

Buildings & Lands Committee
CITY HALL COUNCIL CHAMBERS
AGENDA OF MARCH 5, 2026
5:45 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Building and Lands Committee Meeting Minutes dated August 18, 2025.
(Council action required)

NEW BUSINESS

- O 2026-16 An Ordinance authorizing the issuance of a Request for Concept Proposals for the adaptive reuse of Old Town Hall.
(Introduced by Mayor Corcoran; First Reading on 02-17-2026)

ADJOURNMENT

**NORTH RIDGEVILLE CITY COUNCIL
BUILDING AND LANDS COMMITTEE MEETING MINUTES
CITY COUNCIL CHAMBERS – 6:15 P.M.
MONDAY, AUGUST 18, 2025**

To Order and Pledge of Allegiance:

Chairman Bruce Abens called the Building and Lands Committee meeting to order at 6:15 p.m. and led the Pledge of Allegiance.

Roll Call:

Members present: Chairman Bruce Abens, Councilman Clifford Winkel, and Councilwoman Holly Swenk.

Others Present: Councilman Jason Jacobs, Councilman Eric Shaffer, Councilwoman Georgia Awig, Councilman Martin DeVries, Planning and Development Director Kim Lieber, Law Director Brian Moriarty, and Deputy Clerk of Council Tina Wieber.

Action on Minutes:

Chairman Abens asked if there were any corrections to the minutes dated August 19, 2024. No discussion was offered. The minutes stand approved as submitted.

{Clerk notes: The Chair began with the second item of new business.}

Discussion regarding 2025-115:

2025-115 An Ordinance amending Chapter 628 Fair Housing of the North Ridgeville General Offenses Code.
(Introduced by Mayor Corcoran; First Reading on 08-04-2025)

Chair Abens asked the Planning and Development Director Kim Lieber to explain Ordinance Number 2025-115.

Director Lieber explained that a question was raised through the Council's office regarding the City's Fair Housing Board. Upon reviewing the City's Fair Housing Ordinance, it was noted that the Ordinance had originally been established in 1989 and had seen little change since. This prompted a more in-depth review, as is often the case with older legislation. Director Lieber added that the goal became not only to address the Fair Housing Board but also to ensure the Ordinance was current and aligned with both federal and state law. Maintaining a local fair housing Ordinance demonstrated the City's commitment to protecting residents' rights. It also helped the City qualify for federal funding, such as Community Development Block Grants or other HUD-funded programs.

Director Lieber noted that federal law prohibits discrimination based on race, color, religion, sex, national origin, familial status, and disability, while Ohio law also includes ancestry and military status. The City's existing Ordinance did not fully reflect these protected classes and was outdated. The updated Ordinance was designed to reflect recognized federal and state protected classes, without adding any others. The proposal is to eliminate the Fair Housing Board, which was previously staffed through the Treasurer's Office, because there was no clear understanding of its roles and duties. The Board's intended function was not related to home rehabilitation or

physical improvements, but rather to ensure access to selling, purchasing, or renting housing and to ensure that landlords met their federal obligations.

Director Lieber mentioned that neither the Board nor City officials have the expertise needed to investigate and enforce fair housing laws. The proposed Ordinance aims to promote partnerships with nonprofit organizations or other government agencies. These agencies are better equipped to handle enforcement and education, demonstrating the City's commitment. The City reached out to Lorain County, which manages fair housing through its Community Development Department, and received positive feedback about forming a memorandum of understanding or agreement to provide fair housing services for North Ridgeville. Lorain County already receives calls from across the county, including North Ridgeville. Director Lieber reiterated that the Ordinance aligns with federal and state laws, ensuring equitable housing access for all residents, reducing legal liability for the City, and creating a partnership with Lorain County for fair housing services.

Chair Abens inquired whether the Law Director had any comments.

Law Director Moriarty stated that he reviewed the proposed legislation, and it complies with current state law.

Chair Abens inquired whether any members of City Council had questions or comments.

Councilman Winkel asked if the Fair Housing Board would be dissolved under the proposed Ordinance. He understood it would no longer be in effect, noting it had not met in years and had no active members.

Councilman Winkel raised a question regarding the scope of fair housing ordinances in other jurisdictions, specifically whether they addressed housing conditions such as unsafe living environments caused by landlords. He acknowledged that such matters would normally be under the Building Department's jurisdiction.

Director Lieber clarified that, with the elimination of the Fair Housing Board, any issues not related to discrimination—such as housing conditions—would be directed to the Building Department. She added that the Department's goal is to implement a rental registration program to maintain the integrity of the neighborhoods.

Chair Abens asked if the fair housing Ordinance affects HOAs that have rules against renting properties within their HOA.

Director Lieber responded that the Ordinance does not regulate HOAs. This defines the obligations of landlords when they rent, but it doesn't require rental or prohibit rental in any way.

No further comments from the Administration or the Committee.

Moved by Winkel and seconded by Swenk to send Ordinance Number 2025-115 back to City Council for consideration as submitted.

A voice vote was taken, and the motion carried.

Yes – 3

No – 0

Discussion Regarding Ordinance Number 2025-110:

2025-110 An Ordinance amending Sections 1268.02, 1270.02, and 1272.04 of the North Ridgeville Zoning Code to update use regulations for automobile service stations and gasoline stations.
(Introduced by Councilman Abens; First Reading on 07-21-2025)

Chair Abens explained his reasoning for supporting legislation to limit the number of gas stations in North Ridgeville. The following highlights his reasoning.

- While traveling throughout the city, there are a large number of existing gas stations, as well as several vacant lots and corners that could potentially accommodate more gas stations.
- Some gas stations have closed, leaving behind environmental and redevelopment challenges due to the need for soil reclamation and tank removal.
- Once a property becomes a gas station, it is difficult to repurpose if the business fails or closes.
- Although the State mandates removing underground tanks upon closure, bankruptcies often prevent proper removal, leaving the City liable. Examples include the former BP station at Center Ridge Road and State Route 83, and the Marathon station near Cook Road and Lorain Road, which remained vacant for years due to improperly removed tanks.
- The number of gas stations has a similar issue to the car washes in North Ridgeville, which have also been limited by prior legislation.
- The proposed Ordinance would not apply to gas stations that are part of a larger development project, such as Giant Eagle or Meijer.
- The legislation is a “win-win” for the city, highlighting the need for long-term planning and drawing lessons from past zoning decisions that heavily favored residential development.
- The City could limit the number of gas stations to prevent ending up with many abandoned, unusable stations until environmental cleanup is finished.

Chair Abens inquired whether the Administration had any comments.

Mayor Corcoran understood the reasoning for the legislation. He noted that the City is currently going through a zoning code change. He wants to avoid introducing legislation that would prevent a particular business from entering the city. Mayor Corcoran cautioned against trying to enforce the legislation.

Director Lieber provided the following positives and negatives of the legislation.

Positive Impacts of Ordinance:

- The Ordinance would reduce the number of gas and service stations, helping to prevent oversaturation.
- It aligned with community preferences to limit auto-oriented uses that contribute to traffic and congestion.
- Reclassifying gas stations as conditional uses would give the City, staff, and Planning Commission greater control over design, buffering, traffic flow, and lighting. Conditional use status allowed for more thorough review compared to permitted uses by right.
- The Ordinance would help preserve the character and aesthetics of commercial corridors by preventing gas stations from dominating key commercial areas.

- Limiting gas stations could gradually phase out underperforming stations.
- The Ordinance would be consistent with the City's car wash policy, the one-mile spacing requirement.

Negative Impacts and Considerations:

- Existing gas stations within one mile of another would become non-conforming under the new Ordinance. If a non-conforming station remained vacant for over a year, it could not reopen as a gas station.
- Vacant stations posed a risk of blight due to high cleanup and redevelopment costs.
- Non-conforming gas stations seeking to reopen or change ownership would need to appeal to the Board of Zoning and Building Appeals (BZBA), placing BZBA in a difficult position.
- Ordinance could impact redevelopment, especially if lenders were hesitant to finance properties that could not be rebuilt after damage.
- Lenders often requested zoning letters to confirm rebuild eligibility, and the Ordinance could complicate this for commercial properties.
- The City's non-conforming Ordinance limits expansion or continuation of non-conforming uses, which should be reviewed for compatibility.

Director Lieber encouraged thoughtful planning aligned with the City's ongoing zoning code update. She believed the Planning Commission should discuss the issue. She suggested quantifying the impact by mapping affected gas stations to understand better which properties would be affected. The zoning districts impacted by the Ordinance include B-3 and B-4, which would become conditional; B-5, which would eliminate gas stations; and B-2, which already lists gas stations as conditional, but without spacing requirements specified in the Ordinance. Further discussion is needed on how properties in B-2 would be affected and if it was overlooked.

Chair Abens inquired whether the Law Director had any comments.

Law Director Moriarty stated that he had no comments.

Chair Abens inquired whether the Committee had any comments.

Councilman Winkel suggested that, rather than immediately changing legislation, Council could consider implementing a temporary moratorium on new gas stations. This would allow time to complete the ongoing zoning code update and assess whether permanent changes were necessary.

Director Lieber noted that moratoriums typically last six months.

Law Director Moriarty confirmed that a moratorium can be renewed if needed, but extending beyond a year might present legal challenges.

Councilwoman Swenk asked whether the non-conforming status applied to car washes, referencing the corner of Lorain Road and Lear Nagle Road, where four car washes were located.

Director Lieber confirmed that similar non-conforming rules would apply.

Councilwoman Swenk remarked that the BP gas station at Center Ridge Road and State Route 83 had closed due to road widening, which had removed the gas pumps.

Mayor Corcoran explained that the BP gas station at Center Ridge Road and State Route 83 shut down voluntarily, and the soil is still contaminated. The City is exploring options to purchase that property.

Chair Abens explained that gas stations typically have a lifespan of about 30 years, after which they must be rebuilt or closed. Given economic shifts and changes in motor transportation, closures could happen sooner, potentially leaving the City with multiple vacant gas stations. The difficulty and expense of reclaiming contaminated land show the need for foresight from the City in limiting gas station development. The intent was not to limit other types of businesses, which should be evaluated on their own merits, but to address the development challenges posed by gas stations. He noted that gas stations were often the easiest development option for vacant lots along major corridors, such as Center Ridge Road, Lorain Road, and State Route 83.

Councilman Winkel agreed with the suggestion to involve the Planning Commission in reviewing the legislation.

There was consensus from the Committee that the direction was to send the Ordinance back to Council only after the Planning Commission had the opportunity to review and provide recommendations to City Council.

Mayor Corcoran mentioned that the Planning Commission might suggest various amendments, which could complicate the legislative process.

Director Lieber noted that the City's amendment ordinance process requires proposed changes to first be presented to the Planning Commission, followed by a public hearing, before the Council can vote. These steps provided opportunities for both the Planning Commission and the public to offer input and recommendations. This would allow the Planning Commission to review the Ordinance and suggest edits before the Council takes any action.

Councilwoman Swenk wanted to know the timeline for the zoning code update.

Director Lieber stated that the goal was to complete the drafting of the zoning code by the end of the year, with adoption efforts to begin in the first quarter of the following year. Preliminary drafts of district definitions and use standards had already been developed, and dimensional standards were in progress. She agreed to share early drafts with the Planning Commission to ensure alignment with the proposed Ordinance. She noted that conditional use designations were being considered for auto-oriented businesses due to their potential impact on surrounding properties. Director Lieber stressed the importance of understanding how the Ordinance might affect existing businesses, not just future development, and recommended gathering more data that impacts before taking action.

Chair Abens proposed a motion to send the Ordinance back to City Council for further consideration, following a review by the Planning Commission and a public hearing.

Mayor Corcoran clarified that the Ordinance was already under review by the Planning Commission, and depending on their feedback, amendments might be necessary.

{Clerk's note: Chair Abens's motion to send the Ordinance back to City Council for further consideration, following a review by the Planning Commission and a public hearing, was not a formal motion because there was no second; however, he withdrew the motion unilaterally.}

Moved by Winkel and seconded by Swenk to send Ordinance Number 2025-110 back to City Council for consideration as submitted.

A voice vote was taken, and the motion carried.

Yes – 3

No – 0

Adjournment:

The meeting was adjourned at 6:28 p.m.

Date Approved:

Fijabi Gallam, MMC
Assistant Clerk of Council

DRAFT



To: Buildings & Lands Committee
From:
Prepared By: Planning and Development Department
Meeting Date: Thursday, March 5, 2026 5:45 PM
Agenda Name: Building and Lands Committee Meeting

LEGISLATION TITLE:

O 2026-16 An Ordinance authorizing the issuance of a Request for Concept Proposals for the adaptive reuse of Old Town Hall.
Introduced by Mayor Corcoran; First Reading on 02-17-2026

WHY THIS LEGISLATION IS NEEDED (PURPOSE & BACKGROUND):

Recommended Actions:

Dispense Third Reading and Adopt
Dispense Third Reading and Adopt With Emergency

Reason for Legislation and Action:

Purpose of Legislation

- Authorize the city to solicit proposals for the adaptive reuse and long-term activation of Old Town Hall
- Establish a formal, competitive process to evaluate development and operating concepts consistent with city goals
- Signal the city’s intent to advance the project following prior planning, building rehab and stakeholder engagement efforts

Background and Context

- Old Town Hall is a historic city-owned asset that has been stabilized following safety-related closure in 2023 and subsequent repairs completed in 2024
- The city has invested in inspections, immediate repairs and preliminary planning to preserve the building and position it for reuse

- Conceptual planning and code analysis have been completed to understand renovation requirements, accessibility needs and potential additions
- In 2024–2025, the city engaged an architect to evaluate reuse opportunities considering community priorities for the site
- That work emphasized adaptive reuse, public benefit and long-term sustainability rather than sale of the property
- The city intends to retain ownership of the building and is open to long-term lease or partnership structures
- Issuing a request for proposals allows the city to test market interest, solicit creative concepts and identify a qualified partner
- Detailed building information, planning analysis and expectations are documented in the RFP package, which is incorporated by reference and will be available on the future project webpage

Ideally, adding the emergency clause would allow us to begin the solicitation process more quickly. There is no commitment of the city involved in issuing an RFP. Any agreement would have to be approved by Council in the future.

FINANCIAL SUMMARY:

N/A	
Was this item budgeted as part of annual appropriations?	No
If so, what fund is this expenditure budgeted for?	
Does this legislation change the annual appropriation estimate?	
Is this an increase or a decrease in appropriations?	
Original Budget Amount	
Amount Requesting	
Linked Legislation	

See 2026 Approved Budget [here](#).

ATTACHMENTS:

1. ORD. NO. 2026-16 Old Town Hall RFP - Introduced
2. Old Town Hall RFP - Draft

SECTION 4. Any future agreement related to the use, lease, renovation, expansion, management or operation of Old Town Hall shall require separate and additional approval by Council, including approval of any associated legislation, agreements or funding commitments.

SECTION 5. It is the intent of the City that Old Town Hall remain a community asset. Any future consideration of reuse concepts shall prioritize historic preservation, public accessibility, civic and cultural uses and overall community benefit.

SECTION 6. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 7. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR



Old Town Hall Renaissance

Request for Concept Proposals

Issue Date:

February 2026

Response Date:

March 2026

www.nridgeville.org/oldtownhall

Table of Contents

03	Introduction & Background
05	Site Information & Building Review
08	Concept Plans
09	Project Goals
10	Proposal Requirements & Evaluation
12	Exhibits & Available Information
13	General Conditions

Additional exhibits and reference materials are available at www.nridgeville.org/oldtownhall.

Questions:

Kim Lieber, AICP
Director of Planning & Development

Introduction and Background



The City of North Ridgeville seeks innovative concepts for the revitalization of the historic Old Town Hall. The city aims to partner with a developer to preserve and expand the historic building and reposition it for a mix of assembly uses, which may include an event center, food and beverage space and/or civic and cultural activities. The goal of this Request for Concept Proposals (RFP) is to invite creative ideas from qualified developers and design teams and to gauge developer interest in developing this facility in partnership with the city without requiring financial proposals at this stage.

HISTORY

The Old Town Hall, located at 36119 Center Ridge in North Ridgeville, was built in 1882–1883 to replace an earlier township hall from 1840. Designed by Elah Terrell, grandson of local pioneers, the two-story brick building features Amherst sandstone trim, a slate roof, and a copper-covered bell tower. The lower floor originally hosted elections and township business, while the upper floor served as a meeting and performance space with a stage, chandeliers and seating for nearly 300.

For more than a century, the building has been a center of local civic and cultural life, hosting lectures, performances, educational programs, social events, and community meetings. Notable uses include early kindergarten classes, Grange meetings, ice cream socials, spelling bees and patriotic observances, reflecting the building's central role in the day-to-day life of North Ridgeville residents.

In 1960, as North Ridgeville grew, city offices expanded into the first floor. The building was added to the National Register of Historic Places in 1975, after which city offices moved to a new City Hall. From the mid-1970s until 2023, the Olde Towne Hall Players used the second-floor opera house for productions, and the North Ridgeville Historical Society operated a museum on the first floor, sharing the building's historic and cultural value with the community.

REPAIRS & FUTURE PLANNING

In 2023, after a thorough existing conditions inspection, the building was closed for safety reasons, and both organizations vacated the premises. The city promptly undertook a series of actions to address safety, accessibility and building envelope concerns. These included an existing conditions inspection, engagement of an architect to plan repairs and subsequent repair work addressing roofing, painting, electrical, HVAC/plumbing and interior demolition/cleanup, totaling approximately \$180,000. The repairs were completed in June 2024, ensuring the building's structural preservation.

Following the completion of these repairs, the city and its architectural team developed preliminary concept plans to correct all building code, fire code and accessibility issues while also considering building additions to improve functionality of the space.

The city is actively exploring grant opportunities and other funding sources to support the renovation and adaptive reuse of Old Town Hall. Potential sources include historic preservation tax credits at the state and federal level, competitive state grants for building rehabilitation and downtown revitalization, brownfield and remediation funding and preservation-focused programs from the Ohio History Connection and other partners. The city intends to retain ownership of Old Town Hall and may consider a long-term lease or partnership to support its sustainable redevelopment as a civic, cultural and economic asset.



Site Information & Building Review



SITE INFORMATION

Address: 36119 Center Ridge Road, North Ridgeville, Ohio 44039

PPNs: 07-00-028-103-176, 07-00-028-103-178, 07-00-028-103-188, 07-00-028-103-069, 07-00-028-103-180, 07-00-028-103-182, 07-00-028-103-184, 07-00-028-103-186

Location: The site is on the southwest corner of Center Ridge Road (US 20) and Avon Belden Road (SR 83). The site is less than 4 miles from the Ohio Turnpike, I-480 and SR 10 and 13 miles from Cleveland Hopkins International Airport (CLE).

Ownership: City of North Ridgeville

Area: Approximately 3.07 acres

Current use: In addition to Old Town Hall, the site contains the city's 2-million-gallon water tower and a small building used as the fire museum.

Floodplain: The site is not located in the 100-year floodplain.

Adjacent and nearby uses: The site abuts commercial property to the north and east and residential property to the south and west. The city's main commercial corridor runs along Center Ridge Road near Old Town Hall. South Central Park, the North Ridgeville Branch Library, City Hall and the North Ridgeville Senior Center are all within one-half mile of the site.

Zoning: The site is a combination of R-2 Multiple Residence District and B-2 Central Business District.

Utilities: The site is in a developed area and is well served by public water, sanitary sewer, storm sewer, gas and electric utilities.

Environmental conditions: The city acquired four small parcels along Center Ridge Road during the road widening project. These parcels had prior uses involving underground storage tanks. The city is remediating contamination through the state's Abandoned Gas Station Program.

BUILDING REVIEW



Existing Building

- Floor Area: 2,760 square feet each floor
- Construction Type: 5B Wood Framed
- Maximum Occupant Load: 540 standing
- Actual Seating Capacity: 100-120

Preferred Use Groups

- Assembly for Performing Arts Viewing (A-1)*
- Assembly for Food and Drink Consumption (A-2)
- Museum (A-3)
- Additional uses may be considered

*Concept plans were developed based on the most restrictive use group for code purposes.

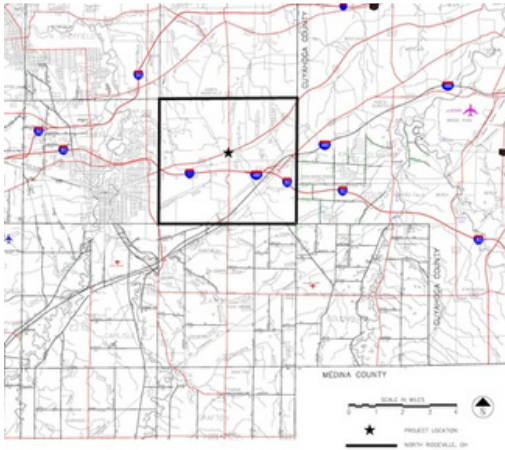
Planning & Code Implications

- Fire suppression systems required
- Elevator required for accessibility compliance
- Additional stair tower recommended for safety
- New restrooms required

Environmental Health

An asbestos and hazardous materials survey has been completed for the building. The full report is available on the project webpage for informational purposes.

ABOUT NORTH RIDGEVILLE



North Ridgeville is part of the Greater Cleveland region, with a growing population, strong incomes and high homeownership. Its educated workforce and proximity to major highways and Cleveland Hopkins International Airport provide a ready audience and easy access for visitors to Old Town Hall.

City Statistics

- 23.4 square miles
- 36,043 population
- 41 years median age
- 14,355 housing units
- 90% owner occupied
- \$254,700 median property value
- \$94,234 median household income
- 96.2% high school grad or higher
- 34.9% Bachelor's degree or higher

Project Support

The City of North Ridgeville is committed to helping make this project a success. Potential support may include:

- Waiver of permit fees, including plan review and inspections
- Waiver of water and sewer tap-in fees
- Contribution of any city-allocated state capital funds toward the project
- Assistance in identifying and securing grant funding or other incentives
- Coordination with city departments for expedited review and approvals
- Support for public outreach and community engagement for project initiatives
- Featuring the project in city communications, including the project webpage, city newsletter, city magazine and social media channels
- Other non-financial support as appropriate to facilitate project success

Housing & Economic Factors

- Housing starts
 - 2,385 housing starts since 2015
 - 1,159 housing starts since 2020
- Primary employment sectors
 - Health care & social assistance
 - Manufacturing
 - Retail trade
- Labor market
 - Labor force participation: 19,384
 - Unemployment: 3.0% (Dec 2025)

Data Sources:

- CensusReporter.org: ACS 2023 5-year
- City of North Ridgeville
- Bureau of Labor Statistics

Concept Plans

See Exhibit A for preliminary concept plans.

Item	Estimate
Building Additions	\$1,762,350
Building Renovations	\$870,650
Site Work	\$550,000
A/E & Project Admin	\$250,000
Contingency	\$300,000
Total	\$3,733,000

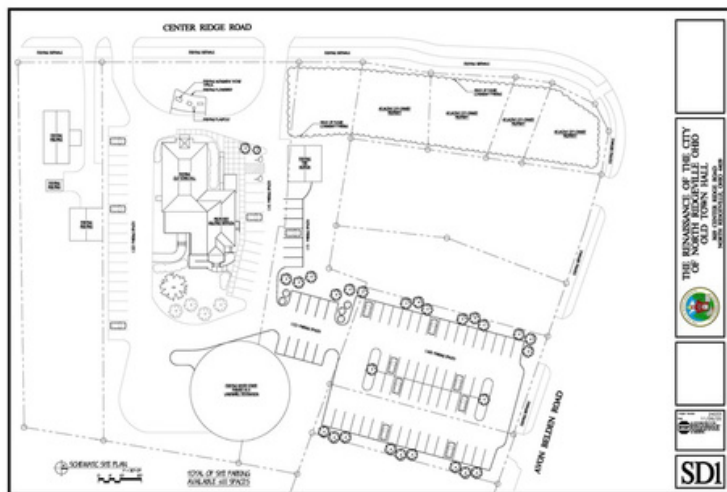
Monthly utility cost for the building is estimated at \$10,000 to \$15,000.

The preliminary concept plans provide a framework for adaptive reuse, ensuring the building is safe, accessible and code-compliant, while supporting the city’s broader vision for the Old Town Hall Renaissance.

Key features include the following:

- A two-story building addition containing a catering kitchen, restrooms, elevator, stairs, additional storage area and accessible entrances
 - First floor addition 2,769 square feet; total first floor area 5,529 square feet
 - Second floor addition 2,599 square feet; total second floor area 5,359 square feet
- First floor assembly area accommodating a wide variety of potential uses
- Second floor performance and event space with the original stage and new platforms offering flexible seating and table configurations
- Lobby areas with opportunities for curated displays of North Ridgeville historical items and memorabilia
- Paved parking lot providing 111 spaces with potential for additional parking along Center Ridge Road
- Outdoor event and programming areas to extend activity beyond the building
- Future opportunity to repaint water tower, creating a distinctive and iconic destination

SD1: Proposed Schematic Site Plan



Project Goals

Submissions should address one or more of these goals.



Transform the Old Town Hall into a civic, cultural and economic anchor for North Ridgeville.

Proposals should envision uses and programming that make the building a hub for community life, drawing residents and visitors alike, and supporting local economic activity.



Preserve and celebrate the historic character of Old Town Hall.

All designs should respect the building's architectural features, heritage and cultural significance, ensuring that any renovations or additions complement its historic character.



Foster community engagement and ensure accessibility.

Concepts should create welcoming and inclusive spaces for people of all ages and abilities, encouraging participation in civic, cultural and social activities.



Promote sustainable and adaptable reuse of the building and surrounding space.

Submissions should consider long-term viability and flexibility of use, balancing preservation with functional, resilient and environmentally conscious design.



Encourage creative, feasible and context-sensitive development.

Developers are invited to propose imaginative ideas that fit the building and site context, respond to community needs and demonstrate practicality in implementation.

Proposal Requirements & Evaluation

SUBMISSION REQUIREMENTS

Developers should submit concept proposals in a single PDF document to Kim Lieber at klieber@nridgeville.org by [deadline].

Responses should be clear, concise and focus on your team's vision, approach and capacity to execute a project like the Old Town Hall Renaissance. Submissions should emphasize conceptual ideas, design thinking and community engagement, rather than detailed financial or construction plans.

A. Letter of Interest

- Introduce your development team and describe your preliminary vision for the Old Town Hall site.
- Highlight your overall approach to adaptive reuse, historic preservation and community activation.
- Provide a high-level concept for how your team would activate both indoor and outdoor spaces, foster civic and cultural engagement and integrate the site into the surrounding community.

B. Development Team

- Provide an overview of your organization: structure (corporation, partnership, etc.), principal office location and years in operation.
- Identify key project personnel: names, roles and relevant experience.
- Identify other team members (architects, urban designers, consultants) if applicable. You do not need to list every potential team member at this stage, but the submission should demonstrate the team's experience in successfully assembling and executing similar projects.

C. Relevant Experience

- Describe projects similar in scope or complexity, highlighting any experience with historic preservation, civic or cultural spaces or community redevelopment, including public-private partnerships where applicable.
- For each project, provide:
 - Project name, location and description
 - Role of your team
 - Approximate scale or scope (square footage, number of units or overall budget)
 - Key outcomes or lessons learned
 - Optional: images, diagrams or concept sketches to illustrate your approach

D. Community and Design Approach

- Describe how your concept engages the community, preserves historic character and enhances accessibility.
- Explain any innovative or adaptable design strategies you would consider, including flexible programming for indoor and outdoor spaces.
- Consider how the project could connect to other community venues, events or organizations, and contribute to the building's role as a civic, cultural and economic hub.
- Describe how your concept could leverage potential grant funding, public-private partnerships or other funding sources to support project implementation and long-term viability.

E. References

Provide at least two references (public or private) who can speak to your team's experience with comparable projects.

EVALUATION CRITERIA

Concept proposals will be evaluated based on:

- Alignment with city goals and vision
- Creativity and innovation
- Feasibility of implementation
- Experience and capacity of the development team
- Public benefit and community impact

The city may invite selected teams to present their concepts or participate in follow-up discussions before determining next steps.

CONTACT INFORMATION

For questions or site visits, please contact:

Kim Lieber, AICP
Director of Planning & Development
klieber@nridgeville.org
(440) 490-2078

Exhibits and Available Information

The city has assembled a collection of exhibits and reference materials to support respondent understanding of the Old Town Hall site and redevelopment opportunity. Certain materials are included as exhibits to this RFP.

Additional information is available on the project webpage at www.nridgeville.org/oldtownhall.

Materials provided outside the attached exhibits are offered for general informational purposes only, to assist respondents in developing their concepts, and do not represent warranties, guarantees or final determinations by the city.

Exhibits (attached):

- Exhibit A: Concept Plans
- Exhibit B: Photo Gallery

Available via Project Webpage:

- Asbestos and other hazardous materials reports and findings
- Maps
- Drawing CAD files
- Future development video renderings
- Lorain County GIS ([link](#))

General Conditions

The following general conditions apply to this RFP.

City reserves the right to reject any and all Proposals submitted.

City will not reimburse any costs incurred by a Respondent in the preparation or submission of a Proposal.

All Respondents will be accorded fair and equal treatment with respect to any opportunity for clarification. City may, at its discretion, request additional information or clarification from one or more Respondents to better understand the Proposals submitted.

City may limit or decline disclosure of the contents of Proposals during any clarification process, subject to applicable law.

City reserves the right to revise this RFP, provide additional information necessary to interpret its provisions or requirements, or respond to written inquiries by issuing one or more addenda. City shall not be responsible for a Respondent's failure to receive any addendum.

City reserves the right to extend or modify any portion of the timeline communicated in this RFP.

Proposals submitted to City become the property of City. Any restrictions on the use of data included in a Proposal must be clearly stated therein. While City will consider requests for confidentiality, City does not guarantee the security or confidentiality of any portion of a Proposal.

This RFP does not constitute a commitment by City to select a Respondent, enter into negotiations, or award a contract. Any future action by City, including the procurement of professional services related to the project, would be subject to further authorization by Council and applicable procurement requirements.



www.nridgeville.org/oldtownhall
(440) 490-2078