

**ORDINANCE NO. 2011-16-CD**

**AUTHORIZING THE MUNICIPAL MANAGER TO ENTER INTO AN AGREEMENT  
WITH SULLEBARGER ASSOCIATES AND DECLARING AN EMERGENCY**

**WHEREAS,** the Village Council has determined that the zoning code will be updated and while that is occurring, Village Council desires to move forward with supplemental provisions that will protect and enhance the historic character of the Village; and

**WHEREAS,** the Greenhills Planning Commission recommends approval of an agreement with Sullebarger Associates to guide the Village in this process.

**NOW, THEREFORE,** be it ordained by the Council of the Village of Greenhills, Ohio, six members elected thereto concurring:

**SECTION 1.**

That the Municipal Manager is hereby authorized to enter into an agreement with Sullebarger Associates for the Scope of Services attached hereto and be reference made a part hereof.

**SECTION 2.**

That the cost for this service is anticipated to be \$7,500.00. The Fiscal Officer is hereby directed to make payment to the vendor pursuant to the terms of the Agreement.

**SECTION 3**

That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the Village. The reason for said emergency is to allow for the orderly redevelopment of properties within the Village at the soonest possible date in order to positively impact the economic health of the community.

Passed this 19th day of April, 2011.

Fred Murrell, MAYOR /s/

Kathryn L. Lives, CLERK OF COUNCIL /s/

# SULLEBARGER ASSOCIATES

## HISTORIC PRESERVATION CONSULTANTS

1080 Morse Avenue, Glendale Ohio 45246 sullebarger@fuse.net (513) 772-1088

April 13, 2011  
Ms. Evonne Kovach  
Municipal Administrator  
Village of Greenhills  
11000 Winton Road  
Greenhills, OH 45218-1198

Re: Revision of Planning and Zoning Code

Dear Ms Kovach:

I enjoyed meeting with you to discuss the prospects for historic preservation in Greenhills. The update of your zoning code is the perfect opportunity to consider how historic preservation can be integrated in future development in a positive and practical way. As requested, I am pleased to present a proposal for my services to provide the Village of Greenhills with the tools to do that.

### **Scope of Services:**

- **National Historic Landmark (NHL) designation.** I will assist the Village in investigating the potential for NHL designation as well as its pros and cons. This will involve correspondence with the National Park Service. If additional historical documentation is required, this work may be undertaken by a separate agreement.
- **Zoning Code Overlay.** In coordination with the update of the zoning code by the Local Planning Assistance Center (LPAC) of the Hamilton Country Regional Planning Commission, I will develop code provisions that will enable the Village to create overlay districts to protect and enhance the historic character of the Village Center and other areas as desired. This would involve formulating key elements such as goals, function and makeup of a review body, criteria for designation, and guidelines for the related review process.

**Process:** The process for preparing the Zoning Code Overlay will correspond to that in the LPAC Scope of Services, involving identification of desired components, first, second and final drafts, and adoption of new regulations by the Village.

**Legal Review:** The Village Solicitor will review the proposed regulations and make revisions and/or corrections as necessary. The review will consider the constitutionality of the proposed regulations as well as consistency with the Ohio Revised Code and all other relevant case law. 1080 Morse Avenue, Glendale Ohio 45246 sullebarger@fuse.net (513) 772-1088

**Meeting Structure & Timetable:** I will meet with the Municipal Administrator and LPAC as needed during the process outlined above. I will meet with the Planning Commission at least three times to reach the point where a final draft is prepared. I will also meet with the Village Solicitor as needed to address questions of law related to the scope. Additional or joint meetings with the Planning Commission, Council or Solicitor may also be necessary as part of the adoption process. I will attend all public hearings and make presentations on the content of the regulations as needed.

**Documents to be submitted:**

- Brief report on NHL designation in hard copy and PDF
- Digital version of the Zoning Code Overlay document in Microsoft Word format
- Any relevant research that supports the proposed regulations.

**Additional Services:**

- **National Historic Landmark (NHL) designation.** Depending on advice from the NPS, the Village may wish to undertake additional historical documentation to obtain NHL designation.
- **Design Guidelines.** Design Guidelines go hand-in-hand with Overlay districts and should be tailored to the preservation goals and historic resources in your community. Brief Design Guidelines or Design Requirements can be incorporated in the Zoning Code; however, supplementary guidelines may be a useful educational tool to promote best practices among building owners. Publication of a Design Guidelines booklet would involve a separate proposal including graphic design and printing costs.
- **Designation of Overlay Districts.** Once legislation is passed, the next action is to designate local landmarks and districts, based on the criteria and process outlined in the legislation. Designation reports should include further evaluation of properties listed in the National Register or documented in the Ohio Historic Inventory. The time required will depend on the process outlined in the legislation and the amount of research needed. .
- **Permit Review.** Once Overlay districts are designated, building and demolition permits would be subject to review. This may be accomplished by an expanded Planning Commission or a new historic preservation commission, depending on the desired approach. Often small communities supplement their commission with a paid consultant to ensure that they have the necessary expertise to evaluate applications. This is a service that I currently provide to the City of Montgomery Landmarks Commission in addition to volunteer service on the Glendale Planning & Historic Preservation Commission. days from receipt of the invoice.

**Qualifications:** Based in Glendale, I have more than 30 years of experience in the field and hold a master's degree in Historic Preservation from Columbia University. My background includes private-sector cultural resource consulting as well as permit review for state and local government agencies, including the City of Montgomery, Village of Glendale, City of Cincinnati, NJ State Historic Preservation Office, and the Port Authority of NY & NJ. Services include historic inventories, nominations to the National Register of Historic Places, permit review, federal tax credits for historic rehabilitation, and design guidelines.

I am a member of the Glendale Planning & Historic Preservation Commission and past member of the Cincinnati Historic Conservation Board and the Ohio Historic Sites Preservation Advisory Board. I co-authored and appeared in the documentary *Sacred Spaces*, which premiered on CET in March 2008. My award-winning projects include *Historic Preservation Guidelines for the Village of Glendale* and *A Guide to Art and Architecture in Cincinnati's Parks*. I also wrote several chapters in *Architecture in Cincinnati: an Illustrated History of Designing and Building an American City*, published by Ohio University Press.

I would welcome the opportunity to work with you and the Village of Greenhills to preserve and capitalize on your precious historic assets. If you find the above Scope of Work and terms satisfactory, please sign below and return a signed copy to me.

Many thanks,  
Beth Sullebarger

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Signed Date