



RESOLUTION 12-2023 OF THE VILLAGE OF ASHVILLE



A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR AND/OR FISCAL OFFICER TO EXECUTE AN AGREEMENT FOR AN UPDATE TO THE ASHVILLE PLANNING AND ZONING CODE AND TO EXECUTE CONTRACTS AS REQUIRED.

WHEREAS, the Village Council is responsible for the Planning and Zoning Code of the Village of Ashville; and

WHEREAS, the Village Council is following the recommendation of the Planning and Zoning Board in their recommendation to update the Planning and Zoning Code for the Village of Ashville; and

WHEREAS, the Crossroads Community Planning, LLC, provides Planning and Zoning services; and

WHEREAS, members of the North Gate Alliance Cooperative Economic Development Agreement (CEDA) group have agreed to work toward a unified approach to Planning and Zoning Codes in Harrison Township and South Bloomfield; and

WHEREAS, the Village of Ashville wishes to join the CEDA group in updating each of their codes in a unified manner.

NOW, AND HEREAFTER BE IT RESOLVED BY THE VILLAGE COUNCIL, VILLAGE OF ASHVILLE, PICKAWAY COUNTY, STATE OF OHIO THAT:

SECTION ONE

The Village of Ashville Council approves the expenditure of up to \$49,000 to update the Village of Ashville Planning and Zoning Codes.

SECTION TWO

That the Village of Ashville Council approves the execution of the Exhibit by the Village Administrator and/or Fiscal Officer.

THEREFORE, this resolution will take effect at the earliest time allowed by law.

Offered by:

Seconded to the Motion Offered by:

Steve Welsh

Upon roll call on the adoption of the resolution, the vote was as follow: Roger Clark

Council Member	Yes	No	Council Member	Yes	No	Council Member	Yes	No	Council Member	Yes	No	Council Member	Yes	No	Council Member	Yes	No
Roger L. Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Colton Henson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Randy S. Loveless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R. David Rainey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Matt Scholl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Steve Welsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADOPTED THIS 10th DAY OF JULY, 2023

ATTEST:

April D. Grube, Clerk-Fiscal Officer

DATE: 7/12/2023

APPROVED:

Nelson R. Embrey II, Mayor

DATE: 7/12/23

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of the resolution adopted by the Village of Ashville Council held on 10th day of July 2023, and that I am duly authorized to execute this certificate.

Prepared: 05/30/2023
Revised Date:
Review Date:



(Original signature of April D. Grube)

Clerk-Fiscal Officer
(TITLE)

ASHVILLE VILLAGE, PICKAWAY COUNTY
Regular Purchase Order

Office Of ASHVILLE VILLAGE 200 STATION STREET E PO BOX 195 Ashville, OH 43103		Vendor CROSSROADS COMMUNITY PLANNING, LLC 49 STONEY BLUFF WAY LITHOPOLIS, OH 43136		Purchase Order Number: 418-2023 Total: \$49,000.00 Issue: 09/21/2023 Expires:	
Ship To ASHVILLE VILLAGE 200 STATION STREET E PO BOX 195 Ashville, OH 43103		Bill To ASHVILLE VILLAGE 200 STATION STREET E PO BOX 195 Ashville, OH 43103		Miscellaneous Approval:	
Terms					
Purpose					

Quantity	Unit	Item Description	Unit Price	Subtotal
1.00		PLANNING & ZONING CODE UPDATES	\$49,000.00	\$49,000.00

Account Code	Account Description	Amount
1000-410-399-1004	Other - Other Contractual Services{JEDD INCOME TAX}	\$49,000.00

Material on this order is exempted from Ohio Sales Tax and Federal Excise Taxes.

FISCAL OFFICER CERTIFICATE

It is hereby certified that the amount of \$49,000.00 required to meet the contract agreement, obligation, or expenditure for the above, has been lawfully appropriated, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the

----- General -----
 Fund (and others as above) free from any obligation or certification now outstanding.

Certification:

Date: 09/21/2023

Fiscal Officer: April Grube

APPROVED BY



This order is not valid unless Fiscal Officer Certificate is signed.

VILLAGE OF ASHVILLE

PICKAWAY COUNTY, OHIO

ZONING CODE UPDATE

Presented by: Crossroads Community Planning, LLC

May 30, 2023





CROSSROADS COMMUNITY PLANNING, LLC

614-772-0190

crossroadscommunityplanning@outlook.com



May 30, 2023

Samantha Pemberton
Village of Ashville
200 East Station Street
Ashville, OH 43103

Dear Ms. Pemberton,

It is with great pleasure that Crossroads Community Planning, LLC (“Crossroads”) submits this proposal for the Village of Ashville zoning code rewrite. Per our recent conversations with Ashville in conjunction with South Bloomfield and Harrison Township, we are updating our proposal provided last month to separate the zoning code update from the comprehensive planning efforts. This will allow us to provide zoning code services directly to the Village, while providing a separate proposal to all three jurisdictions to assist in a cooperative, regional approach to planning and development.

As noted in the experience section below, Crossroads is currently working with a number of nearby communities to help them plan for the oncoming growth in the region. Our efforts with Ashville will dovetail with these communities to promote desired growth around the Rickenbacker logistics hub. We are currently in the process of working on Harrison Township’s zoning code rewrite. We are also assisting Darby Township in a zoning code rewrite and plan update, as well as working with Walnut Township on a zoning code update. We completed a full rewrite of Circleville’s code last year. This experience provides us with a strong foundation to help guide Ashville in planning for the future.

Our zoning code rewrites provide communities with regulations that both uphold the character and design standards of the community while ensuring they are clear and easy to use for both the Village and the development community. These are essential tools for ensuring the continued vitality and character of a community.

We believe our team can provide a robust and diverse level of services that sets us apart from other proposals. Please do not hesitate to contact me if you have any questions or need further information. We look forward to working with you.

Sincerely,

Holly R Mattei

Holly R. Mattei, AICP Owner/President
Crossroads Community Planning, LLC
hollym@crossroadscommunityplanning.com
614-772-0190

Crossroads Community Planning’s Scope of Services Proposal:

Crossroads Community Planning (“Crossroads”) is pleased to provide this proposal for assistance in updating the zoning code for the Village of Ashville in Pickaway County. Recent growth around the Rickenbacker Multimodal Logistics hub and the onshoring of manufactures including Honda and Intel are generating significant growth in the region. Ashville’s proximity to Rickenbacker in particular, just a few miles up Ashville Pike, puts it in the bullseye of future development.

Crossroads is currently working with several communities in Pickaway County to update zoning codes. Our team is currently working on Harrison Township’s zoning code update, as well as working with Darby Township on a zoning code amendment and updated comp plan and with Walnut Township to update their zoning code. Last year Crossroads completed a full zoning code rewrite for Circleville and provided the City with administrative planning resources as they transitioned to the new code. This parallel experience sets us apart from other consultants and provides us with a significant network of contacts that can be used to assist area communities in their planning efforts. To this end, Crossroads proposes to provide Ashville with an updated zoning code to prepare the community for future growth and development.

Process

Below is a summary of the rewrite process and deliverables Crossroads is proposing for Ashville.

Task 1 – Review Current Zoning Code

Crossroads completes a diagnostic review for every code which includes a comprehensive evaluation and specific recommendations on changes that will benefit Ashville. We will carefully review the Village’s current Zoning Code and any related State and County rules and regulations to identify areas that need to be updated.

Specifically, we will be working to ensure a) the proper boards are reviewing each application to deliver efficiency and consistency of process; b) that all legal requirements are being met; c) a streamlined process for approvals with a focus on reducing any potentially burdensome requirements of the Village and community is in place; and d) that the Code’s districts and design regulations are in line with community needs.

Crossroads will provide the Village with a written diagnostic report at the end of the process. This report identifies which areas of the Code should be maintained and which should be rewritten. It also includes a summary of outreach efforts and provides suggested solutions to balance varying viewpoints expressed by the community. Additionally, Crossroads will identify any commonalities among jurisdictions within the Northgate Alliance CEDA and provide recommendations in order to identify districts, uses and processes that align with the goals and intent of the CEDA agreement.

Task 2 – Steering Committee and Community Outreach

A Steering Committee will be developed and utilized to guide the process, as well as obtain detailed information that is essential to understating the community. This group will play a pivotal role in creating a shared vision for the community and guiding the goals and expectations for the zoning code. The Steering Committee meetings will be held during business hours, and this group will be responsible for providing feedback on each of the zoning code drafts prior to the formal adoption process being initiated by the Planning Commission. We will also provide progress updates to the Planning Commission and Council after the completion of the Code Diagnostic Reports and also midway through the drafting of the code.

The Steering Committee will be comprised of the key organizations identified by the Village, but at a minimum Crossroads recommends the following:

- 1 Village Council Member
- The Planning & Zoning Administrator or alternate administrative representative
- 1 Zoning Commission Member
- 1 Board of Zoning Appeals member
- 1 Resident
- 1 Business Owner
- 1 local safety service representative
- Village Law Director/Attorney
- Village Building Official

Crossroads recommends the following meeting schedule for the steering committee:

- A kick-off meeting prior to outreach to the general public.
- A meeting after the code framework is established and the first draft is complete.
- A meeting to review the second draft of the zoning code.
- A final meeting prior to the commencement of the legal adoption process to recommend the plan for adoption by the Village.

Crossroads will engage in community outreach efforts on the zoning code. We will meet with stakeholders for their input and feedback. We will also conduct two public meetings to gather community feedback as described below:

- One meeting at the start of the process to educate the community about zoning and the process to update the code.
- A second meeting will be held prior to the commencement of the legal adoption process.

Task 3 – Zoning Code Updates and Drafts

Under the leadership of Holly Mattei, Crossroads will complete up to three (3) drafts of the zoning code update prior to the adoption process. Crossroads proposes a hybrid-Zoning Code where the document will include both text and graphics to depict the regulations. Crossroads has experience in preparing hybrid zoning codes for the City of Circleville and Hamilton County, as well as overlays for Jersey, Orange and Berlin Townships, and is currently creating a hybrid code for the City of Lancaster.

Crossroads will draft a new zoning code from scratch, while evaluating which portions of the Code are working well and ensuring these are maintained within the new code structure. The firm has template administrative sections which have functioned well in other communities and help reduce the administrative burden for the Village, residents, and businesses. These include the establishment section, processes for zoning approvals, amendments and appeals, definitions, and enforcement. Next Crossroads will develop the uses sections, which include convenient tables that identify each permitted or conditional use within every district. Crossroads then includes the purpose of each district along with relevant development standards. Next Crossroads develops planned districts with separate administrative regulations for these areas.

Finally, Crossroads includes standards for topics such as parking, landscaping, and signage. Crossroads focuses on these design standards as an integral part of the code and works with communities to ensure that these standards meet the character and desire of the area, as well as ensuring they are easy to use and administer. Crossroads includes useful graphics such as the examples below to assist in the interpretation of these standards.



Task 4 – Final Zoning Code Approval Process

Crossroads will prepare 3 drafts containing proposed amendments to the Zoning Code and will present each draft to the Village. As noted in the Steering Committee and Community Outreach section above, Crossroads will use a Zoning Code Steering Committee representing a cross-section of opinions to review each draft in addition to Village staff.



Crossroads will make any necessary revisions after the completion of the work sessions for each draft. Upon completion of the third draft, Crossroads will deliver a “Public Hearing Draft” to the Village.

Crossroads will also work with the Village’s legal counsel to review the draft zoning code prior to the approval process. Crossroads believes partnering with legal counsel is vital to answering difficult legal questions and interpreting the code within the context of the Village of Ashville and its goals. While Crossroads has a deep understanding of planning and zoning law in Ohio, and therefore will be able to keep the workload of legal counsel to a minimum, involving the Village’s legal counsel ensures that the code is appropriate and applicable for Ashville.

Crossroads will then work with the Village to bring the zoning code through the public approval process. This includes holding public hearings by the Planning Commission and Village Council, with each body adopting the plan. We continue to make adjustments to the code per feedback from these bodies to produce the final product that is desired by the community.

Timeframe

Included as Exhibit A is a timeframe for both processes. Crossroads is proposing a total timeframe of 10 months for the zoning code process.

Proposed Fee Schedule:

Based on the deliverables, Crossroads is proposing a lump sum fee of \$49,000.

This fee will be paid out as follows:

- \$8,000 after the completion of the Code Diagnostic Report
- \$10,000 after the completion of each of the three drafts
- \$10,000 after the public hearings by the Planning Commission and Council have been completed.

Qualifications



Holly R. Mattei, AICP, President, founded Crossroads Community Planning – the intersection of planning and economic development ---- to assist communities in writing zoning codes, completing long range plans, and advancing economic development activities. Crossroads understands the driving factors of community and economic development --- transportation, zoning, housing, recreation, policy decisions --- how they interconnect and how they affect the way a community develops. With a unique background in both city and regional planning and economic development, the firm provides a strategic approach to restructuring existing zoning codes to create a

user- friendly document that will promote quality, sensible development through an efficient and effective development process.

Ms. Mattei will serve as the primary contact and service provider. Ms. Mattei is currently working with Jersey Township on a Comprehensive Plan update and a Zoning Overlay District to guide growth and development in the County. This Overlay was adopted and recently approved by voters via referendum. Ms. Mattei has provided similar planning and zoning services to the City of Circleville, and has worked in Orange and Berlin Townships in Delaware County through the Delaware County Finance Authority. Ms. Mattei is currently working through the adoption process with Harlem Township in Delaware County on a Quick Strategy Guide, which is an update to their recently completed comprehensive plan to address the impacts of the Intel announcement on the community.

Ms. Mattei has extensive experience in regional planning and economic development, beginning with her time at the Fairfield County Regional Planning Commission (FCRCP). Ms. Mattei served as the Director of FCRCP for 8 of her 16 years there. She was an integral part of the preparation and implementation of the long-range plans for the county that included housing and infrastructure development goals and strategies. She also completed Rolling Forward – An Active Transportation Plan and Fairfield Growing – a local foods plans. Ms. Mattei also served as the Economic Development Director of Violet Township (Fairfield County) for two years where she worked on multiple projects.

Ms. Mattei has served on several boards and commissions including:

- Fairfield County Transportation Improvement District – Chair
- Mid-Ohio Regional Planning Commission– Transportation Advisory Committee – Chair
- Mid-Ohio Development Exchange – Board Member
- Fairfield County Housing Coalition
- Pickerington Area Chamber of Commerce



George Mattei, Jr., Director has over 20 years' experience in finance and real estate development. Mr. Mattei has focused his career on housing finance and production, particularly workforce housing. In his most recent role as Vice President of the Huntington Community Development Corporation, Mr. Mattei was responsible for underwriting and closing over \$400 million in housing investments throughout the Midwest. This included developments in smaller city and rural areas such as Wheeling WV, Newcastle, PA, and London and Fremont OH. Mr. Mattei also worked for two separate affordable housing developers, one which focused on rural preservation properties. While working in the Development Department at Ohio Capital Corporation for Housing, Mr. Mattei worked across the State of Ohio providing financing and development advisory services for developments. These experiences provide Mr. Mattei with a keen understanding of real estate markets and development patterns throughout Ohio.

Mr. Mattei has a Master's Degree in City and Regional Planning from The Ohio State University. He is responsible for the GIS mapping efforts of Crossroads and assists in civic engagement efforts. He is heavily engaged in drafting text for Crossroads' comprehensive plans and provides support in data analysis.

Molly Ridge, Planner. Ms. Ridge is a full-time Planner for Crossroads and recent graduate of The Ohio State University where she majored in Environment, Economy, Development, and Sustainability and minored in City and Regional Planning with a focus on Community Development. She focuses on providing support for projects including updating zoning codes and comprehensive plans, research, drafting documents, and brings a sustainability-minded approach to her work. Previously employed with the City of Lancaster, she has gained knowledge and experience understanding the challenges, processes, and goals of local government.

Andrew Bovenzi, Planning Assistant, is currently enrolled in the Master's of City and Regional Planning program at The Ohio State University, and works 20 hours a week for Crossroads. Andrew has his Bachelor of Arts in History with a minor in Political Science from Ohio University, where he graduated Summa Cum Laude. He also studied law at both Ohio University and at Ohio State. Andrew focuses on providing staffing support to Crossroads, including research, drafting reports and updating zoning codes.

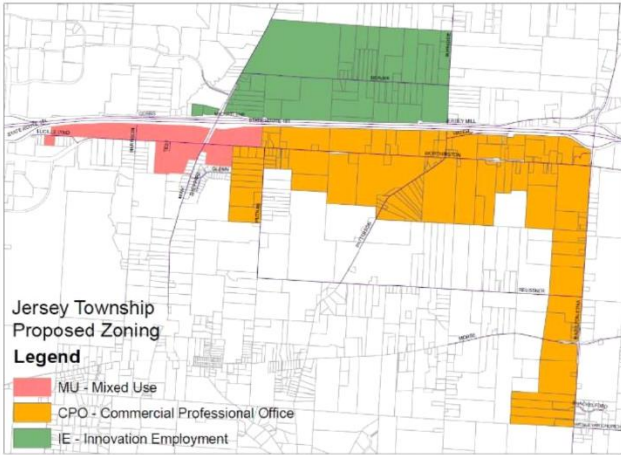
Past & Current Projects

1. Jersey Township – Zoning Code Overlay District

Completion Date:

Adopted March 2022

- Zoning Code Overlay District around the Route 161 corridor
- Designed to guide development near Intel Plant.



2. City of Circleville – Comprehensive Zoning Code Update

Adoption Date:

August 2022

- Complete rewrite of zoning code
- Streamline administration, reduce barriers to development
- Utilizes graphics and charts to create user friendly document
- Ensure quality development standards
- Addresses current planning trends such as food trucks and mixed-use developments
- Update use districts to reflect the community more appropriately



3. Harrison Township, Pickaway County – Comprehensive Zoning Code Update

Expected Completion Date:

Q3 2023

- Complete rewrite of zoning code
- Streamline administration, reduce barriers to development
- Ensure quality development standards
- Update code for current issues and laws
- Completing detailed standards to promote development within the Rickenbacker area and the Northgate CEDA alliance



References

Jim Deal
Harrison Township Trustee
jdeal@harrisonpickaway.com
740-412-5241

Dan Wetzel, Trustee
Jersey Township, Licking County, Ohio
dwetzel@jerseytownship.us
(740) 966-0169

Jim Stanley
City of Circleville
jstanley@circlevilleoh.gov
(740) 477-8224

Exhibit A - Proposed Timeline - Public Input, Deliverables and Key Meeting Dates

Task	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
ZONING CODE										
Steering Committee Meeting #1 - Kick-Off										
Review of Zoning Code-Diagnostic Report										
Establish Code Framework										
Present Diagnostic Report - Steering Committee, Planning Commission and Council										
First Draft of Code										
Steering Committee Meeting #2 - Review First Draft										
Second Draft of Code										
Steering Committee Meeting #3 - Review Second Draft										
Progress Update to Planning Commission & Council										
Third Draft of Code										
Steering Committee Meeting #4 - Review Third Draft										
Prepare and Deliver Fully Assembled Final Draft Code										
Community Presentation - Draft Code										
Formal Adoption Process (Planning Commission & Council)										
Deliver Fully Assembled Code										



Drafting Process



Deliverable



Key Meeting