



# CITY OF MEDINA

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## MEMORANDUM

DATE: December 18, 2024  
TO: Medina Planning Commission  
FROM: SCJ Alliance, Middle Housing Consultant  
RE: Middle Housing Update and Discussion

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### **Summary:**

The work on the middle housing project continues to progress on schedule, with the most recent area of focus on the development of public engagement products and informational materials for the website.

Following the Planning Commission meeting of December 5, 2024, staff and SCJ met with City Council during their meeting of Monday, December 9, 2024, to discuss the upcoming public outreach efforts related to Middle Housing.

Following the recommendation of the Planning Commission, two community forums have been scheduled for January, with the time slots revised at Council's request.

- Thursday, January 9, 2025, 6 - 8 pm  
St. Thomas Episcopal Church.
- Wednesday, January 15, 2025, 6 – 8 pm  
Medina City Hall

In the timeframe since the City Council meeting, proposed updates for the website have been developed and provided to City Staff. The proposed language and graphics have been included as **Exhibits 1 and 5**. Additionally, a postcard invitation to the Public Forums was developed to share with the City Council during their meeting. At their request to simplify the messaging, two new postcard options were provided to City Staff who then selected an option for printing and distribution through the City's vendor. The final version has been attached as **Exhibit 3**.

The Public Engagement Plan memo was also updated for Council's consideration and is included as **Exhibit 4**. This revised version of the memo provides a bulleted summary of the various engagement methods, tools, and marketing techniques, followed by more in-depth description of each option. The memo also describes the POP for each methodology, with POP referring to the **Purpose, Outcome and Plan**.

Updated graphics have also been developed since the previous Council meeting, which depict the required parking spaces on the 16,000 sq ft lots. City Council also requested that additional exhibits be developed for two other lots sizes - 8,500 sq ft lots and 25,000 sq ft lots. Graphics for all three lots sizes have been finalized and are depicted in **Exhibit 5**. Selected graphics will also be included on the website.

Staff and SCJ are seeking guidance on the materials and language to be provided on the website. Additionally, Council requested that the website include an option for community members to participate in a survey with open-ended questions as a means of gauging community awareness and concerns. Potential survey questions will be shared with the Planning Commission at the upcoming meeting, but SCJ and staff will be requesting feedback and guidance from the Commission on this particular topic as well.

While the community engagement work continues to be developed, Staff and the consultants will also begin working on tying the middle housing project to the housing policies within the recently adopted Comprehensive Plan. The Commission will be discussing this item at a high level under the agenda item "Concerns of the Commission". Staff and SCJ will be prepared to speak about this topic, and to receive feedback from the Commission in preparation for the Special Joint CC/PC meeting to be held on January 8, 2025.

Finally, for the Commission's consideration, a Meeting Calendar has been included as **Exhibit 6**.

**Exhibits:**

1. Website text language
2. Website layout and graphics
3. Public Forum Postcard invitation
4. Updated Public Engagement Plan memo
5. Updated graphics for 3 lot sizes
6. Meeting schedule