

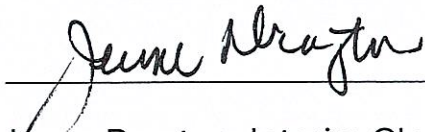


NOTICE OF SPECIAL COUNCIL/FINANCE MEETING

Pursuant to Section 7.08 of the Charter of the Village of Oakwood, notice is hereby given of the calling of a Special Council/Finance Meeting by Councilperson Hardin, Councilperson Evans-Warren, and Councilperson Davis to be held on May 4, 2026 at 5:00 P.M. in the Village Chambers, 24800 Broadway Avenue, Oakwood Village, Ohio 44146, to consider the following.

(See attached Agenda for further information)

In accordance with the provisions contained in the Village Charter, no other matters will be considered by Village Council other than those listed herein.



Jeune Drayton, Interim Clerk of Council

Village of Oakwood is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Reasonable accommodations for disabilities will be made.

Employment with Village of Oakwood is at-will. This means your employment is for an indefinite period of time and it is subject to termination by the employee or Village of Oakwood, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Village of Oakwood shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of Village of Oakwood employees.

VILLAGE OF OAKWOOD
SPECIAL COUNCIL/FINANCE MEETING



5:00 P.M.
Monday, May 4, 2026

Pursuant to Section 7.08 of the Charter of the Village of Oakwood, Councilperson Hardin, Councilperson Evans-Warren, and Councilperson Scruggs are hereby calling a Special Meeting of Village Council to consider the following:

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- 1. Call Meeting to Order**
 - 2. Pledge of Allegiance**
 - 3. Roll Call**

Council President	Eloise Hardin	Mayor	Erica L. Nikolic
President Pro Tempore	Norman Bliss	Law	James Climer/ Sam O’Leary
Ward 1 Councilperson	Taunya Scruggs	Finance	Brian L. Thompson
Ward 2 Councilperson	Yvonne Evans-Warren	Service	Tom Haba
Ward 3 Councilperson	Paggie Matlock	Fire	Dave Tapp
Ward 4 Councilperson	Mary Davis	Police	Mark Garratt
Ward 5 Councilperson	Malcolm Sims Jr.	Building	Roland Walker
		Engineer	Matt Jones
		Recreation	Karen Gaither

- 1. Discussion of financial reports and budget**
- 2. Discussion of a Resolution supporting an application for the 2026 Cuyahoga Community Planning Services Program (CPSP) Master Plan Grant**

In accordance with the provisions contained in the Village of Oakwood Charter, no other matters will be considered by Village Council other than those listed herein.

RESOLUTION NO. 2026 --

INTRODUCED BY COUNCILPERSONS BLISS _____

A RESOLUTION SUPPORTING AN APPLICATION FOR THE 2026 CUYAHOGA COUNTY COMMUNITY PLANNING SERVICES PROGRAM (CPSP) MASTER PLAN GRANT AND DECLARING AN EMERGENCY

WHEREAS, the Cuyahoga County Planning Commission is accepting applications from communities to participate in its 2026 CPSP Master Plan Grant for purposes of developing a master plan for participating communities at reduced costs of 50% or less; and,

WHEREAS, Oakwood does not presently have a master development plan and Council has determined that such a plan would be beneficial in guiding future growth and development in the Village;

NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio:

SECTION 1. That the Council and Administration of the Village support the submission of an application to participate in the 2026 CPSP Master Plan Grant which is more fully described in Exhibit A attached hereto and incorporated herein.

SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the application for the foregoing program is due no later than May 20, 2026 requiring that work to complete the application be commenced immediately, therefore, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Resolution shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____

Eloise Hardin, President of Council

Jeune Drayton, Interim Clerk of Council

EXHIBIT A

Oakwood Village — 2026 CPSP Master Plan Grant Summary

Monday, April 27, 2026

This is a **competitive** application for in-kind professional planning services.

The Cuyahoga County Planning Commission's 2026 Community Planning Services Program provides professional planning and technical services at reduced cost but does not provide direct funding to the municipality. County Planning may require communities to contribute up to 50% of the estimated project cost, with the possibility of a reduced or waived contribution for communities with substantial LMI populations.

For Oakwood, this is a strong fit. A Village-wide Community Master Plan is explicitly eligible, but the 2026 program will award a maximum of two Master Plans, so **the application must be clear, disciplined, and well-supported.**

Key Dates and Deadlines

<u>Item</u>	<u>Date / Requirement</u>
Applications opened	Monday, April 20, 2026
Deadline to submit questions	Friday, May 8, 2026
Application deadline	Wednesday, May 20, 2026, no later than 3:00 p.m.
Award announcement	By Wednesday, July 1, 2026
Submission method	Email to info@countyplanning.us or hard copy to County Planning
Application limit	The application and attachments cannot exceed 12 pages in total.
Attachments	Up to 6 pages may be used for support letters, maps, photos, cover letter, etc.

The application instructions state that late or incomplete applications will not be considered, and hard-copy submissions require one unbound copy plus a flash drive.

Funding Available / Maximum Amount

There is no stated maximum dollar award in the 2026 materials. The "award" is professional planning and technical services from County Planning. The community may be required to

Presented to the
Mayor _____

Approved: _____

Mayor, Erica Nikolic

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Resolution No. 2026 - was duly and regularly passed by this Council at the meeting held on the ____ day of _____, 2026.

Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Resolution No. 2026 - was duly posted on the ____ day of _____, 2026, and will remain posted for a period of fifteen (15) days thereafter in the Council Chambers in the locations and manner provided in the Village Charter.

Jeune Drayton, Interim Clerk of Council

DATED: _____

contribute up to 50% of the estimated project cost once a scope of services is agreed upon. County Planning may reduce or waive that contribution for communities with substantial LMI populations.

Oakwood has a meaningful equity argument: the program's LMI table lists Oakwood at **1,555 LMI residents out of 3,465 total population, or 44.9% LMI**, which gives Oakwood **3 CPSP points** in the LMI scoring table. (CONFIRM DEMOGRAPHIC INFORMATION)

For context, the 2020 round awarded four communities a combined value of **\$250,000** in professional planning services, but that historical dollar figure is not repeated as a 2026 cap.

Evaluation Criteria

Applications are scored on a 100-point scale:

<u>Category</u>	<u>Points</u>
Detailed Project Description	30
Priority, Capacity, and Support	30
Project Impact	25
Community-wide Engagement	15

County Planning may interview high-ranking applicants, and interview responses can be used to re-score the applications. Awardees must enter into a contract with County Planning, and failure to execute the contract within 120 days of the award notice can result in forfeiture.

Prior Funded Master Plan Examples

Bedford Master Plan — 2025 award. Bedford was awarded professional planning services through CPSP in March 2025. Its plan is structured around current conditions, community vision, recommendations, implementation, and final plan tasks. The project emphasizes population change, redevelopment opportunities, market conditions, and extensive community engagement.

Valley View Master Plan — 2025 award. Valley View was also awarded professional planning services in 2025 for its first master plan since 2000. Its project makes a strong case around changing demographics, older adults making up 38% of residents, multimodal transportation, community assets, and a strategic guide for the next decade.

Garfield Heights Master Plan — 2020 award. Garfield Heights received a 2020 planning award for a master plan update. The final plan focused on land use, transportation, economic development, housing, zoning, infrastructure, and connectivity, and it included multiple public engagement opportunities and focused outreach to residents, businesses, civic leaders, and stakeholders.

Lakewood Madison Park Master Plan — 2022 award. Although park-specific rather than village-wide, it is useful as a model because it ties current infrastructure conditions, changing demographics, inclusive engagement, funding strategies, implementation timelines, roles, responsibilities, and future grant readiness into one coherent plan.

What Oakwood Needs for a Competitive Application

Oakwood's application should not simply say, "we need a master plan." It should frame the master plan as a necessary tool to manage growth, redevelopment, infrastructure, housing, transportation, parks, zoning, economic development, quality of life, and long-term capital planning.

The strongest application should include:

1. A clear statement of need.

Oakwood should explain why now is the right time for a village-wide master plan. The application should reference current issues such as land use, redevelopment opportunities, housing conditions, commercial corridors, infrastructure priorities, parks and recreation, traffic/connectivity, public facilities, and long-term fiscal planning.

2. A focused scope of work.

Use the familiar County Planning structure: current conditions, community vision, recommendations, implementation plan, and final master plan. That mirrors the structure used in Bedford, Valley View, Garfield Heights, Woodmere, and Lakewood planning projects.

3. Formal council and administration support.

The application specifically encourages a **Resolution of Support from the City Council**. Oakwood should have the Mayor, Council, Planning Commission, and key department heads aligned before submission.

4. A named project manager with authority.

County Planning expects the point of contact to communicate with County Planning, distribute information to stakeholders and the public, respond promptly, and have enough authority to make decisions for the project.

5. A serious public engagement plan.

This is critical. Oakwood should commit to public meetings, stakeholder interviews, online and paper surveys, senior outreach, business outreach, neighborhood meetings, and targeted engagement with LMI residents. The application awards up to 15 points for community-wide engagement, including inclusive engagement benefiting LMI populations.

6. Strong implementation orientation.

County Planning values plans that create actionable steps, not just vision statements. Oakwood should commit to using the final plan to guide zoning updates, capital improvement planning, grant applications, economic development strategy, parks/recreation investments, housing policy, and infrastructure priorities. The program itself says planning can help communities gain a competitive advantage when applying for implementation funding.

7. Regional alignment.

The application should show how Oakwood's plan complements regional and countywide initiatives. The CPSP materials specifically encourage projects that complement regional plans, countywide development efforts, and strategic initiatives such as Cuyahoga Greenways, TOD planning/zoning, and single-family zoning analysis.

Recommended Partners to Name

Oakwood should identify a practical project team and stakeholder network, including:

- Mayor and administration
- Village Council
- Planning Commission and Board of Zoning Appeals
- Building, service, police, fire, recreation, finance, and law director functions
- Residents, including seniors and LMI households
- Local businesses and property owners
- School district representatives
- Faith-based and civic organizations
- Nearby municipalities where corridor, infrastructure, or economic development issues overlap
- Cuyahoga County Department of Development
- NOACA
- Greater Cleveland RTA, if transit/connectivity is relevant
- Cuyahoga County Land Bank, if vacant or underutilized property is part of the plan
- Cleveland Metroparks or park/open-space partners, if parks/trails/recreation are included

County Planning expressly encourages partnerships with CDCs, other organizations, and neighboring communities.

Immediate Action Steps

1. **Contact Jim Sonnhalter before submission** to discuss fit and competitiveness. The program materials specifically encourage applicants to contact him before applying.
2. **Prepare and pass a Council Resolution of Support** before May 20, if possible.
3. **Build a one-page project narrative** around the need for a village-wide master plan, not a generic planning request.
4. **Use attachments strategically:** one map, one resolution/support letter, one or two photos or exhibits showing key planning issues, and short support letters from key partners.
5. **Emphasize Oakwood's 44.9% LMI profile** and propose a concrete engagement strategy for LMI residents, not just a general public meeting.

6. **Frame the master plan as implementation-ready:** zoning modernization, capital improvements, redevelopment priorities, grant readiness, housing, infrastructure, parks, and economic development.

Conclusion

Oakwood has a credible application if it presents the master plan as a timely, community-wide implementation tool and shows unified support from Council, the Mayor, Planning Commission, residents, and key community partners. The biggest risk is submitting a broad but vague request. The application needs to be specific, urgent, inclusive, and implementation-focused.