

OTR Foundation: New Infill Guidelines

Timeline of Engagement & Development

July 2014 – Formed Infill Advisory Task Force comprised of architects, designers, and other stakeholders

July 2014 – Hired Anne Steinert, urban historian, to research best practices for infill guidelines in other cities. Developed report on “Best Practices in Infill Construction”

July 31, 2014 – Met with Peter Hames to discuss a structure for community engagement for the guidelines development process

August 1, 2014 – Held initial workshop with new Infill Advisory Task Force to solicit feedback on the direction of the guidelines

August/September 2014 – Created an online database for the public to upload examples of infill from other cities

August/September 2014 – Met with Brewery District representatives to gain insight on their guidelines development process for the Mohawk/Sohn Historic District

November 2, 2014 – Presented at Design Build Cincy on “Developing Guidelines for Infill Construction” in the OTR Historic District, solicited feedback from participants

December 5, 2014 – Infill Committee Meeting (formerly Infill Advisory Task Force); discussed infill guidelines best practices, funding to hire an intern, vacant parcel survey, dividing district into zones based on context, filling out database of infill images, talking to lawyers about copywriting of images

December 2014 – Hired Shannon Hokanson as an intern to assist with development of the guidelines, specifically collecting images of infill from other cities in database, and conducting a survey of vacant lots in the HD

February 6, 2015 – Infill Committee Meeting

March 27, 2015 – Hosted public event at Venue 222 titled “Filling In: The Challenge of Merging New with Old in America’s Most Inspired Historic District”; Ellen Harris, Director of Urban Planning & Historic Preservation for Savannah gave the keynote presentation on her role and experience with infill in Savannah’s historic districts; Infill Committee then presented on guidelines development process and solicited feedback; attended by members of the Historic Conservation Board

March 28, 2015 – Infill Committee half-day workshop at Niehoff Urban Design Studio to begin process of outlining guidelines

April/May 2015 – Hired Elizabeth Ickes as new intern to assist with development of infill guidelines

May 1, 2015 – Infill Committee Meeting; divided chapters among committee members to begin working on a draft of each chapter

June 5, 2015 – Infill Committee Meeting; initial chapter drafts submitted by members and reviewed

July 10, 2015 – Infill Committee Meeting; work continued on initial chapter drafts

September 27, 2015 – Infill Committee second workshop

October 2015 – Hired Ana Ozaki and Anne Steinert as consultants to take rough draft of guidelines and turn it into a final draft

November 2015 – Hired Nancy Yerian as part time employee to assist with general infill committee workload

February 12, 2016 – Infill Committee Meeting; discussed committee members submitting photos with captions for the final draft; discussed approaching Eric Avner about an infill design competition

February 19, 2016 – Infill Committee Happy Hour

March 2, 2016 – Infill Committee Meeting (originally planned as a presentation to the full board)

May 4, 2016 – Infill Committee presentation to OTRF full board

June 11, 2016 – Draft guidelines document reviewed by volunteer attorney Sean Suder, comments provided to committee

July 8, 2016 – Infill Committee Meeting; discussed working from the master draft and beginning to tackle text edits and images/layouts

July 20, 2016 – Committee co-chairs met with Urban Conservator Beth Johnson to discuss progress and next steps with the guidelines

August 26, 2016 – Infill Committee Meeting (Beth Johnson joined committee); Co-chairs had reviewed the draft document; discussed Track A/Track B system and need for improvement; discussed potential funding through CLG grant process

November 2016 – Hired Matt Deininger as new operations manager for the infill committee

January 2017 – Continued making text edits to the document

January 13, 2017 – Infill Committee Meeting

February 2017 – City of Cincinnati submitted application for CLG grant to help fund the graphic portion of the guidelines

March 10, 2017 – Infill Committee Meeting

March 17, 2017 – Staff and Committee Co-Chairs meeting

April/May 2017 – Received \$10,000 partial CLG grant to help fund graphics

June 2017 – Developed Scope/RFP for design consultants

June 9, 2017 – Infill Committee Meeting

June 9, 2017 – Meeting with Eric Avner to discuss potential funding for guidelines graphics and infill design competition

June 30, 2017 – Infill Committee Meeting

June 2017 – Hired design consultant Bradley Cooper to design two-page graphic summary of the guidelines for purposes of raising funds

August 2017 – Consultant finalized two-page graphic summary document

August 18, 2017 – Beth Johnson, Urban Conservator for the City of Cincinnati, issued RFP calling for submissions to develop a graphic layout and illustrations for the new infill guidelines

August 29, 2017 – Received and responded to feedback on draft guidelines from Chantelle Noble of City Studios architecture

August/September 2017 – Met with city council members Seelbach, Young, Sittenfeld, Simpson, Murray, Smitherman, and Mann to brief them on the intention of the guidelines and the process moving forward

September 1, 2017 – Staff and Committee Co-Chairs meeting

September 15, 2017 – Met with Eric Avner to present finalized two-page graphic flyer and further discuss funding opportunities

September 18, 2017 – Infill Committee and Urban Conservator Beth Johnson formally selected Hyperquake & M+A Architects as the winning consultant to create a graphic layout and graphic illustrations for the guidelines

October/November 2017 – Initial meetings with consultants from Hyperquake; consultants begin creating options for a design language; continued edits made to text of guidelines

November 8, 2017 – Meeting with Hyperquake to discuss two design concept options

November 13, 2017 – Presented to the OTR Community Council Board of Trustees; received support for concept of guidelines contingent on returning at a later date.

November 27, 2017 – Presented to full OTR Community Council, received support for concept of guidelines contingent on returning at a later date.

November 30, 2017 – Infill Committee Meeting (staff, co-chairs, Urban Conservator)

November/December 2017 – Initial planning for Infill Design Competition

December 8, 2017 – Received award of \$20,000 from the Haile/US Bank Foundation to support paying graphic consultant for the infill guidelines

December 15, 2017 – Infill Committee presented guidelines with new graphic layout to OTRF Board

December/January 2017 – Continued text edits to guidelines document; continued development of design language, formatting, and color palettes by consultant

January 8, 2018 – Launched Infill Design Competition to the public

January 24, 2018 – Infill Committee Meeting; discussed upcoming competition kickoff event

January 26, 2018 – Held competition kickoff event at Graydon on Main; attended by architecture firms and individuals interested in participating in the design competition

January 30, 2018 – Issued addendum to infill competition project brief based on feedback received from participants

February 6, 2018 – Urban Conservator Beth Johnson and Infill Committee members held two public forums, soliciting feedback from two distinct stakeholder communities: designers and developers. Received and catalogued substantial amount feedback from these sessions

February 9, 2018 – Issued addendum #2 to infill competition project brief

March 9, 2018 – Submission deadline for Infill Competition

March 23, 2018 – Awards ceremony for winners of Infill Design Competition at Union Hall; Yvette Simpson emcee

April 11, 2018 – Infill Committee participated in AIA-hosted salon to showcase winners of the Infill Design Competition; received and recorded feedback from competition participants

April 19, 2018 – Infill Committee Meeting

April/May 2018 – Urban Conservator Beth Johnson made edits to the guidelines document based on the feedback received from the design/development communities

May 3, 2018 – Infill Committee Meeting; Beth Johnson presented edits

May 11, 2018 – Infill Committee Meeting; discussed Beth Johnson's edits to the document

May 2018 – Continued text edits to the guidelines document

July 19, 2018 – Trip to Columbus for initial consultation with M+A Architects to initiate development of illustrated diagrams

July/August/September 2018 – Continued development of illustrated diagrams by consultant, with infill committee guidance and feedback

August 22, 2018 – Phone conference with M+A Architects regarding illustrated diagrams

August 29, 2018 – Phone conference with M+A Architects regarding illustrated diagrams

September 2018 – Consultant M+A Architects submitted final illustrated diagrams to committee

September 18, 2018 – Staff/co-chair (Jennifer Lemasters-Wirtz) meeting to discuss remaining tasks for completion of guidelines

September/October/November 2018 – Continued text and graphic edits to the guidelines document

November 27, 2018 – Infill Committee Meeting; discussed key remaining text issues for completion of the document

December/January 2018-19 – Copy editor reviewed document for grammar/spelling/typos; revisions made

February 2019 – Completed final draft of the new infill guidelines; submitted to OTRF board

March 2019 – Presented final draft to OTR Community Council Economic Development Committee; asked to come back the following month to allow them more time to review; received edits from committee chair Julie Fay

April 2019 – Presented again to OTR Community Council Economic Development Committee; received a recommendation of support contingent on first receiving support from Pendleton Neighborhood Council

April 2019 – Presented to OTR Community Council Board; received endorsement of economic development committee's approval, contingent on first receiving support from Pendleton

April 2019 – Made additional minor text edits to the guidelines document

April 6, 2019 – Contacted Pendleton Neighborhood Council President Tabatha Anderson and expressed desire to present guidelines to the PNC

June 2019 – Received feedback from AIA; based on feedback, made additional substantial edits to the document

June 26, 2019 – Submitted final guidelines to City of Cincinnati along with application for zoning amendment for adoption of the guidelines

June 8, 2019 – Presented to Pendleton Neighborhood Council; PNC voted in favor of providing a letter of support for the new infill guidelines