFIED ORDINANCES OF STREETSBORO