



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

MEMORANDUM

DATE: March 28, 2023
TO: Medina Planning Commission
FROM: Stephanie Keyser, AICP, Planning Manager
RE: Comprehensive Plan Update Chapter Schedule

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.

Planning Commission's substantive chapter work will be finished in April 2024. The goal will be for Council to adopt the update at their October 14, 2024 meeting. Planning on adoption prior to the December 31, 2024, deadline will build in a 2-month buffer that we can utilize if necessary, and still remain compliant.

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.

The following is Planning Commission's Comp Plan Update Schedule:

2023

Housing Chapter

March – July

The goal is for Council to begin their discussion of the Housing Chapter at their September 11th meeting. This means Planning Commission needs to be completed with their first draft in July

(reminder that we do not meet in August). There is additional guidance the Department of Commerce will release by the end of April to help cities implement the new housing requirements. It is possible Planning Commission will need to have a workshop in June or July to ensure a complete draft is available for Council to review in September.

August – No meeting

September

September 11 (Council Meeting) – Council will have a first in-depth discussion of the Housing Chapter draft that has been prepared by Planning Commission.

September 26 (PC Meeting) – It is assumed that Council will have sent back comments, direction, or clarification on the Housing draft and Planning Commission will continue to work on it.

October

October 9 (Council Meeting) – It is assumed Council will discuss the changes made to the Housing Draft and will send back further comments.

October 23 (PC Meeting) – It is assumed Planning Commission will address any changes Council would like on the Housing Draft. This will complete the two times, back-and-forth for the Housing Chapter. The rest of the revisions will be at Council-level.

Draft Deliverables from the **Consultant**:

The City will receive the following chapter drafts:

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

November

November 13 (Council Meeting) – It is assumed Council will discuss the changes made to the Housing Draft. 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. This will give Council a first quick review and will allow any specific direction to be made prior to Planning Commission beginning their review.

Draft Deliverables from the **Consultant**:

The City will receive the following chapter drafts:

- Transportation
- Utilities
- Capital Facilities

Planning Commission Workshop (4-hours) – date and time TBD

Staff would like to schedule a 4-hour workshop with Planning Commission in November to discuss the draft chapters we will receive in October from the consultant (Land Use, Parks & Open Space, Natural Element, Shoreline, and Community Design). Shoreline and Community Design will need to be in a first draft condition at the end of the workshop. The options for meeting are:

Saturday, November 4 th	9AM-1PM; 10AM-2PM
Sunday, November 5 th	9AM-1PM; 10AM-2PM
Saturday, November 11 th	9AM-1PM; 10AM-2PM
Sunday, November 12 th	9AM-1PM; 10AM-2PM
Tuesday, November 14 th	5PM-9PM
Saturday, November 18 th	9AM-1PM; 10AM-2PM
Sunday, November 19 th	9AM-1PM; 10AM-2PM

December

December 11 (Council Meeting) – Council will have a first in-depth discussion of the following Chapters: Shoreline, Community Design. The following drafts will be included as attachments in the Council packet: Transportation, Utilities, and Capital Facilities. This will give Council a first quick review and will allow any specific direction to be made prior to Planning Commission beginning their review.

December TBD (PC Meeting) – It is assumed Planning Commission will address any changes Council would like in the Shoreline and Community Design Chapters. Land Use, Parks & Open Space, and the Natural Element will continue to be discussed. Depending on the workload from the aforementioned chapters, Transportation, Utilities, and Capital Facilities could also have a first discussion.

2024

January

January 8 (Council Meeting) – Council will have a first in-depth discussion of the following Chapters: Land Use and Natural Element. Shoreline and Community Design will continue to be discussed.

January 16 (Park Board Meeting) – Park Board will discuss the Parks and Open Space chapter.

January 23 (PC Meeting) – It is assumed Planning Commission will address any changes to Shoreline and Community Design. This will complete the two times, back-and-forth for these chapters. The rest of the revisions will be at Council-level. Planning Commission will address any changes to Land Use and Natural Element and will discuss Transportation, Utilities, and Capital Facilities.

February

February 12 (Council Meeting) – 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)

February 27 (PC Meeting) – It is assumed Planning Commission will address any changes to Parks & Open Space, Land Use and Natural Element. This will complete the two times, back-and-forth for these chapters. The rest of the revisions will be at Council-level.

March

March 11 (Council Meeting) – Council will have a first in-depth discussion of the following Chapters: Transportation, Utilities, Capital Facilities.

Council will complete the review of Natural Element and Community Design

March 26 (PC Meeting) – It is assumed Planning Commission will address any changes to Transportation, Utilities, and Capital Facilities.

April

April 8 (Council Meeting) – Council will continue to discuss Transportation, Utilities, and Capital Facilities.

Council will complete the review of Housing, Land Use, and Parks & Open Space

April 23 (PC Meeting) – It is assumed Planning Commission will address any changes to Transportation, Utilities, and Capital Facilities. This will complete the two times, back-and-forth for these chapters. The rest of the revisions will be at Council-level.

May

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

May 28 (PC Meeting) – It is assumed Planning Commission will continue to finalize the development regulations required to support Comp Plan changes.

June – Full draft released for public comment.

June 25 (PC Meeting) - It is assumed Planning Commission will continue to work on new development regs.

July

July 23 (PC Meeting) – Public Hearing on Comp Plan Draft and Development Regs

September

September 9 (Council Meeting) – Public Hearing on the Comp Plan and Development Regs

October

October 14 (Council Meeting) – Council Adoption