

CITY OF BROOK PARK

P/C 9/8/24 Zoning
CA 9/15/24
1st R 9/15/24
2nd R _____
3rd R _____
B/C _____

ORDINANCE NO. 11558 -2026

INTRODUCED BY: MAYOR ORCUTT

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE CUYAHOGA COUNTY PLANNING COMMISSION FOR PARTICIPATION IN THE CUYAHOGA COUNTY UNIFIED ZONING CODE CONSORTIUM; APPROVING THE TERMS AND CONDITIONS SET FORTH IN ATTACHMENT A AND ATTACHMENT B; APPROPRIATING THE CITY'S CONTRIBUTION TOWARD THE PROJECT; AND DECLARING AN EMERGENCY.

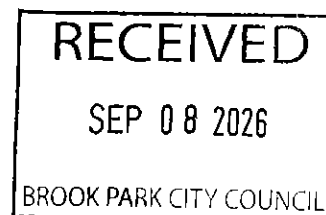
WHEREAS, the City of Brook Park desires to modernize and improve zoning regulations in a manner that promotes orderly development, administrative efficiency, economic growth, and consistency with current planning practices; and

WHEREAS, the UZC (Unified Zoning Code) Brook Park Contract provides for participation by the City of Brook Park in the Cuyahoga County Unified Zoning Code Consortium for the development and initial adoption of a UZC administered through the Cuyahoga County Planning Commission;

WHEREAS, the proposed UZC project contemplates collaboration among participating municipalities identified in Attachment "A", which is attached hereto and incorporated herein by reference;

WHEREAS, the project Scope of Work, attached hereto as Attachment "B" and incorporated herein by reference, establishes the duties, responsibilities, project phases, timelines, deliverables, and estimated costs associated with the Unified Zoning Code initiative;

WHEREAS, the estimated contribution of each participating community, including the City of Brook Park, is Twenty-Five Thousand Dollars (\$25,000.00) toward consultant and project costs associated with the development of the UZC;



WHEREAS, City Council has determined that participation in the UZC Consortium is in the best interests of the City and its residents and will provide a cost-effective approach to zoning modernization;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BROOK PARK, COUNTY OF CUYAHOGA, STATE OF OHIO:

SECTION 1. The Mayor is hereby authorized and directed to enter into the Professional Planning Services Agreement between the City of Brook Park and the Cuyahoga County Planning Commission for participation in the UZC Consortium, substantially in the form presented to Council and on file with the Clerk of Council.

SECTION 2. The City of Brook Park hereby approves participation in the UZC Consortium and acknowledges the participating communities identified in Attachment "A", attached hereto and incorporated herein as though fully rewritten herein.

SECTION 3. The City Council hereby approves the Scope of Work attached hereto as Attachment "B", including all project phases, meetings, deliverables, timelines, and administrative processes necessary to complete the UZC project. Attachment "B" is incorporated herein by reference as though fully rewritten herein.

SECTION 4. The amount of Twenty-Five Thousand Dollars (\$25,000.00) is hereby authorized and appropriated from the appropriate City Fund 243 for payment of the City's contribution toward the UZC project in accordance with the Agreement and Attachment "B".

SECTION 5. The Mayor, Director of Finance, Director of Law, and all other appropriate City officials are hereby authorized and directed to execute all documents and take all actions necessary to carry out the intent of this Ordinance and the Agreement, including participation in Consortium meetings, project coordination, public engagement activities, and related administrative functions contemplated by Attachment "A" and Attachment "B".

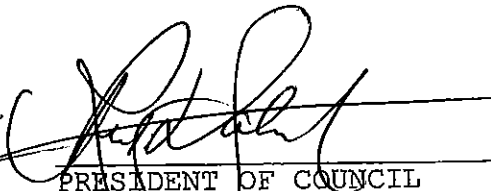
SECTION 6. Nothing contained herein shall be construed as obligating the City of Brook Park to adopt any final version of the UZC. Any future adoption, amendment, or implementation of a UZC shall be subject to all applicable procedures required by Ohio law and the Charter and Codified Ordinances of the City of Brook Park.

SECTION 7. Should any section, subsection, sentence, clause, phrase, or portion of this Ordinance be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 8. All ordinances and resolutions or parts thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 9. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were conducted in meetings open to the public in compliance with applicable law.

SECTION 10. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the City and for the timely participation of the City in the Unified Zoning Code Consortium and related planning activities; therefore, provided it receives the affirmative vote required by law, it shall take effect immediately upon its passage and approval by the Mayor.

PASSED: September 15, 2024 
PRESIDENT OF COUNCIL

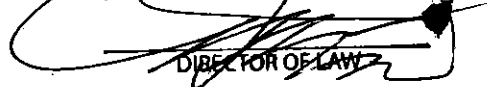
ATTEST: Carol Johnson APPROVED: Ed M. Smith
Clerk of Council MAYOR

9/16/24
DATE

CERTIFICATE
Carol Johnson, Clerk of Council, of the City of Brook Park, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ordinance Resolution No. 11558-2024 passed on the 15 day of September 2024 by said council.

Carol Johnson
Clerk of Council

I HEREBY APPROVE THE WITHIN INSTRUMENT AS TO LEGAL FORM AND CORRECTNESS.


DIRECTOR OF LAW

	Yea	Nay
Gonzalez	☒	☐
Mencini	☒	☐
Roberts	☒	☐
Scott	☒	☐
McCorkle	☒	☐
Poindexter	☒	☐
Dufour	☒	☐

**“ATTACHMENT A”
PARTICIPATING COMMUNITIES
UNIFIED ZONING CODE**

County Planning has convened the Cuyahoga County Unified Zoning Code Consortium (“Consortium”), a collaborative body of participating municipalities facilitated by County Planning to guide the development, adoption, and ongoing improvement of a Unified Zoning Code (“UZC”). The following communities have expressed interest in participating.

- A. City of Brook Park
- B. City of East Cleveland
- C. City of Fairview Park
- D. City of Euclid
- E. City of Maple Heights
- F. City of North Olmsted
- G. City of South Euclid



**“ATTACHMENT B”
SCOPE OF WORK
UNIFIED ZONING CODE**

The process for the Unified Zoning Code (UZC) consists of the following series of phases and tasks outlined below and collectively referred to as the “Scope of Work.” County Planning and the Consortium may choose to adjust the number of meetings, deliverables, and processes identified in this Scope of Work in order to achieve the objectives of this project.

A. ROLES & RESPONSIBILITIES

This section describes in detail the roles and responsibilities required to produce the UZC; these will be assigned among the staff of County Planning as well as the members of the UZC Consortium.

I. COUNTY PLANNING RESPONSIBILITIES

- 1) Conduct UZC Consortium meetings, public engagement, and other outreach;
- 2) Create and host a project webpage on the County Planning website;
- 3) Run the RFP/RFQ process, select a UZC consultant, and manage selected consultant;
- 4) Distribute all planning materials as they are developed in each phase described herein for posting on the municipal and County Planning project webpages and social media; and
- 5) Assemble and finalize all documents and deliverables, presentations, and public meeting materials.

II. PARTICIPATING COMMUNITY RESPONSIBILITIES

- 1) Identify and provide contact information for those who will participate in the UZC Consortium meetings;
- 2) Identify a single point of contact to coordinate meetings, schedules, and disseminate relevant information to any necessary parties within the Participating Community;
- 3) Identify interested parties or other groups as necessary, who will provide feedback and potentially attend meetings as part of the UZC process;

- 4) Provide County Planning with planning-related policy documents, format all requested data, and transmit electronically to County Planning;
- 5) Assist in coordinating, advertising, organizing, and hosting all necessary meetings, including Consortium, Stakeholder, Public Engagement meetings or events, and other engagements necessary for completing this Scope of Work; and
- 6) Provide timely feedback on all draft materials and deliverables—including documents, marketing/advertising, data, etc. and input from the staff on project-related matters.

B. UNIFIED ZONING CODE PROJECT PHASES

This section describes in detail the individual phases and tasks that will be completed in order to produce the Unified Zoning Code.

I. PHASE 1: PROJECT INITIATION & ADMINISTRATION

Phase 1 of the UZC is focused on project setup, organizational steps, and initial meetings.

PHASE 1 TASKS

- 1) Draft Project Management Materials: County Planning will develop outreach materials, formalize tasks and timelines, post a project webpage, and finalize funding necessary to solicit a consulting firm.
- 2) Prepare/Conduct Outreach: Throughout this Phase, County Planning will partner to undertake engagement activities to educate audiences about the UZC.

PHASE 1 MEETINGS

- 1) Regular meetings with the UZC Consortium
- 2) Presentations as necessary to partners and interested parties

PHASE 1 DELIVERABLES

- 1) Project Management Materials
- 2) Project Webpage
- 3) Outreach Materials

II. PHASE 2: CONSULTANT SELECTION

Phase 2 entails developing and advertising a Request for Proposals or Request for Qualifications (RFP/RFQ) and managing a consultant selection process.

PHASE 2 TASKS

- 1) Develop Scope & RFP/RFQ: County Planning will work with the Consortium to define needed deliverables and develop an RFP/RFQ for a consulting firm or team.

- 2) Solicit & Select Consultant: County Planning will work with the Consortium to advertise the RFP/RFQ, manage the solicitation process, and select a consulting firm or team.
- 3) Refine Scope & Execute Contract: County Planning will draft a contract and scope for the selected Consultant(s), gain approval from the Consortium, and enter into contract with the selected Consultant(s).

PHASE 2 MEETINGS

- 1) Regular meetings with the UZC Consortium
- 2) Presentations as necessary to partners and interested parties

PHASE 2 DELIVERABLES

- 1) Draft RFP/RFQ
- 2) Signed Contract with Selected Consultant(s)

III. PHASE 3: CODE DEVELOPMENT

Phase 3 entails working with the Consortium and Consultant(s) to develop the Unified Zoning Code text, Zoning Districts, and Zoning Map. This phase will also include significant public engagement to ensure ongoing understanding and comfort with the proposed UZC.

PHASE 3 TASKS

- 1) Manage UZC Consultant: County Planning will work with the Consortium to manage the work of the UZC Consultant(s) as they draft administrative procedures and definitions, development and use standards, zoning districts, and associated zoning language.
- 2) Develop Zoning Map: County Planning and Consultant(s) will develop an online Zoning Map and apply the relevant Zoning Districts to the map.
- 3) Develop Online Portal: County Planning will develop an online portal to host the Unified Zoning Code and Zoning Map.
- 4) Prepare/Conduct Outreach: Throughout this Phase, County Planning will partner with the Consultant(s) and the Consortium Communities to undertake significant public engagement activities. To that end, County Planning will develop individual engagement plans with each Participating Community in the UZC Consortium.

PHASE 3 MEETINGS

- 1) Regular meetings with the UZC Consortium
- 2) Presentations as necessary to partners and interested parties
- 3) Public engagement meetings in UZC Consortium communities

PHASE 3 DELIVERABLES

- 1) Participating Community Engagement Plan
- 2) Draft Unified Zoning Code
- 3) Draft Zoning Map
- 4) Online UZC Portal

IV. PHASE 4: ADOPTION PROCESS

Phase 4 entails adoption of the UZC first by the Cuyahoga County Planning Commission and then by Consortium members.

PHASE 4 TASKS

- 1) Manage Adoption by CCPC: County Planning will manage adoption of the UZC by the Board of the Cuyahoga County Planning Commission.
- 2) Assist Adoption by Consortium Members: County Planning will assist Consortium members through the adoption process with materials and technical assistance.
- 3) Prepare/Conduct Outreach: Throughout this Phase, County Planning will undertake public engagement activities.

PHASE 4 MEETINGS

- 1) Regular meetings with the UZC Consortium
- 2) Presentations to Board of the Cuyahoga County Planning Commission
- 3) Presentations to Consortium members

PHASE 4 DELIVERABLES

- 1) Comprehensive Adoption Toolkit & Training Materials
- 2) Final Unified Zoning Code

V. PHASE 5: ROLLOUT & MAINTENANCE

Phase 5 involves establishing a model and process for ongoing maintenance of the UZC.

PHASE 5 TASKS

- 1) Provide Community Support: County Planning will provide support to communities in the months following initial adoption.
- 2) Establish Subscription Model: County Planning will work with the Consortium to estimate ongoing costs and develop a model for ongoing maintenance of the Unified Zoning Code.

PHASE 5 MEETINGS

- 1) Regular meetings with the UZC Consortium

PHASE 5 DELIVERABLES

- 1) Support Materials
- 2) Subscription Model and Contract

C. TIMELINE & FEES

- I. County Planning estimates that the services outlined herein could be completed within Thirty-Six (36) months from execution of an Agreement.
- II. The calculation of the estimated cost of professional services based on the Scope of Work outlined above is \$845,000.00.

- III. The project is to be funded through a combination of contributions from Consortium members, philanthropic grants, and in-kind professional services, with each Participating Community contributing its proportionate share toward consultant and project costs.
- IV. If additional professional services are requested by the UZC Consortium, these additional services would be subject to negotiation for additional professional fees.

PHASE		ESTIMATED COSTS
1	Project Initiation & Administration	\$25,000
2	Consultant Selection	\$25,000
3	Code Development*	\$695,000
4	Adoption Process	\$50,000
5	Rollout & Maintenance	\$50,000
TOTAL		\$845,000
PARTICIPATING COMMUNITY CONTRIBUTION		\$25,000

* The estimated costs for Code Development include both the in-kind contributions of County Planning and the estimated cost of a consultant team.

PHASE		TARGET DATES	EXPECTED MEETINGS
1	Project Initiation & Administration	8/13/26 – 12/31/26	UZC Consortium Meetings Partner Presentations
2	Consultant Selection	8/13/26 – 12/31/26	UZC Consortium Meetings Partner Presentations
3	Code Development	12/1/26 – 6/30/28	UZC Consortium Meetings Partner Presentations Public Engagement
4	Adoption Process	1/1/28 – 6/30/29	UZC Consortium Meetings Cuyahoga County Planning Commission Board Presentation Adoption Entity Presentations Public Engagement
5	Rollout & Maintenance	1/1/29 – 6/30/29	UZC Consortium Meetings