

Chapter 21.76  
REVIEW PROCEDURES

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21.76.010 User Guide.

A. How to Use This Chapter. This chapter sets forth the procedural steps for each of the six processes which the City of Redmond uses to review development applications. In navigating this chapter, the user should:

1. ~~First, d~~**D**etermine the application that is required for the **proposed** development ~~the user is interested in~~ by either reviewing descriptions of the various permit types found in RZC 21.76.050, Permit Types and Procedures, or by contacting the **Redmond** Development Services Center.
2. ~~Second, d~~**D**etermine which process applies to the development application the ~~user is interested in~~ by using the table set forth in RZC 21.76.050.C, Classification of Permits and Decisions - Table.
3. ~~Third, d~~**D**etermine the steps involved in processing the development application by consulting ~~the flow chart for~~ the selected process type in ~~Figures 76.3 through 76.8~~ **RZC 21.76.050 Permit Types and Procedures**.
4. ~~Fourth, d~~**D**etermine the application submittal requirements by consulting RZC 21.76.030, Application Requirements.
5. ~~Fifth, review the detailed explanations of the steps set forth in the flow chart by reviewing RZC 21.76.060.~~

~~56. Finally, r~~**R** Review the land use actions and decision criteria set forth in RZC 21.76.070, Land Use Actions and Decision Criteria, in order to determine whether any of the criteria for any of the specific uses described in that section must be met.

Effective on: 4/16/2011

#### 21.76.020 Overview of the Development Process.

A. Purpose. The purpose of this chapter is to provide a general overview of the development application review process. Detailed administrative review procedures for applications and land use actions classified as Type I through Type VI are outlined in RZC 21.76.050, Permit Types and Procedures.

~~1. Process Flow Chart. The flow chart in Figure 21.76.020A below generally depicts the overall review process for development. The process may vary for individual permits based upon the nature and complexity of the issues involved. This flow chart is therefore provided for general reference only.~~

Figure 21.76.020A  
 Process Flow Chart Overall Reviews of Development Applications

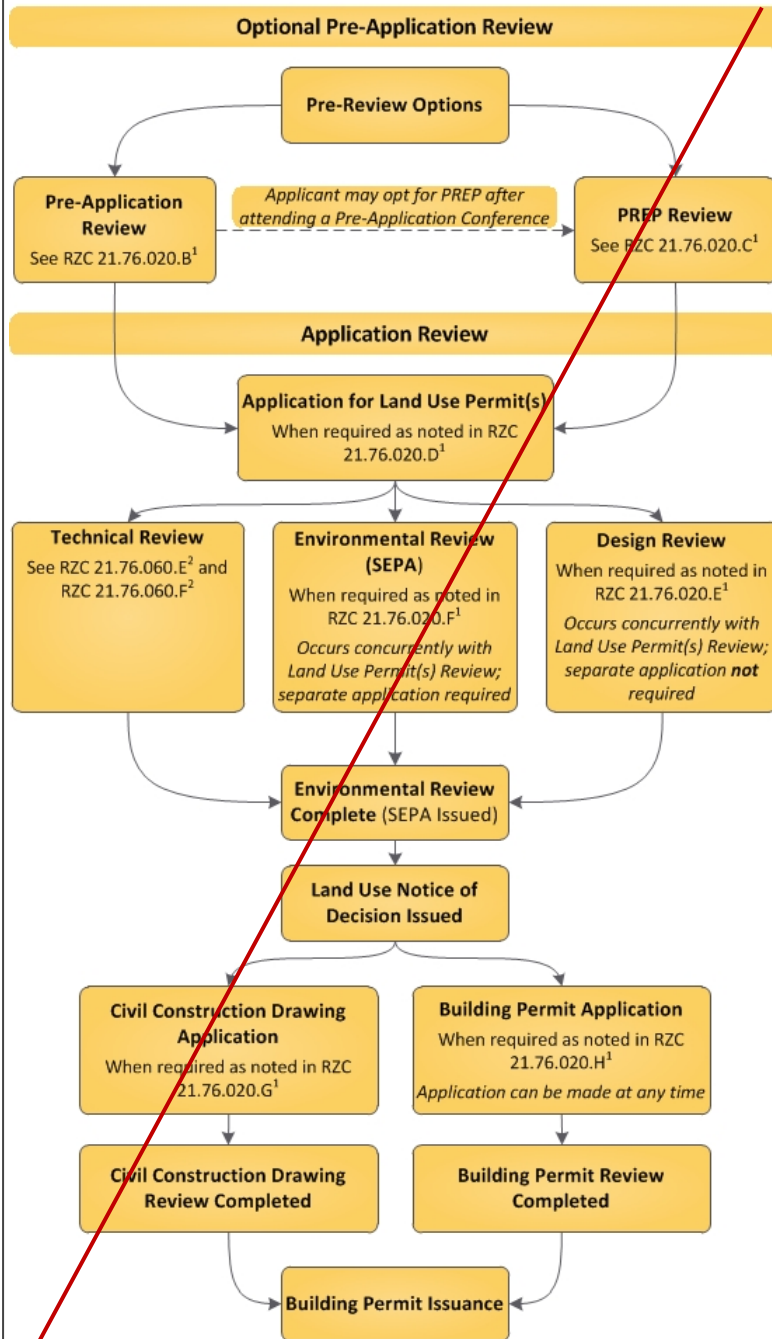


Figure Notes:

Figure 21.76.020A  
Process Flow Chart Overall Reviews of Development Applications

- A. Link to RZC 21.76.020
- B. Link to RZC 21.76.060

B. Pre-Application Conferences.

1. Purpose. The purpose of a pre-application conference is to provide applicants with the opportunity to meet with technical review staff prior to submitting an application, in order to review the proposed action, to become familiar with City policies, plans, and development requirements.

**Pre-application procedures and submittal requirements are determined by the Administrator and available at the Redmond Development Services Center.**

**2. Applicability.**

a. **Pre-application conferences may be requested for Type I applications.**

**b. Pre-application conferences are required for Type II Site Plan Entitlement applications proposing new floor area comprising a total area of more than 20,000 square feet.** Pre-application conferences are optional but recommended for **all other** Type II **applications.**

**c. Pre-application conferences are required for Type III-VI land use permits. Pre-application procedures and submittal requirements shall be determined by the Administrator and available in the Redmond Development Services Center.**

**d. The Administrator may waive the requirement for a pre-application conference when any of the following criteria are met:**

**ii. The impacts of the project have been demonstrated to be no greater than the current conditions within the project limits; or**

**ii. The applicant is employing an alternative approach whereby the City is providing technical review in a manner that is more comprehensive than the pre-application process.**

~~2-3~~. Design Review. When design review is required, a pre-application conference ~~with the Design Review Board~~ is recommended.

~~3-4~~. Limitations. It is impossible for the conference to be an exhaustive review of all potential issues. The discussions at the conference ~~shall~~ **must** not bind or prohibit the City's future application or enforcement of all applicable regulations.

~~C. Pre-Review Entitlement Process (PREP).~~

~~1. Purpose. The purpose of the PREP process is to:~~

~~a. Assist applicants to prepare a code compliant land use application;~~

~~b. Eliminate the City's need to request additional information that causes resubmittals, resubmittal fees, and further City review, and that extends project approval dates;~~

~~c. Approve or recommend approval of land use applications following one Technical Committee review; and~~

~~d. Reduce time frames for approval of land use applications by expediting issue resolution through one-on-one collaboration between applicants and City staff.~~

~~2. Overview. PREP review is an optional process for certain land use permits which requires applicants to work collaboratively with review staff and the Design Review Board (if required) to achieve a code compliant submittal prior to permit application. For PREP, an application must already be code compliant and in approvable form to be considered complete. Upon submittal of the land use application, completion of environmental review and public notification takes place. Pending any changes that may result from public and/or environmental review, the Technical Committee will move forward to issue its decision or recommendation at the first Technical Committee and Design Review Board meetings following submittal of the land use application.~~

~~3. Eligibility. Any land use permit that is subject to resubmittal fees according to the adopted fee schedule is eligible for review under the PREP process.~~

~~4.— Relationship to Pre-Application Meetings. Pre-application meetings are intended as a onetime meeting with review staff to obtain an overview of applicable regulations and process. Applicants may choose to attend a pre-application meeting and opt in to the PREP process if they so desire.~~

~~5.— Submittal Requirements. Applicants must submit the PREP Kickoff Meeting Submittal Form and required materials, along with the required fee, in order to initiate PREP review.~~

~~6.— Memorandum of Understanding. After the PREP Kickoff Meeting and prior to beginning project review, the applicant must sign a Memorandum of Understanding in a form approved by the Administrator that:~~

~~a.— Provides a description of the proposed project;~~

~~b.— Identifies the applicant’s project team and primary contact;~~

~~c.— Declares turnaround time commitments for the applicant and the Development Services staff;~~

~~d.— States requests for deviation from code requirements;~~

~~e.— Identifies Development Services review staff assigned to the project;~~

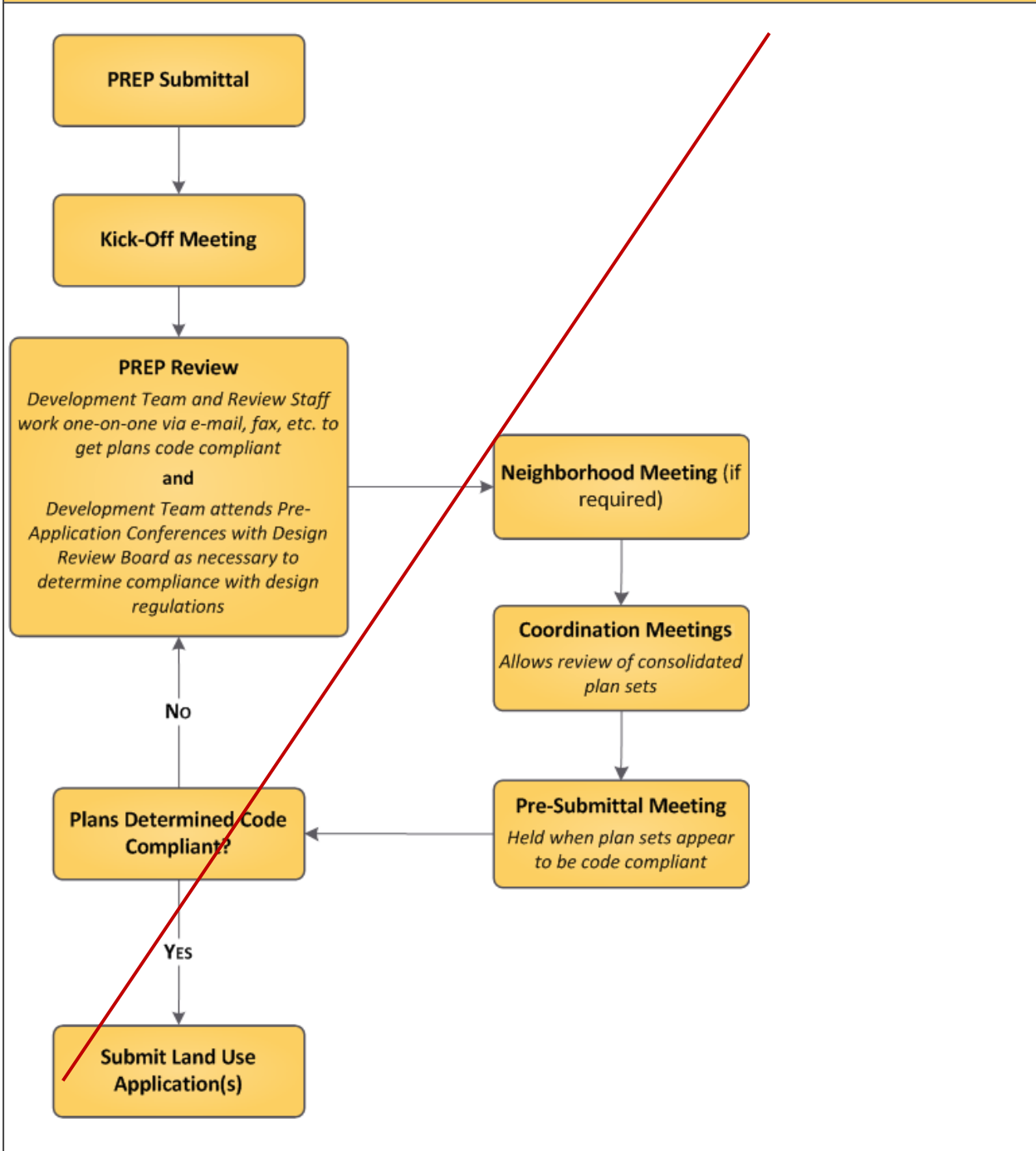
~~f.— Describes requirements for staying in PREP;~~

~~g.— Describes vesting procedures; and~~

~~h.— Describes Design Review Board procedures, if applicable.~~

~~7.— Process Flow Chart. The flow chart in Figure 21.76.020B below generally depicts the PREP process. The process may vary for individual permits based on the nature and complexity of the issues involved. This flow chart is therefore provided for general reference only.~~

Figure 21.76.020B  
Process Flow Chart-PREP



D. Land Use Permit Review **Generally**.

1. Purpose. The purpose of this section is to establish general procedures for reviewing all land use permit applications. The purpose of the land use permit review process is to determine compliance with the City's applicable development regulations, Comprehensive Plan provisions, as well as applicable RCW (Revised Code of Washington), and WAC (Washington Administrative Code) regulations. This section is not intended to include:

- a. Requirements for compliance with the City's building and construction codes, RMC Title 15, Buildings and Construction, determined during building permit review, or
- b. Requirements for civil construction drawing approval as described in RZC 21.76.020.G, Civil Construction Drawing Review.

2. Applicability. Review and approval of one or more land use permits is generally required for any public, semipublic or private proposal for new construction or exterior modification to a building or site, including multifamily, commercial, industrial, utility construction, expansion or exterior remodeling of structures, parking, or landscaping. Other actions requiring a land use permit include **some** interior tenant improvements ~~that propose additional square footage (such as a mezzanine) as described in RZC 21.76.020.D.3 below~~, master plans, proposed development within the Shoreline Jurisdiction, subdivision of land or modification to property boundaries, construction of telecommunication facilities, modifications to historic landmarks and proposed variances or modifications from adopted code standards, such as site requirements, critical area regulations and shoreline regulations. ~~Land use approval is also required for any proposed modification to the RZC (including the Zoning Map) or Comprehensive Plan (including the Comprehensive Land Use Map).~~

Land use permit approval is not required for the following:

- a. Signs not associated with a historic landmark or a historic design district;
- b. Tenant improvements not associated with a historic landmark and not encompassing or triggering modification to the exterior of an existing building or **requiring a site plan pursuant to RZC 21.76.020.D.3 below**.

3. ~~Site Plan Required. Where modifications to a site are proposed or required, a site plan shall be submitted as part of all permit and project approval applications with the information required in RZC 21.76.030.D, Submittal Requirements~~ **The submittal requirements for Land Use Permits are specified in RZC 21.76.030 Application Requirements**. Additional information may be required to conduct an adequate review. Each application ~~shall~~ **must** be reviewed for **completeness and**



compliance with the requirements in this chapter. ~~Site plans shall be reviewed as part of the application approval process unless otherwise provided in this chapter.~~

**a. Project permits for interior alterations are exempt from site plan review, provided the application does not result in the following:**

**i. Additional sleeping quarters or bedrooms;**

**ii. Nonconformity with federal emergency management agency substantial improvement thresholds; or**

**iii. Increase the total square footage or valuation of the structure thereby requiring upgraded fire access or fire suppression systems.**

4. Procedures. All applications ~~shall~~ **must** be reviewed using the procedures set forth for the Type I through Type VI review processes in RZC 21.76.050, Permit Types and Procedures.

5. Decision.

a. The approval authority ~~shall~~ **must** approve, approve with conditions, or deny the application based upon the applicable decision criteria. The approval authority may grant final approval subject to any conditions it feels necessary to protect and promote the health, safety, and general welfare of the community.

b. Such conditions may include, but are not limited to the following: the requirement of easements, covenants, and dedications; “fees-in-lieu-of”; the installation, maintenance and bonding of improvements, such as streets, landscaping, sewer, water, storm drainage, underground wiring, sidewalks, and trails; and the recording of any conditions to achieve the objectives of the Redmond Zoning Code with the King County ~~Department of Records and Elections~~ **Recorders Office or its successor agency.**

E. Design Review.

	<b><u>Design Review Board User Guide</u></b>
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1. Purpose. The purpose of design review is to:

- a. Encourage and promote the public health, safety, and general welfare of the ~~citizens of Redmond~~ **community**, including the development and coordination of municipal growth and services;
- b. Supplement the City's land use regulations in order to promote a-coordinated **City** development ~~of the undeveloped areas of the City~~, and conserve and restore natural beauty and other natural resources;
- c. Encourage originality, flexibility, **comfort**, and innovation in site planning and development, including the architecture, landscaping, and graphic design of proposed developments in relation to the City or design area as a whole;
- d. ~~Discourage monotonous, drab, and unsightly developments and to promote the orderliness of community growth, and the protection and enhancement of property values for the community as a whole and as they relate to each other~~ **Provide clear and objective development regulations governing the exterior design and site design of new development;**
- e. Aid in ensuring that structures, signs, and other improvements are **accessible and** properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping and ensuring that proper attention is given to exterior appearances of structures, signs and other improvements;
- f. Protect the heritage of the City **and retain the integrity of its** ~~by ensuring that~~ historic resources ~~retain integrity~~, **by** ensuring that developments adjacent to historic landmarks are ~~compatible~~ **sensitive to the adjacent structure and site design**, and by encouraging design that is ~~appropriate~~ **complementary** to historic design districts;
- g. Protect and enhance the City's pleasant environments for living and working, and thus support and stimulate business and industry, and promote the desirability of investment and occupancy in business and other properties;
- h. Stabilize and improve property values and prevent blight areas to help provide an adequate tax base to the City to enable it to provide required services to its citizens; and
- i. ~~Foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the peace, health, and welfare of the City and its citizens.~~ **Celebrate and respect community diversity, equity, and inclusion through the design of structures, sites, and other improvements through the implementation of universal design principals, flexibility for cultural design preferences, and other inclusive design techniques; and**

**j. Promote sustainability and resiliency through adaptive reuse, material selection, green building techniques, and inclusive design.**

2. Applicability. Compliance with RZC Article III, Design Standards, ~~shall is be~~ required for all applications requiring a building permit for exterior modifications, new construction and signs, projects requiring a Level II or III Certificate of Appropriateness, and any private or public development within the Shoreline Jurisdiction. The following are exempt from this requirement:

- a. ~~One and two unit~~ **Eight or less** residential ~~structures~~ **units on a lot** unless ~~the structure is a~~ historic landmark **is located on the lot. These applications are subject to compliance with RZC 21.08.180.;** and
- b. Tenant improvements not associated with a historic landmark or not encompassing modifications to the exterior of an existing building.

3. Review Authority.

a. ~~The Design Review Board Administrator shall have~~ **has** design review authority ~~over for~~ all applications not exempt under subsection E.2 above that require a building permit and that have a total valuation of ~~\$50,000~~ **\$250,000 or more.;** ~~except for the following:~~

~~i. Signs (other than sign programs); and~~

~~ii. Commercial buildings located within the Industrial (I) zone, unless the site is located in areas of high public visibility such as arterials.~~

b. The Landmarks ~~and Heritage~~ Commission shall have design review authority ~~over for~~ designated historic landmarks as outlined in RZC 21.76.060.H, 21.76.060.J, and 21.76.060.M.

c. The Administrator shall have design review authority ~~on~~ **for** all building permit applications that have a total valuation of less than ~~\$50,000~~ **250,000** and are not specifically exempt **ed** from design review in subsection E.2 above.

d. For projects reviewed by the Administrator that are not in compliance with the applicable design standards, the Administrator may refer the application to ~~the Design Review Board~~ **a third-party design consultant** for consultation.

**e.** For Level I Certificates of Appropriateness, the Administrator may consult with or use the authority of the King County Historic Preservation Officer or other preservation expert with similar qualifications.

**f. The Administrator may refer the application for high-density development to a third-party design consultant for additional technical consultation.**

4. Procedure. Design review requiring review **by a third-party design consultant** and decision by the **Technical Committee** ~~Design Review Board shall~~ **must** be conducted ~~as provided in~~ **pursuant to** RZC 21.76.060.G.

F. State Environmental Policy Act (SEPA) Review. All applications ~~shall~~ **must** be reviewed under the State Environmental Policy Act unless categorically exempt. The City's environmental review procedures are set forth in RZC 21.70, State Environmental Policy Act (SEPA) Procedures.

G. **Coordinated** Civil ~~Construction Drawing~~ Review.

1. Purpose. The purpose of this section is to establish procedures for reviewing civil construction drawings for site improvements. Civil construction drawings are detailed engineering documents that are required for improvements to a particular site. Civil construction drawings are reviewed through the Coordinated Civil Review ~~Process~~ **process**.

2. Applicability. **The Coordinated** Civil ~~Construction Drawing~~ Review **process** shall be required for all proposals that require construction or modification of streets, sidewalks, storm drainage, utilities, or any other surface or subsurface improvements that may be required.

3. Procedures.

a. After approval of the land use permit, civil construction drawings, if required, shall be submitted for review and approval, prior to issuance of a building permit or clearing and grading permit. Civil construction drawings may be submitted prior to approval of the land use permit, subject to Technical Committee approval.

**i. The Administrator may allow the approval of building permits for residential structures within the Neighborhood Residential zoning district in advance of the approval of civil construction drawings, when the applicant has executed an agreement with the City of Redmond.**

b. The submittal requirements for **the Coordinated Civil Review process** ~~civil construction drawings are available at the Development Services Center, as well as in the development permit approval documents~~ **specified in RZC 21.76.030 Application Requirements**.

- c. Civil construction drawings ~~shall~~ **may** be approved only after review and approval of a land use permit application has been issued by the appropriate decision making body. Civil construction drawings ~~shall~~ **must** be reviewed to determine compliance with the approved land use permit.
- d. Civil construction drawings ~~shall~~ **may** be approved only upon completion of the environmental review process required under the State Environmental Policy Act (SEPA).

#### H. Building Permit Review.

- 1. Purpose. The purpose of this section is to establish procedures and requirements for administering and enforcing building and construction codes.
- 2. Applicability. A building permit shall be obtained whenever required under the International Building Code or International Residential Code, as adopted in RMC Chapter 15.08, Building Code.
- 3. Scope. This section shall govern all building and construction codes procedures and shall control in the event there are conflicts with other administrative, procedural and enforcement sections of the Redmond Zoning Code.
- 4. Procedures.
  - a. All land use permits required by the RZC must be obtained before any building or construction permit may be issued.
  - b. The Administrator shall review building permit applications for signs and may, at the Administrator's option, submit such applications to the Technical Committee and the Design Review Board for review.
  - c. All building and construction permits shall comply with the approved land use permit(s), if a land use permit is required.
  - d. Building permits may only be approved when the approval of the civil construction drawings, if required, has been granted.

**i. The Administrator may allow the approval of building permits for residential structures within the Neighborhood Residential zoning district in advance of the approval of civil construction drawings, when the applicant has executed an agreement with the City of Redmond.**

~~**5. Complete Applications and Compliance Review. Upon the submittal of all required documents and fees for construction and/or final application approval, the appropriate City department shall review such submittals to determine if the application is complete. The appropriate department shall**~~

~~determine compliance with all requirements, standards, and conditions of any previous or preliminary approvals before making a decision on the application.~~

6. Preconstruction Conference. Prior to undertaking any clearing, grading or construction, or any other improvements authorized by preliminary or final approval, the applicant or ~~his~~ **their** representative shall meet with the ~~Technical Committee, or~~ individual departments, regarding City standards and procedures, conditions of approval, and the proposed scheduling of development.

7. Performance Assurance. Performance assurance may be required as provided in RZC 21.76.090.F, Performance Assurance. (Ord. 2803; Ord. 2958)

Effective on: 4/27/2019

#### 21.76.030 Application Requirements.

A. Purpose. The purpose of this section is to describe the requirements for making application for review, including pre-application conferences, submittal requirements, and fees.

B. Where to Apply. Applications for development permits and other land use actions ~~shall~~ **must** be made to the Redmond Development Services Center.

C. Who May Apply. The property owner or ~~any agent~~ **a representative** of the owner with ~~authorized~~ proof of ~~agency~~ **authorization to act on the owners behalf** may apply for a permit or approval under the type of process specified.

#### D. Submittal Requirements.

1. The Administrator shall specify submittal requirements needed for an application to be complete. Submittal requirements for each permit application ~~shall be~~ **are** available ~~in~~ **at** the **Redmond** Development Services Center. At a minimum the following ~~shall~~ **must** be submitted:

- a. ~~General~~ **Applicable** application form, including signature by the property owner, or person having authorization to sign on behalf of the property owner;
- b. Applicable fees;
- c. Environmental checklist (if not exempt);
- d. Applicable signatures, stamps or certifications;

e. All required items stated in the applicable application ~~submittal requirements handout~~ **checklist**.

2. Specific submittal requirements may be waived if determined to be unnecessary for review of an application. Alternatively, the Administrator may require additional material ~~when the Administrator determines, after a determination of completeness is issued, that such information is needed to adequately assess the proposed project~~ **or studies either at the time of the notice of completeness or subsequently if new information is required to adequately assess the proposed project, or substantial changes in the proposed project occur, as determined by the Administrator.**

~~3. Submittal requirements for short subdivision and preliminary plat applications are set forth in RZC Article V, Land Division.~~

E. Application and Inspection Fees.

1. Fee Schedule.

a. The schedule of fees adopted pursuant to this section shall govern assessment of fees to cover costs incurred by the City in considering action on land use and development applications. This schedule is available ~~in~~ **at** the Redmond Development Services Center.

b. ~~With respect to land use permit applications, building inspection, electrical, mechanical, and plumbing permit fees, the~~ **The** Administrator ~~(Director of Planning and Community Development)~~ is hereby authorized to promulgate fee schedules and to revise periodically the same as needed in light of costs of administering said permit systems, subject to approval of the City Council by resolution. ~~With respect to clearing and grading, and site construction and inspection permit fees, the Director of the Department of Public Works is hereby authorized to promulgate fee schedules and to revise periodically the same as needed in light of costs of administering said permit systems, subject to approval of the City Council by resolution.~~ **The Administrator is hereby authorized to administratively adjust fees adopted by City Council resolution on an annual basis to reflect changes in the consumer price index. As an alternative to the adoption of fees by City Council resolution, Said Directors the Administrator** may ~~alternatively~~ elect to utilize the fee schedule set forth in the applicable uniform code when such code has been adopted by ordinance.

2. Fee Administration.

a. An application fee consisting of the appropriate itemized costs from the fee schedule ~~shall~~ **must** be collected from the applicant and receipted by the City prior to taking any action on an

application. A final inspection fee, consisting of the appropriate components from the fee schedule, ~~shall~~ **must** be collected from the applicant and receipted by the City prior to undertaking any steps to check plans or construction drawings, inspect improvements, or authorize final project approval or occupancy.

b. If at any time an applicant withdraws an application from the approval process prior to final approval, those itemized costs **determined by the Administrator** not **to have been** incurred ~~to any extent~~ by the City ~~shall~~ **must** be refunded **to the applicant** ~~as determined by the Administrator~~.

c. In the event that actions of an applicant result in the repetition of the reviews, inspections, and other steps in the approval process, those items repeated ~~shall~~ **must** be charged to and paid by the applicant according to the fee schedule prior to any further processing of the application, **inspections, and other steps in the approval process** by the City.

d. Applicants seeking approval of multiple applications which are processed simultaneously, whereby single review costs are reduced, ~~shall~~ **must** be charged the larger of the itemized costs from the fee schedule or as determined by the Administrator. The fee for any inspection ~~shall~~ **must** be the larger of the totals computed on a per lot, per acre, or per application basis. The fee for any single application ~~shall~~ **must** be the smaller of the totals computed on a per lot, per acre, or per application basis.

### 3. Fee Exemptions.

... (Administrative note: This portion of the RZC involves amendments that remain pending per the City's Middle Housing package. No amendments are proposed within this portion by way of the amendment package herein, in order to avoid inadvertent repeals of Middle Housing recommendations.)

Effective on: 2/27/2021

#### 21.76.040 Time Frames for Review.

	<a href="#">Permit Processing Timelines User Guide</a>
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A. Purpose. The purpose of this chapter is to comply with RCW 36.70B.070 and 36.70B.080, which require that a time frame be established to ensure applications are reviewed in a timely and predictable manner. This



chapter establishes the time frame and procedures for a determination of completeness and final decision for Type II, III, IV and V reviews, ~~except where the review involves a development agreement or a land use permit for which a development agreement is required.~~ No time frames are established by this chapter for ~~Type I or Type VI reviews~~ VI legislative actions ~~or for the review of development agreements or land use permits for which a development agreement is required.~~ See also, RZC 21.68.200, Shoreline Administration and Procedures.

B. Computing Time. Unless otherwise specified, all time frames are indicated as calendar days, ~~not working days. For the purposes of computing time, the day the determination or decision is rendered shall not be included.~~ pursuant to RCW 36.70B.080(1)(g) as now exists and subsequently amended. The last day of the time period shall be included unless it is a Saturday, Sunday, or a day designated by RCW 1.16.050 or by the City's ordinances as a legal holiday, in which case it also is excluded, and the time period concludes at the end of the next business day.

C. Complete Application Review Time Frame. The following procedures shall be applied to new applications to which this chapter applies, except for Wireless Communication Facilities.

1. Applications ~~shall only be accepted during a scheduled appointment and~~ must be deemed procedurally complete only when all materials are provided in accordance with the applicable application submittal requirements ~~brochure~~ established by the Administrator (RZC 21.76.030.D Submittal Requirements). For applications deemed complete, a determination of completeness shall be issued. For applications deemed incomplete, a determination of incompleteness will be issued identifying the items necessary to complete the application. The applicant has 90 days to submit the required items to the City. While RCW 36.70B.070 requires that a determination of completeness or incompleteness be issued within 28 days after the application is filed, the City makes every effort to issue such determinations sooner than required, and may be able to issue a determination on the same day as the application is filed.

a. Within 28 days after receiving a project permit application, pursuant to RCW 36.70A.040, the City must mail or provide in person a written determination of completeness to the applicant if it determines that the application is complete. The determination of completeness may include or be combined with the following as optional information:

i. A preliminary determination of those development regulations that will be used for project mitigation;

ii. A preliminary determination of consistency, as provided under RCW 36.70B.040;

iii. Other information the Administrator or their designee chooses to include; or

iv. The notice of application pursuant to the requirements in RCW 36.70B.110.

**b. For applications deemed incomplete, a determination of incompleteness will be issued identifying the items necessary to complete the application.**

**c. The written determination must state either:**

**i. That the application is complete; or**

**ii. That the application is incomplete and that the application submittal requirements have not been met. The determination shall outline what is necessary to make the application procedurally complete. The written determination will also state that if the applicant is not responsive, pursuant to RCW 36.70B.080, for more than 60 consecutive days after the City has notified the applicant that additional information is required to further process the application, an additional 30 days may be added to the time periods for the City's action to issue a final decision for each type of project permit applicable to the project permit application.**

2. If a determination of completeness or a determination of incompleteness is not issued within ~~the~~ 28 days, the application **shall must** be deemed **procedurally** complete **at the end of the twenty-eighth (28th) day on the 29<sup>th</sup> day after receiving a project permit application.**

3. When a determination of incompleteness has been issued advising an applicant that additional items must be submitted before an application can be considered complete, the applicant shall be notified within 14 days after receipt of such additional items whether the application is then complete or whether additional items are still needed.

4. **Upon the submittal of all required documents and fees for application, construction, or final application approval, the appropriate City department will review such submittals to determine if the application is complete.**

**a.** An application is **procedurally** complete for purposes of this section when it meets the submittal requirements established by the Administrator and is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently.

**b.** The determination of completeness shall not preclude the Administrator from requesting additional information or studies either at the time of the determination of completeness or subsequently, if ~~new~~ **the** information is required to complete review of the application or substantial changes in the permit application are proposed.

5. To the extent known by the City, other agencies with jurisdiction over the project permit application shall be identified in the City's determination of completeness required by subsection C.1 of this section.

D. Application Review and Decision Time Frame. The following procedures shall be applied to new applications to which this chapter applies, except for applications for wireless communication facilities.

1. Additional Information. When additional information is determined by the Administrator to be necessary:

a. The applicant ~~shall~~ **must** update and resubmit corrected information, ~~within and not exceeding 90 days from the date of the additional information notification~~ **If the applicant is not responsive, pursuant to RCW 36.70B.080, for more than 60 consecutive days after the City has notified the applicant that additional information is required to further process the application, an additional 30 days may be added to the time periods for the City's action to issue a final decision for each type of project permit applicable to the project permit application.** ;

b. ~~The period may be extended by the administrator upon showing proper justification. For purpose of this extension, the applicant shall must submit a written request no less than 30 days prior to the additional information expiration, RZC 21.76.090.C, Termination of Approval of Type I, II, and III Permits~~ **The City and the applicant may mutually agree in writing to extend the deadline for issuing a decision for a specific project permit application for any reasonable period of time;** and

c. Once the time period and any extensions have expired, approval ~~shall~~ **must** terminate; and the application is void and deemed withdrawn.

## **2. Time Frames for Issuing Final Decisions.**

**a. Decisions on Type I applications must be issued as a final decision within 65 days of the determination of completeness.**

**b. Decisions on Type II applications must be issued as a final decision within 100 days of the determination of completeness.**

**c. Decisions on Type II, III, IV or V applications, except applications for short plat approval, preliminary plat approval, or final plat approval, applications for development agreements and applications for land use permits for which a development agreement is required, shall not exceed 120 days, unless the Administrator makes written findings that a specified amount of additional time is needed for processing of a specific complete land use**

~~application or unless the applicant and the City agree, in writing, to an extension. Decisions on short plat approval and final plat approval shall not exceed 30 days and decisions on preliminary plat approval shall not exceed 90 days. For purposes of calculating timelines and counting days of permit processing, the applicable time period shall begin on the first working day following the date the application is determined to be complete pursuant to RZC 21.76.040.C, Complete Application Review Time Frame, and shall only include the time during which the City can proceed with review of the application. **must be issued as a final decision within 170 days of the determination of completeness.**~~

3. Appeals. The time period for consideration and decision on appeals ~~shall~~ **must** not exceed:

- a. Ninety days for an open record appeal hearing; and
- b. Sixty days for a closed record appeal;
- c. The parties may agree in writing to extend these time periods. Any extension of time must be mutually agreed upon by the applicant and the City in writing.

4. Exemptions. The time ~~limits~~ **periods** established in this title do not apply ~~if a project permit application~~ **in the event of the following conditions:**

- a. ~~Requires~~ **A project permit application requires** approval of the siting of an essential public facility as provided in RCW 36.70A.200;
- b. ~~Is substantially revised by the applicant, in which case the~~ **The** time periods **to process a permit shall must** start **over** from the date at which the revised project application is determined to be complete **if an applicant proposed a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new use;**
- c. Once the time period and any extensions have expired, approval ~~shall terminate~~ **terminates**; and the application is void and deemed withdrawn;

**d. If, at any time, an applicant informs the City, in writing, that the applicant would like to temporarily suspend the review of their project for more than 60 days, or if an applicant is not responsive for more than 60 consecutive days after the city has notified the applicant, in writing, that additional information is required to further process their application, an additional 30 days may be added to the time periods for the City of Redmond's action to issue a final decision for each type of project permit that is subject to RZC Chapter 21.76 Review Procedures.**

**i. Any written notice from the city to the applicant that additional information is required to further process the application must include a notice that nonresponsiveness for 60 consecutive days may result in 30 days being added to the time for review.**

**e. Limit on number of review cycles. The Technical Committee may issue a decision after two requests for the same additional information have remained unaddressed by materials submitted by the applicant. The city shall provide written notification to the applicant, informing them that a decision will be issued and providing the opportunity for one set of information to be submitted before the decision is issued. The intent of this provision is to allow the Technical Committee to issue a decision when the content of submittal materials demonstrates an inability or unwillingness to meet applicable code requirements after repeated requests by the city. It is not the intent of this section to limit good faith efforts to meet code requirements by submitting new information in pursuit of approval.**

5. See also RZC 21.68.200, Shoreline Administration and Procedures.

E. Calculating Decision Time Frame. In determining the number of days that have elapsed after the City has notified the applicant that the application is complete for purposes of calculating the time for issuance of the decision, the following periods shall be excluded:

1. Any period during which the applicant has been requested by the City to correct plans, perform required studies, or provide additional required information. The period shall be calculated from the date the City notifies the applicant, **in writing**, of the need for additional information ~~until the earlier of the date the City determines whether the additional information satisfies the request for information or 14 days after the date the information has been provided to the City~~ **and the day when responsive information is resubmitted by the applicant;**
2. If the City determines that the information submitted by the applicant is insufficient, it shall notify the applicant of the deficiencies, and the procedures under subsection E.1 of this section shall apply as if a new request for information had been made;
3. Any period during which an Environmental Impact Statement is being prepared following a Determination of Significance pursuant to RCW Chapter 43.21C, or if the City and the applicant ~~in~~ **writing mutually agree in writing** to a time period for completion of an Environmental Impact Statement;
4. Any period ~~for administrative appeals of project permits, if an open record appeal hearing or a closed record appeal, or both, are allowed after an administrative appeal is filed until the administrative appeal is resolved and any additional time period provided by the administrative appeal has expired; and~~

**5. Any period after an applicant informs the City of Redmond, in writing, that they would like to temporarily suspend review of the project permit application until the time that the applicant notifies the City of Redmond, in writing, that they would like to resume the application. The City of Redmond may set conditions for the temporary suspension of a permit application.**

F. Wireless Communications Facilities. In order to comply with Federal law and FCC guidelines, applications for the following wireless communications facilities and systems ~~shall~~ **will** be finally approved, denied or conditionally approved within the following timeframes.

1. For all WCF applications, other than applications for Eligible Facilities Requests as described below, the City ~~shall~~ **will** approve, deny or conditionally approve the application within the timeframes fixed by Federal or State law, unless review of such application is tolled by mutual agreement.

2. Eligible Facilities Request.

a. Type of Review. Upon receipt of an application for an Eligible Facilities Request, the City ~~shall~~ **will** review such application to determine completeness.

b. Approval; Denial. An Eligible Facilities Request ~~shall~~ **will** be approved upon determination by the City that the proposed facilities modification does not substantially change the physical dimensions of an eligible support structure. An Eligible Facilities Request ~~shall~~ **will** be denied upon determination by the City that the proposed facilities modification will substantially change the physical dimensions of an eligible support structure.

c. Timing of Review. The City ~~shall~~ **will** issue its decision within sixty (60) days of receipt of an application, unless the review period is tolled by mutual agreement by the City and the applicant or according to subsection F.2.d.

d. Tolling of the Timeframe for Review. The 60-day review period begins to run when the application is filed, and may be tolled only by mutual agreement by the City and the applicant, or in cases where the City Administrator determines that the application is incomplete. The timeframe for review is not tolled by a moratorium on the review of applications.

i. To toll the timeframe for incompleteness, the City must provide written notice to the applicant within 30 days of receipt of the application, specifically delineating all missing documents or information required in the application.

ii. The timeframe for review begins running again when the applicant makes a supplemental submission in response to the City's notice of incompleteness.

iii. Following a supplemental submission, the City will notify the applicant within 10 days that the supplemental submission did not provide the information identified in the original notice delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in this section. Second or subsequent notices of incompleteness may not specify missing documents or information that were not delineated in the original notice of incompleteness.

e. Failure to Act. In the event the City fails to approve or deny an Eligible Facilities Request within the timeframe for review (accounting for any tolling), the request ~~shall~~ **will** be deemed granted. The deemed grant does not become effective until the applicant notifies the City Administrator in writing after the review period has expired (accounting for any tolling) that the application has been deemed granted.

f. Remedies. Any action challenging a denial of an application or notice of a deemed approved remedy, ~~shall~~ **must** be brought in King County Superior Court or Federal Court for the Western District of Washington within thirty (30) days following the date of denial or following the date of notification of the deemed approved remedy.


3. The Administrator is hereby authorized to take appropriate administrative action, such as the hiring of a special hearing examiner, as well as expedited processing of applications, review and appeals, if any, in order to meet Federal or State time limits. (Ord. 2652; Ord. 2919; Ord. 2964; Ord. 3028)

Effective on: 2/27/2021

21.76.050 Permit Types and Procedures.

A. Purpose. The purpose of this chapter is to provide detailed administrative review procedures for applications and land use permits classified as Types I through VI.

B. Scope. Land use and development decisions, and legislative actions are classified into six processes based on who makes the decision, the amount of discretion exercised by the decision maker, the level of impact associated with the decision, the amount and type of input sought, and the type of appeal opportunity generally as follows:

Table 21.76.050A Permit Types						
	Permit Type					
	Type I Administrative	Type II Administrative	Type III Quasi- Judicial	Type IV Quasi- Judicial	Type V Quasi- Judicial	Type VI Legislative
Level of Impact and Level of Discretion Exercised by decision maker	Least level of impact or change to policy/regulation. Least level of discretion.					Potential for greatest level of impact due to changes in regulation or policy. Greatest level of discretion.
Input Sought	Minimal- generally no public notice required. No public hearing.	Notice of Application provided. No public hearing. Neighborhood meeting only required for short plats meeting certain criteria.	Notice of Application provided. Neighborhood meeting may be required. Public hearing is required.	Notice of Application provided. Neighborhood meeting may be required. Public hearing is required.	<del>Notice of Application provided.</del> <del>Neighborhood meeting may be required.</del> <del>Public hearing is required.</del>	Notice of Public Hearing provided.
Public Hearing prior to Decision?	No	No	Yes, Hearing Examiner (or	Yes, Hearing Examiner	<del>Yes, City Council</del>	Yes, Planning



			Landmarks Commission) <sup>2</sup>			Commission
Decision Maker	Appropriate Department	Technical Committee	Hearing Examiner (or Landmarks Commission) <sup>2</sup>	City Council	City Council	City Council
Administrative Appeal Body	Hearing Examiner (Hearing Examiner decision on appeal may be appealed to Superior Court.)	Hearing Examiner <sup>1</sup> (Hearing Examiner decision on appeal may be appealed to Superior Court.)	None (decision appealable to Superior Court) <sup>1</sup> Hearing Examiner <sup>3</sup> (Hearing Examiner decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)	None (decision appealable to Superior Court)

TABLE NOTES:

**A-1.** Shoreline Substantial Development Permits, Shoreline Variances, and Shoreline Conditional Use Permits are appealable directly to the State Shorelines Hearings Board. Use Permits are appealable directly to the State Shorelines Hearings Board.

**B-2.** Landmarks Commission makes decisions for Certificate of Appropriateness Level III permits.

**C-3.** Only for decision by Landmarks Commission

C. Classification of Permits and Decisions - Table. The following table sets forth the various applications required and classifies each application by the process used to review and decide the application.

Type I - RZC 21.76.050.F:	Administrative Approval, Appropriate Department is Decision Maker
Type II - RZC 21.76.050.G:	Administrative Approval, Review and Decision by Technical Committee and Design Review Board or Landmarks Commission*
Type III - RZC 21.76.050.H:	Quasi-Judicial, Decision by Hearing Examiner or Landmarks <del>and Heritage</del> Commission*
Type IV - RZC 21.76.050.I:	Quasi-Judicial, Recommendation by Hearing Examiner, Decision by City Council

Type V - RZC 21.76.050.J:	Quasi-Judicial, Decision by City Council
Type VI - RZC 21.76.050.K:	Legislative, recommendation by Planning Commission, Decision by City Council

\*for properties with a Designation of Historic Significance, ~~please~~ refer to RZC 21.76.060.H, Landmarks ~~and~~ ~~Heritage~~ Commission Determination/Decisions.

**Table 21.76.050B**  
**Classification of Permits and Decisions**

Permit Type	Process Type	RMC Section (if applicable)
Administrative Interpretation	I	
Administrative Modification	II	
Alteration of Geologic Hazard Areas	III	
Binding Site Plan	II	
Boundary Line Adjustment	I	
Building Permit	I	RMC <del>15.06-15.08</del>
Certificate of Appropriateness Level I	I	
Certificate of Appropriateness Level II	II	
Certificate of Appropriateness Level III	III	
Clearing and Grading Permit	I	RMC 15.24
Comprehensive Plan Map and/or Policy Amendment	VI	
Conditional Use Permit	III	
Development Agreement	V	
Electrical Permit	I	RMC 15.12
Essential Public Facility	IV	
Extended Public Area Use Permit	I	RMC 12.08
Flood Zone Permit	I	RMC 15.04
Historic Landmark Designation	III	
Home Business	I	

Hydrant Use Permit	I	RMC 13.16.020
International Fire Code Permit	I	RMC 15.06
Master Planned Development See RZC 21.76.070.P	II, III, IV or V	
Mechanical Permit	I	RMC 15.14
Plat Alteration	V	
Plat Vacation	V	
Plumbing Permit	I	RMC 15.16
Preliminary Plat	III	
Reasonable Use Exception See RZC 21.76.070.U	I,II, III, IV or V	
Right-of-Way Use Permit	I	RMC 12.08
Sewer Permit	I	RMC 13.04
Permit Type	Process Type	RMC Section (if applicable)
Shoreline Conditional Use Permit	III	
Shoreline Exemption	I	
Shoreline Substantial Development Permit	II	
Shoreline Variance	III	
Short Plat	II	
Sign Permit/Program	I	
Site Plan Entitlement	II	
Special Event Permit	I	RMC 10.60
Structure Movement Permit I-IV	I	RMC 15.22
Temporary Use Permit (Long-Term)	V	
Temporary Use Permit (Short-Term)	I	
Tree Removal Permit	I	
Variance	III	
Water Permit	I	RMC 13.08

Willows Rose Hill Demonstration Project	III	
Wireless Communication Facility Permit I	I	
Wireless Communication Facility Permit II	II	
Zoning Code Amendment-Zoning Map (consistent with Comprehensive Plan)	IV	
Zoning Code Amendment (text)	VI	
Zoning Code Amendment (that requires a Comprehensive Plan Amendment)	VI	

D. Permits and Actions Not Listed. If a permit or land use action is not listed in the table in RZC 21.76.050.C, Classification of Permits and Decisions, the Administrator shall make a determination as to the appropriate review procedure based on the most analogous permit or land use action listed.

E. Consolidated Permit and Appeal Process.

1. Where this Code requires more than one land use permit for a given development, all permit applications (except Type I applications) may be submitted for review collectively according to the consolidated review process established by this section.
2. Where two or more land use applications for a given development are submitted for consolidated review, the review shall be conducted using the highest numbered process type applicable to any of the land use applications, provided that each land use application shall only be subject to the relevant decision criteria applicable to that particular development application. For example, a development proposal that includes a Type II application and a Type III application shall be reviewed using the Type III process, but the Type II application shall be decided based on the relevant decision criteria applicable to the Type II application. If two or more land use applications are consolidated for review, the highest application review and decision timeframe as outlined within RZC 21.76.040.D shall apply.
3. When the consolidated process established by this section is used, the City shall issue single, consolidated notices, staff reports, and decision documents encompassing all of the land use applications under review. Except as provided in subsection E.5 below, the applications shall be considered in a single, consolidated open record public hearing and shall be subject to no more than one consolidated closed record appeal.
4. Where a development requires more than one land use permit but the applicant elects not to submit all applications for consolidated review, applications may be submitted and processed sequentially,

provided that the permit subject to the highest numbered process type must be submitted and obtained first, followed by the other permits in sequence from the highest numbered type to the lowest.

5. Where a development proposal requires a zoning map amendment, the zoning map amendment must be considered and approved by the Hearing Examiner and City Council before any hearing is held or decision is made on any related application for a conditional use permit, subdivision, variance, master planned development, site plan entitlement, or other similar quasi-judicial or administrative action. This subsection is intended to be a “procedural requirement” applicable to such actions as contemplated by RCW 58.17.070.

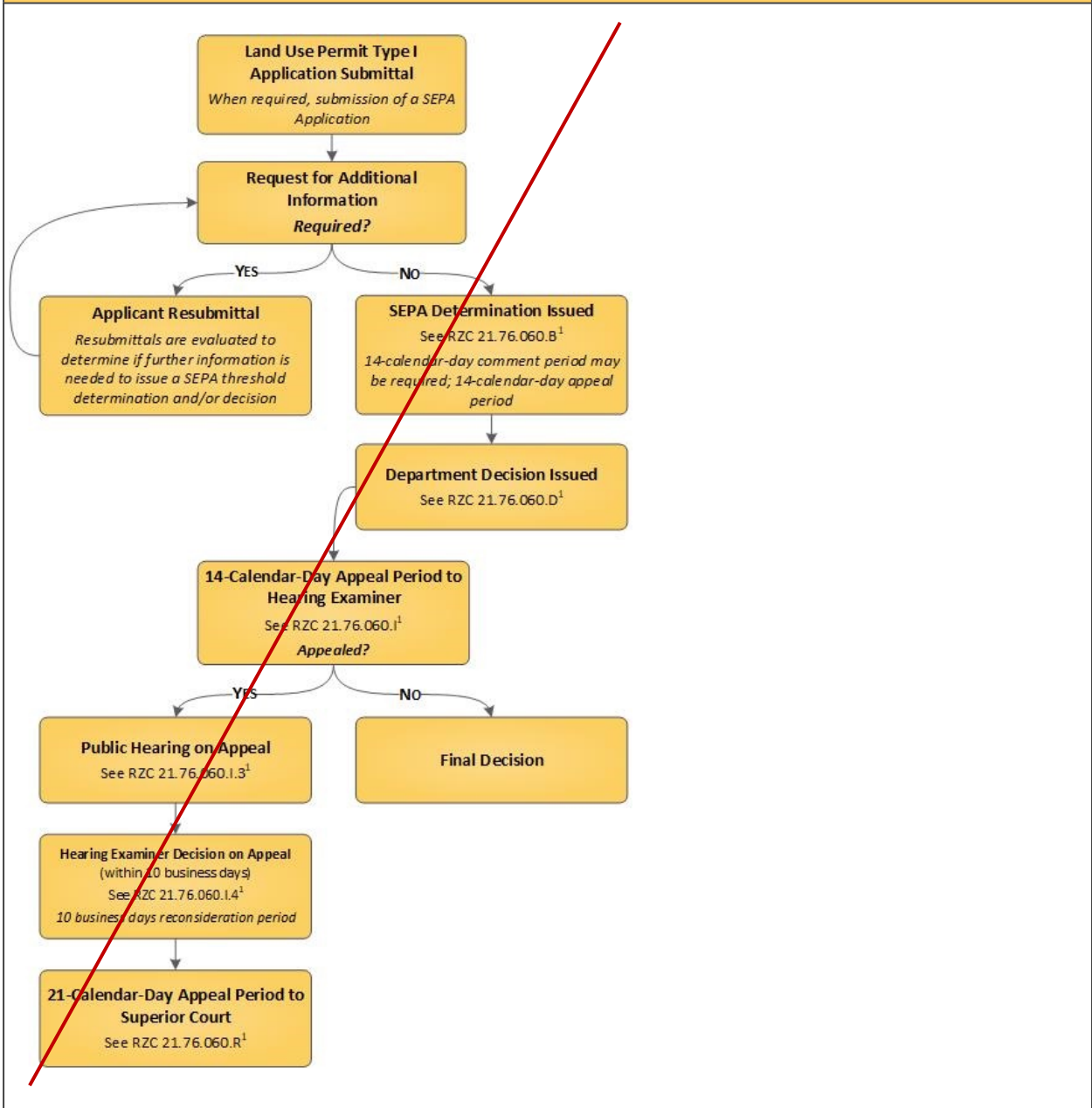
6. All appeals of project permit decisions for a single project shall be consolidated and heard together in a single appeal, using the highest-level appeals process, except for appeals of environmental Determinations of Significance. Where a Determination of Significance (DS) is appealed, the appeal shall be heard by the Hearing Examiner using the Type II review process prior to any consideration of the underlying application. Where a Determination of Non-Significance (DNS) or the adequacy of an Environmental Impact Statement (EIS) is appealed, the hearing on the appeal shall be consolidated with any open record public hearing to be conducted on the underlying application.

#### F. Type I Review.

1. Overview of Type I Review. A Type I process is an administrative review and decision by the appropriate department director or designee. These are applications which are categorically exempt from review under the State Environmental Policy Act (SEPA) or permits for which environmental review has been completed in connection with another application. Appeals of Type I decisions are made to the Hearing Examiner in an open record hearing. Appeal decisions of the Hearing Examiner may be appealed to the King County Superior Court. ~~Type I reviews are exempt from the procedures of RZC 21.76.040, Time Frames for Review.~~

~~2. Process Flow Chart. The flow chart below in Figure 21.76.050A depicts the process that will be used to review a typical Type I land use permit. The process may vary for individual permits based on the nature and complexity of the issues involved. This flow chart is therefore provided for general reference only. More detail on each of the steps is provided in RZC 21.76.060, Process Steps and Decision Makers.~~

~~Figure 21.76.050A~~  
~~Flow Chart for Type I Process~~



~~Figure Notes:~~

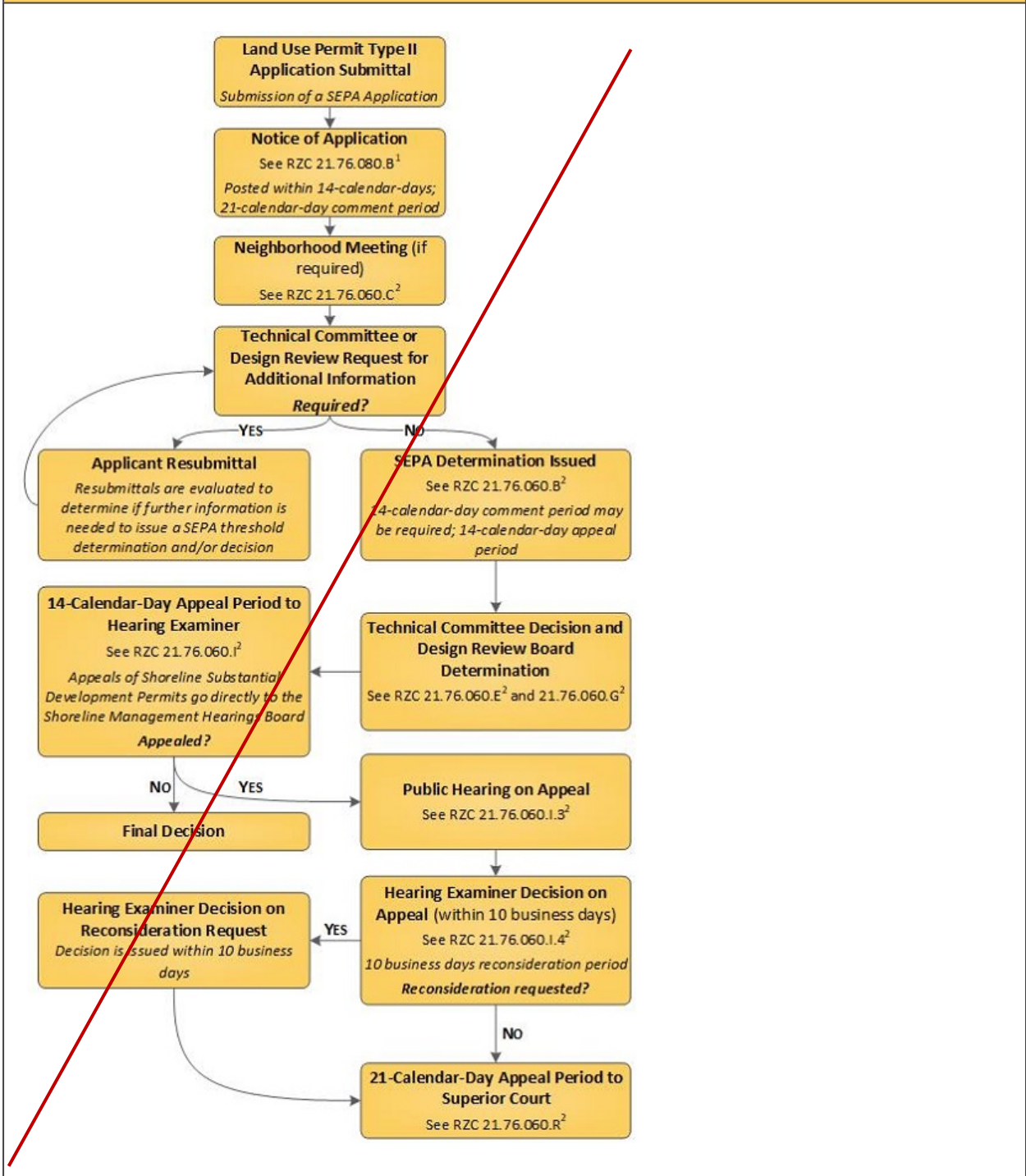
~~1. Link to RZC 21.76.060~~

G. Type II Review.

1. Overview of Type II Review. A Type II process is an administrative review and decision by the Technical Committee and, when required, by the Design Review Board or the Landmarks and Heritage Commission. Depending on the application, the Technical Committee may require a neighborhood meeting to obtain public input. Except for Certificates of Appropriateness related to historic structures, public notification is provided at the application and decision stages of review. Environmental review is conducted, when required. Appeals of Type II decisions are made to the Hearing Examiner in an open record hearing. Appeal decisions of the Hearing Examiner may be appealed to the King County Superior Court.

~~2. Process Flow Chart. The flow chart below in Figure 21.76.050B generally depicts the process that will be used to review a typical Type II land use permit. The process may vary for individual permits based on the nature and complexity of the issues involved. This flow chart is therefore provided for general reference only.~~ More detail on each of the steps is provided in RZC 21.76.060, Process Steps and Decision Makers, and RZC 21.76.080, Notices.

Figure 21.76.050B  
 Flow Chart for Type II Process





~~Figure 21.76.050B~~  
~~Flow Chart for Type II Process~~

~~Figure Notes:~~

~~1. Link to RZC 21.76.080~~

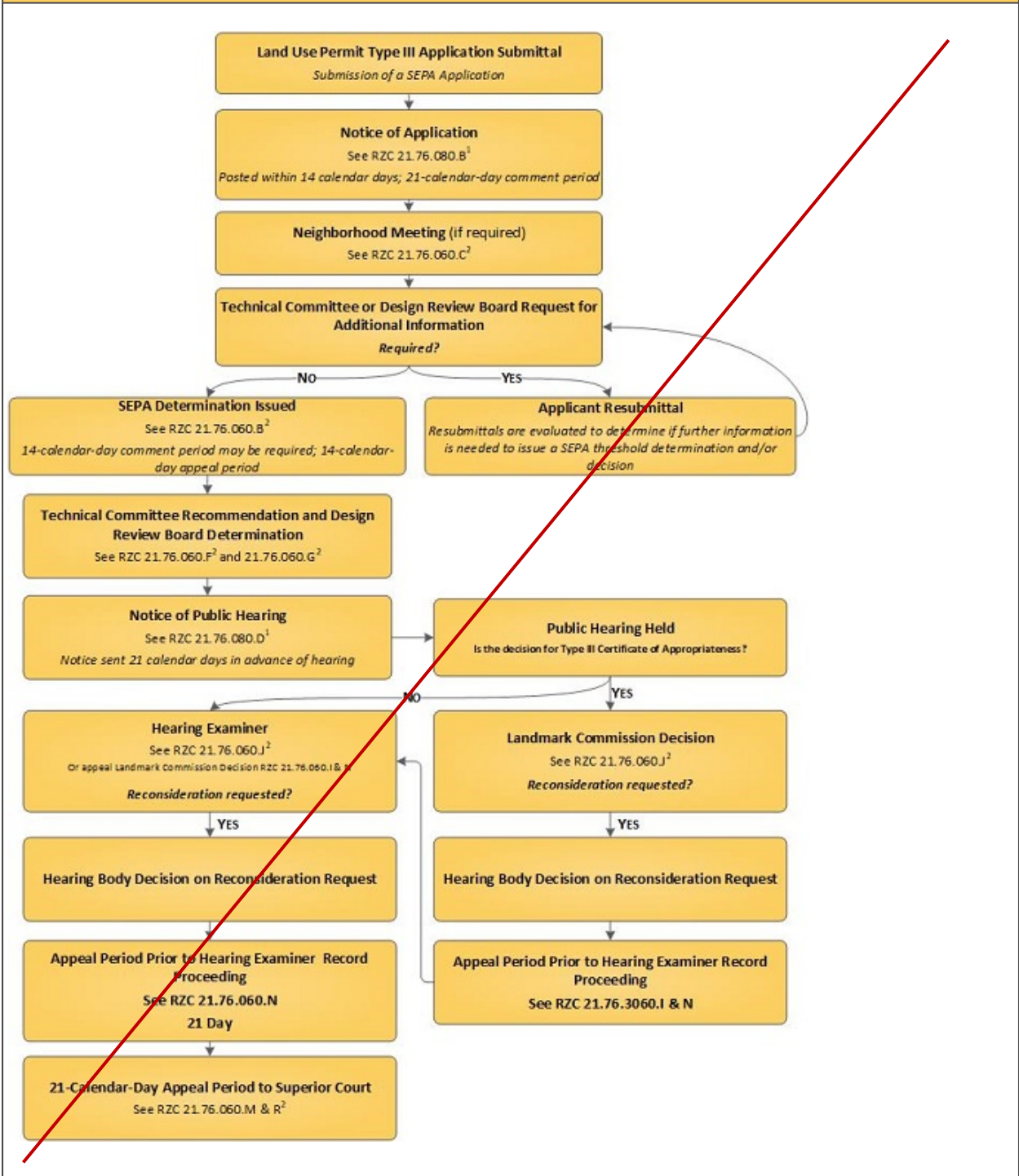
~~2. Link to RZC 21.76.060~~

H. Type III Review.

1. Overview of Type III Review. A Type III process is a quasi-judicial review and decision made by the Hearing Examiner or, in the case of Level III Certificates of Appropriateness on which a hearing is to be held under 70-090(4)(b) and in the case of Historic Landmark Designations for removal of Historic Landmark Designations, by the Landmarks ~~and Heritage~~ Commission. Environmental review is conducted when required. The Hearing Examiner (or the Landmarks ~~and Heritage~~ Commission on the applications described in the preceding sentence) holds an open record public hearing on a Type III application after receiving a recommendation from the Technical Committee and, when required, the Design Review Board. Depending on the application, the Technical Committee may require a neighborhood meeting to obtain public input. Public notification is provided at the application, public hearing, and decision stages of application review. The Hearing Examiner (or the Landmarks ~~and Heritage~~ Commission on the applications described above) makes a decision after considering the recommendation of the Technical Committee and Design Review Board and the public testimony received at the open record public hearing. Decisions of the Hearing Examiner are appealable to the King County Superior Court, which considers the appeal in a closed record appeal proceeding. Decisions by the Landmarks ~~and Heritage~~ Commission are appealable to the Hearing Examiner, that considers the appeal in a closed record appeal proceeding. The decision of the Hearing Examiner, regarding appeals of a Landmarks ~~and Heritage~~ Commission decision, are appealable to the King County Superior Court, which considers the appeal in a closed record appeal proceeding.

~~2. Process Flow Chart. The flow chart below in Figure 21.76.050C generally depicts the process that will be used to review a typical Type III land use permit. The process may vary for individual permits based on the nature and complexity of the issues involved. This flow chart is therefore provided for general reference only.~~ More detail on each of the steps is provided in RZC 21.76.060, Process Steps and Decision Makers, and RZC 21.76.080, Notices.

Figure 21.76.050C  
 Flow Chart for Type III Process



~~Figure 21.76.050C~~  
~~Flow Chart for Type III Process~~

~~Figure Notes:~~

~~1. Link to RZC 21.76.080~~

~~2. Link to RZC 21.76.060~~

I. Type IV Review.

1. Overview of Type IV Review. A Type IV review is a quasi-judicial review and recommendation made by the Hearing Examiner and a decision made by the City Council. Environmental review is conducted when required. At an open record public hearing, the Hearing Examiner considers the recommendation of the Technical Committee and, when required, the Design Review Board, as well as public testimony. Depending on the application, the Technical Committee may require a neighborhood meeting to obtain public input. The Hearing Examiner makes a recommendation to the City Council, which considers the recommendation in a closed record proceeding and makes a final decision. Public notification is provided at the application, public hearing, and decision stages of application review. There is no administrative appeal. The City Council's decision may be appealed to the King County Superior Court.

~~2. Process Flow Chart. The flow chart below in Figure 21.76.050D generally depicts the process that will be used to review a typical Type IV land use permit. The process may vary for individual permits based on the nature and complexity of the issues involved. This flow chart is therefore provided for general reference only.~~ More detail on each of the steps is provided in RZC 21.76.060, Process Steps and Decision Makers, and RZC 21.76.080, Notices.

Figure 21.76.050D  
 Flow Chart for Type IV Process

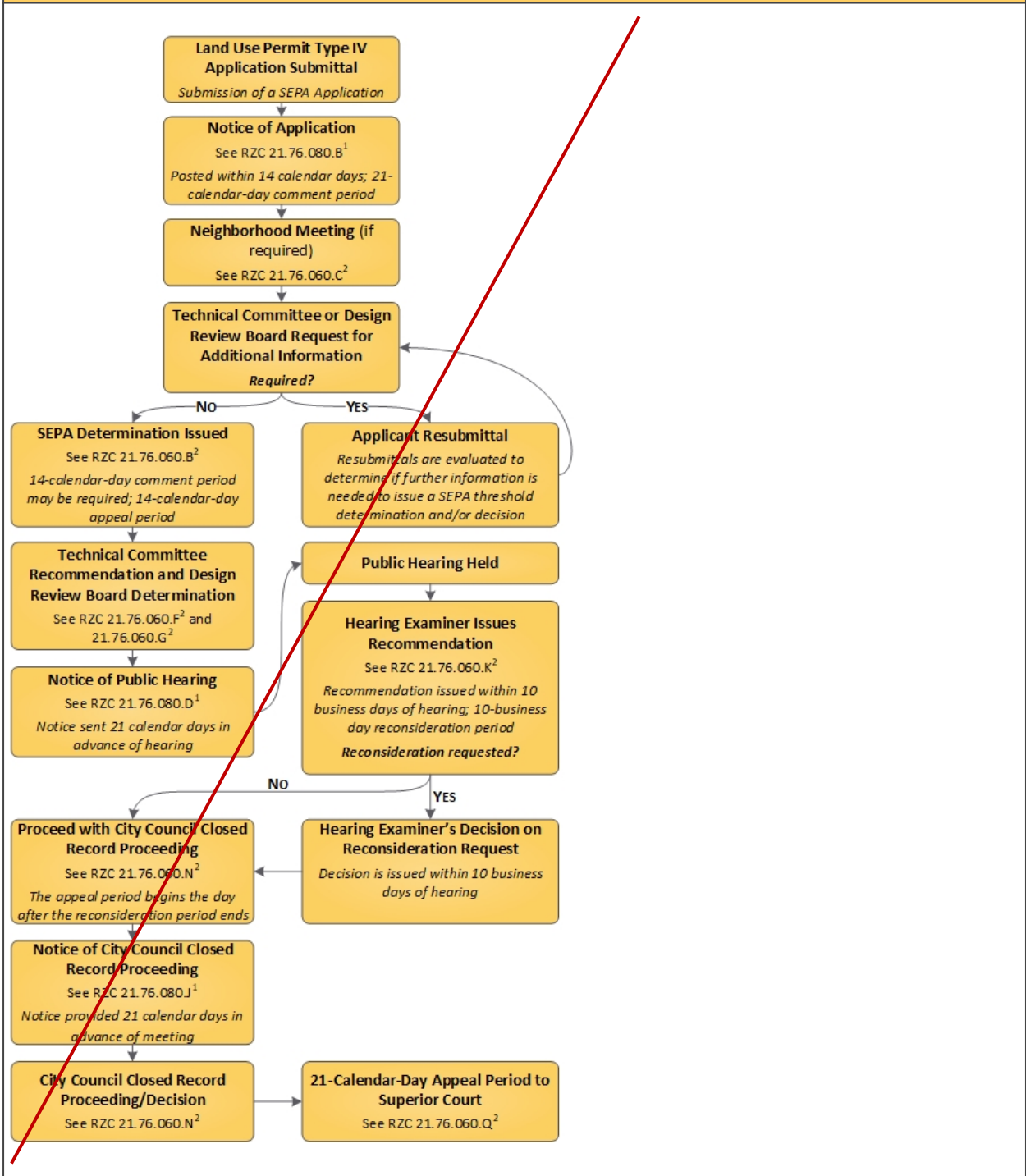


Figure 21.76.050D  
Flow Chart for Type IV Process

Figure Notes:

1. ~~Link to RZC 21.76.080~~

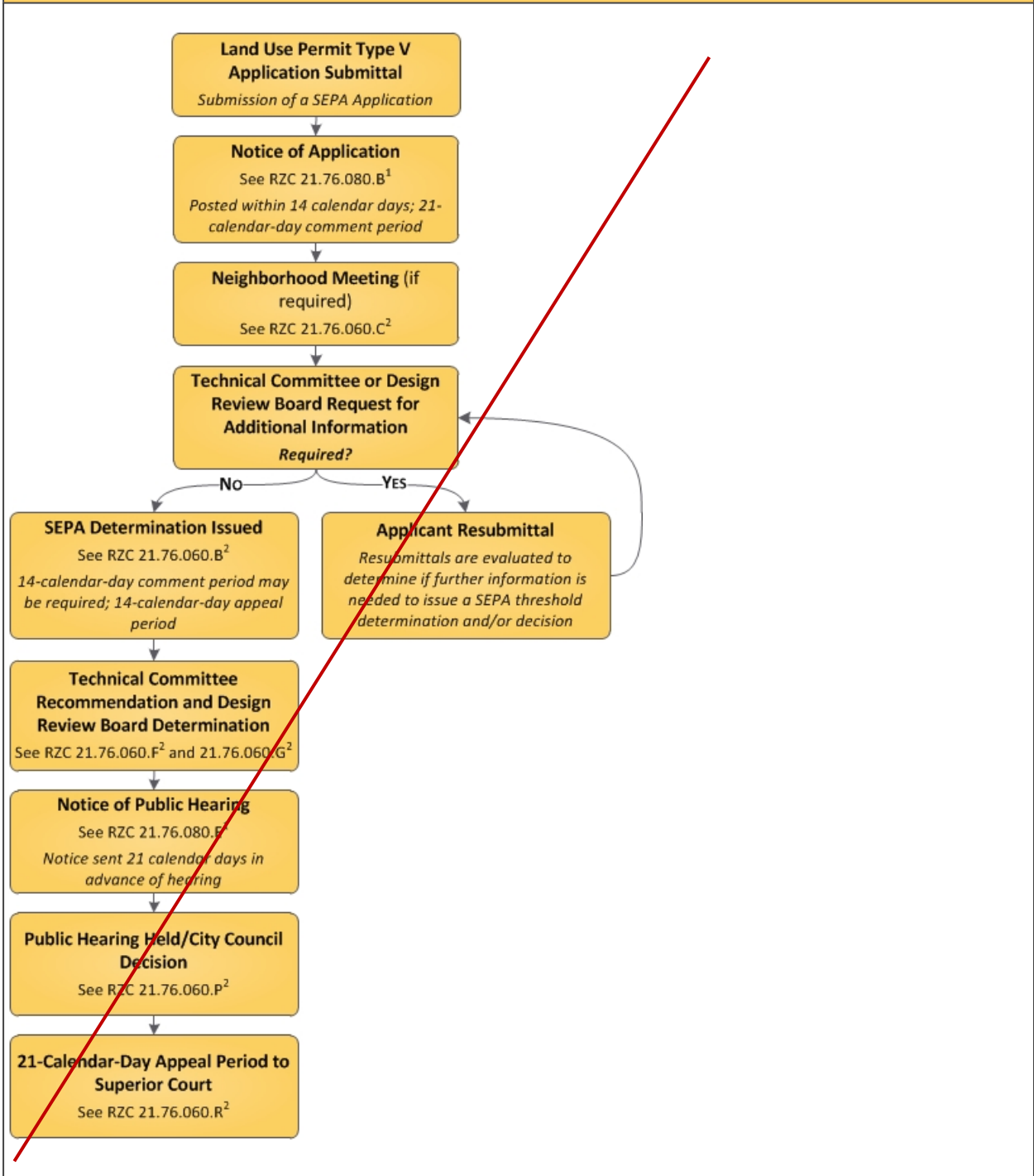
2. ~~Link to RZC 21.76.060~~

J. Type V Review.

1. Overview of Type V Review. A Type V review is a quasi-judicial review and decision made by the City Council. Environmental review is conducted when required. The Technical Committee (and Design Review Board, if required) makes a recommendation to the City Council. Depending on the application, the Technical Committee may require a neighborhood meeting to obtain public input. The City Council shall hold a public hearing on the application prior to making a decision. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to King County Superior Court.

~~2. Process Flow Chart. The flow chart below in Figure 21.76.050E generally depicts the process that will be used to review a typical Type V land use permit. The process may vary for individual permits based on the nature and complexity of the issues involved. This flow chart is therefore provided for general reference only.~~ More detail on each of the steps is provided in RZC 21.76.060, Process Steps and Decision Makers, and RZC 21.76.080, Notices.

~~Figure 21.76.050E~~  
Flow Chart for Type V Process



~~Figure 21.76.050E~~  
~~Flow Chart for Type V Process~~

~~Figure Notes:~~

~~1. Link to RZC 21.76.080~~

~~2. Link to RZC 21.76.060~~

K. Type VI Review.

1. Overview of Type VI Review. A Type VI review is for legislative land use decisions made by the City Council under its authority to establish policies and regulations regarding future private and public development and management of public lands. Environmental review is conducted when required. The Planning Commission holds at least one open record public hearing and makes a recommendation to the City Council. The City Council may hold an additional public hearing or hearings at its option. The City Council makes a final decision. The City Council's decision may be appealed to the Central Puget Sound Growth Management Hearings Board. Type VI reviews are exempt from the procedures of RZC 21.76.040, Time Frames for Review.

~~2. Process Flow Chart. The flow chart below in Figure 21.76.050F generally depicts the process that will be used to review a typical Type VI land use permit. The process may vary for individual permits based on the nature and complexity of the issues involved. This flow chart is therefore provided for general reference only. More detail on each of the steps is provided in RZC 21.76.060, Process Steps and Decision Makers, and RZC 21.76.080, Notices.~~



Figure 21.76.050F  
 Flow Chart for Type VI Process

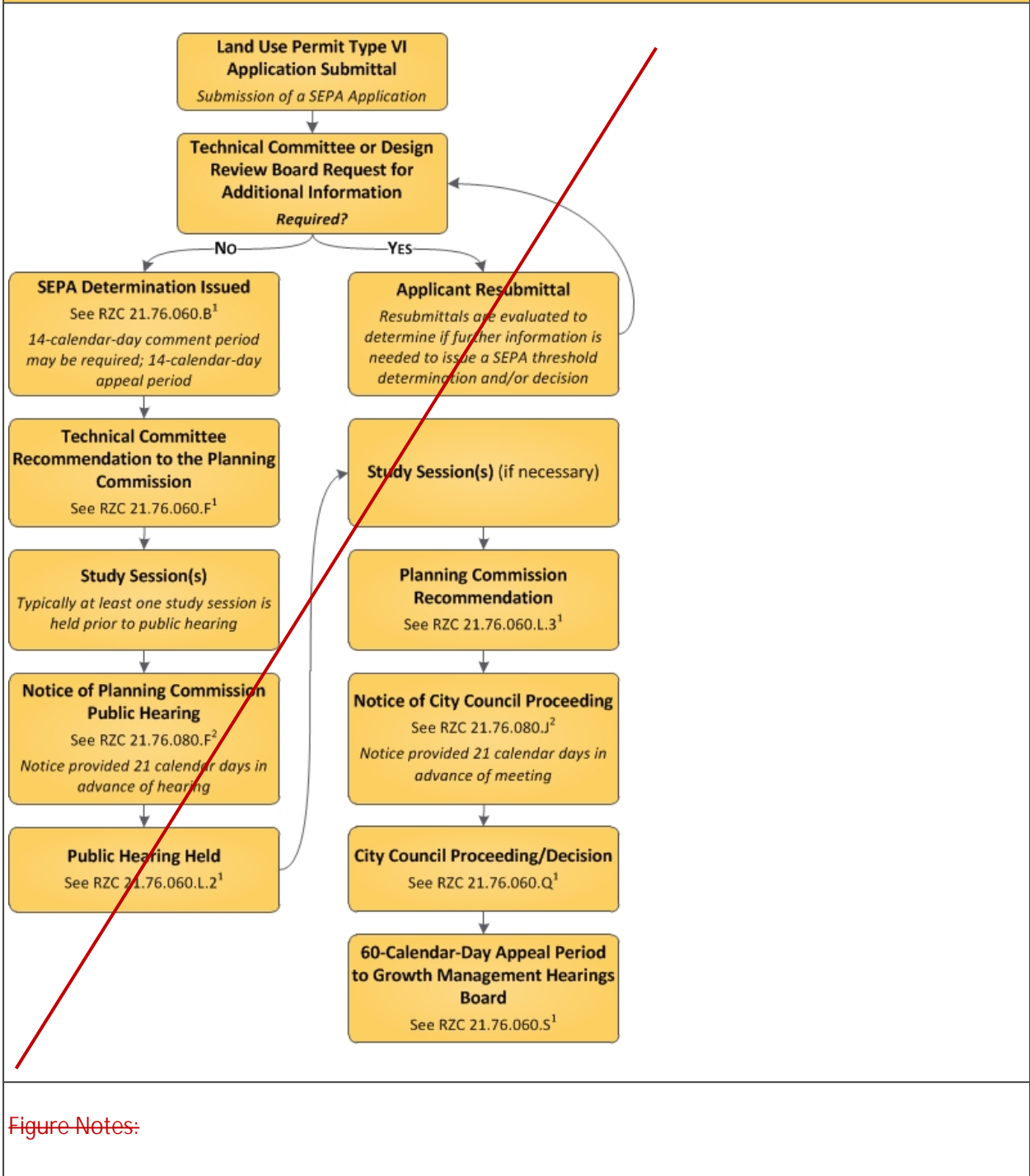


Figure Notes:



Figure 21.76.050F  
Flow Chart for Type VI Process

1. ~~Link to RZC 21.76.060~~

2. ~~Link to RZC 21.76.080~~

(Ord. 2652; Ord. 2889; Ord. 2924; Ord. 2958)

Effective on: 4/27/2019

21.76.060 Process Steps and Decision Makers.

A. Purpose. The purpose of this section is to provide an explanation of each of the procedural steps set forth ~~in the process flow charts~~ in RZC 21.76.050, Permit Types and Procedures.

B. Environmental Review Under the State Environmental Policy Act (SEPA).

1. All applications shall be reviewed under the State Environmental Policy Act (SEPA) unless categorically exempt under SEPA. The City's environmental procedures are set forth in RZC 21.70, State Environmental Policy Act (SEPA) Procedures.

2. Threshold Determinations. The Administrator shall issue the threshold determination after the minimum comment period for the Notice of Application and prior to the decision on the application. The threshold determination shall be mailed and posted in the same manner as the Notice of Application. The threshold determination shall also be sent to agencies with jurisdiction, if any, and the Washington State Department of Ecology. There is a 14-day comment period for certain threshold determinations as provided in WAC 197-11-340. Any comments received shall be addressed in the Technical Committee decision or recommendation on the application, which shall include the final threshold determination (DNS or DS) issued by the Administrator.

3. Optional DNS Process. For projects where there is a reasonable basis for determining that significant adverse impacts are unlikely, a preliminary DNS may be issued with the Notice of Application. The comment period for the DNS and the Notice of Application shall be combined. The Notice of Application shall state that the City expects to issue a DNS for the proposal and that this may be the only

opportunity to comment on the environmental impacts of the proposed project. After the close of the comment period, the Technical Committee shall review any comments and issue the final DNS in conjunction with its decision or recommendation on the application.

4. Determination of Significance. If a Determination of Significance (DS) is issued, and an Environmental Impact Statement (EIS) is required, the EIS will be completed prior to issuance of the Technical Committee/Design Review Board decision or recommendation. If the requirement to prepare an EIS or a Supplemental EIS is appealed by the applicant, that appeal must be resolved prior to issuance of the Technical Committee/Design Review Board decision or recommendation.

C. Neighborhood Meetings.

1. The purpose of neighborhood meetings is to:

- a. Provide a forum for interested individuals to meet with the applicant to learn about the proposal and the applicable process early in the review process;
- b. Provide an opportunity for meaningful public input;
- c. Provide a dialogue between the applicant, citizens, and City whereby issues can be identified and discussed; and
- d. Provide an opportunity for applicants to address concerns generated by individuals and incorporate possible changes.

2. Required Neighborhood Meeting: A neighborhood meeting ~~shall be~~ is required for the following:

- a. Essential Public Facility.
- b. Master Planned Development.

~~c. Preliminary Plat.~~

~~d. Short plats that meet any of the following criteria:~~

~~i. propose three or more lots.~~

~~ii. have critical areas on site, or~~

~~iii. are forested (75 percent tree canopy).~~

e. As otherwise required within the RZC.

f. In addition, the Technical Committee may require a neighborhood meeting on any Type III, IV or V application.

3. Where a neighborhood meeting is required, it ~~shall~~ **must** be conducted by the applicant within 45 days of the termination of the Notice of Application comment period. The applicant ~~shall~~ **must** notify the City of the date and time of the meeting. At least one representative from City staff shall be in attendance. The applicant ~~shall~~ **must** mail notice of the neighborhood meeting to the same individuals to whom notice is required for the Notice of Application, a minimum of 21 days in advance of the meeting. The applicant ~~shall~~ **must** provide the City with an affidavit of mailing. The neighborhood meeting shall be required to take place prior to the Technical Committee decision or recommendation. In certain circumstances, the Technical Committee may choose to hold the neighborhood meeting, in which case the City shall mail the notice of neighborhood meeting as described above. A sign-in sheet ~~shall~~ **must** be provided at the meetings, giving attendees the option of establishing themselves as a party of record.

4. Additional Neighborhood Meetings. In order to provide an opportunity for applicants to address concerns generated by interested parties, applicants are encouraged to hold an additional neighborhood meeting (or meetings) to provide interested parties with additional information, proposed changes to plans, or provide further resolution of issues. If the applicant holds additional meetings, there shall be no specific requirements for notice or City attendance. However, the City shall make effort to attend meetings where appropriate and when the applicant has notified the City that additional meetings are taking place. Any persons attending additional neighborhood meetings who have not established themselves as a party of record, and who wish to do so, must contact the City directly.

D. Director Decisions on Type I Reviews.

1. Type I Decision Makers. Decisions on Type I applications are made by the appropriate department director or designee.

2. Decision Criteria. The decision of the department director shall be based on the criteria for the application set forth in this code, or in the applicable uniform or international code in the case of building and fire-related permits. The decision shall include any conditions necessary to ensure consistency with the applicable development regulations. The department director may consult with the Technical Committee, the Design Review Board, or the Landmarks ~~and Heritage~~ Commission on any Type I application, but the final decision-making authority on such applications remains with the department director.

3. Decision. A written record of the director's decision shall be prepared in each case and may be in the form of a staff report, letter, the permit itself, or other written document indicating approval, approval with conditions, or denial. The decision shall be mailed as provided in RZC 21.76.080.G, Notice of Final Decision. See RZC 21.68.200.C.7.a for decisions on Shoreline Exemptions.

4. Appeal. Type I decisions may be appealed to the Hearing Examiner as provided in RZC 21.76.060.I, Appeals to Hearing Examiner on Type I and II Permits. All decisions are final upon expiration of the appeal period or, if appealed, upon the date of issuance of the Hearing Examiner's final decision on the appeal. Appeal decisions of the Hearing Examiner may be appealed to the King County Superior Court as provided RZC 21.76.060.M.

E. Technical Committee Decisions on Type II Reviews.

1. Decision. Decisions on Type II applications are made by the Technical Committee. The decision of the Technical Committee shall be based on the criteria for the application set forth in the RZC, and shall include any conditions necessary to ensure consistency with the applicable development regulations.

2. Record. A written record of the Technical Committee's decision shall be prepared in each case and may be in the form of a staff report, letter, the permit itself, or other written document indicating approval, approval with conditions, or denial. All parties of record shall be notified of the final decision.

3. Design Review Board **Consultation** and Landmarks ~~and Heritage~~ Commission Review. When design ~~review consultation~~ or review of a Certificate of Appropriateness is required, the ~~decision recommendations~~ of the Design Review Board ~~or Landmarks and Heritage Commission~~ shall be included with the Technical Committee decision **as public comments. Landmark Commission recommendations shall be included with the Technical Committee decision.**

4. Appeal. Type II decisions (except shoreline permits) may be appealed to the Hearing Examiner as provided in RZC 21.76.060.I, Appeals to Hearing Examiner on Type I and Type II Permits. All decisions are final upon expiration of the appeal period or, if appealed, upon issuance of the Hearing Examiner's final decision on the appeal. Appeal decisions of the Hearing Examiner may be appealed to the King County Superior Court as provided in RZC 21.76.060.M.

F. Technical Committee Recommendations on Type III, IV, V and VI Reviews.

1. Decision. The Technical Committee's recommendation shall be based on the decision criteria for the application set forth in the RZC. Based upon its analysis of the application, the Technical Committee may recommend approval, approval with conditions or with modifications, or denial.

2. Recommendations. The Technical Committee shall transmit the following recommendations:

- a. Recommendations involving Type III and Type IV permits shall be transmitted to the Hearing Examiner.
- b. Recommendations involving Type V permits shall be transmitted to the City Council.
- c. Recommendations involving Type VI permits shall be transmitted to the Planning Commission.

3. Record. A written record of the Technical Committee's recommendation shall be prepared in each case. The recommendation shall summarize the Technical Committee's analysis with respect to the decision criteria and indicate approval, approval with conditions or modifications, or denial.

4. Recommendations of the Design Review Board and/or Landmark Commission. A written report of the Technical Committee's recommendation shall be prepared and transmitted to the Hearing Examiner along with the recommendation of the Design Review Board and/or **Landmarks and Heritage** Commission where applicable.

G. ~~Design Review Board Determinations~~ **Consultation with a Third-Party Design Professional** on Type II, III, IV and V Reviews. When ~~design review is required by~~ **consultation is sought from the Design Review Board, the Design Review Board a third-party design professional, the design professional** shall consider the application ~~at an open public meeting of the Board~~ in order to ~~determine whether the~~ **provide feedback on whether the** application complies with Article III, Design Standards. The ~~Design Review Board's design professional's determination comments~~ shall be given the effect of ~~a final decision on design standard compliance for Type II applications, public comment(s) for all permit types, shall be given the effect of a recommendation to the Hearing Examiner on a Type III or Type IV application, and the effect of a recommendation to the City Council on a Type V application.~~ The ~~Design Review Board's determination~~ **design professional's comments** shall be included with the written report that contains the Technical Committee recommendation ~~or decision. The Design Review Board's determination may be appealed in the same manner as the decision of the applicable decision maker on the underlying land use permit.~~

H. **Landmarks and Heritage** Commission Determination/Decisions. The **Landmarks and Heritage** Commission as specified below shall review all applications requiring a Level II or Level III Certificate of Appropriateness and all applications for Historic Landmark Designation.

1. When review of a Level II Certificate is required, the Redmond **Landmarks and Heritage** Commission shall consider the application at an open public meeting using the review process for the application in RZC 21.76.050.C in order to determine whether the application complies with the criteria set forth in RZC 21.30, Historic and Archeological Resources, and King County Code Chapter 20.62. Based upon its analysis of the application, the **Landmarks and Heritage** Commission may approve the application, approve it with conditions or modifications, or deny the application. The **Landmarks and Heritage** Commission's determination shall be included with the written report that contains the Technical

Committee recommendation or decision. Conditions based on the Landmarks ~~and Heritage~~ Commission's determination may be appealed to the Hearing Examiner in the same manner as the Technical Committee decision.

2. When review of a Level II Certificate of Appropriateness requiring a public hearing (see RZC 21.30.050.D.2) or review of a Level III Certificate of Appropriateness is required, the Redmond Landmarks ~~and Heritage~~ Commission shall hold an open record public hearing on the application using a Type III process as provided in RZC 21.76.060.J. The Landmarks ~~and Heritage~~ Commission shall determine whether the application complies with the criteria set forth in RZC 21.30.050.E of the RZC. Based upon its analysis of the application, the Landmarks ~~and Heritage~~ Commission may approve the application, approve it with conditions or modifications, or deny the application. The decision of the Landmarks ~~and Heritage~~ Commission may be appealed to the Hearing Examiner. The Hearing Examiner's decision on the appeal may be further appealed to the King County Superior Court.

3. The King County Landmarks Commission, acting as the Redmond Landmarks ~~and Heritage~~ Commission, shall review and make determinations on all applications for Historic Landmark Designation or removal of a Historic Landmark Designation. When the King County Landmarks Commission reviews a Historic Landmark Designation nomination or the removal of a Historic Landmark Designation, the King County Landmarks Commission will follow the procedures set forth in King County Code Chapter 20.62, including the holding of an open record hearing on the application. Applications shall be decided based on the criteria in King County Code Chapter 20.62. The decision of the King County Landmarks Commission on a Historic Landmark Designation or removal of a Historic Landmark Designation shall be a final decision appealable to the Hearing Examiner. The Hearing Examiner's decision on the appeal may be further appealed to the King County Superior Court.

#### I. Appeals to Hearing Examiner on Type I and Type II Permits.

1. Overview. For Type I and Type II permits, the Hearing Examiner acts as an appellate body, conducting an open record appeal hearing when a decision of a department director (Type I) or the Technical Committee (Type II) is appealed. The Hearing Examiner's decision on the appeal may be further appealed to the King County Superior Court.<sup>1</sup>

2. Commencing an Appeal. Type I and II decisions may be appealed as follows:

a. **Who May Appeal.** Any party of record may appeal the decision.

b. **Form of Appeal.** A person appealing a Type I or II decision must submit a completed appeal form which sets forth:

i. Facts demonstrating that the person is adversely affected by the decision;

- ii. A concise statement identifying each alleged error of fact, law, or procedure, and the manner in which the decision fails to satisfy the applicable decision criteria;
    - iii. The specific relief requested; and
    - iv. Any other information reasonably necessary to make a decision on the appeal.
  - c. **Time to Appeal.** The written appeal and the appeal fee, if any, must be received by the Redmond City Clerk's Office no later than 5:00 p.m. on the fourteenth day following the date the decision of the Technical Committee/Design Review Board Decision is issued.
  - d. **Shoreline Permit Appeals** must be submitted to the Shoreline Hearings Board. See RZC 21.68.200.C.6.b.
3. **Hearing Examiner Public Hearing on Appeal.** The Hearing Examiner shall conduct an open record hearing on a Type I or Type II appeal. Notice of the hearing shall be given as provided in RZC 21.76.080.H. The appellant, applicant, owner(s) of property subject to the application, and the City shall be designated parties to the appeal. Only designated parties may participate in the appeal hearing by presenting testimony or calling witnesses to present testimony and by providing exhibits. Interested persons, groups, associations, or other entities who have not appealed may participate only if called by one of the parties to present information, provided that the Examiner may allow nonparties to present relevant testimony if allowed under the Examiner's rules of procedure. The Hearing Examiner shall create a complete record of the public hearing, including all exhibits introduced at the hearing and an electronic sound recording of each hearing.
4. **Hearing Examiner Decision on Appeal.** Within 10 business days after the close of the record for the Type I or II appeal, the Hearing Examiner shall issue a written decision to grant, grant with modifications, or deny the appeal. The decision on appeal shall be mailed to all parties of record. The Hearing Examiner shall accord substantial weight to the decision of the department director (Type I) or Technical Committee (Type II). The Hearing Examiner may grant the appeal or grant the appeal with modifications if the Examiner determines that the appellant has carried the burden of proving that the Type I or II decision is not supported by a preponderance of the evidence or was clearly erroneous.
5. **Request for Reconsideration.** Any designated party to the appeal who participated in the hearing may file a written request with the Hearing Examiner for reconsideration within 10 business days of the date of the Hearing Examiner's decision. The request ~~shall~~ **must** explicitly set forth alleged errors of procedure or fact. The Hearing Examiner shall act within 10 business days after the filing of the request for reconsideration by either denying the request or issuing a revised decision. The decision on the request for reconsideration and/or issuing a revised decision shall be sent to all parties of record.

6. Appeal. A Hearing Examiner Decision on a Type I or Type II appeal may be appealed to the King County Superior Court as provided in RZC 21.76.060.M.

J. Hearing Examiner and Landmarks ~~s-and Heritage~~ Commission Final Decisions on Type III Reviews.

1. Overview. For Type III reviews, the Hearing Examiner (or the Landmarks ~~s-and Heritage~~ Commission on Level II Certificates of Appropriateness that require a public hearing under RZC 21.30.050.D.2 and on Level III Certificates of Appropriateness) makes a final decision after receiving the recommendation of the Technical Committee and holding an open record public hearing. The Hearing Examiner's decision may be appealed to the King County Superior Court. Landmarks ~~s-and Heritage~~ Commission's decisions may be appealed to the Hearing Examiner.

2. Public Hearing. The Hearing Examiner (or Landmarks ~~s-and Heritage~~ Commission on the applications specified above) shall hold an open record public hearing on all Type III permits. The open record public hearing shall proceed as follows:

a. Notice of the hearing shall be given as provided in RZC 21.76.080.D.

b. Any person may participate in the Hearing Examiner's (or Landmarks ~~s-and Heritage~~ Commission's) public hearing on the Technical Committee's recommendation by submitting written comments prior to or at the hearing, or by providing oral testimony and exhibits at the hearing.

c. The Administrator shall transmit to the Hearing Examiner (or Landmarks ~~s-and Heritage~~ Commission) a copy of the department file on the application, including all written comments received prior to the hearing and information reviewed by or relied upon by the Administrator. The file shall also include information to verify that the requirements for notice to the public (Notice of Application and Notice of SEPA Threshold Determination) have been met.

d. The Hearing Examiner (or Landmarks ~~s-and Heritage~~ Commission) shall create a complete record of the public hearing, including all exhibits introduced at the hearing and an electronic sound recording of each hearing.

3. Authority. The Hearing Examiner (or Landmarks ~~s-and Heritage~~ Commission) shall approve a project or approve with modifications if the applicant has demonstrated that the proposal complies with the applicable decision criteria of the RZC. The applicant bears the burden of proof and must demonstrate that a preponderance of the evidence supports the conclusion that the application merits approval or approval with modifications. In all other cases, the Hearing Examiner (or Landmarks ~~s-and Heritage~~ Commission) shall deny the application.

4. Conditions. The Hearing Examiner (or Landmarks ~~s-and Heritage~~ Commission) may include conditions to ensure a proposal conforms to the relevant decision criteria.



5. Decision. The Hearing Examiner (or Landmarks~~s-and-Heritage~~ Commission) shall issue a written report supporting the decision within 10 business days following the close of the record. The report supporting the decision shall be mailed to all parties of record. The report shall contain the following:

- a. The decision of the Hearing Examiner (or Landmarks~~s-and-Heritage~~ Commission); and
- b. Any conditions included as part of the decision; and
- c. Findings of fact upon which the decision, including any conditions, was based and the conclusions derived from those facts; and
- d. A statement explaining the process to appeal the decision of the Hearing Examiner to the King County Superior Court or in the case of Landmarks~~s-and-Heritage~~ Commission to the Hearing Examiner.

6. Request for Reconsideration. Any party of record may file a written request with the Hearing Examiner (or Landmarks~~s-and-Heritage~~ Commission) for reconsideration within 10 business days of the date of the Hearing Examiner's decision. The request **shall must** explicitly set forth alleged errors of procedure, law, or fact. No new evidence may be submitted in support of or in opposition to a request for reconsideration. The Hearing Examiner shall act within 10 business days after the filing of the request for reconsideration by either denying the request or issuing a revised decision. The decision on the request for reconsideration and/or the revised decision shall be sent to all parties of record.

7. Appeal. Except for Shoreline Conditional Use Permits, Shoreline Substantial Development Permits, or Shoreline Variances, a Hearing Examiner decision may be appealed to the King County Superior Court. Landmarks~~s-and-Heritage~~ Commission decisions may be appealed to the Hearing Examiner. Shoreline Conditional Use Permits, Shoreline Substantial Development Permits, and Shoreline Variances may be appealed to the Shoreline Hearings Board as provided for in RZC 21.68.200.C.6.b and RZC 21.68.200.C.6.c.

K. Hearing Examiner Recommendations on Type IV Reviews.

1. Overview. For Type IV reviews, the Hearing Examiner makes a recommendation to the City Council after receiving the recommendation of the Technical Committee and holding an open record public hearing. The City Council considers the Hearing Examiner's recommendation in a closed record proceeding.

2. Hearing Examiner Public Hearing. The Hearing Examiner shall hold an open record public hearing on all Type IV permits. The open record public hearing shall proceed as follows:

- a. Notice of the hearing shall be given as provided in RZC 21.76.080.D.

- b. Any person may participate in the Hearing Examiner's public hearing on the Technical Committee's recommendation by submitting written comments to the Technical Committee prior to the hearing, by submitting written comments at the hearing, or by providing oral testimony and exhibits at the hearing.
    - c. The Administrator shall transmit to the Hearing Examiner a copy of the department file on the application, including all written comments received prior to the hearing and information reviewed by or relied upon by the Administrator. The file shall also include information to verify that the requirements for notice to the public (Notice of Application and Notice of SEPA Threshold Determination) have been met.
    - d. The Hearing Examiner shall create a complete record of the public hearing, including all exhibits introduced at the hearing and an electronic sound recording of each hearing.
3. Hearing Examiner Authority. The Hearing Examiner shall make a written recommendation to approve a project or approve with modifications if the applicant has demonstrated that the proposal complies with the applicable decision criteria of the RZC. The applicant bears the burden of proof and must demonstrate that a preponderance of the evidence supports the conclusion that the application merits approval or approval with modifications. In all other cases, the Hearing Examiner shall make a recommendation to deny the application.
4. Conditions. The Hearing Examiner may include conditions in the recommendation to ensure a proposal conforms to the relevant decision criteria.
5. Recommendation. The Hearing Examiner shall issue a written report supporting the recommendation within 10 business days following the close of the record. The report shall contain the following:
  - a. The recommendation of the Hearing Examiner; and
  - b. Any conditions included as part of the recommendation; and
  - c. Findings of fact upon which the recommendation, including any conditions, was based and the conclusions derived from those facts.
6. Mailing of Recommendation. The office of the Hearing Examiner shall mail the written recommendation, bearing the date it is mailed, to each person included in the parties of record. The Administrator will provide notice of the Council meeting at which the recommendation will be considered to all parties of record.

7. Request for Reconsideration. Any party of record may file a written request with the Hearing Examiner for reconsideration within 10 business days of the date of the Hearing Examiner's recommendation. The request shall explicitly set forth alleged errors of procedure, law, or fact. No new evidence may be submitted as part of a request for reconsideration. The Hearing Examiner shall act within 10 business days after the filing of the request for reconsideration by either denying the request or issuing a revised decision. The decision on the request for reconsideration and/or revised decision shall be sent to all parties of record.

8. All Hearing Examiner recommendations on Type IV permits shall be transmitted to the City Council for final action, as provided in RZC 21.76.060.O.

L. Planning Commission Recommendations on Type VI Reviews.

1. Overview. For Type VI proposals, the Planning Commission makes a recommendation to the City Council after holding at least one open record public hearing. The Planning Commission may also hold one or more study sessions prior to making the recommendation. The City Council considers the Planning Commission's recommendation and takes final action by ordinance.

2. Planning Commission Public Hearing. The Planning Commission shall hold at least one open record public hearing. The hearing shall proceed as follows:

a. Notice of the public hearing shall be given as provided in RZC 21.76.080.F.

b. Any person may participate in the public hearing by submitting written comment to the ~~applicable department director~~ **Planning Commission or designated staff** prior to the hearing or by submitting written or making oral comments to the Planning Commission at the hearing. All written comments received by the ~~applicable department director~~ **designated staff** shall be transmitted to the Planning Commission no later than the date of the public hearing.

c. The Administrator shall transmit to the Planning Commission a copy of the department file on the application, including all written comments received prior to the hearing and information reviewed by or relied upon by the Administrator. The file shall also include information to verify that the requirements for notice to the public (Notice of Application, as required; Notice of SEPA Determination) have been met.

d. The Planning Commission shall record and compile written minutes of each hearing.

3. Recommendation. The Planning Commission may recommend that the City Council adopt, or adopt with modifications, a proposal if it complies with the applicable decision criteria in RZC 21.76.070, Land Use Actions and Decision Criteria. In all other cases, the Planning Commission shall recommend denial of

the proposal. The Planning Commission's recommendation shall be in writing and shall contain the following:

- a. The recommendation of the Planning Commission; and
- b. Any conditions included as part of the recommendation; and
- c. Findings of fact upon which the recommendation, including any conditions, was based and the conclusions derived from those facts.

4. **Additional Hearing on Modified Proposal.** If the Planning Commission recommends a modification which results in a proposal not reasonably foreseeable from the notice provided pursuant to RZC 21.76.080.F, the Planning Commission shall conduct a new public hearing on the proposal as modified. The Planning Commission shall consider the public comments at the hearing in making its final recommendation.

5. A vote to recommend adoption of the proposal or adoption with modification must be by a majority vote of the Planning Commission members present and voting.

6. All Planning Commission recommendations shall be transmitted to the City Council for final action as provided in RZC 21.76.060.Q.

**M. Appeals to King County Superior Court on Type I Permit, Type II Permit and/or Type III Landmark Commission Decision Appeal Reviews.**

1. **Overview.** Except for Shoreline Substantial Development Permits, all decisions of the Hearing Examiner on Type I permit, Type II permit and/or Type III Landmark Commission decision appeals may be appealed to the King County Superior Court.

2. **Commencing an Appeal.** Hearing Examiner decisions on Type I permit, Type II permit and/or Type III Landmark Commission decision appeals may be appealed to the King County Superior Court.

3. **The Hearing Examiner's decision on an appeal from the Applicable Department or Technical Committee on a Type I permit, Type II permit and/or Type III Landmark Commission decision appeal review is the final decision of the City and (except for Shoreline Conditional Use Permits and Shoreline Variances) may be appealed to the King County Superior Court as provided in RZC 21.76.060.R.**

4. Shoreline Substantial Development Permits and Shoreline Variances must be appealed to the Shoreline Hearings Board. See RZC 21.68.200.C.6.b and 21.68.200.C.6.c.

**N. Appeals on Type III Reviews and from King County Landmark Commission Decisions.**

1. Overview. Except for Shoreline Substantial Development Permits, Shoreline Conditional Use Permits, Shoreline Variances, and King County Landmark Commission decisions, reviews may be appealed to the King County Superior Court. All decisions of the Hearing Examiner may be appealed to the King County Superior Court.
  2. Commencing an Appeal. The decision of the Hearing Examiner is the final decision of the City and may be appealed to the King County Superior Court by filing a land use petition which meets the requirements set forth in RCW Chapter 36.70C. The petition for review must be filed and served upon all necessary parties as set forth in state law and within the 21-day time period as set forth in RCW 36.70C.040.
  3. The decision of the Redmond Landmarks and Heritage Commission or the King County Landmarks Commission listed above in (N)(1) and may be appealed to the Hearing Examiner by filing a land use petition which meets the requirements set forth in RCW 36.70C. The petition for review must be filed and served upon all necessary parties within the 21-day time period.
  4. Hearing Examiner decisions on a Type III review or the Redmond Landmarks and Heritage Commission or King Landmarks Commission on those matters specified in subsection (N)(1) is the final decision of the City and may be appealed to the King County Superior Court by filing a land use petition which meets the requirements set forth in RCW Chapter 36.70C. The petition for review must be filed and served upon all necessary parties as set forth in state law withing the 21-day time period as set forth in RCW 36.70C.040.
  5. Shoreline Conditional Use Permits, Shoreline Substantial Development Permits, and Shoreline Variances must be appealed to the Shoreline Hearings Board. See RZC 21.68.200.C.6.b and 21.68.200.C.6.c.
- O. City Council Decisions on Type IV Reviews.
1. Overview. The City Council considers all Hearing Examiner recommendations on Type IV permits in a closed record proceeding. Decisions of the City Council on Type IV permits may be appealed to the King County Superior Court as provided in RZC 21.76.060.R.
  2. City Council Decision.
    - a. The Administrator shall transmit to the City Council a copy of the department file on the application, including all written comments received prior to and during the open record hearing and information reviewed by or relied upon by the Hearing Examiner. The file shall also include information to verify that the requirements for notice to the public (Notice of Application, Notice of Public Hearing, and Notice of SEPA Determination) have been met.

b. The City Council shall conduct a closed record proceeding. Notice of the closed record proceeding shall be provided as outlined within RZC 21.76.080.J, Notice of Closed Record Appeal Proceeding on Type IV and City Council Proceeding on Type VI Reviews. The City Council shall not accept new information, written or oral, on the application, but shall consider the following in deciding upon an application:

- i. The complete record developed before the Hearing Examiner; and
- ii. The recommendation of the Hearing Examiner.

c. The City Council shall either:

- i. Approve the application; or
- ii. Approve the application with modifications; or
- iii. Deny the application, based on findings of fact and conclusions derived from those facts which support the decision of the Council.

d. Form of Decision. All City Council decisions on Type IV reviews shall be in writing. All decisions approving a Type IV application shall require passage of an ordinance. Decisions denying Type IV applications shall not require passage of an ordinance. Decisions on Type IV applications shall include:

- i. Findings and Conclusions. The City Council shall include findings of fact and conclusions derived from those facts which support the decision of the Council, including any conditions, in the decision on the application. The City Council may, by reference, adopt some or all of the findings and conclusions of the Hearing Examiner.
- ii. Conditions. The City Council may, based on the record, include conditions in any ordinance approving or approving with modifications any conditional use permit, essential public facilities permit, or master planned development application in order to ensure conformance with the approval criteria specified in the code or process under which the application was made. For Zoning Map Amendments that are consistent with the Comprehensive Plan, conditions of approval shall not be included in the ordinance, but shall be included in a separate development agreement approved concurrently with the ordinance.
- iii. Required Vote. The City Council shall adopt an ordinance which approves or approves with modifications the application by a majority vote of the membership of the City Council. Decisions to deny a Type IV application shall require a majority vote of those Council members present and voting.

iv. Notice of Decision. Notice of the City Council Decision shall be provided as outlined within RZC 21.76.080.G, Notice of Final Decision

P. City Council Decisions on Type V Reviews.

1. Overview. For Type V reviews, the City Council makes a final decision after receiving the recommendation of the Technical Committee and the recommendation of the Design Review Board (if required) and after holding an open record public hearing. The City Council's decision is appealable to the King County Superior Court as provided in RZC 21.76.060.R.

2. City Council Open Record Public Hearing.

a. Notice. Notice of the City Council's open record public hearing shall be given as provided in RZC 21.76.080.E.

b. Transmittal of File. The Administrator shall transmit to the City Council a copy of the department file on the application, including all written comments received prior to the City Council open record public hearing and information reviewed by or relied upon by the Administrator. The file shall also include information to verify that the requirements for notice to the public (Notice of Application, Notice of Public Hearing, and Notice of SEPA Determination) have been met.

c. Participation. Any person may participate in the City Council public hearing on the Technical Committee's recommendation by submitting written comments prior to the hearing or at the hearing by providing oral testimony and exhibits at the hearing. The Council shall create a complete record of the open record public hearing, including all exhibits introduced at the hearing and an electronic sound recording of the hearing.

3. City Council Decision.

a. Options. The City Council shall, at the open record public hearing, consider and take final action on each Type V application. The final action may take place in the same meeting as the public hearing. The City Council shall either:

- i. Approve the application; or
- ii. Approve the application with modifications or conditions; or
- iii. Deny the application.

b. Form of Decision. The City Council's decision shall be in writing and shall include the following:

- i. Findings and Conclusions. The City Council shall include findings of fact and conclusions derived from those facts which support the decision of the Council, including any conditions, in the decision approving the application or approving the application with modifications or conditions. The City Council may by reference adopt some or all of the findings and conclusions of the Technical Committee.
- ii. Conditions. The City Council may, based on the record, include conditions in any ordinance approving or approving with modifications an application in order to ensure conformance with the approval criteria specified in the code or process under which the application was made.
- iii. Notice of the Decision shall be provided as outlined within RZC Notice of the Decision shall be provided as outlined within RZC 21.76.080.G, Notice of Final Decision.

Q. City Council Decisions on Type VI Reviews.

1. Overview. The City Council shall consider and take action on all Planning Commission recommendations on Type VI reviews. The City Council may take action with or without holding its own public hearing. Any action of the City Council to adopt a Type VI proposal shall be by ordinance.

2. City Council Action.

a. Notice of City Council Proceeding. Notice shall be provided in accordance with RZC 21.76.080.J.

b. ~~Initial~~ Consideration by Council. The City Council shall consider at a public proceeding each recommendation transmitted by the Planning Commission. The Council may take one of the following actions:

i. Adopt an ordinance adopting the recommendation or adopt the recommendation with modifications; or

ii. Adopt a motion denying the proposal; or

iii. Refer the proposal back to the Planning Commission for further proceedings, in which case the City Council shall specify the time within which the Planning Commission shall report back to the City Council with a recommendation; or

iv. Decide to hold its own public hearing to take further public testimony on the proposal or in order to consider making a modification of the proposal that was not within the scope of the alternatives that could be reasonably foreseen from the notice of the Planning Commission public hearing provided under RZC 21.76.080.F.



c. Public Hearing and Decision. If the Council determines to hold its own public hearing, notice shall be provided; and the hearing shall be conducted in the same manner as was provided for the Planning Commission hearing on the proposal. After conducting the public hearing, the City Council shall render a final decision on the proposal as provided in subsection Q.2.b.i or Q.2.b.ii of this section.

R. Appeal of Council and Hearing Examiner Decisions on Types I - V Reviews to Superior Court. The decision of the decision maker listed in RZC 21.76.050.A for Type I - V permits or reviews is the final decision of the City and may be appealed to Superior Court by filing a land use petition which meets the requirements set forth in RCW Chapter 36.70C. No action to obtain judicial review may be commenced unless all rights of administrative appeal provided by the RZC or state law have been exhausted. Decision types which provide for no administrative appeal (Types III through VI) may be directly appealed to the King County Superior Court. The petition for review must be filed and served upon all necessary parties as set forth in state law and within the 21-day time period as set forth in RCW 36.70C.040.

S. Appeal of Council Decisions on Type VI Reviews to Growth Board. The action of the City Council on a Type VI proposal may be appealed together with any SEPA threshold determination by filing a petition with the Growth Management Hearings Board pursuant to the requirements set forth in RCW 36.70A.290. The petition must be filed within the 60-day time period set forth in RCW 36.70A.290(2).

T. Appeal of Shoreline Master Plan Amendments and Decisions. Appeal of Shoreline Master Plan amendments and decisions must be made to the Shoreline Hearings Board. (Ord. 2652; Ord. 2709; Ord. 2889; Ord. 2924; Ord. 3028)

21.76.070 Land Use Actions and Decision Criteria.

... (Administrative note: *The remaining portions of RZC 21.76 Review Procedures involves various amendments including those related to Redmond 2050 and to the City's Middle Housing package. No amendments are proposed within this portion by way of the amendment package herein, in order to avoid inadvertent repeals of other pending recommendations.*)