



1140 Terex Road • Hudson, Ohio 44236 • (330) 342-1790

August 13, 2025

MEMORANDUM

To: City Council and Mayor Anzevino

From: Nick Sugar, City Planner; Emily Fernandez, Community Project Planner

CC: Thom Sheridan, City Manager, Brian Griffith, Asst City Manager, Greg Hannan, Community Development Director;

Subj: 2024 Comprehensive Plan: Implementation Update

Background

The 2024 Comprehensive Plan was adopted by City Council on October 1, 2024. The Plan contains sixty-seven (67) action items to advance within a ten-year period. The action items span the following topics:

- Land Use
- Housing & Economy
- Mobility and Infrastructure
- Parks & Open Space
- City Services & Government

Staff has prepared an overview of the project management plan to track implementation of the Comprehensive Plan, as well as a Year 1 Update on implementation progress. Staff intends to provide Council with an annual update prior to budget reviews.

Staff is requesting Council feedback on the overall tracking process and any action items that should be prioritized.

Project Management

Implementing these action items will require coordination between City Departments, Boards and Commissions, and Council. To help organize and facilitate the implementation, staff has developed a tracking tool. The tracking tool has the following characteristics:

- Project management software developed in Smartsheet to be easily updated, exported, and shared. This will be a key resource to update City Council, staff, and the community.
- Provides a Deadline for each action item. Deadlines are based on the Comprehensive Plan Time Frames for each action item, which were: Short (1-3 years), Medium (4-7 years), or Long (7-10 year). The Comp Plan assigned time frames based on a number of

factors including complexity of the project, funding, and local passion for specific projects noted in the process. There were also twenty-three items listed as Ongoing.

- Provides an annual narrative update for each Action Item.
- Provides a Status, which is updated annually or more frequently by staff, and provides an Outlook, which is determined automatically based on the Status compared to the Deadlines.

See the glossary within the “Year 1 Snapshot” for definitions of the Status, Deadline, and Outlook terminology.

Community Development staff will manage and update the tracker. CD staff will also coordinate and present ongoing updates to city staff, Council, and the community. Updates will include:

- An annual staff update to department managers in January, when staff departments are typically charting out projects for the year.
- A snapshot update distributed to Council in February
- An annual Council update/presentation occurring in June to assist staff and Council with the upcoming years City budget.
- Re-occurring update meetings between CD and department managers as needed.
- Ongoing E-news and social media updates in coordination with Communications.

Year 1 Update on Implementation Progress

The progress summary assumes an annual goal of 10% completion per year to achieve 100% completion in 10 years. Goals are assigned point values based on their time frames, with longer goals assigned more points for completion. At the Year 1 update, the Plan is approximately 7% Complete, which is 3% below the annual target. The Plan is considered 80% On Track.

It is expected that most items would still be On Track at this stage of the ten-year project and that few action items would be fully complete. This update is being delivered several months early as part of an overall update on project management, which reduced the amount of time to work on the goals prior to update.

The overall outlook may shift more dramatically as initial deadlines are reached after the end of 2025. See the “Year 1 Snapshot” for an overview of progress to date. See “Project Tracker – Year 1 Update) for a full update on all Action Items, including narrative updates.

Staff has prepared the following information regarding capital budget considerations and action item priorities to aid in Council's discussion

2025 Update: Capital Budget Considerations

Staff compared the proposed 2025-2030 capital budget to the Comprehensive Plan 'Action Items' to determine alignment between funding and community goals. Some Action Items are focused on relationship-building or staff-led analysis and do not directly require capital funding (ex. coordinating with other agencies, reviewing design standards, prioritizing conservation, etc).

Staff identified Action Items that may require funding but currently do not have assigned capital funding. Council may wish to consider the items below and evaluate whether the proposed capital budget is sufficiently aligned with the Comprehensive Plan:

- Site studies and design services to advance focus area sites (Downtown, 996 Hines Hill)
- Streetscape enhancements along Rt. 91
- City-led special events budget
- Implementation funds for city-led downtown enhancements
- 2026-2030 Walk & Bike Plan implementation funds
- Consultant services to design recreational spaces downtown, and related implementation funds
- Designing and constructing gateways at city entrances, especially Darrowville
- Public Wi-Fi implementation
- Public restroom design & implementation funds
- Feasibility study of a recreation center
- Implement recycling and household hazardous waste disposal programs
- Feasibility study of programs such as contractor registration and point of sale inspections
- Feasibility study for a building department or a parks and recreation department
- Branding/marketing of the Seasons Rd interchange
- Performing a citywide traffic study
- Incorporating environmental stewardship and design into city facilities
- Developing connections with CVNP to capitalize on the park
- Providing for unmet recreational needs identified in the community survey (top 5 needs were: Outdoor Pool, Indoor Pool, Fitness Studio/Classes, Weight Equipment/Training, and Youth Services/Activities)
- Revising fee structures to make community spaces accessible to residents
- Consultant services to develop a historical survey and study of the existing building stock for Downtown and Darrowville

Action Items –“Not Started”

Staff has prepared the following list of action items that have a status of “not started” within the Smartsheet tracker. These items are listed here separately to aid Council’s discussion on action item priorities. Staff anticipates these action items will receive timelines over the course of the next year.

Action Item	
1.2.3	<i>Protect the existing tree canopy through increased oversight of private and public development proposals with expanded involvement of the City Arborist.</i>
1.5.3	<i>Work with adjacent communities along the Route 8 corridor to increase communication regarding development, infrastructure, and trails.</i>
2.2.1	<i>Promote the long-term maintenance of housing by advancing programs such as a contractor registration program and point of sale inspections.</i>
2.2.2	<i>Consider the feasibility of establishing a city building department to assist in code enforcement and the overall preservation of the historic district and housing stock.</i>
2.2.5	<i>Periodically review the Architectural Design Standards to ensure high standards of design aesthetics and historic preservation.</i>
2.4.1	<i>Develop a historical survey and study of the existing building stock for the Downtown and Darrowville focus areas in order to document opportunities and limitations for adaptive reuse.</i>
2.5.2	<i>Work with Ohio Department of Transportation to implement branding opportunities for Seasons Road interchange.</i>
3.1.1	<i>Develop a citywide traffic study to be updated every 10 years and implement the action items outlined.</i>
3.4.1	<i>Perform a downtown parking and pedestrian safety study to better understand current conditions and develop solutions.</i>
4.2.1	<i>Develop stronger connections and promotions with Cuyahoga Valley National Park (CVNP) to capitalize on CVNP as an asset in attraction efforts.</i>
5.1.2	<i>Review and revise fee structures as needed to ensure community space is accessible to residents.</i>
5.1.3	<i>Raise awareness of existing community space at City Hall, Barlow Community Center, the library, and other spaces including information about availability and permitted uses. Maximize use of existing space.</i>
5.2.1	<i>Create gateways at each entry point of the city by installing branded signage that is appropriate in scale and reflects the character of Hudson.</i>
5.8.5	<i>Explore the feasibility and value of creating a parks and recreation department; this analysis should include detailed review of existing resources, including potentially merging with Hudson Community Education and Recreation (HCER).</i>