



CITY OF MEDINA

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MEMORANDUM

DATE: May 28, 2025
TO: Medina Planning Commission
FROM: Jonathan G. Kesler, AICP, Planning Manager
RE: Critical Area Ordinance (CAO) Update

UPDATE:

The Medina Critical Area Ordinance (CAO) is required, by state mandate, to be updated by December 31, 2025. Development Services Director Steve Wilcox has taken the lead on this and has engaged consultant Facet (formerly DSG/Watershed) to do the work. Interestingly, it appears that the same Facet staffer who did the 2015 CAO update for Medina will be working again on it for the 2025 update. A Task Order (which includes the projected costs) has been prepared for Facet to do the project. City Council was briefed on it and approved the Task Order and the proposed budget at the May 12, 2025, Council Meeting.

Per Director Wilcox, *A first step in the Task Order is for Facet to call a "kick-off" meeting. At the kick-off meeting, Facet will give us a Project Management Plan.* Once this occurs, the Planning Manager will manage this project by creating a calendar. The budget includes provision for two (2) forums (open houses), two (2) Planning Commission meetings, as well as Council and if needed, DSC Meetings. The calendar will cover the summer and autumn of 2025. So, the CAO Update will be scheduled in the next few weeks, once it is determined when it will need to come before this Planning Commission.

For background, attached is the Agenda Bill that Director Wilcox presented to Council on May 12th, along with the Critical Area Ordinance (CAO) Update Task Order for Facet.

Exhibits:

- Exhibit 1 – May 12, 2025 Council Agenda Bill on the Critical Area Ordinance (CAO) Update.
- Exhibit 2 – CAO Update Task Order for Facet