



# CITY OF MEDINA

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## MEMORANDUM

DATE: April 10, 2023  
TO: Medina City Council  
FROM: Stephanie Keyser, AICP, Planning Manager  
RE: Comprehensive Plan Update

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## SCHEDULE FOR COMP PLAN CHAPTER REVIEW

### OVERVIEW

Medina City Council, Planning Commission, Park Board, Staff and Consultants will work toward having a complete draft of the updated Comprehensive Plan available for public comment by the end of May/beginning of June 2024. This will provide enough time for the regulatory reviews that must be done (PRSC review, SEPA, 60-day notice to the Department of Commerce), and to ensure the public will have ample opportunity to view and comment on the entire document.

The goal will be to adopt the update at the **October 14, 2024 Medina City Council Meeting**. Planning on adoption prior to the December 31, 2024 deadline will build in a 2-month buffer that we can utilize and still remain compliant.

### Housing Chapter Clarification

The Housing Chapter was not included in the RFP for the Comp Plan consultant. At the time, the City assumed the firm we contracted with to work on the Housing Action Plan (HAP) would also write the Housing Chapter for the update. Due to staffing turnover and work capacity at the firm, along with the significant legislative changes this session, the Housing Chapter will be 100% done in-house by Planning Commission. They will begin working on it in May after the pending legislation is finalized.

Please see the schedule for how Council will discuss each chapter to ensure the October 14<sup>th</sup> adoption:

**2023**

### Draft Deliverable by Planning Commission:

**Housing: September 11, 2023** – Council will have a first in-depth discussion of the Housing Chapter. Housing is anticipated to be the most controversial and time consuming and therefore is

being given the greatest number of meetings. Staff is anticipating 8 Council meetings with a completion date of April 8, 2024.

**Draft Deliverables from Consultant:**

**OCTOBER 2023**

The City will receive the following chapter drafts:

- Land Use
- Parks and Open Space
- Natural Element
- Shoreline Management
- Community Design

**NOVEMBER 2023**

The City will receive the following chapter drafts:

- Transportation
- Utilities
- Capital Facilities

**Process**

Prior to Planning Commission discussing the drafts the Consultant has worked on, the drafts will be included as attachments to the Comp Plan Update Council standing agenda item. This is intended to give Council the opportunity to see what is being proposed prior to any Commission or Board discussion and to provide comments and direction. It is anticipated that there will be a back-and-forth of drafts between Council and Planning Commission. To ensure we stay on schedule, it is suggested that drafts are only sent between bodies twice.

**November 13, 2023** – The following drafts will be included as attachments in the Council packet: Land Use, Parks and Open Space, Natural Element, Shoreline Management, and Community Design.

**DECEMBER 2023**

**December 11, 2023** – Council will have a first in-depth discussion of the following Chapters: Shoreline, Community Design. Staff is anticipating 3 Council meetings to discuss the Shoreline Chapter with a completion of February 12, 2024 and 3 Council meetings to discuss Community Design with a completion of March 11, 2024.

***2024***

**JANUARY 2024**

**January 8, 2024** – Council will have a first in-depth discussion of the following Chapters: Land Use and Natural Element. Staff is anticipating 4 Council meetings to discuss Land Use with a completion of April 8, 2024 and 3 Council meetings to discuss Natural Element with a completion of March 11, 2024.

## **FEBRUARY 2024**

**February 12, 2024** – Council will have a first in-depth discussion of the following Chapter: Parks & Open Space. Staff is anticipating 3 Council meetings to discuss Parks & Open space with a completion of April 8, 2024.

*Council will complete the review of the Shoreline Element (the SMP was updated in 2019 and it is anticipated the changes to the Comp Plan will be very minimal, which is why this Chapter has the shorted proposed review time)*

## **MARCH 2024**

**March 11, 2024** – Council will have a first in-depth discussion of the following Chapters: Transportation, Utilities, Capital Facilities. Staff has allotted 3 Council meetings to discuss Transportation, Utilities, and Capital Facilities with a completion of May 13, 2024.

*Council will complete the review of Natural Element and Community Design*

## **APRIL 2024**

**April 8, 2024** – *Council will complete the review of Housing, Land Use, and Parks & Open Space*

## **MAY 2024**

**May 13, 2024** – *Council will complete the review of Transportation, Utilities, and Capital Facilities*

**JUNE 2024** – Full draft released for public comment

## **SEPTEMBER 2024**

**September 9, 2024** – Public Hearing on the Comp Plan

## **OCTOBER 2024**

**October 14, 2024** – Council Adoption

## **Overview**

### **Housing Chapter**

September 11, 2023: First Council Discussion

April 8, 2024: Deadline for completion

### **Shoreline**

December 11, 2023: First Council Discussion

March 11, 2024: Deadline for completion

### **Community Design**

December 11, 2023: First Council Discussion

March 11, 2024: Deadline for completion

### **Land Use Chapter**

January 8, 2024: First Council Discussion

April 8, 2024: Deadline for completion

### **Parks & Open Space**

February 12, 2024: First Council Discussion

April 8, 2024: Deadline for completion

### **Natural Element**

January 8, 2024: First Council Discussion

April 8, 2024: Deadline for completion

### **Transportation**

February 12, 2024: First Council Discussion

May 13, 2024: Deadline for completion

### **Utilities**

February 12, 2024: First Council Discussion

May 13, 2024: Deadline for completion

### **Capital Facilities**

February 12, 2024: First Council Discussion

May 13, 2024: Deadline for completion

Full Draft Available for Public Comment – June 2024

SEPA – July 2024

Notice to Commerce – July 2024

Council Public Hearing – September 9, 2024

Council Adoption – October 14, 2024

	2023								2024								DEADLINE				
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Housing</b>																					
Planning Commission Working on Draft																					
Planning Commission Discussion																					
Council Discussion						26-Sep	23-Oct														
Tentative Finish						11-Sep	9-Oct	13-Nov	11-Dec	8-Jan	12-Feb	11-Mar	8-Apr								
<b>Land Use</b>																					
Draft Received							9-Oct														
Council Shown Draft Before Going to PC								13-Nov													
PC Workshop								14-Nov													
Planning Commission Discussion										23-Jan	27-Feb										
Council Discussion										8-Jan	12-Feb	11-Mar	8-Apr								
Tentative Finish													Apr								
<b>Parks &amp; Open Space</b>																					
Draft Received							9-Oct														
Council Shown Draft Before Going to PC and Park								13-Nov													
PC Workshop								14-Nov													
Park Board Discussion										16-Jan											
Planning Commission Discussion											27-Feb										
Council Discussion											12-Feb	11-Mar	8-Apr								
Tentative Finish													Apr								
<b>Natural Element</b>																					
Draft Received							9-Oct														
Council Shown Draft Before Going to PC								13-Nov													
PC Workshop								14-Nov													
Planning Commission Discussion										23-Jan	27-Feb										
Council Discussion										8-Jan	12-Feb	11-Mar									
Tentative Finish												Mar									
<b>Shoreline</b>																					
Draft Received							9-Oct														
PC Workshop								14-Nov		23-Jan											
Council Discussion									11-Dec												
Tentative Finish											12-Feb										
<b>Community Design</b>																					
Draft Received							9-Oct														
PC Workshop								14-Nov													
Planning Commission Discussion										23-Jan	27-Feb										
Council Discussion									11-Dec		12-Feb	11-Mar									
Tentative Finish												Mar									
<b>Transportation</b>																					
Draft Received								13-Nov													
Planning Commission Discussion										23-Jan	27-Feb	26-Mar									
Council Discussion											11-Mar	8-Apr	13-May								
Tentative Finish													May								
<b>Utilities</b>																					
Draft Received								13-Nov													
Planning Commission Discussion										23-Jan	27-Feb	26-Mar									
Council Discussion												11-Mar	8-Apr	13-May							
Tentative Finish													May								
<b>Capital Facilities</b>																					
Draft Received								13-Nov													
Planning Commission Discussion										23-Jan	27-Feb	26-Mar									
Council Discussion												11-Mar	8-Apr	13-May							
Tentative Finish													May								
<b>Final Plan Documents &amp; Adoption</b>																					
Full Draft Available														June							
Send to PRSC														June							
SEPA																					
Commerce 60-Day Intent to Adopt																					
<b>Community Open House</b>																					
<b>Council Public Hearing</b>																					
<b>Council Adoption</b>																		9-Sep			
<b>Deadline</b>																				14-Oct	31-Dec