

**CHAPTER 3**

**SUMMARY OF THE**  
**MASTER PLAN**  
**DEVELOPMENT PROCESS**

# C i t y o f S o l o n M a s t e r P l a n

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## SECTION 1

### SUMMARY OF THE MASTER PLAN DEVELOPMENT PROCESS

In the mid 2000's, the City of Solon embarked on the major project of preparing the first new City Master Plan in more than a quarter of a century. Over a span of several years, the City pursued an intensive planning program that ultimately resulted in both the preparation and adoption of the first new City Zoning Code in more than 65 years in 2005, as well as the preparation and adoption of the new City Master Plan in August of 2010.

The 2015 version of the Master Plan constitutes the first comprehensive update of the original 2010 document. As with the 2010 plan, the 2015 update was an "in-house" project prepared by the City of Solon Department of Planning and Community Development, working in association with a Master Plan Citizen's Committee. Following public hearings, the revised plan was subsequently recommended for approval by the Solon Planning Commission, and officially adopted by City Council on January 19, 2016.

The Master Plan document was prepared in accordance with the "Rational Theory" of plan development. Under this approach, five (5) general steps guided the planning process. These are as follows:

- 1) Assembling and analysis of base planning information, including history, demographics and physical data;
- 2) Solicitation of citizen and stakeholder input;
- 3) Identification of community goals and priorities based upon citizen and stakeholder input;
- 4) Evaluation and selection of preferred alternatives to achieve community goals;
- 5) Writing of the master plan document

The 2014 Master Plan update essentially commenced with the formation of the Solon Master Plan Citizen's Committee. This ten (10) member committee, representing a broad cross section of interests throughout the City, was appointed by the Mayor and City Council. The Committee conducted a total of eighteen (18) work sessions between February of 2011 and January of 2015, working in cooperation with the Department of Planning and Community development.

The principal task of the Citizen's Committee was to assist in the identification of community goals. To this end, the committee participated in various activities to help identify goals, including but not limited to, general group discussions, SWOT analyses, and the comprehensive review of the 2010 Master Plan and associated goal statements.

To further help discern community land use perceptions the City contracted with the Cuyahoga County Planning Commission to assist the Master Plan Citizen's Committee in the

preparation of a Community Attitudes Survey. This survey was mailed to approximately 1 in every 13 Solon households and achieved a response rate of approximately 42 %. Statisticians with the Cuyahoga County Planning Commission subsequently analyzed the survey results and prepared The “City of Solon 2012 Community Survey” report that is attached to the Appendix of this plan. The results of the Community Attitudes Survey report, combined with recommendations from the Master Plan Citizen’s Committee work sessions, were ultimately synthesized by the Committee to form the Master Plan “Statement of Master Plan Goals, Policies and Objectives” (see Chapter 5, below).

**"FIGURE 3-1-A" - MASTER PLAN CITIZEN'S COMMITTEE**



With the establishment of Master Plan Goals the primary purpose of the Master Plan Committee was achieved. However, the Committee was reconvened periodically in order to review plan progress. The goals that were identified by the Committee subsequently served as the foundation for the balance of the Master Plan process.

As part of this process, the City solicited expert opinion from City administration and decision makers - including department heads, technicians, and legislators - to determine how best to achieve the goals of the master plan. City Department Heads also provided extensive technical advice relating to particular aspects of the plan affecting government services, such as recommended improvements or alterations to roadways, infrastructure, utilities, government facilities, etc.

With the completion of the information gathering process, the Department of Planning and Community Development staff commenced the writing of the Master Plan document. Throughout the plan preparation process, the City of Solon Geographic Information System (GIS) was used extensively, providing a powerful planning tool and an invaluable design asset.