

The City of
Medina



**Commercial
Development
Handbook**



Welcome to the City of Medina!

The Medina City Council,
Mayor Dennis Hanwell, and
City Staff are committed to
the success of our business



Mayor Hanwell welcomes new businesses into the community.

community. Our goal is to assist and guide applicants and property owners through our review procedures and create a predictable, timely and cost-effective process.

The City of Medina Development Handbook creates a single resource regarding the approval process for new development within the City.

The Community Development Department encompasses Economic Development, Planning and Zoning, and Building. The Department implements programs designed to preserve and expand the housing stock; improve the quality of human services; maintain and market vacant land; and expand and service the commercial corridor. This handbook will highlight the important functions of each department as they relate to the attainment of these functions.

Community Development Department Mission Statement:

The City of Medina Community Development Department is dedicated to enhancing Medina's quality of life by using a responsive, innovative approach in partnership with our citizens toward the common goal of preserving the community's established values.

This Handbook is intended to provide applicants with relevant information regarding development in the City. Some information may be summarized or condensed to represent a typical project.. This Handbook does not replace or supersede any adopted regulations or ordinances. Please refer to the City of Medina Codified Ordinances regarding applicable regulations or contact staff for assistance.

Letter from the Mayor



Warm Greetings!

Welcome to the City of Medina! The City of Medina is a terrific place to do business, play or live. Visitors are charmed by the City's small town values and high quality of life and business owners can rest-assured that they are investing in a community that has a business-focused culture and emphasizes personalized service.

As a part of that business-focused culture, please know that your commercial development proposal will be processed efficiently. Each application is assigned a Project Advocate, who will usher your application through the entire commercial development process. At the City of Medina, we are sensitive to your timeframe and we work with your best interest in mind.

With that being said, this handbook is meant to provide an overview of the services offered by the various sections of the Community Development Department. In addition, the different Boards and Commissions are discussed and the general site approval process is outlined.

The City of Medina truly appreciates your interest in our community and looks forward to working with you and your staff. Please do not hesitate to contact us with any questions.

All the best,

A handwritten signature in blue ink that reads "Dennis Hanwell".

Dennis Hanwell, Mayor

Economic Development

Economic Development originates and manages a proactive program capable of meeting the City's economic development goals and objectives. The department identifies, promotes and facilitates the retention and expansion of existing businesses and the attraction of new businesses.

Economic development serves as the City's ombudsman to and cooperates with all businesses and industries in the resolution of any concerns they may have and encourages management of the same to have a constructive interest in the City. The coordination, development and implementation of a City profile, marketing plan and the building of the City's image is a key responsibility of the department.

The department develops and maintains working relationships with other economic development organizations, county, state and federal officials and their associated departments.

Anyone interested in learning more about economic development is encouraged to attend the Economic Development Committee meeting held every 3rd Thursday of the month.



Economic Development promotes the City's image.



Economic Development works to attract new businesses to the area.

Planning and Zoning

Planning and Zoning, as it relates to commercial development, is responsible for the approval and permitting process for development within the City. The Department is typically the first step in the development review process. A Project Advocate is assigned to each project and acts as a guide through the entire process.

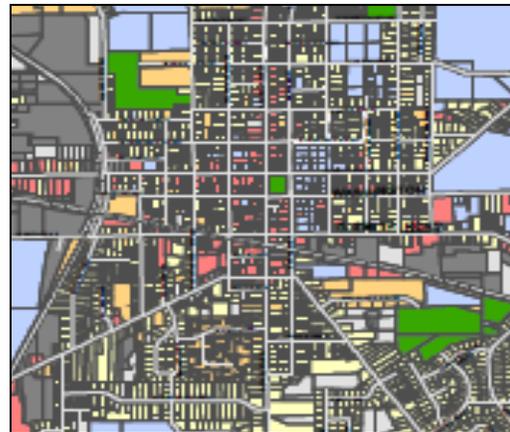
The Department is also responsible for preparing, maintaining and



The Community Development Department works with businesses and residents to shape the aesthetic.

implementing the Comprehensive Plan which guides all development within the City of Medina. The Comprehensive Plan provides the overall guidance for the future of the City including transportation, housing, open space and land use.

Planning and Zoning implements the Comprehensive Plan utilizing a number of tools through the application of zoning regulations. Traditional zoning, overlay districts and special use permits, such as conditional uses and variances all regulate the use of land in the City.



Land use maps guide development within the City.

Planning and Zoning also manages the City Brownfield Redevelopment program and actively pursues grants to aid private development, enlarge city park space and improve public infrastructure.

Building

The Building Department serves residents, businesses and developers by supporting new construction projects, renovations of existing buildings and building expansions as well as providing guidance on available housing programs to ensure the well-being of the housing stock in Medina.



The Building Department supports all development and re-development within the City.

The Building Department prides itself on its customer focused philosophy which includes same-day and over-the-counter permitting; scheduling of inspections within 24 hours of a request; hour-based inspection appointments as well as extensive online resources.



The Building Department ensures the health, safety, and welfare of the residents, patrons, and visitors of the City of Medina.

The department and staff are certified by the State of Ohio to regulate Commercial and Residential Building Codes. The department provides the review and approval of all construction plans. They also perform all required inspections and at final approval issue a Certificate of Occupancy.

The Building Department strives to ensure the health, safety, and welfare of residents, the general public, and of those who work, visit, or shop within the City.

City of Medina Review Boards

The review boards for the City of Medina consist of the Planning Commission, the Historic Preservation Board, and the Board of Zoning Appeals. Each board is a five member group of citizens appointed by the Mayor and authorized by City Council. The boards meet on the second Thursday of each month with a submittal deadline three weeks prior to the meeting. Projects are subject to review by multiple boards and are eligible to present on the same date.

Planning Commission:

The Planning Commission is responsible for the review and approval of commercial and industrial development within the City. Additionally, the Planning Commission makes recommendations to Council on proposed rezoning requests and zoning code amendments.

Planning Commission review is required for:

- Site plan approval for new construction, addition
- Significant change to the exterior of a non-residential building
- Rezoning and code change requests
- Increases in the number of multifamily dwelling units
- Conditional use approvals
- Conditional sign approval in the TCOV Overlay District and M-U district.
- Change in the use of an existing facility which requires parking expansions or other site improvements
- Telecommunications towers and collocations
- Use approvals for sites within the M-U district
- Exterior alternations to all properties within the TCOV district

Historic Preservation Board:

The Historic Preservation Board is responsible for development review of the city designated Historic District and Landmarks.

The Board oversees the following:

- Issuance of Certification of Appropriateness for alterations to existing buildings, new construction, and demolition
- Conditional sign approval for all permanent signage in the district
- Promote interest and educate the community about historic preservation
- Review applications for proposed designation of local historic districts, landmark properties and National Register Historic Districts

Board of Zoning Appeals:

The responsibility of the Board of Zoning Appeals is to hear and determine appeals and variance requests made for exceptions or variations to the established codes of the City of Medina.

The Board of Zoning Appeals oversees the following:

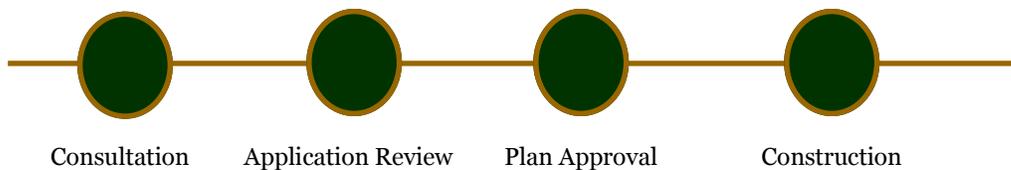
- Reviews requests for variances to established development codes
- Reviews appeal request to the decisions of Historic Preservation Board, Planning Commission, and staff determinations

Site Plan Approval Process

The Site Plan Approval Process is an efficient and business friendly system that recognizes the broad range in scope and complexity of development proposals. The City prides itself in providing personalized and efficient service which is characteristic of its small town roots.

Broadly, the site plan approval process consists of four stages:

1. Consultation
2. Application Review
3. Plan Approval
4. Construction



All site plan applications will follow either the administrative approval process or Board application approval process depending on the scope of the project. Please keep in mind that each proposal is unique and the process may vary slightly for each application.

Project Advocate Administration of the Site Plan Approval Process

Each application is assigned a Project Advocate who is responsible for guiding the application through the entire development process. This creates a single point of contact and central repository for all submissions. The updated process fosters increased accountability and effectiveness for both the City and the Applicant.

Benefits of Project Advocate System:

- *Single point of contact.* The Project Advocate will monitor the application through the entire process with the authority to drive the application process.
- *Established targets.* Set scheduling and meeting requirements promotes timely approvals.
- *Early communication and staff engagement.* Helps to create better quality applications and smoother approvals.
- *Increased responsiveness and accountability.* For benefit of all participants in the process.

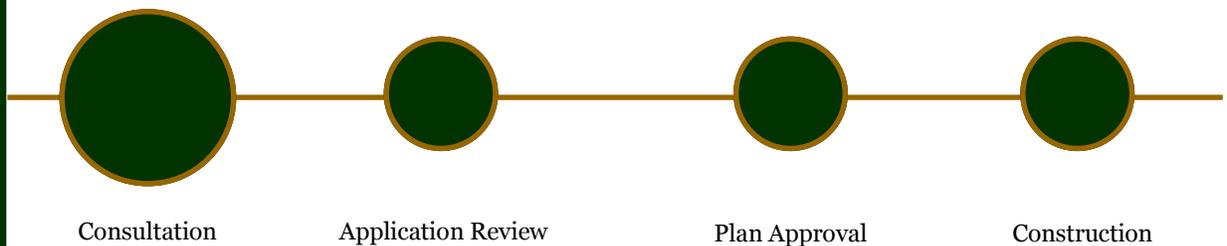
Consultation

During the Consultation phase, the Project Advocate will help the Applicant to prepare the application for board approval and/or administrative approval. This process will include coordination between Economic Development, Building and Planning/Zoning.

Generally, the Consultation phase will consist of the following steps:

1. Conduct pre-application meeting with Project Advocate and other city staff members. Administrative review is completed to determine if review by Boards is required.
2. Determination of relevant applications, fees, and other applicable requirements is made and provided to applicant.
3. Submittal of application, fee, and other applicable requirements by Board deadline (three weeks prior to the meeting).

The Project Advocate may also coordinate with other Departments depending on the needs of project. This may include, but is not limited to, assistance with site selection, design suggestions, and/or provision of relevant demographics, etc.



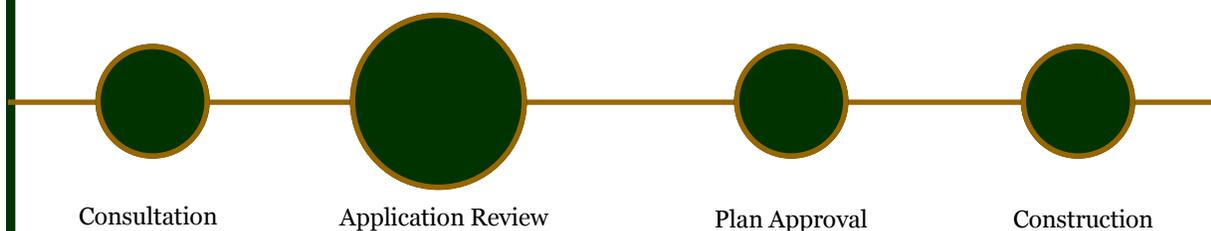
Application Review

At this stage, the Project Advocate has determined that the application is complete. A completed application may be administratively approved or filed with a Planning Board for approval. Projects which are eligible for administrative approval include minor requests. These minor requests can reach site plan approval in a very short time. However, administrative approval of requests is not typical. The Project Advocate will determine which process is most appropriate for the proposal at hand subject to Section 1109 of the City of Medina's Planning and Zoning Code.

For projects which require appearance before a Planning Board, at the next meeting for which notice can be posted, the Board will begin consideration of the completed application. The Board shall act to approve, conditionally approve, or disapprove the application.

During Board application review, please anticipate the following steps:

1. Staff reviews are completed and staff reports issued the Friday before the meeting.
2. Plans are distributed to City Departments.
3. Boards and Commission meetings are conducted on the second Thursday of the month.
4. At approval of project, a resolution letter is issued detailing any conditions of approval.



Plan Approval

Once a plan has Board or Administrative approval, the Project Advocate will coordinate with the Applicant to satisfy any other conditions which were outlined during the Application Review process. Once those conditions have been met, typically a proposal proceeds as follows:

1. Applicant submits improvement plans to the Engineering Department and Building Department for review and approval.
2. If during the review process revisions are requested, and once all comments are addresses from Planning, Engineering and Building, six sets of final plans will be requested.
3. Permits can be released pending receipt of final fees and site improvement bond.

Depending upon the approval stream, there may be opportunities to accelerate the schedule for site plan approval by eliminating certain steps or by allowing certain steps earlier in the process. As such, the Community Development Department encourages that applicants pursue building permits and site plan approval concurrently. Other opportunities for acceleration will be identified by the Project Advocate.

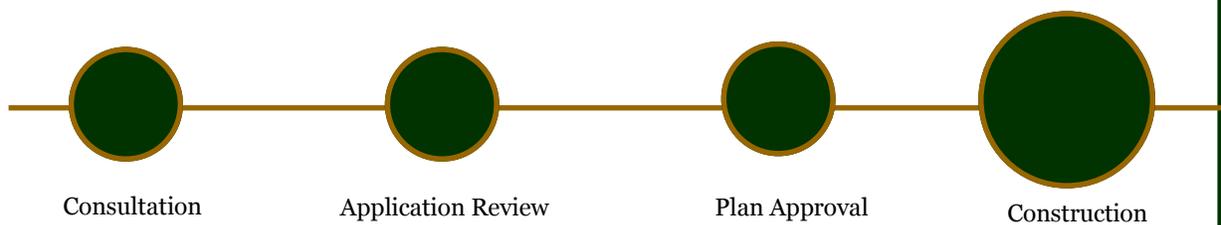
The Medina County Health Department provides plan approvals for food service and plumbing installations in the City of Medina. Please contact their office at 330-723-9523 for information regarding plumbing and food service permitting requirements.



Construction

Construction is the final part of the site review process. With an eye on your success, the Project Advocate will continue to work with you to provide high quality customer service. Every attempt will be made to adhere to, or even shorten, target timelines. The Construction process will comprise of the following:

1. During construction, inspections are scheduled with the Building and Engineering Departments.
2. Once construction is complete and approved, a request for a Certificate of Occupancy is submitted to the Building Department.
3. Site inspections are completed by Planning, Engineering and Building with punch lists submitted to the applicant.
4. Once all items are properly completed a Certificate of Occupancy can be released and the bond refunded.



If you have any other questions regarding the commercial development within the City of Medina please do not hesitate to contact the Community Development Department at 330-764-4652.

