



CITY OF MEDINA

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MEMORANDUM

DATE: February 10, 2024
TO: Medina City Council
FROM: Jonathan Kesler, AICP, Planning Manager
RE: Periodic Update to the Comprehensive Plan Overview

The 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 beginning of June 2024. The process will proceed in a streamlined way, due to the limited window of time left to complete this mandatory update of the Comp Plan. After initial review by the Planning Manager and the consultants, the Council will be informed at its meeting that a draft element will be reviewed by the Planning Commission (PC) at its next meeting. The Council may give direction at that time. Once an element has been reviewed by the PC at its meeting, recommended changes will be made and it will be sent to PSRC and the Department of Commerce for review for consistency with the required Comprehensive Plan Update guidelines.

This streamlined process should provide enough time, in Summer 2024, for the mandatory regulatory reviews (PSRC review, SEPA, 60-day notice to the Department of Commerce) to occur. This will ensure that the public will have ample opportunity to view and comment on the entire document, as well.

These efforts should result in the City reaching its goal of adopting the Comp Plan at the October 14, 2024, Medina City Council Meeting. This plan to adopt it prior to the December 31st, 2024, deadline will build in a nearly 2-month buffer that we can utilize and remain compliant.

Please see below for timelines and deliverables for each element:

Draft Deliverables and Status:

Element	Status	Start	Due Dates
Land Use	Not Started.	Estimated start in February	March 15, 2024
Housing	Element has been drafted by City	Ready to send to PSRC and Commerce.	
Natural Environment (with Shoreline Sub-Element)	Notes for Sub Element are pending.	Estimated start in March	April 19, 2024

Community Design	Element has been drafted by City.	Ready to send to PSRC and Commerce.	
Transportation & Circulation	Not Started.	Estimated to start in April.	May 7th, 2024
Parks and Open Spaces	Not Started.	Estimated to start in April.	May 7th, 2024
Capital Facilities	Not Started.	Estimated to start in April.	May 7th, 2024
Utilities	Element has been drafted by City.	Ready to send to PSRC and Commerce.	

Draft Element Timelines:

FEBRUARY 2024:

- Element update estimated to start in **February**.
- A draft of the Land Use Element is due to the Planning Manager by **March 15th**.

MARCH 2024:

- Element update estimated to start in **March**.
- A draft of the Natural Environment Element is due to the Planning Manager by **April 19th**.

APRIL 2024:

- Element update estimated to start in **April**.
- A draft of the Capital Facilities Element is due to the Planning Manager by **May 7th**.
- A draft of the Parks and Open Space Element is due to the Planning Manager by **May 7th**.
- A draft of the Transportation Element is due to the Planning Manager by **May 7th**.
- SEPA needs to be turned into City for Review by **April 26th**.

JUNE 2024:

- **Full draft** of revised Comprehensive Plan released for public comment.
- Sending full draft of Comprehensive Plan and Commerce Checklist to Department of Commerce for **60 Day review by June 28th, 2024. (Needs to happen at least 60 days prior to adoption.)**

SEPTEMBER 2024:

- **September 9, 2024** – Public Hearing on Comprehensive Plan.

October 2024:

- **October 14th, 2024** – Special Council Meeting for Council Adoption