

Golf Manor North Wiehe Planning Project

Draft Scope of Work

January 22nd, 2026

Project Description

To prepare a planning report and document to be used by Golf Manor to help guide redevelopment of the North Wiehe Business District. This project would consist of background research, creating a steering committee, community meetings, public engagement, and a final report with recommendations. The intent is for this plan to reflect the vision of the community and elected officials of Golf Manor.

Tasks and Meetings

- I. Collect background material and distill it for the purposes of the plan. This includes research into historic development patterns, building conditions, demographics, and exploring future development opportunities.
- II. Create a steering committee to provide direction and guidance to staff. The steering committee will comprise of Golf Manor staff and elected officials, community representatives, and engaged citizens. The committee will help guide staff through the planning process.
- III. Present distilled information to stakeholders to gather feedback on the plan. The research and background information will be presented to the steering committee to help all stakeholders in their decision-making process.
- IV. Conduct a preliminary citizen engagement meeting to gather information from the public and to help identify areas of concern and recommendations that need further study.
- V. Prepare a refined draft of the plan and develop recommendations for implementation. Use feedback from the committee and public engagement to guide recommendations.
- VI. Hold citizen engagement events to test and refine recommendations. Present the plan and recommendations to the public to gather feedback on recommendations and answer questions.
- VII. Prepare the final draft of the plan. The final plan will include sections on background research, public engagement feedback, recommendations, and potential funding sources.
- VIII. Adopt the plan. Present the final plan and recommendations to the Sycamore Trustees for consideration.

The above list of tasks indicates the need for multiple steering committee meetings and two public engagement sessions.

Deliverables

The main deliverable from this project will be a planning report and recommendations for the North Wiehe area of Golf Manor. In addition to the final report, associated maps and digital versions of the report will be provided.

Proposed Timeline

1. MOUs between Golf Manor and Hamilton County Regional Planning Commission – January 2026
2. Create Steering Committee – January-February 2026
3. Background research – January-February 2026
4. Introduction of project to stakeholders – February 2026
5. Meet with Steering Committee – February 2026
6. Citizen Engagement Meeting –March 2026
7. Develop recommendations – March 2026 – April 2026
8. Meet with Steering Committee. April 2026
9. Work on refined plan – April 2026 – May 2026
10. Citizen Engagement Meeting - May 2026
11. Final steering committee meeting – June 2026
12. Final Draft presented to Village council – June/July 2026
13. Final Draft presented to Regional Planning Commission – July/August 2026

Steering Committee

- **Village Administrator**
- Stefon Densmore, Mayor
- Council Member
- Community Representative
- Community Representative