February 8, 2019

Meeting Notice
Village Council Meeting As
A Committee of the Whole
February 12, 2019

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, February 12, 2019, at 6:30 PM. This meeting will be held in the Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

AGENDA

I. Call to Order

II. Roll Call

III. Review and Approval of the January 15, 2019, Committee of the Whole Meeting Minutes

IV. Citizen Comments on Committee of the Whole Agenda Items

V. **Public Services**

A. Hear presentation on ideas of large-scale sewer project in the central to eastern parts of the Village.

- **Recommended Action** – The purpose of this meeting is to hear a presentation on preliminary ideas. The Committee is asked to engage in a discussion that will provide administration direction as to mid to long term capital planning.
- **Supporting Information** – Memo from Public Service Director (Exhibit A) and copy of PowerPoint presentation by Jones & Henry Engineers, Ltd. (Exhibit B)

VI. **General**

A. Hear presentation on consulting proposals to create Form-Based Code Ordinance

- **Recommended Action** – The purpose of this meeting is to hear a summary of proposals for consulting services for form-based code creation. In a previous meeting, the Committee had indicated its approval of moving forward with this type of zoning in order to facilitate implementation of the S.R. 64 Corridor Beautification Plan.
- **Supporting Information** – Copies of proposals (Exhibit C)

6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571
Phone 419-877-5383 . Fax 419-877-5635
whitehouseoh.gov

B. Engage in discussion on preferred quarterly bulk trash pick-up dates in 2020
   - **Recommended Action** – As this is a general discussion, Administration has no recommendation at this time.
   - **Supporting Information** – Copies of the 2019 & 2020 calendars (Exhibit D)

C. Engage in discussion to consider moving Council and Committee of the Whole meeting times to 6:00 PM
   - **Recommended Action** – At a previous meeting, Council expressed interest in moving Council-related meetings to 6:00 PM. Committee members are asked to engage in a discussion to determine meeting time(s). Administrator recommends moving meeting times to 6:00 PM.
   - **Supporting Information** - None

VII. Citizen Comments

VIII. Consider Other Business as Appropriate Under the Village Charter

IX. Adjourn

Jordan D. Daugherty
Village Administrator

MEMORANDUM

FOR: Mayor Donald Atkinson and Members of the Whitehouse Village Council Meeting as a Committee of the Whole

FROM: Jordan D. Daugherty, Village Administrator

SUBJECT: February 12, 2019 Council Meeting as a Committee of the Whole

DATE: February 8, 2019

The Village Council is scheduled to convene as a Committee of the Whole on Tuesday, February 12, 2019 at 6:30 p.m. in Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio 43571.

After the Council President calls the Committee of the Whole meeting to order, the Committee may review and approve the January 15, 2019 minutes.

The first agenda item is to hear a presentation on ideas of a large-scale sewer project in the central to eastern parts of the Village

- **Recommended Action** – The purpose of this meeting is to hear a presentation on preliminary ideas. The Committee is asked to engage in a discussion that will provide administration direction as to mid to long term capital planning.

- **Supporting Information** – Memo from Public Service Director (Exhibit A) and copy of PowerPoint presentation by Jones & Henry Engineers, Ltd. (Exhibit B)

Next the Committee will hear a presentation on consulting proposals to create a Form-Based Code Ordinance

- **Recommended Action** – The purpose of this meeting is to hear a summary of proposals for consulting services for form-based code creation. In a previous meeting, the Committee had indicated its approval of moving forward with this type of zoning in order to facilitate implementation of the S.R. 64 Corridor Beautification Plan.

- **Supporting Information** – Copies of proposals (Exhibit C)

Third, the Committee can engage in a discussion on preferred quarterly bulk trash pick-up dates in 2020.

- **Recommended Action** – As this is a general discussion, Administration has no recommendation at this time.

- **Supporting Information** – Copies of the 2019 & 2020 Calendars (Exhibit D)

Lastly, the Committee can engage in a discussion to consider moving Council and Committee of the Whole meeting times to 6:00 p.m.

- **Recommended Action** - At a previous meeting, Council expressed interest in moving Council-related meetings to 6:00 PM. Committee members are asked to engage in a discussion to determine meeting time(s). Administrator recommends moving meeting times to 6:00 PM.

- **Supporting Information** - None

The Committee may consider any other business as appropriate under the Village Charter.

Respectfully submitted,

Jordan D. Daugherty
Village Administrator

Village Council Meeting As
A Committee of the Whole
January 15, 2019
Immediately Following the Regularly Scheduled Council Meeting

ROLL CALL: Bob Keogh, Bill May, Louann Artiaga, Richard Bingham, Rebecca Conklin Kleiboemer, and Mindy Curry. Also present were the following: Mayor Don Atkinson, Administrator Jordan Daugherty, Director of Public Services Steve Pilcher, Fire Chief Joshua Hartbarger, Clerk Susan Miller, Jason Francis, Tom Malicki, Karen Gerhardinger, and Tiffany Bachman.

At 8:33 PM, President of Council, Bill May called the meeting to order.

Motion by Mindy Curry, seconded by Rebecca Conklin Kleiboemer to approve the minutes of the December 4, 2018 meeting. 6 ayes

President of Council, Bill May asked for Citizen Comments pertaining to Agenda items. There were none.

Safety Services

The first order of business was to review and discuss a proposal to add a new full-time Training Officer to the Fire Department.

- Person needed during the day
- Coverage for call off or scheduled time off
- Ensuing FPA requirement of 3 people/engine
- Officer in town 24/7
- Training
- Salary position that is flexible
- $100,000 allocated
- Pay scale classification B, decision based on the candidate qualifications
- Wouldn't be in favor of opening position to the public with the internal candidates available

Motion by Bob Keogh, seconded by Rebecca Conklin Kleiboemer to recommend to Council to approve the position and amend the pay scale. 6 ayes

Other items discussed:

- Pleasure to work with all of the fire professionals, they are held in high regard
- Community excitement on activities, potluck, progressive neighborhood parties, interest in Connecting with neighbors, community picnic – Village funds, 4-6 Large community events, Summer concert series, Meet Village staff – staff cooks
- Wish List: Roundabout lighting, Alley behind the Whitehouse Inn, Handicap access at the Small quarry, Lights along the multi-use trail
- $1,600 made at Freezin' for a Reason, thank you to the Police, Fire and Maintenance Departments for all they did

Motion by Bob Keogh, seconded by Rebecca Conklin Kleiboemer to adjourn at 8:49 PM. 6 ayes

Respectfully submitted,

Susan Miller, Clerk

MEMORANDUM

TO: Village of Whitehouse Council members and Mayor Don Atkinson

FROM: Steve Pilcher, Public Service Director

SUBJECT: Tuesday, February 12, 2019 – Committee of the Whole mtg.

DATE: Friday, February 8, 2019

In July of 2018, Jones and Henry Engineers Ltd. was contracted to evaluate the current conditions of the sanitary sewer force mains connecting Field Avenue Lift Station to Finzel Road Regional Pumping Station. The purpose of the evaluation was to determine possible future actions needing to be planned for as part of Capital Projects in coming years.

Specific concerns to be considered by Jones and Henry were:

- Odor Control at Finzel Road Regional Pumping Station. The odor being experienced is a symptom of a problem which is occurring in the force main sewer. Jones and Henry was asked to not only look at this symptom (odor) but also the possible resolution to the cause.
- Review of force main sewers in place. Jones and Henry was asked to look at the current force main sewer arrangement and give recommendations on condition and any shortcomings they might find. They were also asked to look at other possible routes of sewage pumping or re-routing of the current force main.
- Replacement of Field Avenue Lift Station as it is nearing the end of its useful life. This evaluation was taking into consideration any improvements that would need to be considered due to change in the routing of force main sewers or added treatment for odor that would need to be considered when replacing this station.

We will have representatives from Jones and Henry Engineering Ltd. on hand to present the finding of this study to Council and Mayor to determine possible next steps to take as the Village moves into the future.

I would encourage Council to review the accompanying copy of the power point presentation. This is a large portion of the sanitary sewer collection system being addressed and any solution would be expected to have a significant and lasting impact on the collection system.

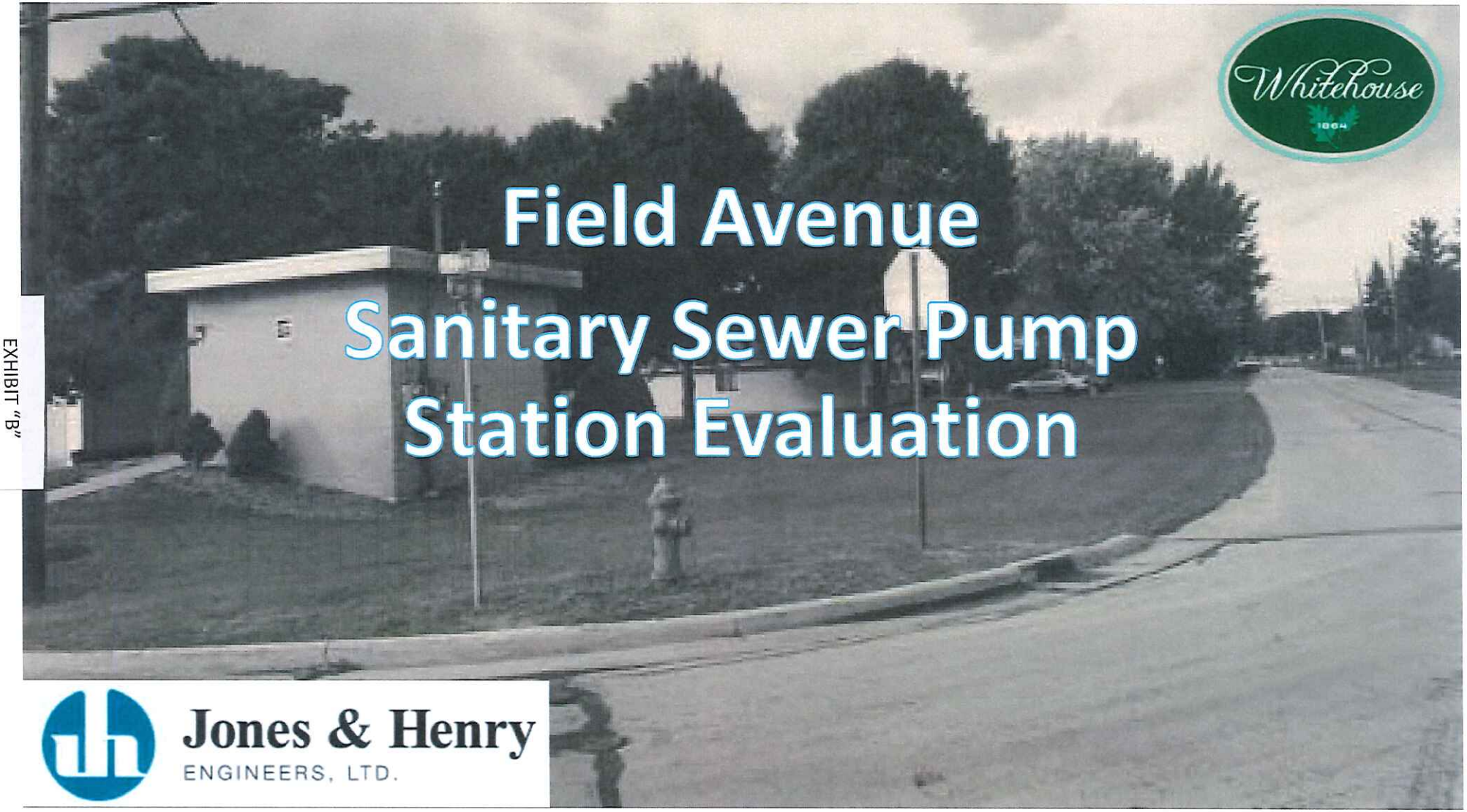
I also have the full report from Jones and Henry which will be available for review Tuesday evening. This report is extensive and lengthy. I will make copies for Council members and Mayor upon request.

Respectfully submitted,

Steven Pilcher
Director of Public Service

EXHIBIT A

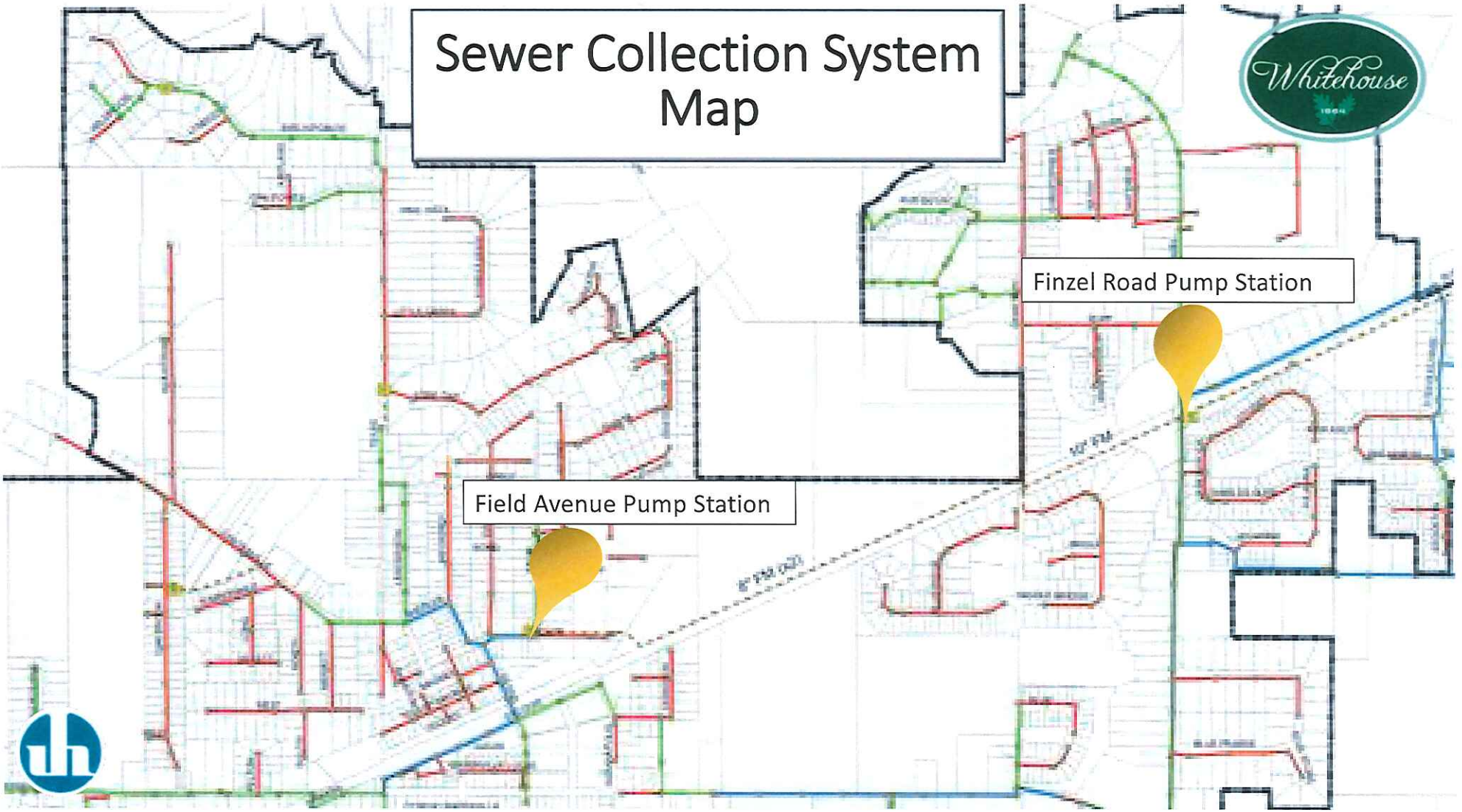
EXHIBIT "B"

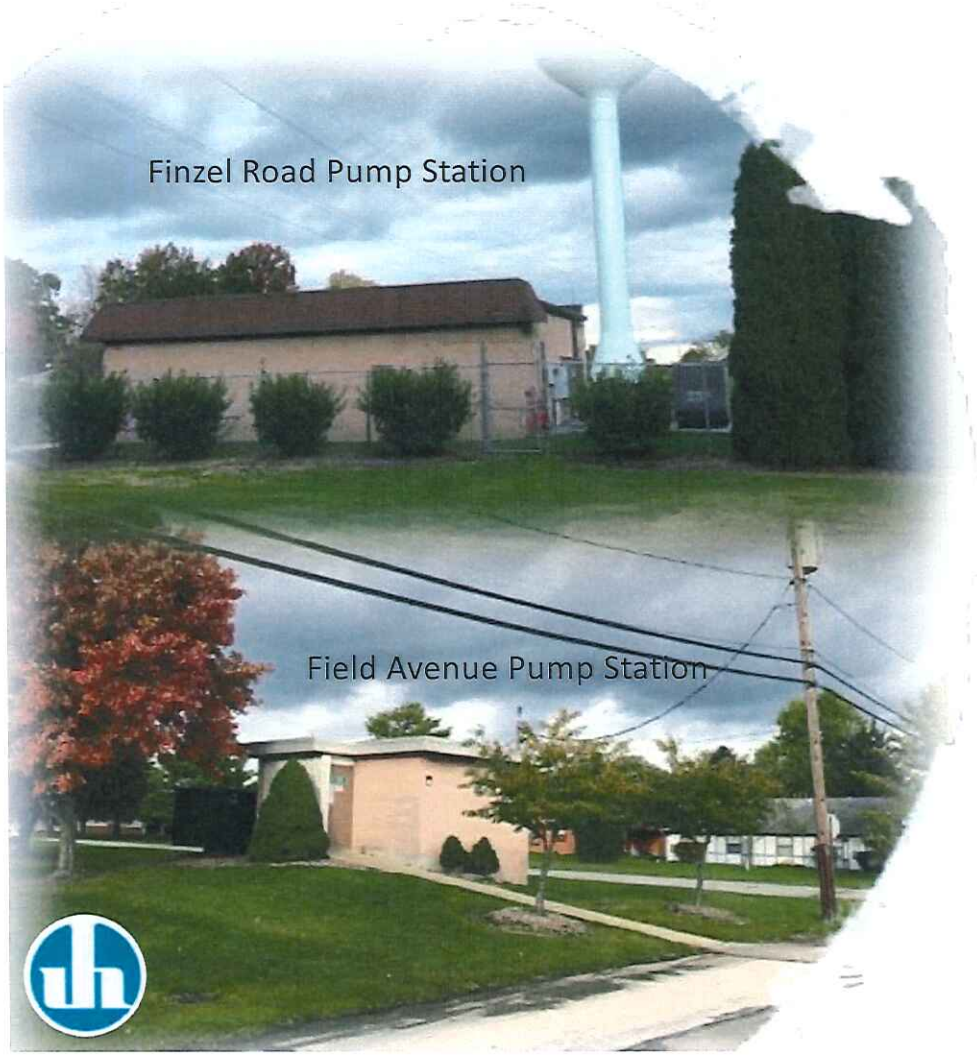


Field Avenue Sanitary Sewer Pump Station Evaluation

Jones & Henry
ENGINEERS, LTD.

Sewer Collection System Map



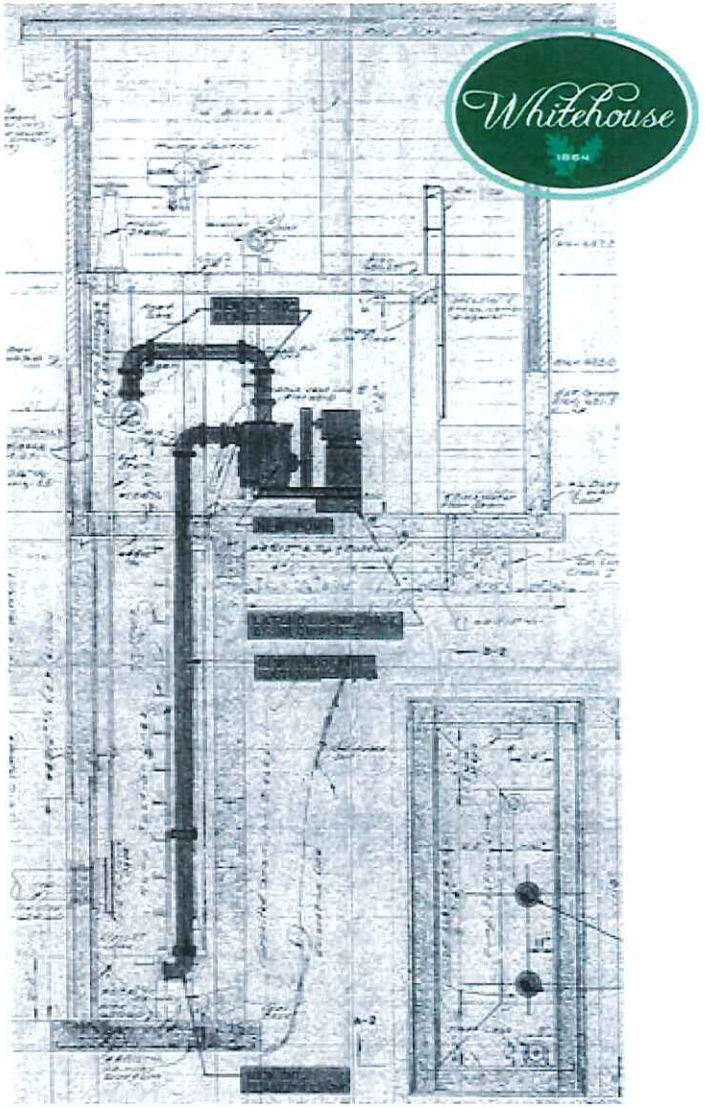


Study Goals

- Existing Performance
- Future Options
  - Pipeline Routes
  - Costs
    - Construction
    - Operational
  - Regional Considerations

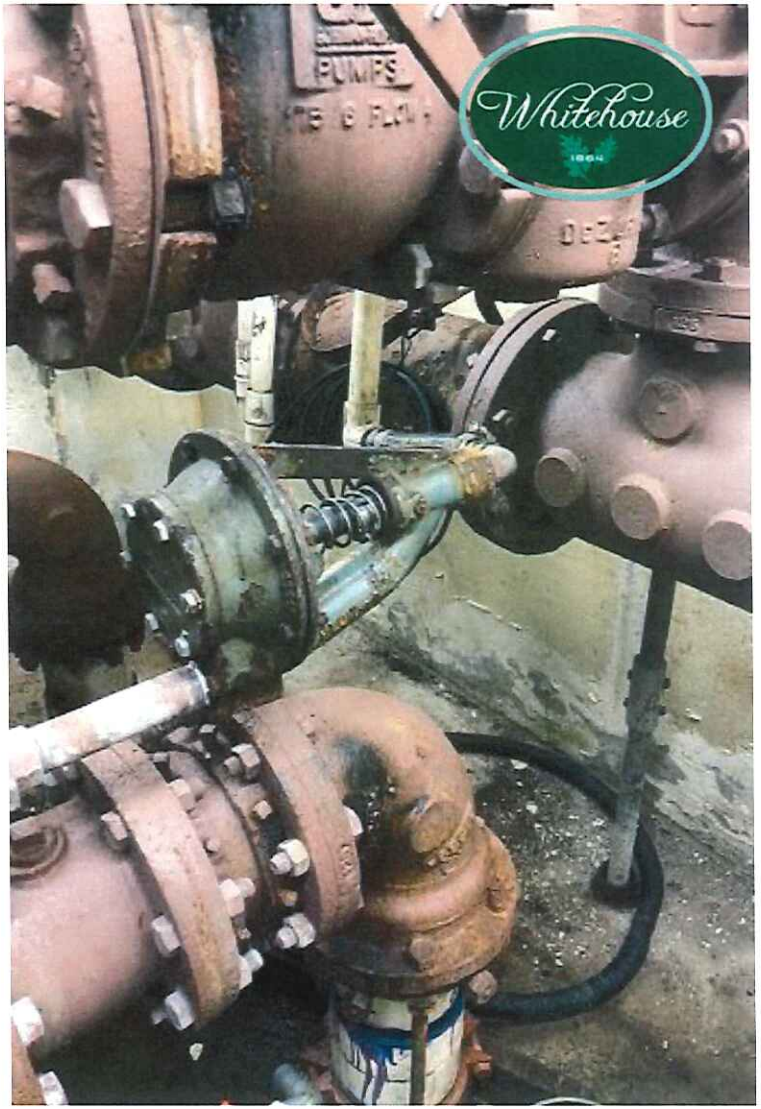
Field Avenue Pump Station

- Pump Equipment (1992)
  - Maintenance Issues
  - Near End of Service Life
  - Replace / Upgrade Recommended
- Building Structure
  - Condition Fair
  - Inconvenient Wet Well Configuration
  - Undersized for Upgrade



Field Avenue Force Mains

- Original 8-inch Force Main (1980s)
  - Poor Hydraulic Performance
  - Effective Diameter = 5.90-inches
- New 8-inch Force Main (1992)
  - Good Condition
  - Possibly Undersized for Future



Finzel Road Pump Station & Force Main

- Pump Equipment (1992)
  - Recently Upgraded
  - No Concerns
- Dry Well Building / Structure
  - Good Condition
- Wet Well Structure
  - Severe Corrosion / Exposed Rebar
  - Caused by Field Avenue FM
    - 2 – 7 hours detention time
    - 60 – 195 ppm Hydrogen Sulfide

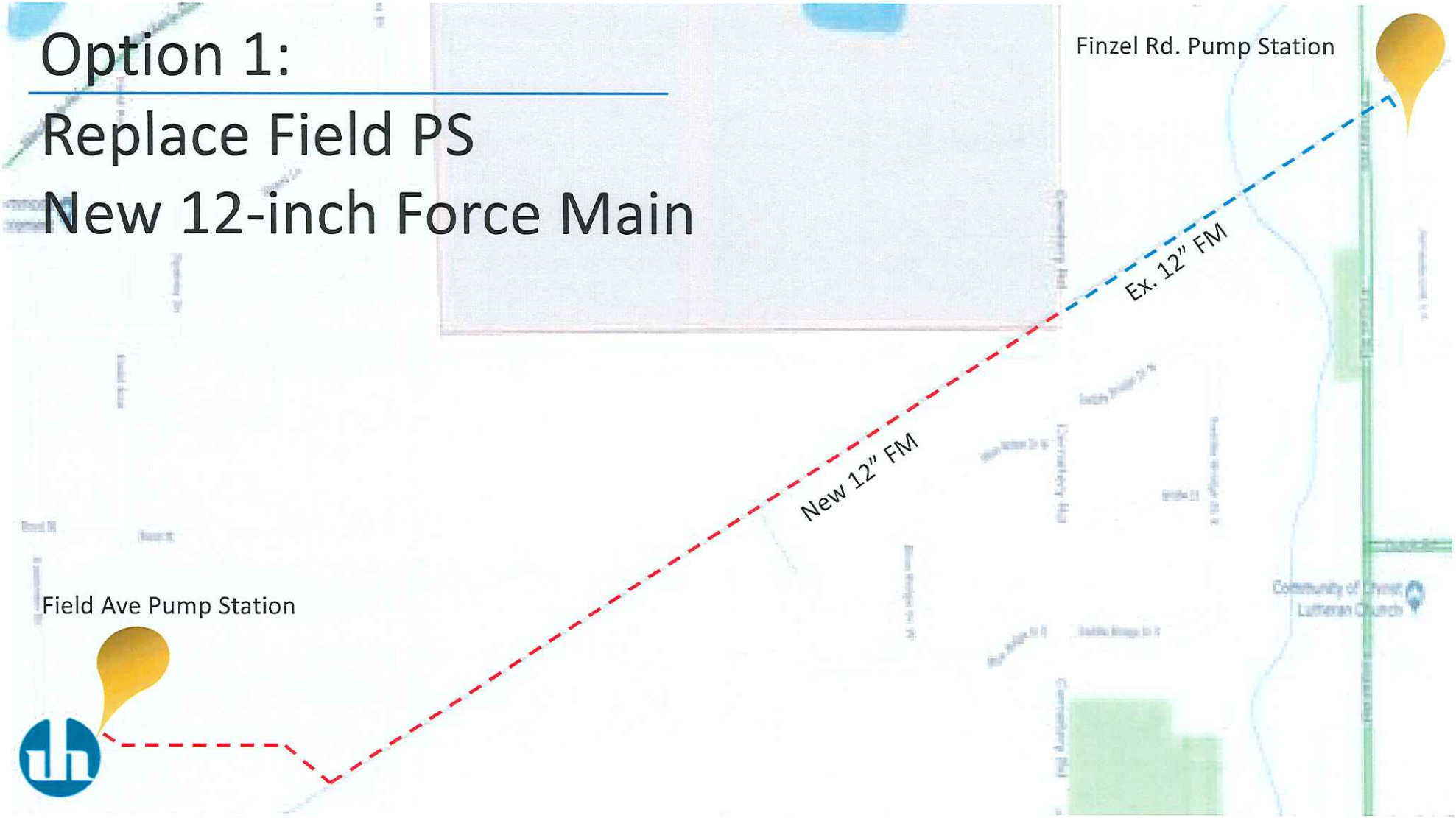
Recommendations

- Replace Existing Field Avenue Pump Station
  - Upgrade Pumping Capacity
  - New Structure
  - Pipeline Options
  - Odor / Corrosion Improvements
- Further Evaluation of Finzel Road Wet Well
  - Structural Repairs

Option 1:

Replace Field PS

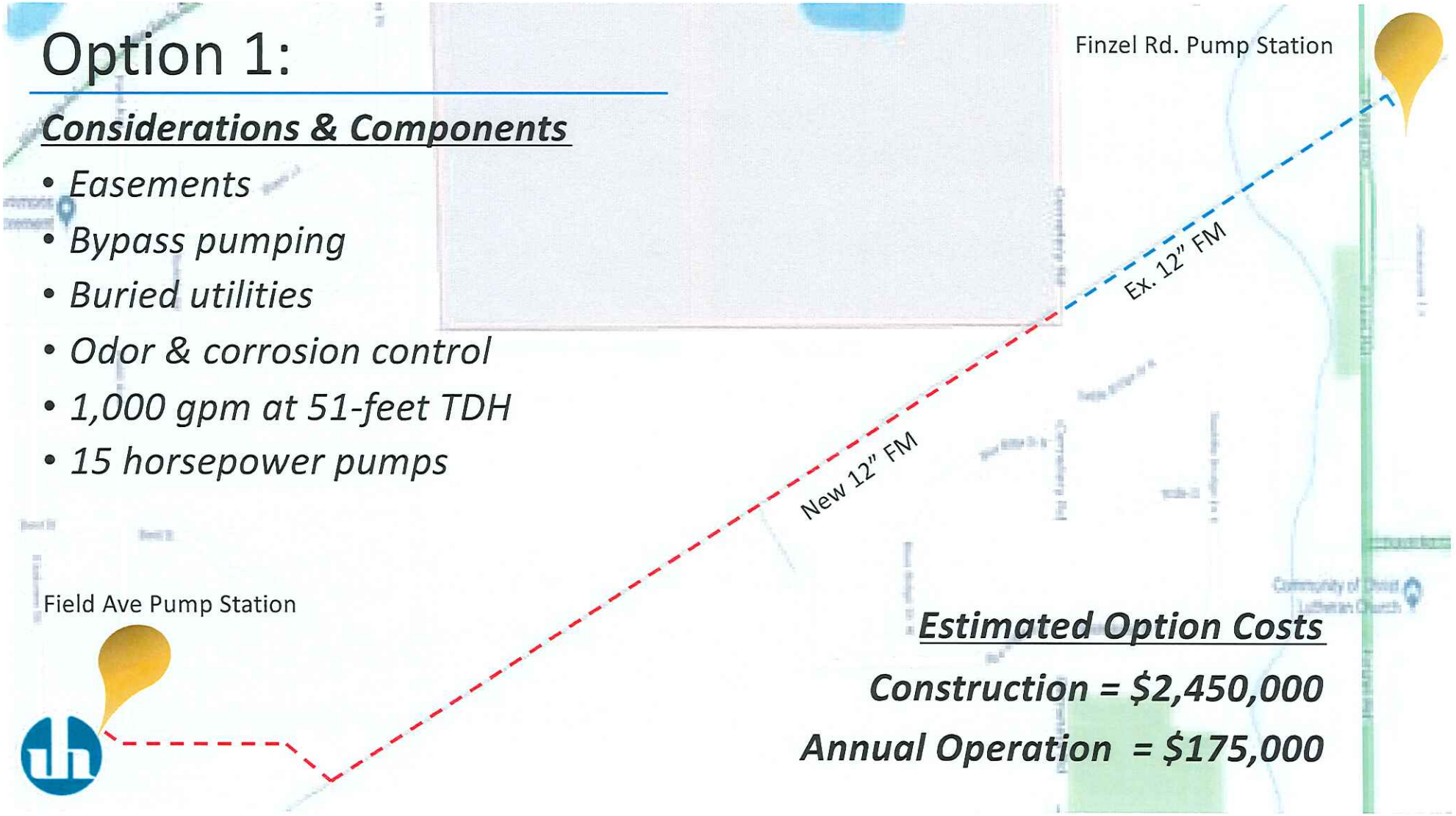
New 12-inch Force Main



Option 1:

Considerations & Components

- *Easements*
- *Bypass pumping*
- *Buried utilities*
- *Odor & corrosion control*
- *1,000 gpm at 51-feet TDH*
- *15 horsepower pumps*



Estimated Option Costs

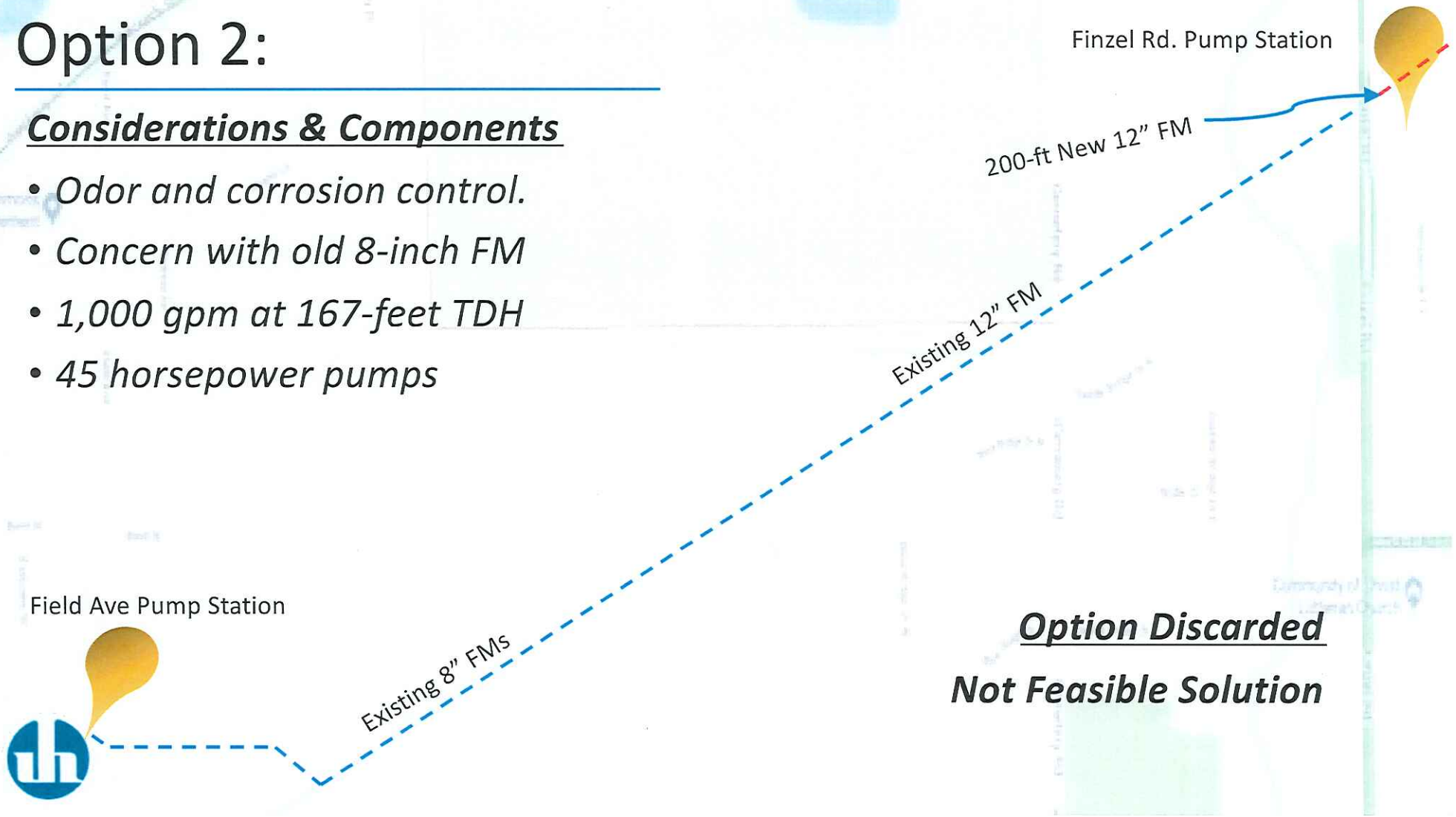
Construction = $2,450,000

Annual Operation = $175,000

Option 2:

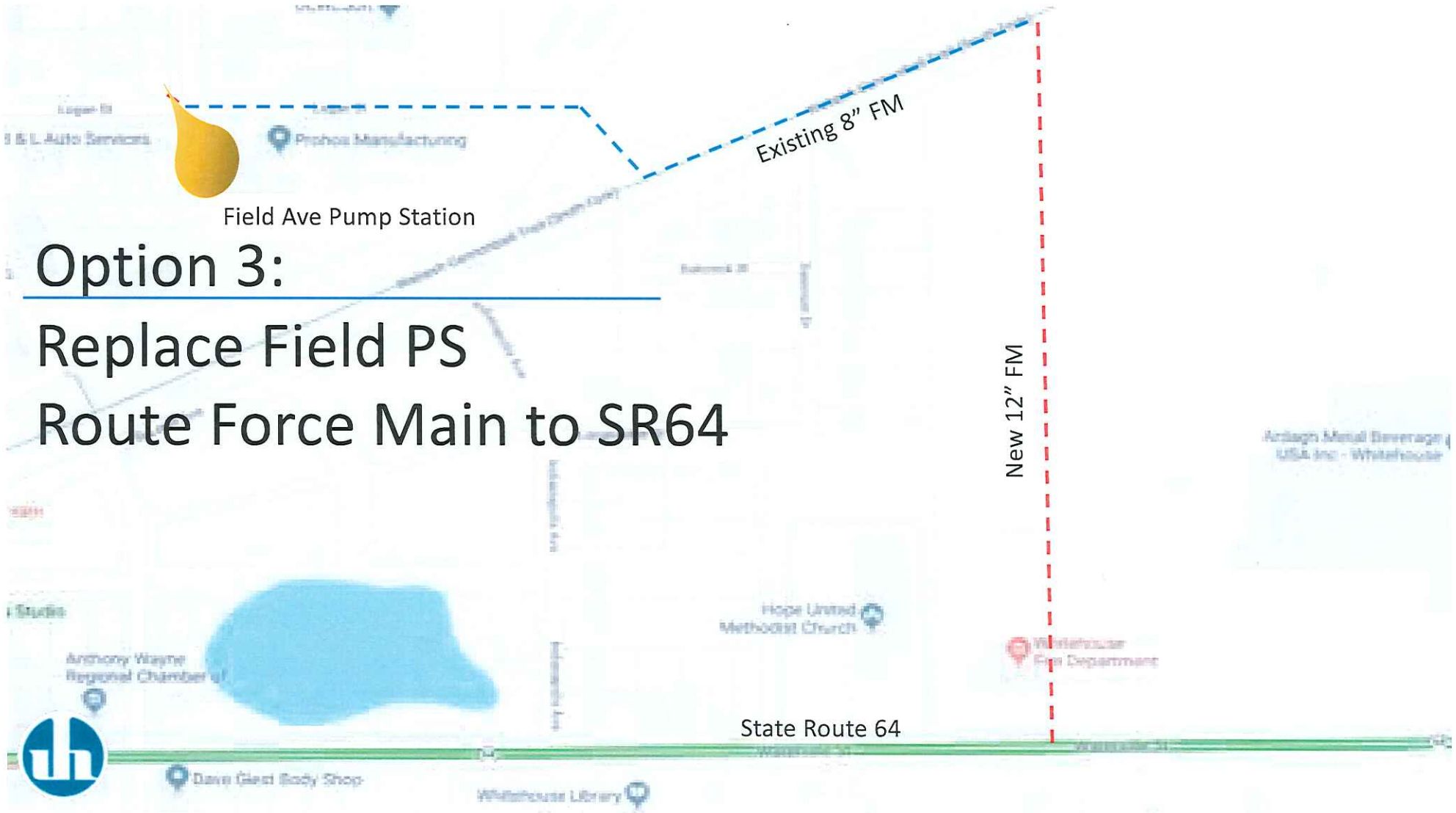
Considerations & Components

- *Odor and corrosion control.*
- *Concern with old 8-inch FM*
- *1,000 gpm at 167-feet TDH*
- *45 horsepower pumps*



Option Discarded

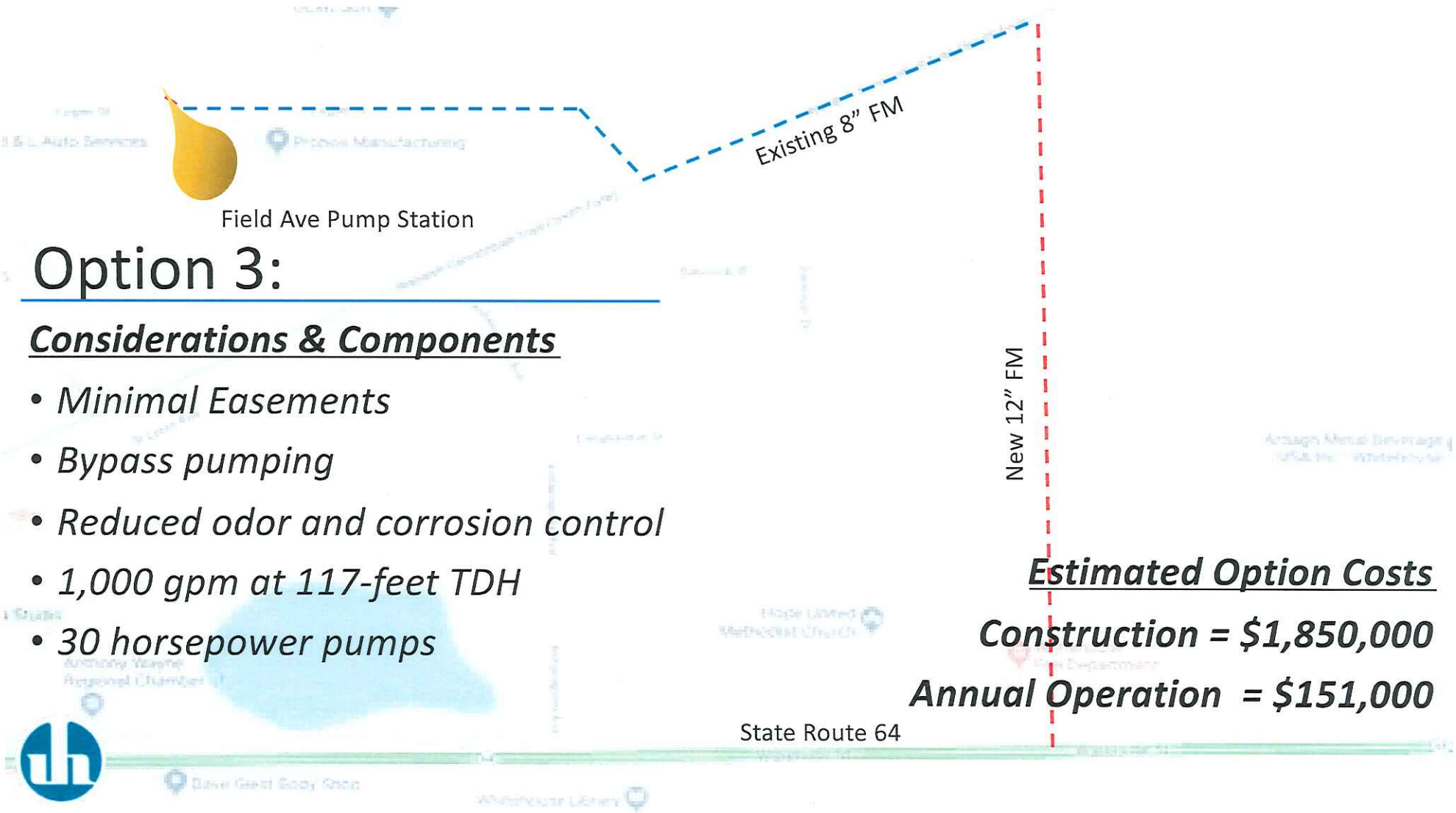
Not Feasible Solution



Option 3:

Replace Field PS

Route Force Main to SR64



Option 3:

Considerations & Components

- *Minimal Easements*
- *Bypass pumping*
- *Reduced odor and corrosion control*
- *1,000 gpm at 117-feet TDH*
- *30 horsepower pumps*

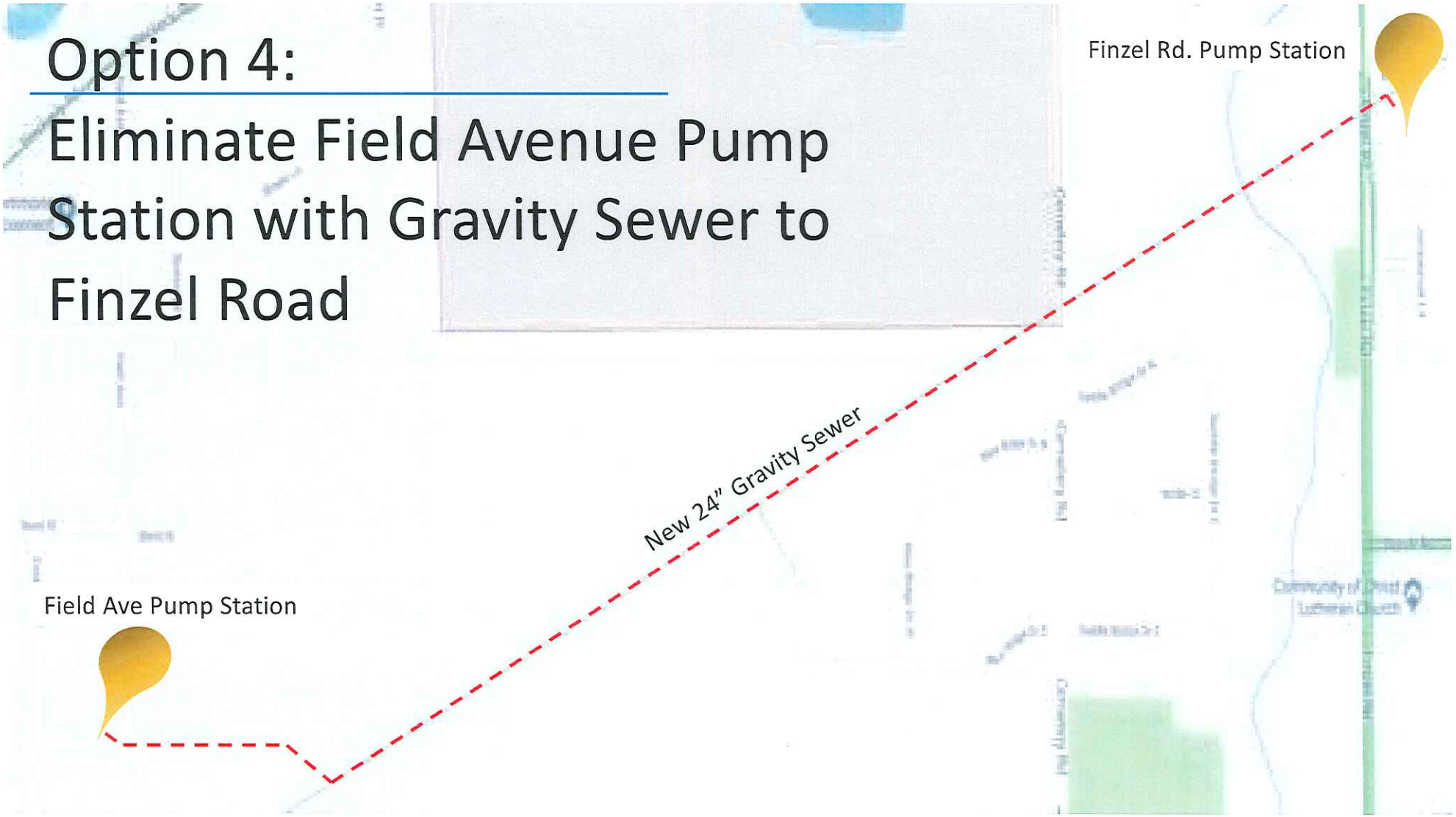
Estimated Option Costs

Construction = $1,850,000

Annual Operation = $151,000

Option 4:

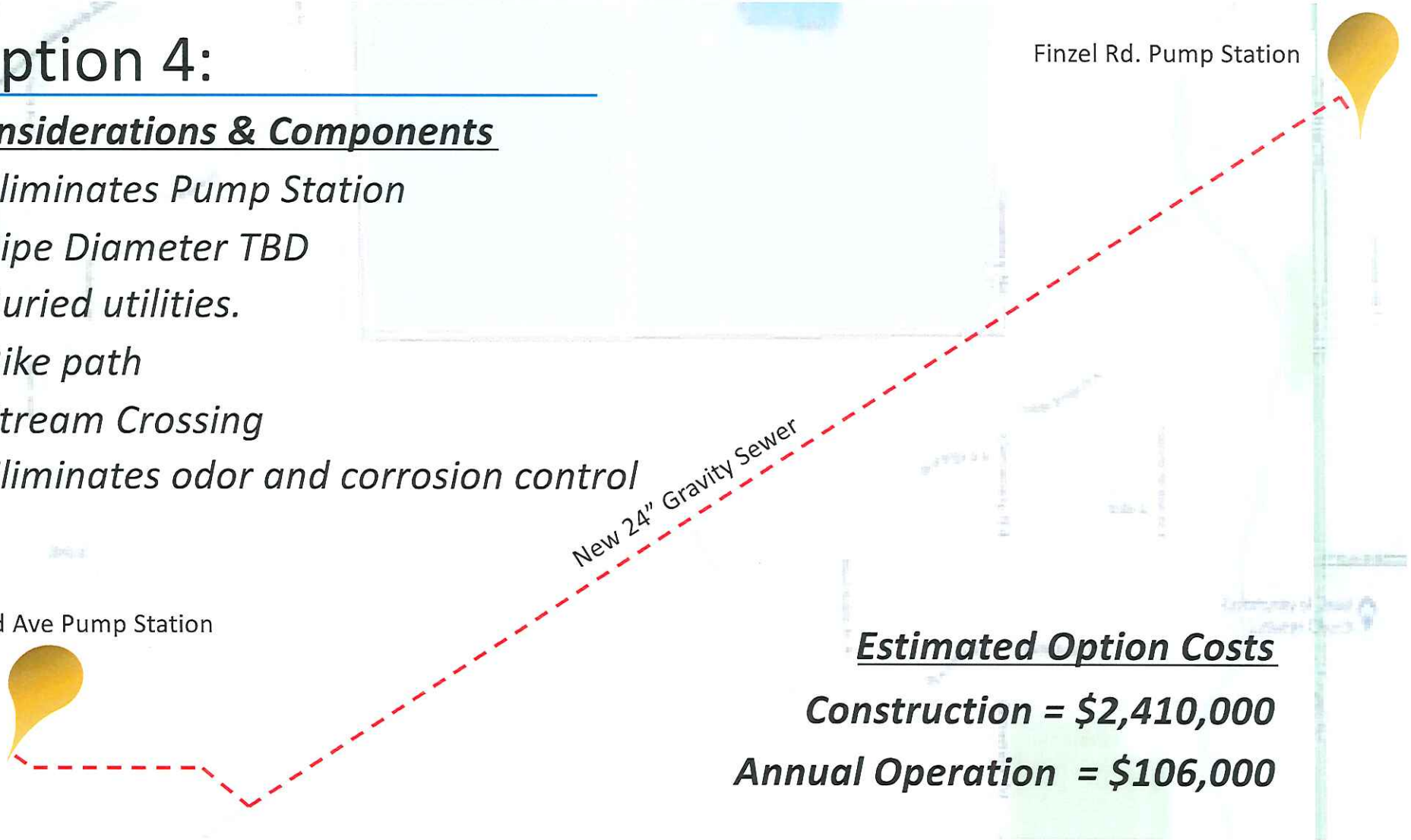
Eliminate Field Avenue Pump Station with Gravity Sewer to Finzel Road



Option 4:

Considerations & Components

- *Eliminates Pump Station*
- *Pipe Diameter TBD*
- *Buried utilities.*
- *Bike path*
- *Stream Crossing*
- *Eliminates odor and corrosion control*



Estimated Option Costs

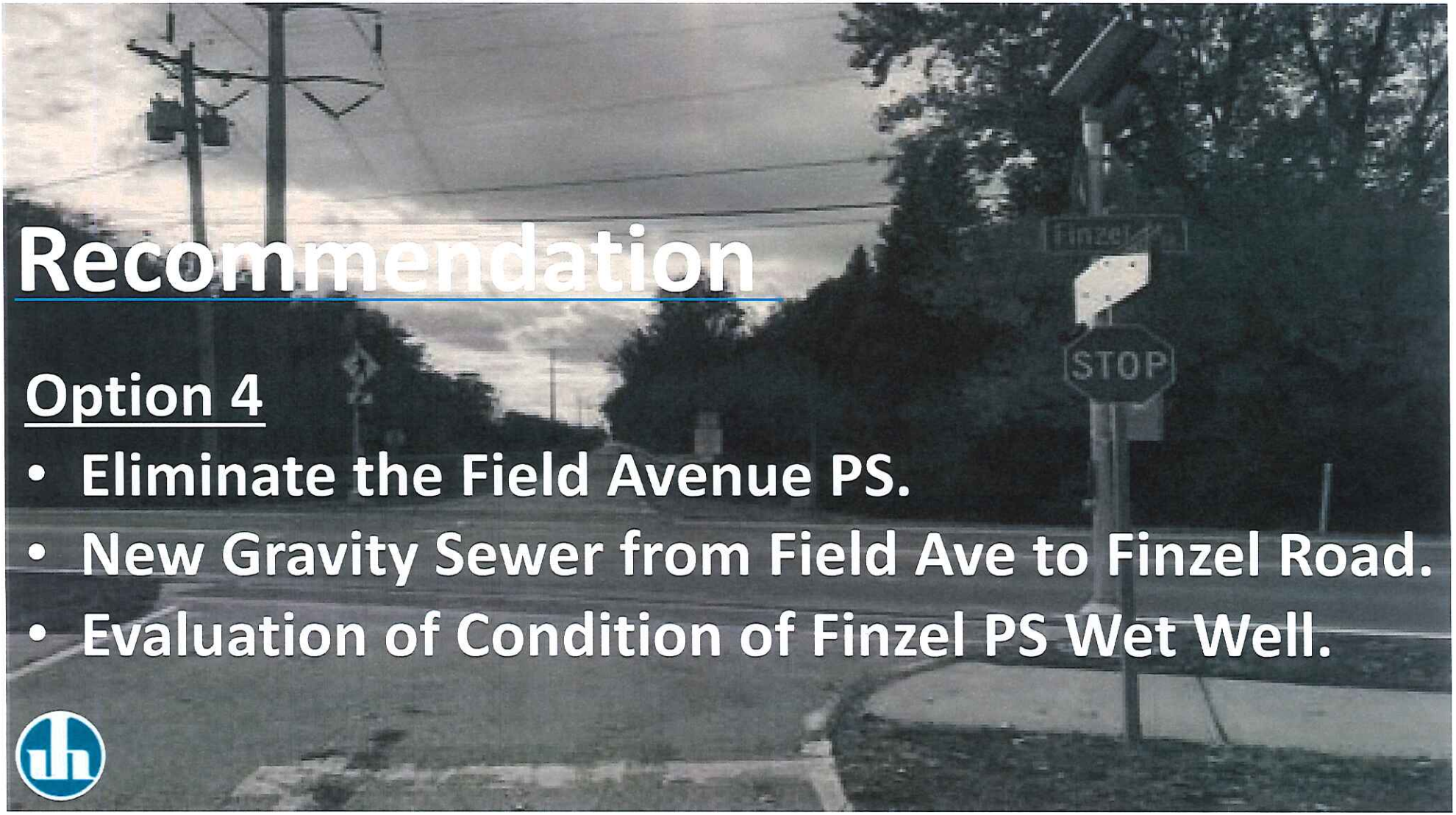
Construction = $2,410,000

Annual Operation = $106,000

Construction Cost & Annual Cost Comparison (20-Year)

Option	Option 1 New 12-inch Force Main Replace 8-inch Force Mains*	Option 3 New 12-inch Force Main to SR 64*	Option 4 Eliminate Field Avenue Pump Station, Gravity Sewer to Finzel Road
Project Cost	$2,450,000	$1,850,000	$2,410,000
Equivalent Annual Cost	$175,000	$151,000	$106,000

*New Pump Station Required



Recommendation

Option 4

- Eliminate the Field Avenue PS.
- New Gravity Sewer from Field Ave to Finzel Road.
- Evaluation of Condition of Finzel PS Wet Well.

Next Step
Preliminary Design – Interceptor Sewer

- **Select Pipe Size**
  - **Sewer Pipe Flow Monitoring**
  - **Pump Runtime Records**
  - **Future Flow Projection**
- **Select Route**
  - **Topographic Surveying**
  - **Utility Coordination**
  - **Stakeholder Coordination**

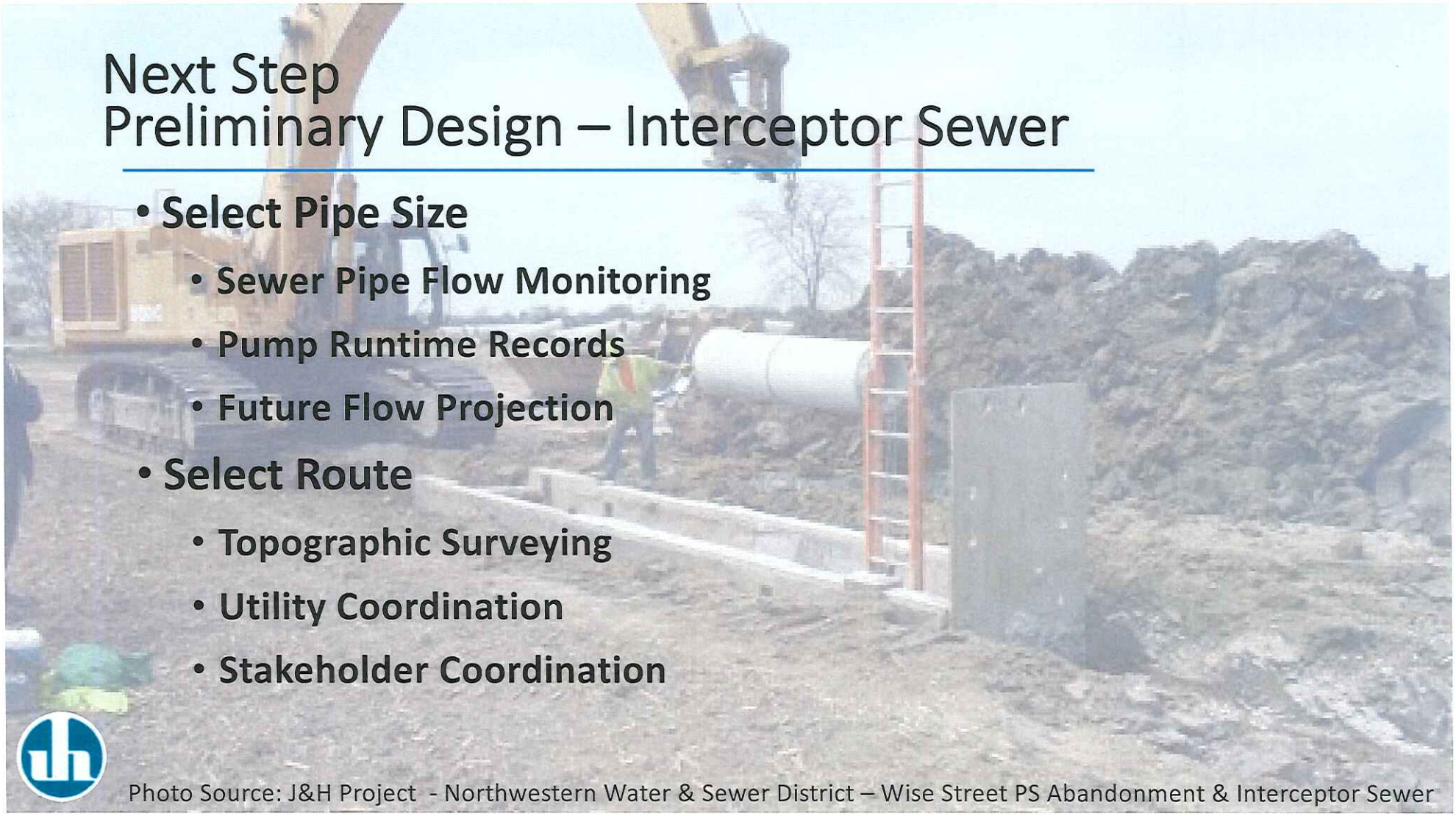


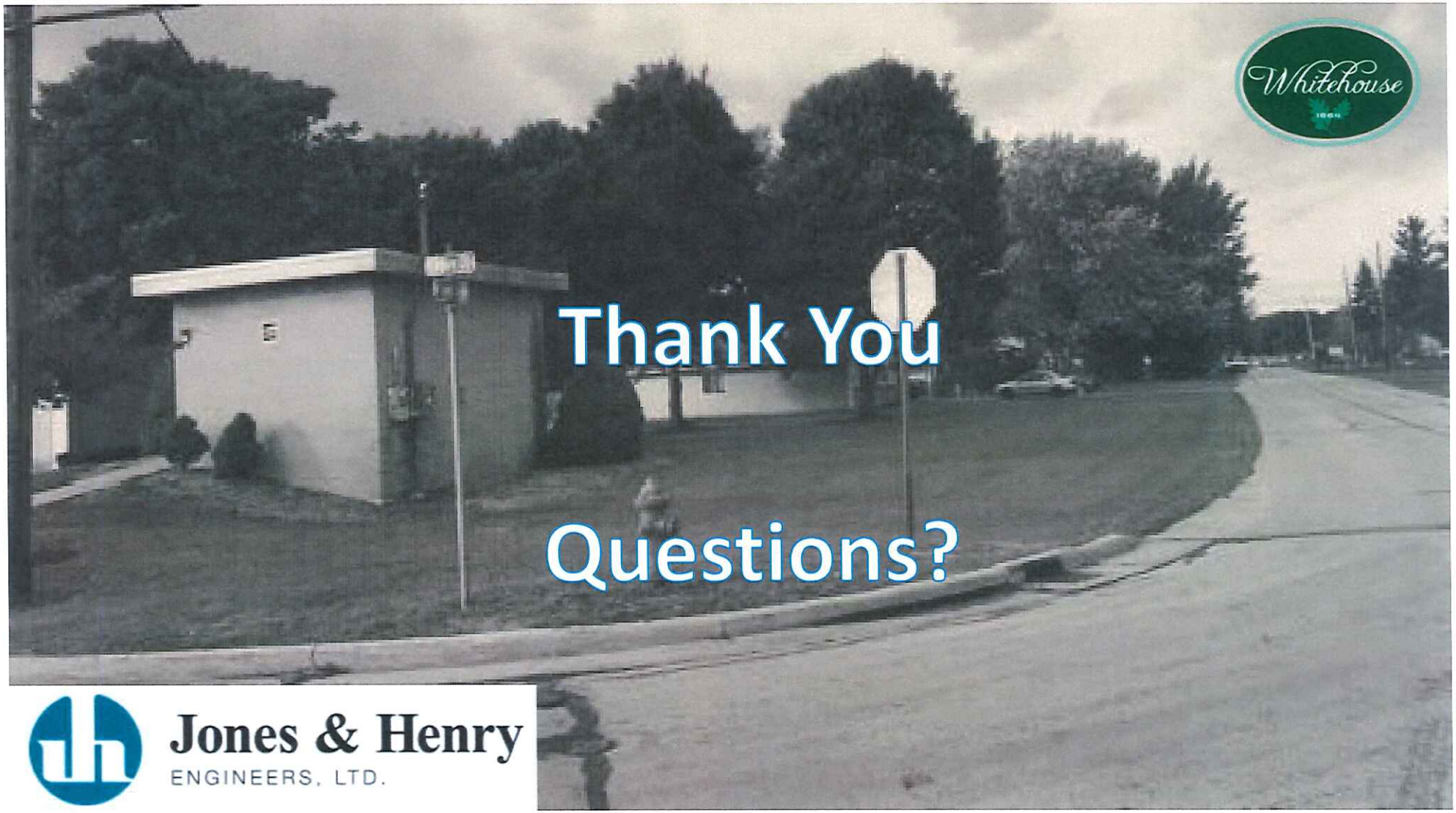
Photo Source: J&H Project - Northwestern Water & Sewer District – Wise Street PS Abandonment & Interceptor Sewer

Next Step
Preliminary Design – Finzel Road

- **Structural Evaluation of Wet Well**
  - **Inspect Well to Ascertain Damage**
  - **Gravity Sewer Drastically Reduces Odor / Corrosion**
  - **Recommendations**

Next Step
Project Financing

- **Update Construction Cost Estimate**
- **Funding Sources**
  - **OWDA Loan**
  - **WPLCF Loan**
  - **OPWC Grant / Loan**
  - **Local Funds**



Jones & Henry
ENGINEERS, LTD.

ARCHITECTS ▪ ENGINEERS ▪ PLANNERS

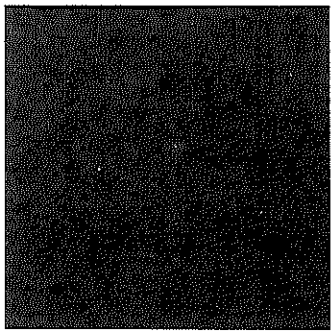
POGGEMEYER
DESIGN GROUP

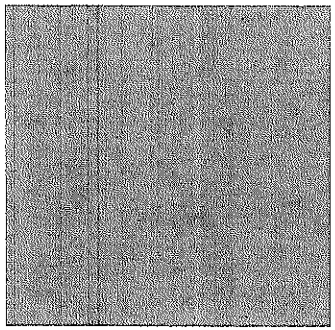
VILLAGE OF WHITEHOUSE

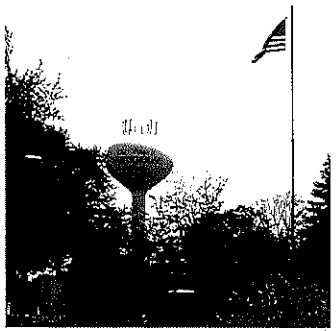
Creation of a Form-Based Code Ordinance / SR 64 Corridor

Request for Proposal

November 8, 2018







Solutions that
Improve Quality
of Life

EXHIBIT "C"

POGGEMEYER
DESIGN GROUP

Celebrating 50 Years of Designing Solutions

November 7, 2018

Mr. Jordan D. Daugherty
Village Administrator
Village of Whitehouse
6925 Providence Street
Whitehouse, Ohio 43571

Re: Creation of a Form-Based Code Ordinance for the SR 64 Corridor

Dear Mr. Daugherty:

Thank you for meeting with me last Thursday, November 1, to discuss this proposal. We are excited about the possibility of assisting Whitehouse with the creation of a Form-Based Code (FBC) Ordinance for the SR 64 Corridor, the Village's Gateway Corridor. These new types of land-use regulations will ensure that development along this corridor meets specific architectural styles, urban design elements, signage/landscaping and streetscape requirements to give the corridor a distinct yet cohesive look. We will also incorporate connectivity components and Complete Streets Principles to emphasize accessibility. The creation of this FBC ordinance will be the culmination of the SR 64 Corridor Vision Plan presented to Council in March 2018. As you know, this corridor vision plan emanated from the Village's recently updated Economic Development Strategy and Land Use Plan adopted in December 2015.

For this project, PDG will be partnering with the EDGE Group and with Ms. Wendy Moeller, FAICP, Compass Point Planning. Ms. Moeller has extensive experience with land-use regulations, specifically with Form-Based Codes. We envision a four to six month timeframe beginning in January 2019.

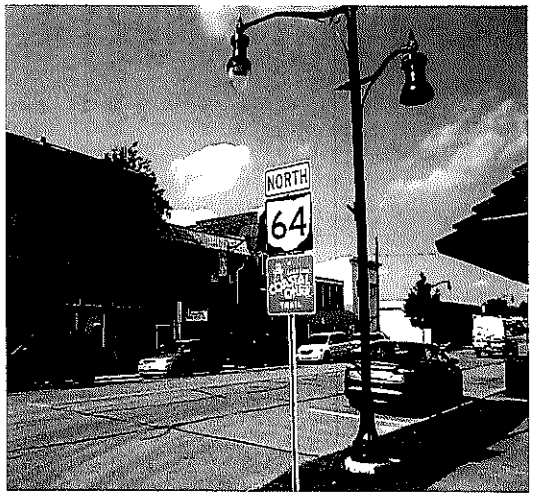
Enclosed please find resumes of our planning team, our proposed scope of services, estimated fee and references.

PDG has thoroughly enjoyed working with the Village on the Economic Development Strategy and Land Use Plan and the SR64 Corridor Vision Plan. We would love to continue our work with the Village in bridging planning with results. Should you have any questions regarding this proposal, please do not hesitate to contact this office.

Sincerely,

POGGEMEYER DESIGN GROUP, INC.

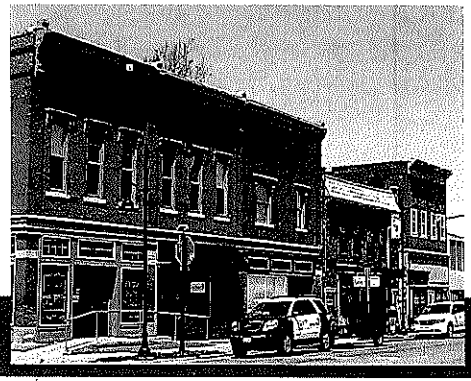
Paul Z. Tecpanecatl, AICP, Principal Owner



Preserve, Protect & Enhance:

- History
- Culture
- Environment

1168 NORTH MAIN STREET | BOWLING GREEN, OHIO 43402 | 419.352.7537 | 419.354.0187 FAX | WWW.POGGEMEYER.COM | An Employee-Owned Company



SCOPE OF SERVICES

Background

The 2015 Economic Development Strategy and Land Use Plan for the Village of Whitehouse called for a more detailed planning effort for the one mile long SR 64 Gateway Corridor between Finzel Road and Gilead Street. As a result, PDG and the EDGE Group developed the State Route 64 Corridor Vision Plan that included recommendations for urban design, streetscape, architectural styles and connectivity elements. The Corridor Vision Plan was presented to Council in March 2018 and received strong support for it. To accomplish this, the Village would like to create a Form-Based Code (FBC) Ordinance for the Corridor. This new code will institute architectural design standards, urban design elements, landscaping/signage and streetscape requirements.

Planning Timeframe

It is our understanding that the Village would like to initiate the planning process in January 2019 and complete it within a six month timeframe.

Appointment of a Planning Steering Committee

For this project, we recommend that a 7-9 member planning steering committee be appointed to work with the consultants. The Committee should be representative of key stakeholders (e.g. property/business owners, Village staff, Plan Commission members, etc.)

Kick-off Meeting (1 meeting)

After the review of pertinent plans and documents by the consultants, a kick-off meeting will be convened to review the planning process, to explain the concept of Form-Based Codes and how they differ from "regular" zoning, the proposed target area (SR 64 from Finzel Road to Gilead Street) and the components of the Regulating Plan (proposed design features for SR 64).

Drafting of Regulating Plan (2 meetings)

Consultants will draft the regulating plan taking into consideration the design elements prepared in the SR 64 Corridor Vision Plan presentation of March 2018. The regulating plan will include the following components:

- Organizing principles
- Pavement width, design speed, bike lanes, on-street parking, landscaping, walkways, block lengths, lighting, sidewalk width, public art, etc.
- Building Form Standards (placement/siting, maximum/minimum heights, off-street parking, accessory buildings, general use categories, lot widths)
- General Architectural Standards, such as façade composition and standards, windows and doors, construction material/color pallet

Code Administration (1 meeting)

We'd like to invite one or two representatives from Ohio communities that have adopted and are currently administering FBCs to make a presentation to the Steering Committee and the Whitehouse Planning Commission.

Final Edits to the Regulating Plan & Review of Code Administration (1 meeting)

After input from the Steering Committee, the Planning Commission and other Village Staff, the final FBC and Illustrative Plan will be updated and a final review of the Code Administration provided.

Final Adoption (1 meeting)

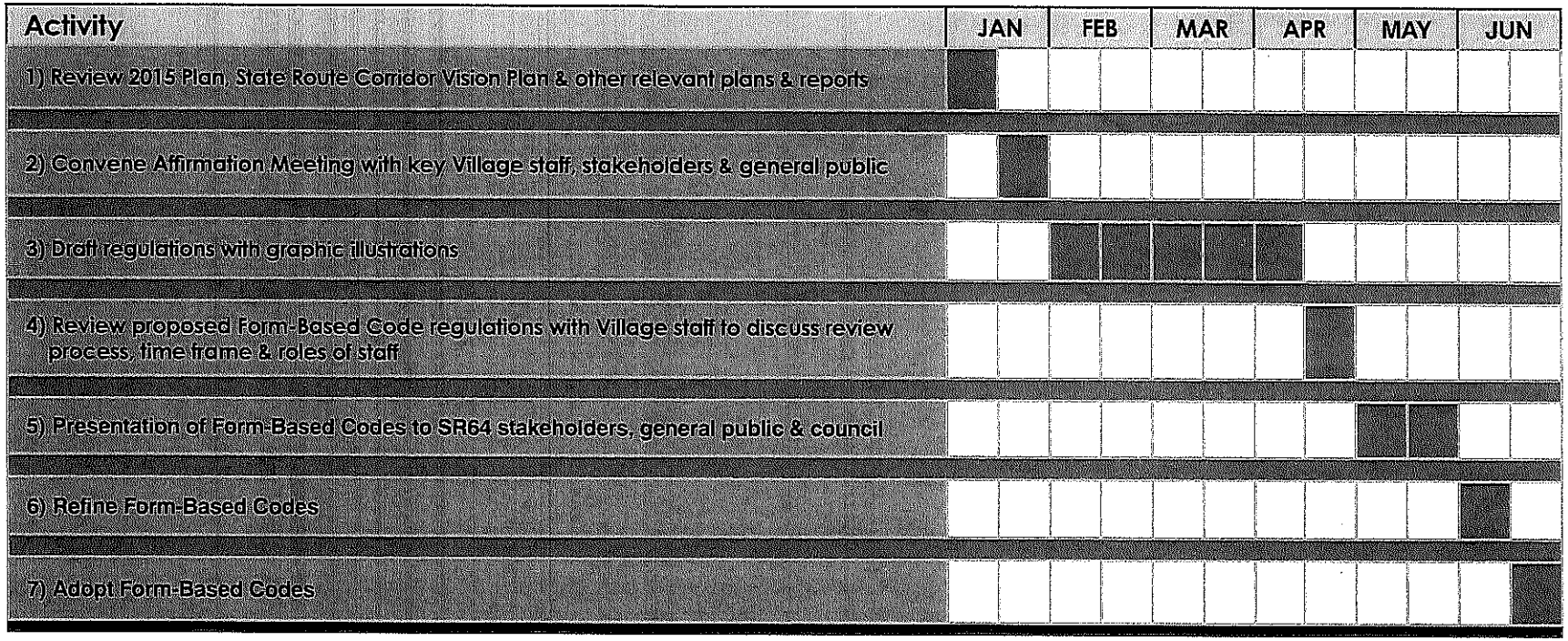
FBC submitted/presented to the planning commission and Village Council for adoption. PDG will attend one public hearing as requested by the Planning Steering Committee.

Deliverables

The new Whitehouse FBC will be provided in Microsoft Word and in a PDF version for posting on the Village's website.

ESTIMATED FEES & PROPOSED TIMELINE

Activity	Cost
Review of pertinent plans / documents	$1,000
Kick-off meeting	$1,500
Drafting of Regulating Plan, Graphics & Illustrations, and Administration Code	$21,750
Public Hearing for Adoption	$750
TOTAL	$25,000



ORGANIZATIONAL CHART

Whitehouse 1864

Village FBC Steering Committee

POGGEMEYER DESIGN GROUP

Project Manager
Paul Tecpanecatl, AICP

EDGE
Tim Bockbrader, RLA, ASLA, LEED AP

POGGEMEYER DESIGN GROUP
Lauren Falcone, AICP
Jeffrey Yoder, PE

COMPASS POINT
Wendy Moeller, FAICP

PAUL Z. TECPANECATL, AICP

Principal Owner, Planner

A member of the PDG team since 1995, Paul has worked in the planning and community development field for over 37 years, with a strong background of service in the private, public and nonprofit sectors. His experience includes neighborhood, city and regional planning; organizational strategic plan development; housing and neighborhood revitalization strategy development; administration of HUD programs; historic preservation planning; Section 106 reviews; and zoning/land use regulation work.

As Housing Commissioner for the City of Toledo, he administered over $12 million of federal funds annually, drafted the City's Historic Preservation Ordinance as Planner for the Toledo-Lucas County Plan Commissions, and served as Executive Director of the Northriver Development Corporation in the Vistula Neighborhood.

Project Relevance
- Project Manager
- Planning

PROJECT EXPERIENCE

ZONING UPDATES
- Village of Holland Rezoning
- Village of New London Zoning Code Update
- St. Marys Township Zoning Code Update
- Troy Township, Wood County

ZONING ADMINISTRATION
- Interim Planning Director, City of Pataskala, May-July, 2013 (during transition period to replace retiring director)
- Troy Township Zoning Update 2008
- Village of New London Zoning Update 2014

REVITALIZATION STRATEGIES
- Adams County Economic Development Plan and Downtown Revitalization
- Suder Avenue Community Reinvestment Area (CRA), Toledo
- Port Clinton Downtown Revitalization
- Reynolds Corner Community Reinvestment Area (CRA), Toledo
- Leipsic Community Reinvestment Area (CRA)
- Miami County Park District Collaborative Economic Development/Tourism Plan for North Miami County Recreational Trail
- Newark Special Improvement District (SID), Ohio Corridor Plans
- St. Marys Collaborative Economic Development/Tourism Plan for Canal Corridor Multi-Use Trail
- University of Toledo Science & Technology Corridor Plan & Strategic Land Use Plan

STRATEGIC PLANS
- Ottawa CDC Strategic Plan, Toledo
- Neighborhoods in Partnership Strategic Plan, Toledo
- Whitley Crossings Neighborhood Development Corporation, Columbia City, Indiana

COMPREHENSIVE PLANS
- Village of Germantown
- Village of Harrison
- Village of Johnstown
- City of Athens
- Village of Whitehouse

NEIGHBORHOOD PLANS
- Historic Little Italy Neighborhood Revitalization Plan, Erie, PA
- Kenmore Blvd. Revitalization Plan, Akron
- Labelle View/Pleasant Heights Neighborhood Revitalization Plan, Steubenville

HUD CONSOLIDATED PLANS
- City of Toledo
- City of Lima
- City of Battle Creek, Michigan
- City of Monroe, Michigan

HISTORIC PRESERVATION
- Nomination of Maumee Theater to National Register of Historic Places
- Art Crest Building Renovation Funding, Maumee
- Toledo, Ohio - Historic Zoning Ordinance
- Mason Design Review Guidelines

SLUM & BLIGHT SURVEY
- Berdan District, Toledo

SECTION 106 REVIEW
- Toledo Marina District
- New Kroger Store, Fostoria

LISC NSP CONSULTANT
- City of Elyria, 2010
- City of Cincinnati, 2010

Education
- Master of Community Planning, University of Cincinnati, Ohio 1977
- BA in Urban Studies, Xavier University, Cincinnati, Ohio 1975

Certification
- Form-Based Codes Institute-3 Course Training Series, Michigan
- Economic Development Financing Professional (NDC) #0685-500
- American Institute of Certified Planners (AICP) 015289

Awards
- HUD Fellowship–University of Cincinnati
- Preservation Honor Award –NTHP

Organization Memberships
- National Low Income Housing Coalition
- National Trust for Historic Preservation
- Northwest Ohio American Planning Assoc.
- Ohio Conference of Community Development, Inc.
- Ohio CDC Association–Past President
- Ohio Community Development Finance Fund (CDFF)–Founding Board Member & 1st Chairman
- Toledo Alumni Chapter Past President, Xavier University
- Toledo-Lucas County Homelessness Board; Past President

* Project Completed in Ohio unless noted

HOUSING ADMINISTRATION

- Community Housing Impact and Preservation Program (CHIP) - Grants
  - Assisted 85 Communities in Ohio, Representing over $45 Million in Funding
  - Wood County CHIP Grants
- Neighborhood Stabilization Program (NSP) Grant Administration
  - $1.9 Million for Region #2 Encompassing Lucas and Wood Counties

LAUREN O'NEIL FALCONE, AICP

Vice President, Planning Department Manager

A PDG employee for 20 years, Lauren has been providing clients with technical assistance for local, state and federal grant and loan programs, as well as economic development incentive programs and comprehensive planning. She specializes in CDBG programs assisting communities with infrastructure improvements and business/industry retention, expansion and recruitment strategies. Lauren also has experience with financing for downtown improvements and economic development incentives, such as the Ohio Enterprise Zone and Community Reinvestment Area Programs. Lauren builds lasting relationships that endure beyond the planning, financing and improvement phases of community planning and development. For example, she has worked as the economic development consultant on a retainer basis for 18 years with Wellington, LaGrange and Grafton. Lauren was successful with Wellington over the past decade with their downtown revitalization efforts, securing $1.6 million in funds.

Project Relevance

- Planning
- Financing Assistance

PROJECT EXPERIENCE

ZONING DESIGN REVIEW GUIDELINES

- City of Amherst
- City of Orrville
- Village of Mingo Junction
- City of Cambridge

COMPREHENSIVE/MASTER/LAND USE/ PLANS

- Painesville Comprehensive Plan
- Whitehouse Comprehensive Plan
- Maumee Urban Design Plan
- Wellington Comprehensive Plan
- Olmsted Falls Housing & Commercial Study

COMMUNITY WAYFINDING/BRANDING

- City of Wadsworth

ECONOMIC DEVELOPMENT/MARKETING STRATEGIES

- Michigan Economic Development Corp. Economic Development & Marketing Guides for RRC program
  - Hillsdale, Michigan
  - Lathrup Village, Michigan

REVITALIZATION STRATEGIES

- Amherst Downtown Revitalization Plan
- Huron Downtown Revitalization Plan
- Brewster Downtown Revitalization Plan
- Mingo Junction Downtown Revitalization Plan
- Our Town Coshocton Downtown Plan
- Orrville Downtown Revitalization Plan
- Port Clinton Downtown Plan
- Cambridge Revitalization Strategy
- Upper Sandusky Revitalization Plan
- Whitehouse Neighborhood Revitalization Strategy
- Woodsfield Revitalization Strategy

PARKS AND RECREATION

- Geneva Township Park Master Plan
- Port Clinton Coastal Access Plan
- Huron Boat Basin, Marina, Walkway, Amphitheater

GRANTS/FINANCING ASSISTANCE

CDBG Downtown

- Amherst CDBG Downtown Tier II Application/Administration Technical Assistance
- Bryan CDBG Downtown Tier II Administration Technical Assistance
- Cambridge CDBG Downtown Tier I & II Application/Administration Technical Assistance
- Celina CDBG Downtown Tier II Administration Technical Assistance
- Fremont CDBG Downtown Application Assistance
- Galion CDBG Downtown Tier II Application/Administration Technical Assistance
- Genoa CDBG Downtown Tier II Application/Administration Technical Assistance
- Huron CDBG Downtown Tier I & II Application/Administration Technical Assistance
- Leipsic CDBG Downtown Tier II Administration Technical Assistance
- Marysville CDBG Downtown Tier II Application
- Mingo Junction CDBG Downtown Tier II Application/Administration Technical Assistance
- Oak Harbor CDBG Downtown Tier II Administration Technical Assistance
- Oberlin CDBG Downtown Tier II Application/Administration Technical Assistance
- Orrville CDBG Downtown Tier II Application/Administration Technical Assistance

Education

- MA in Public Administration, Cleveland State University, 1995
- BA in Public Administration/Sociology, Miami University, 1994

Certifications

- American Institute of Certified Planners (AICP) 027921

Professional Affiliations

- Ohio Development Services Agency–Downtown Advisory Committee Member
- Ohio Development Services Agency–Economic Development Advisory Committee Member
- American Planning Association (APA)
- American Planning Association Ohio (APAOH)
- Heritage Ohio
- Planning Commission Member - City of Westlake

Training

- Michigan Economic Development Corporation - RRC Best Practices 6.1 and 6.2

* Project Completed in Ohio unless noted

- Plain City CDBG Downtown Application Assistance
- Upper Sandusky CDBG-DT Tier II Application and Program Administration
- Vermilion CDBG Downtown Tier II Application/Administration Technical Assistance
- Wapakoneta CDBG Downtown Application Assistance
- Waterville CDBG DT Tier II Administration Technical Assistance
- Wellington CDBG-DT/Tier II Threshold and Program Administration
- Whitehouse CDBG Downtown Tier II Application/Administration Technical Assistance

CDBG-ED/RLF

- Alvada Construction, Inc. CDBG-ED
- Applications/Administration, Seneca
- Charter Steel CDBG-ED Applications
- Commerce Drive CDBG-ED Applications
- DECA KWEST CDBG-ED Applications
- DMC Associates, Inc. CDBG-ED Applications
- Fellner DDS CDBG-ED Applications
- Fetter Finishing CDBG-ED Applications, Auglaize County
- Interstate Bakeries Corporation CDBG-ED, Wood County
- JAC Products CDBG-ED Applications, Lucas County
- LaGrange Business Park CDBG-ED Applications, Lorain County
- Whirlaway CDBG-ED Applications, Lorain County
- Whirlpool Corporation CDBG-ED Applications,Darke County
- PPG Industries CDBG-ED Applications, Allen County
- Shugarman Surgical Supply CDBG-ED Applications, Lucas County
- United States Gypsum CDBG-ED Applications, Ottawa County
- Visual Products CDBG-ED Applications, Lorain County
- R Coffee Corner RLF, Ottawa County
- Scooter's Dairy RLF, Ottawa County
- Don Tomasso's Pizza RLF, Upper Sandusky
- SkyClimber Fabricating RLF, Delaware

DOWNTOWN AND NEIGHBORHOOD ECONOMIC DEVELOPMENT FINANCIAL INCENTIVES

Enterprise Zones (EZ's), Community Reinvestment Area (CRA's), Revolving Loan Funds, Applications, Certifications, Handbooks, Annual Reports

- Allen County
- Avon
- Bluffton
- Cambridge
- Galion
- Grafton
- Greenville
- Knox County
- LaGrange
- Lakeview
- Lorain County
- Lucas County
- Maumee
- Orrville
- Ottawa County
- Perrysburg
- Upper Sandusky
- Wellington
- Wyandot County

JEFFREY T. YODER, P.E.

Managing Principal/Storm Sewers and Roadway Engineer

Mr. Yoder, a member of PDG's Transportation Department since 1992, has over 26 years of experience with all aspects of bridge and road design for ODOT and other public entities. A specialist in Bridge Engineering, Jeff has served as a project manager and lead designer for approximately 170 bridge replacement and rehabilitation projects. He has designed bridges of all sizes and type ranging from small culverts up to multi-span prestressed concrete I-beams or steel plate girders structures. Mr. Yoder's experience with bridges began as a laborer on a bridge construction crew while attending college and progressed to becoming a Project Manager for numerous bridge projects. Mr. Yoder has also been a Project Manager for numerous other project types including roadway reconstruction to multi-use trails. He also performs construction administration services for bridge projects, and has been involved in structural engineering for buildings, retaining walls and water treatment plant structures.

Project Relevance

- Transportation Engineering

PROJECT EXPERIENCE

HIGHWAYS/STREETS

- Crossroads of America New Road Construction, Storm Sewers
- ERI-2-12.558 Interstate Upgrade
- ERI-River Road Reconstruction
- HEN/LUC-24-10-42/0.00 New Divided Highway
- LUC-2-21.25 Reconstruction and Widening
- LUC-64-3.75 Roundabout
- LUC-280 Interstate Upgrade
- Ohio Turnpike Bridge Rehabilitations
- Municipal Street Reconstruction Projects
- WOO-25-10.55 Widening and Resurfacing
- WOO - Buck Road Widening

COUNTY & MUNICIPAL BRIDGE PROJECTS

- ALL-C88-2.62 D/B
- ALL-C88-3.95 D/B
- ALL-C166-0.08 D/B
- BEL-CR10-20.22
- CRA-TR50-6.10 D/B
- CUY-CR2351 (Main Street) D/B
- Deshler Main St. Bridge
- DEF-CR42
- DEL-CR72-8.44 D/B
- ERI - Cleveland Road West
- HAN-Sixth St. Bridge
- HAN-CR11-1.80
- HAN-CR37-11.44 D/B
- HAN-CR37/TR 79-7.961.04
- HAN-CR86-4.45 Bridge Replacement
- HAN-CR128
- HAN-CR169-0.83 D/B
- HAN-M501-0.02
- HAN TR30-0.87
- HAN-TR 66-(2.09) (2.34)
- HAN-E. Main Cross Street
- HAN-TR123
- HAN-TR 207-1.90 D/B
- HEN-TR 15-9.70
- Holgate Smith St. Bridge
- HUR-CR 124-1.88 D/B
- HUR-CR 138-1.91 D/B
- HUR - Gibbs Rd.
- HUR - Hettle Rd.
- HUR-RIDGE Road
- HUR-TR18-1.93
- HUR-TR 91-0.88 D/B
- HUR-TR107-0.16 D/B
- HUR-Scottwood Rd.
- HUR-Plymouth East
- LOR-TR15-2.42 D/B
- LOR-TR129-0.67 D/B
- LUC-CR1-20.44
- LUC-Holland Sylvania Rd.
- LUC-Keener Bridge #746
- LUC-Edgehill Road Bridge
- LUC-Fasset Street
- MED - River Corners Road (CSX) D/B
- Millbury Main St. Bridge
- MRW-CR20-2.40 D/B
- MRW-CR109-0.86 D/B
- MRW-TR21-5.88 D/B
- MRW-TR110-1.52 D/B
- MRW-TR121-2.39 D/B
- MRW-TR161-0.25 D/B
- MRW-TR166-0.28 D/B
- MRW-TR191-1.00 D/B
- POR-CH135 D/B
- POR - Parkman Road D/B
- PUT-CR 1-9.75
- PUT-CR 18-2.10
- PUT-CR 21-0.25

Education

- BS in Civil Engineering, University of Toledo, 1992

Registration

- Professional Engineer: OH 61418; GA PE041339; NV 22628; MI 6201065068

Certification

- Certified Professional in Erosion and Sediment Control

Professional Affiliations

- American Society of Highway Engineers
- American Society of Civil Engineers

Computer Skills

- Microstation, Autocad, HEC-RAS, HY8, HY9, CONSYS, RC Pier, Merlin-Dash, PS Beam, and WSPRO

Project Completed in Ohio unless noted

- PUT-CR 41-11.00
- PUT-CR 74
- PUT-CR 456(CR6)-6.33
- PUT-CR P-42.244
- PUT-TR 025-24.00
- PUT-TRG-14.00
- PUT-TRU13.13.30
- PUT-TR R23-25.07
- PUT-TR M-24.30
- PUT-TR K6-6.25
- RIC-CR184-2.17 D/B
- UNI-CR110-1.16 D/B
- UNI-CR307G-4.70
- UNI-CR310-0.70 D/B
- UNI-CR338-0.36 D/B
- UNI-TR72C-0.683 D/B
- VAN-TR41-02
- VAN-TR 244
- Van Wert OJRS Rail Siding
- WIL-CR 10
- WIL-CR D
- WIL-CRE.75-4.90
- WIL-CRC
- WOO-615A
- WOO-7-28A
- WOO-C28E-1A D/B
- WOO-C321B-2 D/B
- WOO-C420A-1 D/B
- WOO-T102C-3 D/B
- WOO-T16J-1 D/B
- WOO-T23C-2 D/B
- WOO-T23D-2 D/B
- WOO-T23G-1 D/B
- WOO-T43B-2 D/B
- WOO-T332A-1 D/B
- WOO-Bloomdale Rd.
- WOO-Caskie Rd.
- WOO-Cloverdale Rd. Bridge
- WOO-Cross Creek Rd.
- WOO-Cuckle Creek Rd.
- WOO-Dunn Rd. Bridge
- WOO-Eagleville Rd.
- WOO-Greensburg Pike Rehab
- WOO-Holcomb Rd. Bridge
- WOO-Huffman Rd.
- WOO-Kellogg Rd.
- WOO-Kohring Rd.
- WOO-Mermill Rd. Bridge
- WOO-Oil Center Rd. Bridge
- WOO-Silverwood Rd.
- WOO-Solether Rd.
- WOO-Tank Farm Rd.
- WOO-Wayne Rd.

ODOT BRIDGE PROJECTS

- HAN-30-13.25
- HAN-30-12.80
- HAN-37-10.81 D/B
- AUG-219-11.68
- CLA-235-2.56
- DEL-605-1.93 D/B
- FRA-70-10.63
- FUL-20-3.39
- FUL-66-1.26
- HUR-224-8.55 D/B
- LOR-58-9.83 D/B
- LUC-475-3.49
- LUC-280-5.28
- LUC-2-16.58
- LUC-20A-10.70
- LUC-51-5.37
- MAR-23-12.65 D/B
- MER-29-0.46
- MER-707-4.75
- MER-707-9.70
- MIA-75-14.15
- OTT-19-3.23
- PAU-637-16.39
- SAN-412-4.56
- SEN-4-9.26
- SEN-19-8.58
- SEN-224-9.48
- STA-44-11.12/11.96
- WIL-2/576-11.05/12.96
- WOO-6-20.37/20.68
- WOO-51-2.53

BRIDGE INSPECTIONS

- Wood County
- Fulton County
- City of Delphos
- City of Huron

BIKEWAYS PROJECT EXPERIENCE

- SAN-North Coast Inland Trail Bridge
- Wabash Cannonball Trail
  - Phase 2A, 2G, and 2H
  - Phase 2D, 2E, and 2F
- Franklin County MetroParks Blacklick Creek Greenway, Phase 8
- Franklin County MetroParks Prairie Oaks Pedestrian Bridge
- LUC-Finzel Road Walk and Pedestrian Bridge
- LUC-Nona France Multi-Use Trail
- Van Wert Park District Recreational Trail and Bridge
- Upper Sandusky Stepping Stones Recreational Trail and Pedestrian Bridge

STORM WATER POLLUTION PREVENTION PLANS

- Beaver Creek Trail SWPPP
- Bluffton Augsburger Road Bike Path SWPPP
- **LOR-IR-90-14.78 SWPPP**
- HUR-250 Bridge SWPPP
- ERI-6 Grade Separation SWPPP
- LUC-475-3.08 SWPPP
- LUC-I280 Infill SWPPP
- LUC-475/120 Bridges SWPPP
- LUC-CR73-1.42 Demolition SWPPP

TIM BOCKBRADER, RLA, ASLA, LEED AP

EDGE

Principal, EDGE Group

Tim's experience as a landscape architect includes all phases of planning and landscape design, construction documentation, and construction management. His projects range from large scale master planning, commercial site development, institutional planning and design, as well as parks and recreation planning and design.

Tim's diverse experience and holistic approach to planning, design, and implementation fosters communication and collaboration between clients, stakeholders, and consultants to produce visionary designs and solutions to complex projects.

Tim has been certified in Crime Prevention Through Environmental Design (CPTED), where he studies environmental and social behaviors that reduce crime in public and private environments through spacial planning and design. Tim is a LEED Accredited Professional with a strong working knowledge of sustainable site practices.

Project Relevance

- Landscape Architecture
- Planning

PROJECT EXPERIENCE

- Village of Whitehouse Parks & Recreation Master Plan, Whitehouse, Ohio
- Hensville Park - Toledo Mudhens, Toledo, Ohio
- Phillips-Willy's and Cherry Street Corridor, Toledo, Ohio
- The Greene Town Center, Dayton, Ohio
- Vermilion Downtown Revitalization Plan, Vermilion, Ohio
- Fairlawn Community Master Plan, Archbold, Ohio
- Vermilion Route 60 Corridor Plan, Vermilion, Ohio
- Van Wert Downtown Redevelopment Plan, Van Wert, Ohio
- Port Clinton Downtown Development Plan, Port Clinton, Ohio
- Ashland Downtown Development Plan, Ashland, Ohio
- Adams County Economic Development / Tourism Planning, Adams County, Ohio
- Columbus State Community College - Delaware Campus Conceptual Master Plan, Delaware, Ohio

Education

- BA in Landscape Architecture, The Ohio State University, 1994

Registration

- Registered Landscape Architect, Ohio 1997
- LEED Accredited Professional

Associations & Boards

- American Society of Landscape Architects
- Toledo St. Francis DeSales Brisson Board Member 2013 - 2016
- Toledo Warehouse District Board Member 2016 - Present

Visiting Lecturer

- Adjunct Instructor, Landscape Graphics, 2001 - 2005, Owens Community College, Toledo, Ohio
- Adjunct Instructor, Residential Landscape Design, 2002 - 2005, The Toledo Museum of Art, Toledo, Ohio

COMPASS POINT
ENVISION PLAN IMPLEMENT

WENDY E. MOELLER, FAICP

Principal/Owner, Compass Point Planning, LLC

Since 1996, Wendy has worked in the planning field and now is principal and owner of Compass Point Planning, a planning and development firm based in Cincinnati, Ohio. Ms. Moeller is a certified planner with the American Institute of Certified Planners (AICP) and has recently received a certificate of completion in form-based codes from the Form Based Codes Institute (FBCI).

Ms. Moeller has served as a project manager and planner for numerous planning, regulatory, and development projects throughout her career including, but not limited to, comprehensive and growth management plans; zoning, subdivision, unified development codes, and other land use regulations; form-based regulations; design standards and guidelines; land use plans; redevelopment plans; and demographic, economic, and mapping analyses. Her experience comes from working on projects across the United States with extensive work in the Midwest.

Ms. Moeller is a regular speaker at local, state, regional, and national conferences and is very active in the state and local section of APA-Ohio where she currently serves as a member of the board of trustees.

Project Relevance

- Form-Based Code Certified
- Planning

EXPERTISE

- Zoning and Land Use Regulations
- Design Standards and Guidelines
- Comprehensive Plans
- Growth Management Plans
- Land Use Planning
- Public Participation
- Demographic/Economic Analysis
- GIS Mapping

PROJECT EXPERIENCE

- McBride Dale Clarion: April 1999 to October 2010
  Ms. Moeller worked as a project manager and planner for McBride Dale Clarion in Cincinnati, Ohio where she managed and authored numerous planning and regulatory efforts across the United States including co-authoring the award winning Franklin, Tennessee Zoning Ordinance Update (2008 Tennessee APA Outstanding Planning Project/Program/Tool Award).

- Pflum, Klausmeier & Gehrum: September 1996 to April 1999
  Ms. Moeller worked as a project planner for Pflum, Klausmeier & Gehrum, a former engineering and planning firm in Cincinnati, Ohio, where she assisted in the drafting of comprehensive plans and land use regulations for communities primarily located in Ohio, Kentucky, and Indiana.

Education

- BA in Urban Planning, University of Cincinnati, 1996

Certifications

- Certificate in Form-Based Codes - Form-Based Codes Institute, 2011
- Member of the American Institute of Certified Planners, 1999 - Present
- College of Fellows, 2018

Memberships

- American Planning Association

Volunteer Positions

- Former Goshen Township Zoning Commissioner, 2004 - 2007
- American Planning Association - Ohio Cincinnati Section Officer, 1997 - 2009
- American Planning Association - Ohio Board Member, 2008 - 2015
- American Planning Association - Ohio Chapter President, 2009 - 2012
- American Planning Association (National) Region IV Director, 2016 - Present
- The Sign Research Foundation - Board of Trustees, 2013 - 2017

Draft code

September 28, 2018

Jordan Daugherty, Village Administrator
Village of Whitehouse
6925 Providence Street
P.O. Box 2476
Whitehouse, OH 43571

Re: Proposal to Prepare Form-Based Code to Implement the SR 64 Corridor Vision Plan

Dear Mr. Daugherty:

CT Consultants and EDGE are pleased to submit this proposal to prepare a Form-Based Code that codifies the vision for the State Route 64 Corridor, between Gilead Street and Finzel Road. The new code, as envisioned, will update/replace the current Chapter 1251 SR 64 Overlay District in order to coordinate with and reflect the policies in the recently completed SR 64 Corridor Vision Plan, as well as the 2015 Economic Development Strategy and Land Use Plan, and the existing Traditional Neighborhood Zoning District (Chapter 1252). CT Consultants and EDGE have assembled a team of professionals (the "Team") that will work closely with Village staff and elected and appointed officials to create a code that is an integral part of the Village of Whitehouse Zoning Code.

SCOPE OF SERVICES

We have formulated a proposed scope of services and fee based on our understanding of the project. A summary of specific work efforts follows:

PHASE 1. Review Pertinent Planning Documents and Code Sections; Agree on Overall Direction

a. Review of Pertinent Background Documents. The team will review the SR 64 Corridor Vision Plan, 2015 Economic Development Strategy and Land Use Plan, Chapters 1251 SR 64 Overlay District and 1252 Traditional Neighborhood District of the Village's zoning code, and other pertinent sections of the zoning code (such as the review process, definitions, etc.) and the subdivision regulations. The intent of this review is to create a list of the form-based code elements that have already been recommended. This recognizes that EDGE has developed an extensive collection of images, illustrations and concepts throughout

their work with the Village on the various planning efforts completed for the Corridor, and many of these have been vetted through previous interviews, community surveys, workshops, and meetings.

b. Initial Outline of Code Elements. Using the list created in 1.a. above, the Team will draft an initial outline of elements to be addressed in the SR 64 Form-Based Code chapter. As part of this outline, the Team will pair the elements with the various images and illustrations already created, note where illustrations are needed, and if there are any missing or unaddressed policy issues that need to be discussed.

c. Review Initial Outline with the Administration. Once the initial outline of the Code is created, and any questions on policy directions identified, the Team will meet with the Village administration to review. The goal of this meeting is to agree on the overall direction of the code, its organization and integration with the existing Zoning Code structure (e.g. whether the FBC is an overlay district that replaces the SR 64 Overlay District), gather any additional ideas on code elements and understand the Village's expectations for level of detail on the regulations and illustrations. If relevant, this meeting could also include discussions of design alternatives for any code elements that have not already been flushed out during the recent planning process.

PHASE 2. Prepare Draft Form-Based Code

a. Design Parameters for the New FBC. The new code will be designed to regulate development to ensure high-quality public spaces defined by the variety of building types and uses identified in the SR 64 Corridor Vision Plan. The proposed code will incorporate a regulating plan, building form standards, street standards (plan and section), use regulations as needed, descriptive building or lot types, and other elements needed to implement the vision for the corridor.

Sections of this document will include the following at a minimum:

- Overview, including definitions, principles, and intent; and explanation of the regulations and process in clear user-friendly language.
- Regulating Plan (a schematic representation of the area plan) illustrating the location of streets, blocks, public spaces (such as wider sidewalk areas, greens,

squares, and parks), and other special features. The regulating plan will include aspects of Building Form Standards such as "build-to-lines" or "required building lines" and building type or form designations.

- Zones and Building Form Standards (including illustrations) governing basic building form, placement, height, parking and parking placement, uses, and other fundamental elements to ensure that all built elements complement neighboring structures and the street. These standards will be based on the visioning documents and illustrations already vetted through the recent planning processes. Additional illustrations and standards will be developed if determined necessary during Phase 1.

- Supplemental Standards, such as fencing and screening, landscaping, architectural elements, and signs

- Public Realm/Street Standards and illustrations defining design attributes and geometries that balance the needs of motorists, pedestrians, and bicyclists while promoting a vital public realm. These standards will include any design specifications for sidewalks, parking, curb geometry, trees, street furniture, and lighting that differ from existing requirements, and will reflect and be tailored to the differing rights-of-way envisioned in the SR 64 Corridor Plan.

- Civic Open Space Standards, including public plazas and community open space design requirements.

- Administration and Procedures: Review authority, required permits, relief/adjustment to standards, and procedures.

b. Integration of the Form-Based Code. The Team will draft the form-based code document so that it is integrated into Whitehouse's existing regulatory framework (including the definitions, terminology and review procedures in the Zoning Code) to ensure procedural consistency, mesh with state and local legal requirements (such as but not limited to ODOT's regulations for state routes), provide clarity as to applicability of existing regulations, and maximize the effectiveness of the code.

c. Internal review of Draft. The Team will meet with the Village administration to review a draft of the code, comprised of the draft regulating plan, text and illustrations, and will refine the draft for wider distribution and review.

meet w/ planning commission

PHASE 3. Refining The Form-Based Code Draft

a. Presentation and Review of First Draft. The Team will present the first draft of the form-based code to the Village for the purpose of gathering feedback. The presentation will be made at a meeting with Village Administration (and others as determined by the Village, which could include the Planning Commission, Village Council, department heads and/or key stakeholders). Copies of the first draft will be made available in hardcopy and digital form. Typically, two meetings are needed to present and review the draft code in adequate detail. At the first meeting, the Team's presentation will highlight the goals/intent of the code and how it works, with some time for questions and comments. However, we have found it productive to have a second meeting in a relatively short time frame (once everyone has had a chance to digest and thoughtfully consider the draft), to systematically go through the draft code and discuss the provisions in greater detail.

b. Revisions to First Draft. The Team will revise the draft code to incorporate any comments, recommendations, clarifications, revisions, etc. discussed at the meetings in 3a.

c. Presentation and Review of Second Draft. After making revisions in response to comments on the first draft, the Team will present the second draft of the form-based code to the Village. While all of the meetings during this stage are public, efforts should be made at this point to invite neighborhood residents and other stakeholders, as well as the general public.

d. Stakeholder Meetings. The Team will conduct an additional meeting with key stakeholders to explain the details of the new code and obtain further input and comments.

e. Final Draft. The Team will refine the second draft to incorporate any additional revisions discussed at the meetings in 3c. and 3d. and submit to the Village to start the formal adoption process.

PHASE 4. Approval Process

a. Public Hearing Presentations. The Team will present the Proposed Draft to the Planning Commission and Village Council for the formal review and approval process. The budget includes the Team's attendance at up to two meetings during the formal adoption process, which could include one meeting each of the Planning Commission and Council or some other combination as directed by the Village.

b. Additional Revisions. The Team will be responsible for up to two rounds of minor revisions that may become necessary during the formal adoption process. The Village will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or responses. Any further revisions will be completed by the Village staff. [Minor revisions include deleting specific provisions and making clarification edits, but do not include researching and developing additional code provisions or illustrations.]

DELIVERABLES

Following completion of revisions, the Team will deliver to the Village a final digital version of the Code and Regulating Plan; original files of photos or other images used in the plan, and final digital versions of any Maps and graphic images required for the Code and Plan. All maps, map layers and shape files will be compatible with ESRI based products, and all editable text documents will be in Microsoft Word.

FEES

The fee for services outlined in the scope of services are proposed as follows:

Task Description	FEE			Trips by Task
	CT	EDGE	Total	
Phase 1 Review and Analysis	$3,000	$1,500	**$4,500**	1-meeting with administration
Phase 2 Prepare Draft Code	$5,000	$5,000	**$10,000**	2- meeting with administration
Phase 3 Refine Draft Code	$7,000	$7,000	**$14,000**	3-first draft presentation/review ; 4-2nd review meeting; 5-presentation/review of second draft, stakeholder meeting
Phase 4 Formal Adoption	$3,000	$1,500	**$4,500**	6-Planning Commission public hearing; 7-Council public hearing
TOTAL FEE	$18,000	$15,000	**$33,000**	

SCHEDULE

Phases 1 through 3 are anticipated to take four months to complete. Phase 4 is dependent on the level of discussion and review required to move through the Village's formal code adoption process.

CLOSURE

If you have any additional questions, please do not hesitate to contact us. We took the liberty of defining the Scope as we see it, however, this may not align with your expectations and we are certainly flexible to make changes based on your feedback. We appreciate the opportunity to provide professional services to the Village of Whitehouse.

If you concur with these terms and conditions and wish us to proceed with the aforementioned work, please sign and return two copies of this Agreement. We are prepared to proceed with the work outlined above upon your authorization.

If you have any questions, please contact either of us at our contacts noted below.

Respectfully,

CT Consultants, Inc.

Kristin Hopkins, FAICP
Manager of Planning Services
440.530.2320
khopkins@ctconsultants.com

EDGE

Tim Bockbrader, RLA, LEED AP
Principal
419.255.5335
tbockbrader@edgela.com

ENCLOSURE

cc: Diane Oress, CT Market Leader

ACCEPTED BY:

Village of Whitehouse _____ Date _____

_____ _____

Witness

Date

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day Village offices closed	2 Board of Zoning Appeals Meeting	3	4	5
6	7 Refuse Collection Planning Commission Meeting	8	9	10	11	12 Freezin' for a Reason
13	14 Refuse Collection	15 Council Meeting	16	17	18	19
20	21 Refuse collection ML King Day Village offices closed	22	23	24 Tree Commission Meeting	25	26
27	28 Refuse Collection	29	30	31		

EXHIBIT "D"

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Bulk Item Collection
3	4 Refuse Collection Planning Commission Meeting	5 Council Meeting	6 Board of Zoning Appeals Meeting	7	8	9
10	11 Refuse Collection	12	13	14 Valentine's Day	15	16
17	18 Refuse Collection Presidents' Day Village offices closed	19 Council Meeting	20	21	22	23
24	25 Refuse Collection	26	27	28 Tree Commission Meeting		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Refuse Collection Planning Commission Meeting	5 Council Meeting	6 Board of Zoning Appeals Meeting	7	8	9
10 Daylight Savings Begins	11 Refuse Collection	12	13	14	15	16
17 St. Patrick's Day	18 Refuse Collection	19 Council Meeting	20 First day of Spring	21	22	23
24	25 Refuse Collection	26	27	28 Tree Commission Meeting	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Refuse Collection Planning Commission Meeting	2 Council Meeting	3 Board of Zoning Appeals Meeting	4	5	6
7	8 Refuse Collection	9	10	11	12	13
14 Palm Sunday	15 Refuse Collection Tax Day	16 Council Meeting	17	18	19 Good Friday, Village offices close at noon	20 Annual Easter Egg Hunt
21 Easter Sunday	22 Refuse Collection	23	24	25 Tree Commission Meeting	26	27
28	29 Refuse Collection	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Board of Zoning Appeals Meeting	2	3	4 Bulk Item Collection
5	6 Refuse Collection Planning Commission Meeting	7 Council Meeting	8	9	10	11
12 Mother's Day	13 Refuse Collection	14	15	16	17	18
19	20 Refuse Collection	21 Council Meeting	22	23 Tree Commission Meeting	24	25
26	27 Memorial Day Village offices closed	28 Refuse Collection	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Refuse Collection Planning Commission Meeting	4 Council Meeting	5 Board of Zoning Appeals Meeting	6 CherryFest	7 CherryFest	8 CherryFest
9	10 Refuse Collection	11	12	13	14	15
16 Father's Day	17 Refuse Collection	18 Council Meeting	19	20	21 First Day of Summer	22
23	24 Refuse Collection Safety Town	25 Safety Town	26 Safety Town	27 Safety Town Tree Commission Meeting	28 Safety Town	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Refuse Collection Planning Commission Meeting	2 Council Meeting	3 Board of Zoning Appeals Meeting	4 Independence Day Village offices closed	5 Founders' Day Event	6
7	8 Refuse Collection	9	10	11	12	13
14	15 Refuse Collection	16 Council Meeting	17	18	19	20
21	22 Refuse Collection	23	24	25 Tree Commission Meeting	26	27
28	29 Refuse Collection	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 Bulk Item Collection
4	5 Refuse Collection Planning Commission Meeting	6 Council Meeting	7 Board of Zoning Appeals Meeting	8	9	10
11	12 Refuse Collection	13	14	15	16	17 BuskerFest
18	19 Refuse Collection	20 Council Meeting	21	22 Tree Commission Meeting	23	24
25	26 Refuse Collection	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day Village offices closed	3 Refuse Collection Council Meeting	4 Board of Zoning Appeals Meeting	5	6	7
8	9 Refuse Collection Planning Commission Meeting	10	11	12	13	14
15	16 Refuse Collection	17 Council Meeting	18	19	20	21
22	23 Refuse Collection First day of Autumn	24	25	26 Tree Commission Meeting	27	28
29	30 Refuse Collection					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Council Meeting	2 Board of Zoning Appeals Meeting	3	4	5
6	7 Refuse Collection Planning Commission Meeting	8	9	10	11	12
13	14 Refuse Collection Columbus Day Village offices are OPEN	15 Council Meeting	16	17	18	19 Sweetest Day
20	21 Refuse Collection	22	23	24 Tree Commission Meeting	25	26
27	28 Refuse Collection	29	30 Halloween Trick-or-Treat 6-8 pm	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Bulk Item Collection
3 Daylight Savings Time Ends	4 Refuse Collection Planning Commission Meeting	5 Council Meeting	6 Board of Zoning Appeals Meeting	7	8	9
10	11 Refuse Collection Village offices closed for Veterans Day	12	13	14	15	16
17	18 Refuse Collection	19 Council Meeting	20	21 Tree Commission	22	23
24	25 Refuse Collection	26	27	28 Thanksgiving Village offices closed	29 Village offices closed	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Annual Tree Lighting Event	**2** Refuse Collection Planning Commission Meeting	**3** Council Meeting	**4** Board of Zoning Appeals Meeting	**5**	**6**	**7**
8	**9** Refuse Collection	**10**	**11**	**12**	**13**	**14**
15	**16** Refuse Collection	**17** Council Meeting	**18**	**19**	**20**	**21** First day of Winter
22	**23** Refuse Collection	**24** Christmas Eve Village offices closed	**25** Christmas Day Village offices closed	**26**	**27**	**28**
29	**30** Refuse collection	**31** New Year's Eve, offices close at noon				

January 2020

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Birthday of Martin Luther King, Jr.	21	22	23	24	25
26	27	28	29	30	31	1

© Calendar-12.com

February 2020

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Washington's Birthday (Presidents' Day)	18	19	20	21	22
23	24	25	26	27	28	29

© Calendar-12.com

March 2020

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

© Calendar-12.com

April 2020

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12 Easter	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

© Calendar-12.com

May 2020

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Memorial Day	26	27	28	29	30
31	1	2	3	4	5	6

© Calendar-12.com

June 2020

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4 Independence Day

© Calendar-12.com

July 2020

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4 Independence Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

© Calendar-12.com

August 2020

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

© Calendar-12.com

September 2020

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

© Calendar-12.com

October 2020

November 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12 Columbus Day	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

© Calendar-12.com

November 2020

December 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Veterans Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving Day	27	28
29	30	1	2	3	4	5

© Calendar-12.com

December 2020

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas	26
27	28	29	30	31	1 New Year's Day	2

© Calendar-12.com