

**City of Springboro Master Plan
Pre-Proposal Conference Call Summary
June 22, 2020, 1:00 p.m. EDT
Conducted on Zoom**

Participants

Representatives from the following organizations participated in the conference call, listed as introduced during the conference call:

City of Springboro
Madison County, Indiana Council of Governments
The Greenway Collaborative
Urban Design Associates
Jacobs
Community Planning Insights
MKSK
Urban Design Associates
Planning NEXT
Rundell Ernstberger Associates
Becket & Raeder
Design Workshop
American Structurepoint
McKenna & Associates
RTKL
21 persons participated in the pre-proposal conference.

City of Springboro Background Information

City staff reviewed the following at the outset of the conference call:

- A summary of the conference call will be made available through the City website master plan page.
- Proposals accepted in electronic format only by July 10, 2020 at 12:00. The City's email system allows proposals up to 5mb in size, we can make arrangements with consultants to send larger-size proposals.
- There will be a steering committee to guide the master plan process, but membership of the committee has not been finalized. It will consist of representation from City Council, Planning Commission, City Manager's office, Planning Department. City staff will evaluate proposals for completeness and shortlist proposals received.
- The City of Springboro boards and commissions continue to meet under the state of emergency declared in Ohio remotely using Zoom. The manner in which firms will be interviewed—remotely or in person--and how the master plan proceeds, is to be determined based on the state of emergency status.
- Staff expects the plan to be underway in 60-90 days. The project is funded through the 2020 City budget. The City will make the professional services agreement to be used for the selected consultant available.

Question & Answer Period

Note: Questions and answers under a similar theme/topic have been grouped together.

Are there updates on the policy areas (from the 2009 plan), is information available on progress towards implementation of the plan or were items not completed from the previous plan?

The 2009 plan is used continually by the City to manage density for residential development, and open space targets that was a community goal at the time. The plan did not include metrics. A major outcome of the plan was the 2015 Planning & Zoning Zone Update that resulted in an overhaul of the code text and zoning map.

What is the availability of GIS data, shape files, parcel-level data?

The City has access to Warren County GIS Department data that includes recent digital orthophotography, shape files, and parcel data. About 10 percent of the community is in Montgomery County and that data/City accessibility is not as great. The City does not have a GIS capability on staff, however some parcel data exists going back to the 2009 plan, 2015 text/map update, and 2013 and 2020 bike and pedestrian plans.

Is the web-based plan going to be stand-alone from the City's CivicPlus platform?

The plan will be stand-alone during the course of the project, and turned over to the City when complete. The City wishes to see the platform to drive public involvement. It will also allow the selected consult to make changes quickly and the plan progresses.

Does the City need any printed documents to supplement the online/digital format of the plan?

We will make paper copies of documents available as required, postings in public places on meeting announcements and the like, and more as required by state and local law. The City will manage that locally during the plan development process. We envision the plan being both stand-alone in the digital format and also printable for individual users and/or on specific plan topic areas.

What is expected in the way of public engagement?

We see the public engagement process being multi-faceted, beginning with a steering committee to be selected by City Council, non-scientific online surveys with a focus on managing resident/non-resident input, the use of open houses, interviews with individuals representing different facets of the community—for example private industry, non-profits, and schools, for example, through presentation to groups like the Chamber of Commerce, Rotary, and similar community service organization, outreach through the City's digital and print newsletter and online media, and focused engagement on youth, homeowner association involvement. The City welcomes the creativity of the consultant on additional public engagement concepts, especially with segments of the population that may not typically be engaged.

Have any market analyses or housing studies been completed recently that will help inform this process?

The City is currently investigating the completion of a housing study, the goal being to complete that work early in the master plan's development. That study would focus on housing affordability, design issues including accessibility, and aging in place. While not directly related to the master plan, the City is planning on completing update to the sign code in 2020/2021. Also the results of the City's triennial community survey should be available in the early stages of the master plan process. This scientific survey is being completed by Miami University and long-term conclusions may be drawn from the 3 previous surveys.

Will the City be following CDC or other guidelines in the event of another outbreak, does the City feel comfortable doing remote engagement?

The City is comfortable with remote engagement and will continue to as long as the state of emergency continues in Ohio, as we have since April with our Planning Commission and other boards and commissions. We will look to address access and equity issues associated with that meeting format.

What is the City looking for by the "and more" on the plan website referenced in the RFP?

We look for the website to be used to post reference information associated with the plan such as articles, studies, and other guidance, and examples of development concepts proposed for the plan, such as avi files, graphics, photographs, among other examples.

Can a low-res version of the proposal be sent by email with a download link in a high-res format?

Yes, we would accept that manner of getting the plan so long as the information reaches up by the stated deadline. Our servers limit file sizes to 5mb.

The following questions were posed by interested consultants following the pre-proposal conference:

Would a requirement of the master plan be to codify any changes made to the land use's code language or would the recommendations be taken from the report and in a different scope of work be codified by the City of Springboro.

No, the master plan we're seeking proposals for does not anticipate changes to the Planning & Zoning Code or map, however we expect, as with the 2009 plan, it will include recommendations for such text/map changes. For reference purposes see the master plan page link to the 2009 plan, policy areas, last entry on each policy area recommendation (Implementation Recommendation). Policy Areas 7 and 13 include the recommendations that went into some specific detail. While we are not committed to replicating the policy area format of the 2009 plan, the implementation recommendations for the 2020 master plan would exceed the two examples provided above.

Building off of the 2009 plan, success of Settlers Walk and with current development trends in mind, is there a type of land use that is more desired within the current city limits: Parks/Open Space? Cultural/Art/Institutional Venues? Office or Business (Types)? Manufacturing? Hospitality? Residential (Types)?

In addition to the market study and housing study question/answer above, and the triennial community survey, the 2009 plan may be helpful to inform future land use expectations, but with more emphasis on

redevelopment than in the past. Future land use decisions will be coming out of the community input process used during the master plan's development.

Are there any existing challenges currently being experienced within the City of Springboro relative to transportation?

The City has been working to address north-south traffic on SR 741, south of SR 73, for some time, am/pm school traffic being the primary concern, and the limitations presented by the historic district that is at the north end of the problem area of the corridor.

Aside from incorporating bike/pedestrian recommendations in the updated plan, are there any other significant transportation initiatives that the City sees as desirable in the years moving forward (such as intelligent transportation systems)?

There is an interest in the City on intelligent vehicle technology through the state's DriveOhio program, smart vehicles to provide access to areas like the historic district and the redeveloping SR 73/SR 741 intersection area. Near term the City is planning on upgrading traffic sensing technology at key intersections.

Are there transportation links (roads, trails, etc.) that are currently missing that the City sees as vital to address in the future?

For motorized transportation, there are only small links that are expected to be made over the next few years, all of them associated with development/redevelopment projects, in partnership with property owners. The plan will help inform and update to the City's existing thoroughfare plan. For non-motorized modes, see the 2013 and 2020 bicycle/pedestrian plan.

Closing Remarks

The plan will be used to help inform updates to the City's water and sanitary sewer plans, documents to be initiated in 2021.

Note: other questions received from consultants will be posted on the master plan page on the City website as they become available.

Check back to the master plan page for updates through the proposal submission deadline.

Revised July 1, 2020