



CITY OF MEDINA

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MEMORANDUM

DATE: March 13, 2023
TO: Medina City Council
FROM: Stephanie Keyser, AICP, Planning Manager
RE: Comprehensive Plan Update

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 14th 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