



CITY OF HUDSON

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Downtown Phase II Ad Hoc Committee

Meeting of April 28, 2014

Meeting Summary

Committee Attendees:

Citizen Appointees:	
Jim Miller	Ryan Beam
Liz Murphy	Ron Strobl
Pat Eldredge	Darin Siley
Ted Olson	Julie Lindner
Officials:	
David Basil, Council Ward 2	Dan Williams, Council at Large
Scott Schroyer, Interim City Manager	Mark Richardson, Community Dev. Dir.
Thom Sheridan, City Engineer	

Additional attendees: Chuck Wiedie, Economic Development Dir., Greg Hannan, City Planner

Committee Discussion:

Interim City Manager Scott Schroyer provided a brief welcome and introduction. The committee discussed the appointment of a chair and vice chair for the committee. Councilman David Basil nominated Julie Lindner as chair. Ms. Liz Murphy seconded the motion. All committee members voted in favor. Chairwoman Lindner then asked for nominations for vice chair. Darrin Siley offered to serve as the vice chair. Chairwoman Lindner seconded the motion. All committee members voted in favor.

Chairwoman Lindner asked for approval of the January 23, 2014 minutes. Mr. Strobl noted that the minutes said the committee would be involved in the consultant selection process; however, he felt that was not carried out. Mr. Basil made a motion to approve the minutes which was seconded by Mr. Ted Olson. All committee members voted in favor.

Mr. Richardson proceeded to orient the board to the consultant selection process. Mr. Richardson stated the request for proposals was posted at multiple websites and directly forwarded to approximately twenty firms. Six firms submitted responses:

1. Downtown Again; Ft. Wayne, Indiana
2. D.B. Hartt, a division of CT Consultants; Mentor, Ohio
3. Houseal Lavigne Associates, LLC; Chicago, Illinois

4. OHM Advisors; Gahanna, Ohio (formerly known as Bird Houk)
5. MKSK; Columbus, Ohio (formerly known as MSI)
6. Peter J. Smith and Company, Inc.; Buffalo, New York

Mr. Richardson stated OHM, MKSK, and Houseal Lavigne Associates (HLA) were interviewed on April 21, 2014 by Mr. Schroyer, Mr. Hannan, and him. Mr. Richardson stated that based on the proposals, interviews, and reference checks, Houseal Lavigne was being recommended to City Council. Mr. Richardson expanded on the qualifications of Houseal Lavigne and referenced the firm's strengths as stated in the April 28, 2014 memorandum to the committee. The committee discussed several items related to the proposal and the qualifications of HLA.

Mrs. Pat Eldridge stated she liked the firm's proposal to create an interactive website specific to the project.

Mr. Siley stated the firm's proposal appeared strong on public outreach and graphics.

Mr. Basil stated the planning process and the consultant should take advantage of all new technologies available since the last plan was completed in 2004.

Mayor Currin asked if any other local firms were considered for the project. Mr. Richardson stated DB Hartt was the only Northeast Ohio firm to submit a proposal. Mr. Currin asked if the firm would be able to attend all meetings due to the commuting distance. Mr. Richardson indicated it would be able to.

Councilman Dan Williams stressed the need for a single point of contact for the project. Councilman Williams also asked about the proposed fee and if the administration felt it was competitive. Mr. Richardson stated Dan Gardner with HLA would be the project manager. Mr. Richardson also stated that all three firms proposed fee schedules that came within \$1,000 of each other and that HLA stated they had not requested a change order in nine years.

Mr. Strobl asked how public input would be obtained. Mr. Richardson stated HLA would use multiple outreach methods including interactive public engagement meetings and stakeholder interviews.

Mr. Siley asked about the level of retail analysis that would be completed. Mr. Basil stated it would be important to look beyond Hudson as well.

Chairwoman Lindner asked about the ability of the firm to address engineering issues and their familiarity with state law that could impact the study such as tax incremental financing regulations. Mr. Richardson stated the firm was well versed in preparing such plans and would also be able to utilize the resources of the city.

Mr. Richardson stated the next step will be for staff to prepare a formal recommendation to City Council in anticipation of HLA being under contract by the end of May.

Chairwoman Lindner made a motion to affirm the administration's recommendation of Houseal Lavigne and Associates for the Comprehensive and Downtown Plans. The motion was seconded by Ms. Murphy. By voice vote the motion passed.

Mr. Basil requested that the discussion points regarding the selection of HLA be forwarded with the recommendation to City Council.

Mr. Richardson indicated the framework of the proposed two separate but equal downtown and comprehensive plan committees was discussed with each interviewed consultant. Based on the consultant's feedback, Mr. Richardson asked for the board's thoughts on how to blend or connect the two committees.

Mr. Olson stated he would like the comprehensive plan to incorporate public engagement as well. Mr. Richardson stated the public engagement for both components of the plan would be conducted as one effort. The board discussed the efficiencies for staff and the consultant of coordinating with only one committee. Mr. Schroyer stated prior to discussion with City Council, the administration wanted to get input from the downtown committee regarding the feasibility of a blended committee to cover all aspects of the consultant work. The committee discussed the feasibility of adding a few additional people to the committee to widen the scope of the committee to include the Comprehensive Plan. Mr. Richardson stated adding representation from each of the city's development review boards may be appropriate. The committee saw merit in this approach and supported the idea of a single committee. Staff indicated it will suggest for City Council's consideration a single committee to cover the full Comprehensive Plan – Downtown Plan when it recommends HLA.

Mr. Richardson stated the city website will be utilized as a document center for the project. Chairwoman Lindner asked that an email distribution list be established for the committee. Mr. Olson asked about access to a zoning map. Mr. Schroyer confirmed it would be placed on the website as well as within the Comprehensive Plan page.

The meeting was adjourned at 8:03pm.