



**PLANNING COMMISSION REPORT
AND RECOMMENDATION TO CITY COUNCIL**

June 25, 2025

Project File Number:	LAND-2025-00121 SEPA-2025-00122
Proposal Name:	2025 Annual Code Cleanup
Applicant:	City of Redmond
Staff Contacts:	Jeff Churchill, Long Range Planning Manager 425-556-2492

FINDINGS OF FACT

Public Hearing and Notice

- a. **Planning Commission Study Sessions and Public Hearing Dates**
 - i. The City of Redmond Planning Commission held a study session on May 28 and June 11, 2025.
 - ii. The City of Redmond Planning Commission held a public hearing on the proposed amendments on June 11, 2025. No comments were received.
- b. **Notice and Public Involvement**
 The public hearing notice was published in the Seattle Times on May 21, 2025 in accordance with RZC 21.76.080 Review Procedures. Notice was also provided by including the hearing schedule in Planning Commission agendas and extended agendas, distributed by email to various members of the public and various agencies.

Redmond Zoning Code Amendment Summary and Criteria Evaluation

The City of Redmond is proposing amendments to the Redmond Zoning Code (RZC) to clarify various requirements to improve usability of the RZC for staff, customers, and community members. The amendments are summarized in the table below.

Chapter	Amendment Summary	Rationale
RZC 21.40 Parking Standards	Clarifies that change of use is not a trigger for requiring additional parking.	Removes barrier to re-tenanting existing space.
RZC 21.76 Review Procedures	Correct error concerning public hearings for Type V permits.	Corrects error.
RZC 21.78 Definitions	Add definition for "culvert" where none exists.	Ensures all code users have common understanding of the term.

The full amendments are provided as Attachment A: Recommended Amendments to the Redmond Zoning Code.

Planning Commission Report - Findings and Conclusions
2025 Annual Code Cleanup
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Staff Analysis

The staff analysis for this proposal can be found in Attachment A to the Technical Committee Report.

Recommended Conclusions of the Technical Committee

On May 21, 2025, the Technical Committee reviewed amendments to the Redmond Zoning Code, as documented in Appendix D, and found the amendments to be consistent with applicable review criteria and therefore recommended approval.

RECOMMENDED CONCLUSIONS

The Planning Commission has reviewed:

- A. *Applicable criteria for approval: RZC 21.76.070 Criteria for Evaluation and Action, and*
- B. *The Technical Committee Report (Appendix D).*

Summary of Planning Commission Discussion Issues

The Commission asked for clarification on the use of the terms "FEMA," "floodplain," and "floodway" in the revisions to RZC Appendix approved by the Technical Committee.

Recommendation

The Planning Commission finds the amendments to the Redmond Zoning Code, to be consistent with applicable review criteria and therefore recommended approval as shown in Attachment A.



Seraphie Allen, Deputy Director
Planning and Community Development

Signed by:


Susan Weston
Planning Commission Chair

Attachments

- A. Recommended Amendments to the Redmond Zoning Code**

Appendices

- A. Planning Commission Issues Matrix**
- B. Public Hearing Notice**
- C. Planning Commission Meeting Minutes**
- D. Technical Committee Report with Exhibits**

REDMOND ZONING CODE

Code Amendment Summary

Non-Conforming Parking

Subject Matter Expert	<i>Jeff Churchill</i>
Author	<i>Jeff Churchill</i>
Policy Basis for Amendment	TR-35
Relevant Code Portions	RZC 21.40.010.C.1

Proposed Amendment Overview

The amendment clarifies that on sites with non-conforming parking quantities, a change of use is not a trigger for requiring additional parking if there is no increase in size of the structure and no increase in the degree of non-conformity.

Rationale

- Removes barrier to re-tenanting existing space.
- Consistent with Comprehensive Plan policy TR-35 concerning prioritizing space for people, housing, jobs, services, recreation, amenities, and environmental sustainability.

Key Decision Points (as applicable)

- N/A

Stakeholder Feedback to Date

- None

EXISTING CODE:

C.1. Nonconforming Parking.

- a. A development that met the parking requirements in effect at the time it was approved but that does not have sufficient parking spaces to meet the current requirements of this chapter, may continue to operate with the parking deficiency as long as no enlargement is made that would require additional parking spaces;
- b. When a development with nonconforming parking is enlarged so as to require additional parking spaces, the requirements of this chapter shall apply only to the enlargement;
- c. When a preexisting building with nonconforming parking is remodeled or rehabilitated but not enlarged, the existing use of the building may continue without providing additional parking. In the event that the land use is increased by an addition of building square footage, the minimum level of parking required, including bicycle parking required by this chapter, consistent with the increased land use affected by the change must be

provided, or an approved Mobility Management Program, as provided in RZC 21.52.020, Mobility Management Program, must be implemented for the site that effectively reduces parking demand;

d. When additional uses are placed on the same lot with the nonconforming parking or an enlarged lot of which the lot with nonconforming parking is a part, the requirements of this chapter shall apply only to the additional use; and

e. *Repealed.*

f. *Parking in Downtown, Overlake, and Marymoor Design Districts.*

i. Developments with nonconforming parking shall not be required to provide additional parking spaces when a change of use occurs or minor improvements are performed; provided, that the change of use or minor improvement does not enlarge the structure or increase the amount of nonconformity.

ii. Developments, sites, and structures where a portion of the sites and/or structures have been obtained under threat of condemnation shall not be required to provide additional parking spaces than that which was sufficient to meet the requirements in place during the most recent development or construction of the site.

WORKING AMENDMENT:

C.1. Nonconforming Parking.

a. A development that met the parking requirements in effect at the time it was approved but that does not have sufficient parking spaces to meet the current requirements of this chapter, may continue to operate with the parking deficiency as long as no enlargement is made that would require additional parking spaces;

b. When a development with nonconforming parking is enlarged so as to require additional parking spaces, the requirements of this chapter shall apply only to the enlargement;

c. When a preexisting building with nonconforming parking is remodeled or rehabilitated but not enlarged, the existing use of the building may continue without providing additional parking. In the event that the land use is increased by an addition of building square footage, the minimum level of parking required, including bicycle parking required by this chapter, consistent with the increased land use affected by the change must be provided, or an approved Mobility Management Program, as provided in RZC 21.52.020, Mobility Management Program, must be implemented for the site that effectively reduces parking demand;

d. When additional uses are placed on the same lot with the nonconforming parking or an enlarged lot of which the lot with nonconforming parking is a part, the requirements of this chapter shall apply only to the additional use; and

~~e. Repealed.~~

~~f. Parking in Downtown, Overlake, and Marymoor Design Districts.~~

~~e. i.~~—Developments with nonconforming parking shall not be required to provide additional parking spaces when a change of use occurs or minor improvements are performed; provided, that the change of use or minor improvement does not enlarge the structure or increase the amount of nonconformity.

~~f. ii.~~—Developments, sites, and structures in Downtown, Overlake, and Marymoor Village where a portion of the sites and/or structures have been obtained under threat of condemnation shall not be required to provide additional parking spaces than that which was sufficient to meet the requirements in place during the most recent development or construction of the site.

Public Hearing Prior to Decision?	No	No	Yes, Hearing Examiner (or Landmark Commission) ²	Yes, Hearing Examiner	No	Yes, Planning Commission
Decision Maker	Appropriate Department	<u>Technical Committee</u>	Hearing Examiner (or Landmark Commission) ²	<u>City Council</u>	<u>City Council</u>	<u>City Council</u>
Administrative Appeal Body	Hearing Examiner (Hearing Examiner decision on appeal <u>may</u> be appealed to Superior Court.)	Hearing Examiner ¹ (Hearing Examiner decision on appeal <u>may</u> be appealed to Superior Court.)	None (decision appealable to Superior Court) ¹ Hearing Examiner ³ (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:

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.
2. Landmark Commission makes decisions for Certificate of Appropriateness Level III permits.
3. Only for decision by Landmark Commission

WORKING AMENDMENT:

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 <u>short plats</u> meeting certain criteria.	Notice of Application provided. Neighborhood meeting <u>may</u> be required. Public hearing is required.	Notice of Application provided. Neighborhood meeting <u>may</u> be required. Public hearing is required.	No	Notice of Public Hearing provided.
Public Hearing Prior to Decision?	No	No	Yes, Hearing Examiner (or Landmark Commission) ²	Yes, Hearing Examiner	Yes	Yes, Planning Commission
Decision Maker	Appropriate Department	<u>Technical Committee</u>	Hearing Examiner (or Landmark Commission) ²	<u>City Council</u>	<u>City Council</u>	<u>City Council</u>
Administrative Appeal Body	Hearing Examiner (Hearing Examiner decision on appeal <u>may</u> be appealed to Superior Court.)	Hearing Examiner ¹ (Hearing Examiner decision on appeal <u>may</u> be appealed to Superior Court.)	None (decision appealable to Superior Court) ¹ Hearing Examiner ³ (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)

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REDMOND ZONING CODE

Code Amendment Summary

Definition of Culvert

Subject Matter Expert	<i>Doug De Vries, Cindy Wellburn</i>
Author	<i>Lauren Alpert</i>
Other Key Staff	<i>N/A</i>
Policy Basis for Amendment	<i>Provide clarity to stakeholders including applicants, city leaders, hearing examiner, and staff. The definition also in compliance with the Washington State regulations.</i>
Relevant Code Portions	<i>Article VIII Definitions (21.78) C definitions 21.08.147, 21.64.020, 21.14.070, 21.64.020.D.3, 21.14.070 Definition for In-Water Structure</i>

Proposed Amendment Overview

- Adds definition to 21.78 for culverts

Rationale

- Adding clarity for users of the code

Research Methods and Findings (as applicable)

- It complies with WA and Federal regulations

Key Decision Points (as applicable)

- Use bulleted list to highlight the Team’s most significant decision points; sub bullets are ok

Stakeholder Feedback to Date

- Include no more than 3 items; sub bullets are ok

EXISTING CODE:

No definition currently exists

WORKING AMENDMENT:

Culvert. A structure, typically under a roadway, rail line, trail or embankment, that is used to convey flow from a natural channel or drainage ditch.

PROPOSED AMENDMENT:

Culvert. A structure or pipe which is designed to convey stormwater through an obstacle such as beneath a road, railway, trail or embankment. Culverts can be classified as either fish passage or standard.

Last edited: <date>

Previous revisions: <list of dates>

2025 Annual Code Cleanup

Issue	Discussion Notes	Issue Status
<p>1 Use of FEMA, floodplain, and floodway in RZC Appendix 1 (Weston)</p>	<p><u>Commission Discussion</u></p> <p>Commissioner asked for explanation of use of the terms “FEMA,” “floodplain,” and “floodway” in RZC Appendix 1.D.1.b.</p> <p><u>Staff Comments</u></p> <p>The FEMA 100-year floodplain is the physical area that is inundated during a 100-year storm event. Another way of saying it is, “an area with a 1% chance of flooding to a certain depth in any given year.”</p> <p>The floodway is a planning tool. It is a designation created to determine how far into the 100-floodplain building can be allowed without raising floodwaters to a designated height. Running model simulations repeatedly identifies a corridor in the floodplain that becomes the floodway. There is both a FEMA floodway and a zero-rise floodway.</p> <p>The purpose of the requirements in RZC Appendix 1 is to have applicants summarize flood hazards for development sites, including descriptions and calculations for both the floodplain and the floodway.</p>	<p>Opened 5/28/25</p> <p>Closed 6/11</p>



Redmond
WASHINGTON

**NOTICE OF PUBLIC HEARING
CITY OF REDMOND**

**Redmond Zoning Code Amendment:
Proposal Name (LAND-2025-00121)**

The City of Redmond Planning Commission will hold a Public Hearing at Redmond City Hall Council Chambers, 15670 NE 85th Street, Redmond, Washington on **June 11, 2025 at 7 p.m.** or as soon thereafter, on:

SUBJECT: Zoning Code Amendment for **2025 Annual Code Cleanup**. Project number LAND-2025-00121. The proposal includes minor amendments to RZC 21.40, Parking Standards, RZC 21.76, Review Procedures, and RZC 21.78, Definitions.

REQUESTED ACTION: Planning Commission recommendation on the proposed amendment to the Redmond Zoning Code.

PUBLIC PARTICIPATION: Join in-person at City Hall, watch live at [redmond.gov/RCTV](https://www.redmond.gov/RCTV), Comcast channel 21, Ziplly channel 34, on [facebook.com/CityofRedmond](https://www.facebook.com/CityofRedmond), or listen live by phone by calling 510-335-7371.

Public comment can be provided in-person or by phone during the meeting by providing a name and phone number to PlanningCommission@redmond.gov no later than 5 p.m. on the day of the hearing.

Written public comments should be submitted prior to the hearing by email to PlanningCommission@redmond.gov no later than 5 p.m. on the hearing date. Comments may also be sent by mail to: Planning Commission, MS: 4SPL, P.O. Box 97010, Redmond, Washington, 98073-9710.

A copy of the proposal is available at [redmond.gov/671/Proposed-Minor-Code-Changes](https://www.redmond.gov/671/Proposed-Minor-Code-Changes). If you have any comments, questions, or would like to be a Party-of-Record on this proposal, **please contact Jeff Churchill, Planning Manager, 425-556-2492, jchurchill@redmond.gov.**

If you are hearing or visually impaired, please notify Planning Department staff at 425-556-2441 one week in advance of the hearing to arrange for assistance.

LEGAL NOTICE: May 21, 2025



MEETING MINUTES

REDMOND PLANNING COMMISSION MEETING

Wednesday, June 11, 2025 – 7:00 p.m.

1. Call to Order & Roll Call – 7:00 p.m.

Commissioners Present: Chair Susan Weston, Commissioners Adam Coleman, Bryan Copley, Denice Gagner, Tara Van Niman, and Aparna Varadharajan

Commissioners Excused: Vice-Chair Jeannine Woodyear

Staff Present: Lauren Alpert, Jeff Churchill, Glenn Coil, Michael Hintze, Francesca Liburdy, Nick Roach, and Chris Wyatt

Recording Secretary: Carolyn Garza, LLC

2. Approval of the Agenda

- *Motion to approve the Agenda by Commissioner Copley, seconded by Commissioner Coleman. The Motion passed.*

3. Approval of Meeting Minutes

- *Motion by Commissioner Copley to approve the May 28, 2025 Meeting Minutes. Motion seconded by Commissioner Coleman. The Motion passed unanimously.*

4. Items from the Audience (General)

- **Rachel Mazur**, Hillis Clark Martin & Peterson P.S., 999 - 3rd Avenue, Suite 4600, Seattle, WA, Land Use Council for Columbia Pacific Advisors, stated that written comments had been submitted last Friday and stated being available for questions in the audience during the meeting.

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- **David Morton**, Redmond 98053, began speaking regarding the Redmond Flex Urban Development Project. Chair Weston stated that the verbal Public Hearing in question had been closed, but that written comment remains open, and the written comment of David Morton had been received earlier today.
- **Ben Varin** also wished to comment to the Public Hearing which had been closed to verbal comments at the last meeting and did not have other General Comment.

5. Annual Redmond Zoning Code Amendments (Public Hearing and Study Session)

Planning Manager Churchill gave the presentation.

Public Hearing

There were no requests to speak.

Chair Weston closed both written and verbal portions of the Public Hearing.

Study Session

Planning Manager Churchill stated that regarding the remaining issue on the Matrix, staff had provided an explanation regarding Flood Plains and Floodways. Chair Weston closed the Issue and clarified that there was no further review needed.

Motion by Commissioner Copley to recommend approval to City Council of the 2025 Annual Cleanup Package for the Redmond Zoning Code. Motion seconded by Commissioner Van Niman. The Motion passed unanimously.

6. Transportation Master Plan (TMP) (Status Update)

Planning Manager Hintze began the presentation with street plan goals.

Commissioner Aparna asked if bike lanes can cosmetically be different than the road for vehicles to indicate speeds visually and for safety around various motorized equipment, and more safety clarity at intersections. Planning Manager Hintze replied that design refinements are needed, and that the TMP will look at signal timing in the Bike chapter.

Chair Weston asked that when an Issue Matrix is created, questions be captured with the name of the asking Commissioner so that comments can eventually be closed, and that one topic at a time be raised.

Senior Planner Liburdy continued with the transit presentation.

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Chair Weston asked that Lake Washington School District statistic information be brought back for a discussion regarding school buses and the amount of traffic involved getting children to and from school, similar to how Sound Transit is quantified, and information regarding transit options for major employers.

Commissioner Van Niman asked for more information regarding bus options and school partnerships in the Plan.

Commissioner Gagner asked how transit hubs will improve mobility for underserved communities.

Commissioner Coleman stated that there is an opportunity to create a mix of usage through an agreement between schools and Metro to reduce traffic.

Commissioner Aparna asked if central parcels within neighborhoods could become transit stops.

Planning Manager Hintze continued with the bicycle presentation.

Commissioner Van Niman stated that an important component is a marketing strategy or outreach to schools, large employers, and the community regarding biking. Chair Weston stated that safe places for bike lock ups should be included.

Commissioner Aparna stated that large employers offer showers and secure bicycle storage.

Chair Weston stated that the micro-mobility bucket is overly broad, that speeds of various motorized equipment are a hazard on a non-motorized bike or pedestrian path, and that licenses and training are not required for many.

Commissioner Gagner asked if e-scooter goals have been met and how metrics have been measured and communicated to the public.

Commissioner Coleman stated that clarity in labeling the types of motorized equipment is needed as well as difference in performance, in example, the time to accelerate to a speed is needed before mixing types within lanes.

Commissioner Aparna asked if zones are being considered to be completely pedestrian or for micro-mobility exclusively in centers during festivals.

Chair Weston asked for the current definition of separated bike lanes, and that the network map should be reviewed to ensure improvements are prioritized to extend trail segments to destinations.

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Senior Planner Liburdy continued the presentation with the pedestrian plan.

Commissioner Aparna stated that the wayfinding piece is key and a high-level of navigation capability is missing, such as where walking becomes interrupted or unsafe, and where connectivity becomes utilitarian more than recreational.

Commissioner Coleman asked for more assistance for the visually impaired. Planning Manager Hintze replied that there is an Americans with Disabilities Act (ADA) transition plan being developed.

Commissioner Van Niman stated that there is a Sea-Tac Airport employee with the sole job of wayfinding, asked if redevelopment would require a cut-through on private property, and if there is a way to ensure the pedestrian paths are kept free of public micro-mobility devices.

Chair Weston asked for clarification regarding acceptable jaywalking at low stress pedestrian crossings. Planning Manager Hintze replied that the intention of providing new mid-block crossings is to create safe, comfortable places for people to cross the street. Chair Weston asked that language be tightened for clarity.

Chair Weston stated that as the Issues Matrix does not include Commissioner names the issues will be reviewed to close in September.

Senior Planner Liburdy concluded the presentation with community engagement.

Commissioner Coleman stated waiting for an email reply regarding mitigating safety around Electric Vehicles (EV) in pedestrian areas.

Commissioner Aparna asked about the resilience of pavement and road materials from a safety perspective, such as an asphalt mix with potholes. Senior Planner Liburdy replied that there will be a maintenance tractor that will address maintenance of the transportation network, but not being within the Growth Management Act (GMA) requirements within Planning Commission purview. Commissioner Aparna stated that resilience should be addressed in all chapters, part of the 2050 charter.

Commissioner Coleman asked if a goal of 50% able to access a mass transit point within 10-minutes of walking is being considered.

7. 10-minute Break

8. 2025-26 Annual Docket (Public Hearing and Study Session)

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Senior Planner Coil stated that three written comments had been received since the last meeting. Verbal comments are closed.

Chair Weston stated for transparency that although code allows an option for the Planning Commission to add items to the docket that have not been through the formal docket process, the option is non-standard and that the Commission will need to decide if setting a precedent is wise; the application process was decided by Council, published, and Commissioners as representatives of the community received training in February, 2025. Deadlines, fees, and a two-step process for docket additions are for fairness and transparency. The docket item request in question has been communicated through emails, not published in a packet or with an opportunity for feedback from the public. The property owner has not applied although there has been steady contact with the city with opportunities to ask about the normal process. Re-opening verbal comments will be considered if the Planning Commission decides to move forward outside of the normal docket process.

Commissioner Van Niman stated that the property owner has operated in good faith, that Mayor Birney and Director Helland had directed the property owner to contact the Planning Commission, and that rather than working outside of the process, the process available is being used. Chair Weston replied that the interaction between the Mayor and Director was not known about by all Commissioners and Commissioner Van Niman described the timeline per a written comment from the property owner received today. Chair Weston stated that the information has not been distributed in the city packet. Senior Planner Coil replied that the written comment in question was forwarded via email to Commissioners. Commissioner Van Niman stated that the city has determined that all criteria have been met. Chair Weston replied that only a letter written by the property owner had been received and that the Planning Commission has not heard directly from the Planning Department Director or the Mayor instructing the Planning Commission to address.

Commissioner Aparna stated that the letter states that the Planning Director and Mayor were met with on May 23, 2025, while the deadline for applications was April 1, 2025. Commissioner VanNiman replied that later in the letter the property owner stated being directed to come to the Planning Commission. Commissioner Aparna replied that the deadline had already been missed, and that if a docket item is allowed to be considered outside of the process while others have respected the process in place, the precedent set by allowing could be detrimental; that the Planning Commission has the authority to add to the docket is for a principle and not to advocate for a particular parcel or project. Commissioner VanNiman stated again that the process states that the Planning Commission has the mechanism and that the Mayor and Planning Department Director have confirmed according to the letter from the property owner. Chair Weston replied that the process set by the City Council does not include the Planning Commission option and that the mechanism is question is in zoning code, separate.

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Commissioner Gagner asked if there was information regarding why the property owner missed the April deadline, approaching the Mayor after the deadline. Chair Weston replied no.

Commissioner Copley stated having read an email from Commissioner Aparna this evening after 5 p.m. opposing the docket addition and stated a concern about precedent. Commissioner Copley stated having called Rebecca Bloom with Columbia Pacific Advisors at 6 p.m. to ask why the deadline was missed. Bloom replied that the property owner was attempting to have code amended until April, and then contacted and was replied to via email by Carol Helland, Planning Director, and Mayor Birney, to go through the process.

Chair Weston stated that the property owner had been spoken with on November 6, 2024 through the code change process, and that they were referred to the docket process on December 4, 2024, the Planning Commission decision. Training on the process was held on February 12, 2025 and the property owner has had numerous contacts with the city. The property owner was aware of pathways to be on the docket and to file on time if interested.

Commissioner Coleman stated not having seen the email or notes from a meeting with the Planning Director and Mayor, and other than the conversation the issue would not be considered. Chair Weston stated not being aware of documentation.

Commissioner Aparna stated that if the Planning Director and Mayor asked the property owner to come to the Planning Commission, the suggestion did not indicate the project would be placed on the docket, not a mandate.

Commissioner Gagner asked for staff opinion. Senior Planner Coil replied that staff does not take a position and referred the Commission to threshold criteria analysis.

Chair Weston stated that there is not disagreement that there is an option in zoning code for the Planning Commission to be able to offer, but the question is if the Planning Commission as a group believes this is a good path forward, to use the statement in zoning code to shepherd certain projects around the stated process.

Commissioner Coleman asked how many times a similar situation has arisen, and Planning Manager Churchill replied that the situation has never happened in memory. Commissioner Coleman asked for clarification that allowing this will open the opportunity to bypass the process and Chair Weston replied yes, that is the implication.

Commissioner Van Niman asked why a property owner would choose to be late and that the property owner operates in good faith. Chair Weston replied that there is a \$10,104.70 application fee to change zoning code by City Council to reclaim time and wages of the city, and by not applying the city must cover the fee. The property owner has offered today to cover the fee, but the fee is a standard part of the application process and why there is a process. Chair Weston stated that there is the appearance, but possibly not the intent, of lobbying rather than using proper process channels with Public Comment. Chair Weston stated that whether Commission efforts should be put

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into alternate channels from those already published is in question and not to discuss why the property owner was late.

Commissioner Copley asked why the Planning Commission has the capability in zoning code if it is not going to be used and stated that providing housing is important. Chair Weston replied that the stage of the process is not to argue the merits of a particular project but only whether to put a project on the docket. Commissioner Copley asked if the question was to docket the item or about docketing in general. Chair Weston replied that the process was not being addressed at this time. Commissioner Copley asked for clarification that including the project on the docket would set a precedent and Chair Weston replied that a published procedure could be circumnavigated.

Chair Weston asked if the Issues Matrix could be discussed, with further discussion regarding the project in question following.

Senior Planner Coil stated that the first item was regarding the timing of an application. The second item was related to the threshold criteria analysis. Chair Weston asked to review number four regarding the fee, followed by discussion of the remainder of items as desired by the Commission. Planning Manager Churchill stated that the fee is a combined Comprehensive Plan amendment fee and SEPA fee, that the city Attorney is researching if there is a mechanism for the property owner to pay the fee offered today, and that there must be an answer before City Council can make a decision. Chair Weston stated clarification that the research is because the request is outside of the normal process.

Commissioner Copley stated that the fee must be paid to avoid a precedent of circumnavigating the fee.

Commissioner Aparna stated that the property owner has not made an official application, and while informal application has been made and an email stated the fee will be covered, and staff has been asked to look into the project based on a Public Comment only and that the Planning Commissioners could be approached individually in various ways outside of the Commission. Conversations are being held outside of the process, which builds consensus outside, but basic discussions must be held within the Commission process. Chair Weston stated that discussion regarding the merit of the process is not being discussed and asked for a Motion to pass the docket as is, with a possible amendment after the Motion, and that if the amendment is seconded discussion and a vote can occur or four Commissioners voting in favor.

Commissioner Copley asked if the Commissioners feel they have the information needed to vote. Commissioner Coleman asked for notes from the meeting mentioned in the email from the property owner to understand if the Planning Commission was being instructed to look at the project for the docket. Chair Weston replied that the Commission has not been instructed to do so. Commissioner Coleman asked if the conversation in question should be struck as there is no confirmation. Commissioner Van Niman replied that the property owner wrote that they were given the advice. Commissioner Coleman asked again where the notes are from the conversation, hearsay at this point, and that the principal of the process is at risk by setting a

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precedent. Chair Weston stated that there is not a formal application. Commissioner Van Niman stated trusting that the Planning Director and the Mayor told the property owner to come to the Planning Commission.

Chair Weston stated that there is a difference of opinion that will not be productive to argue further and asked if there are other questions needing to be satisfied to hold a vote. Commissioner Copley stated feeling conflicted, inclined to believe the property owner is operating in good faith, however that allowing the process to be subverted will create problems in the future and that much of the information has only been received by Commissioners after 5 p.m. today, not a part of the public disclosure package, the responsibility of the Commission being to know the full picture prior to voting.

Commissioner Aparna stated having emailed objections to Commissioners the prior weekend. The property owner added comments via email late this afternoon, the timing a matter of concern as the last meeting Minutes were published last week. The first missed deadline was most likely an error, acknowledged, but that the process continues to be subverted; the Public Hearing was published but the information from the property owner was sent two hours prior to the meeting.

Chair Weston asked Commissioner Copley if there was a specific question that could help a decision and Commissioner Copley replied no, originally hoping to better understand not setting a precedent as a new Commissioner but now understanding that the issue has never come up.

Chair Weston asked that unless there are additional questions, an amendment is a valid choice if needed, the facts unchanging, and asked again if there is any information that could change confidence level in the choice. Commissioner Copley replied that lack of an opportunity for Public Comment was the only issue. Chair Weston stated that there is an option to re-open Public Comment in a Motion and vote.

Motion by Commissioner Copley to re-open all Public Comment. Motion seconded by Commissioner Van Niman. The Motion failed 3-3 with no abstentions (Four in favor did not occur).

Chair Weston closed written comment.

Motion by Commissioner Van Niman to add the project to the docket. There was not a second. The Motion failed.

Motion by Commissioner Aparna to recommend approval to the City Council of the 2025-26 Annual Docket as presented in the packet. Motion seconded by Commissioner Van Niman. There was no further discussion. The Motion passed with one abstention.

9. Staff & Commissioner Updates

Senior Planner Alpert stated that a Lunch & Learn was held for staff with Eastside for All, a community-based organization. On Tuesday, June 17, 2025, Principal Planner Frey

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June 11, 2025

will be on a panel for accessible design cohosted with the Visibility Empowerment Center and Magical Bridge Foundation, a free webinar.

Planning Manager Churchill stated that City Council will address the 2025 Code Package and a resolution authorizing the application for County wide centers for Marymoor Village and the Southeast Redmond Manufacturing Industrial Center on June 17, 2025. Two projects beginning are a Center market study and the Capital Investment Strategy update.

10. Adjourn

- *Motion to adjourn at 9:08 p.m. by Commissioner Copley, seconded by Commissioner Aparna. The Motion passed.*

Minutes approved on:
July 23, 2025

Planning Commission Chair

Signed by:

Susan Weston

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TECHNICAL COMMITTEE REPORT AND RECOMMENDATION TO THE PLANNING COMMISSION

May 21, 2025

Project File Number:	LAND-2025-00121; SEPA-2025-00122	
Proposal Name:	2025 Annual Code Cleanup	
Applicant:	City of Redmond	
Staff Contacts:	Jeff Churchill, Long Range Planning Manager	425-556-2492

TECHNICAL COMMITTEE COMPLIANCE REVIEW AND RECOMMENDATION

Technical Committee shall make a recommendation to the Planning Commission for all Type VI reviews (RZC 21.76.060.E). The Technical Committee’s recommendation shall be based on the decision criteria set forth in the Redmond Zoning Code. Review Criteria: *RZC 21.76.070.AE Zoning Code Amendment -Text*

REDMOND ZONING CODE AMENDMENT SUMMARY

The City of Redmond is proposing amendments to the Redmond Zoning Code (RZC) to clarify various requirements to improve usability of the RZC for staff, customers, and community members. The amendments are summarized in the table below.

Chapter	Amendment Summary	Rationale
RZC 21.40 Parking Standards	Clarifies that change of use is not a trigger for requiring additional parking.	Removes barrier to re-tenanting existing space.
RZC 21.76 Review Procedures	Correct error concerning public hearings for Type V permits.	Corrects error.
RZC 21.78 Definitions	Add definition for “culvert” where none exists.	Ensures all code users have common understanding of the term.

RZC 21.76.070.AE - TEXT AMENDMENT CRITERIA	MEETS/ DOES NOT MEET
All amendments to the RZC processed under this section shall be in conformance with the Comprehensive Plan.	Meets

STATE ENVIRONMENTAL POLICY ACT (SEPA)

The lead agency for this proposal has determined that the requirements of environmental analysis, protection, and mitigation measures have been adequately addressed through the City's regulations and Comprehensive Plan together with applicable state and federal laws. Additionally, the lead agency has determined that the proposal does not have a probable significant adverse impact on the environment as described under SEPA. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2). This decision was made after review of a completed environmental checklist and other information on file with the lead agency.

- ❖ In accordance with WAC 197-11-340(2) an opportunity for comment and appeal period was provided from May 28 to June 11, 2025.

DEPARTMENT OF COMMERCE NOTIFICATION

The City notified the Washington State Department of Commerce of its intent to adopt amendments to development regulations on May 21, 2025.

STAFF RECOMMENDATION

Based on the compliance review of the decision criteria set forth in RZC 21.76.070.AE Zoning Code Amendment - Text, staff recommends **approval** of the proposed amendments. Staff compliance review and analysis is provided in Attachment A.

TECHNICAL COMMITTEE RECOMMENDATION

The Technical Committee has reviewed the proposed amendments identified in Attachment B and finds the amendments to be **consistent** with review criteria in RZC 21.76.070.AE Zoning Code Amendment - Text.

REVIEWED AND APPROVED BY

Carol N. Helland

Aaron Bert

Carol Helland,
Planning and Community Development
Director

Aaron Bert,
Public Works Director

Attachments

- A. Staff Compliance Review and Analysis
- B. Proposed Redmond Zoning Code Amendments



ATTACHMENT A: STAFF COMPLIANCE REVIEW AND ANALYSIS
2025 Annual Code Cleanup
LAND-2025-00121; SEPA-2025-00122

Redmond Zoning Code Text Amendment Criteria (RZC 21.76.070.AE)

CRITERION	ANALYSIS
All amendments to the RZC processed under this section shall be in conformance with the Comprehensive Plan.	Meets. The proposed amendments correct errors and improve code clarity. Making the amendments is consistent with Comprehensive Plan policy PI-17, which reads: <i>Prepare and maintain development regulations that implement Redmond's Comprehensive Plan and include all significant development requirements. Ensure that the regulations are clearly written and can be efficiently and effectively carried out. Avoid duplicative or inconsistent requirements. Ensure that the development regulations can be accessed, understood, and used to the greatest extent possible by all people.</i>

REDMOND ZONING CODE

Code Amendment Summary

Non-Conforming Parking

Subject Matter Expert	<i>Jeff Churchill</i>
Author	<i>Jeff Churchill</i>
Policy Basis for Amendment	TR-35
Relevant Code Portions	RZC 21.40.010.C.1

Proposed Amendment Overview

The amendment clarifies that on sites with non-conforming parking quantities, a change of use is not a trigger for requiring additional parking if there is no increase in size of the structure and no increase in the degree of non-conformity.

Rationale

- Removes barrier to re-tenanting existing space.
- Consistent with Comprehensive Plan policy TR-35 concerning prioritizing space for people, housing, jobs, services, recreation, amenities, and environmental sustainability.

Key Decision Points (as applicable)

- N/A

Stakeholder Feedback to Date

- None

EXISTING CODE:

C.1. Nonconforming Parking.

- a. A development that met the parking requirements in effect at the time it was approved but that does not have sufficient parking spaces to meet the current requirements of this chapter, may continue to operate with the parking deficiency as long as no enlargement is made that would require additional parking spaces;
- b. When a development with nonconforming parking is enlarged so as to require additional parking spaces, the requirements of this chapter shall apply only to the enlargement;
- c. When a preexisting building with nonconforming parking is remodeled or rehabilitated but not enlarged, the existing use of the building may continue without providing additional parking. In the event that the land use is increased by an addition of building square footage, the minimum level of parking required, including bicycle parking required by this chapter, consistent with the increased land use affected by the change must be

provided, or an approved Mobility Management Program, as provided in RZC 21.52.020, Mobility Management Program, must be implemented for the site that effectively reduces parking demand;

d. When additional uses are placed on the same lot with the nonconforming parking or an enlarged lot of which the lot with nonconforming parking is a part, the requirements of this chapter shall apply only to the additional use; and

e. *Repealed.*

f. *Parking in Downtown, Overlake, and Marymoor Design Districts.*

i. Developments with nonconforming parking shall not be required to provide additional parking spaces when a change of use occurs or minor improvements are performed; provided, that the change of use or minor improvement does not enlarge the structure or increase the amount of nonconformity.

ii. Developments, sites, and structures where a portion of the sites and/or structures have been obtained under threat of condemnation shall not be required to provide additional parking spaces than that which was sufficient to meet the requirements in place during the most recent development or construction of the site.

WORKING AMENDMENT:

C.1. Nonconforming Parking.

a. A development that met the parking requirements in effect at the time it was approved but that does not have sufficient parking spaces to meet the current requirements of this chapter, may continue to operate with the parking deficiency as long as no enlargement is made that would require additional parking spaces;

b. When a development with nonconforming parking is enlarged so as to require additional parking spaces, the requirements of this chapter shall apply only to the enlargement;

c. When a preexisting building with nonconforming parking is remodeled or rehabilitated but not enlarged, the existing use of the building may continue without providing additional parking. In the event that the land use is increased by an addition of building square footage, the minimum level of parking required, including bicycle parking required by this chapter, consistent with the increased land use affected by the change must be provided, or an approved Mobility Management Program, as provided in RZC 21.52.020, Mobility Management Program, must be implemented for the site that effectively reduces parking demand;

d. When additional uses are placed on the same lot with the nonconforming parking or an enlarged lot of which the lot with nonconforming parking is a part, the requirements of this chapter shall apply only to the additional use; and

~~e. Repealed.~~

~~f. Parking in Downtown, Overlake, and Marymoor Design Districts.~~

~~e. i.~~—Developments with nonconforming parking shall not be required to provide additional parking spaces when a change of use occurs or minor improvements are performed; provided, that the change of use or minor improvement does not enlarge the structure or increase the amount of nonconformity.

~~f. ii.~~—Developments, sites, and structures in Downtown, Overlake, and Marymoor Village where a portion of the sites and/or structures have been obtained under threat of condemnation shall not be required to provide additional parking spaces than that which was sufficient to meet the requirements in place during the most recent development or construction of the site.

Public Hearing Prior to Decision?	No	No	Yes, Hearing Examiner (or Landmark Commission) ²	Yes, Hearing Examiner	No	Yes, Planning Commission
Decision Maker	Appropriate Department	Technical Committee	Hearing Examiner (or Landmark Commission) ²	City Council	City Council	City Council
Administrative Appeal Body	Hearing Examiner (Hearing Examiner decision on appeal may be appealed to Superior Court.)	Hearing Examiner ¹ (Hearing Examiner decision on appeal may be appealed to Superior Court.)	None (decision appealable to Superior Court) ¹ Hearing Examiner ³ (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:

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.
2. Landmark Commission makes decisions for Certificate of Appropriateness Level III permits.
3. Only for decision by Landmark Commission

WORKING AMENDMENT:

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.	No	Notice of Public Hearing provided.
Public Hearing Prior to Decision?	No	No	Yes, Hearing Examiner (or Landmark Commission) ²	Yes, Hearing Examiner	Yes	Yes, Planning Commission
Decision Maker	Appropriate Department	Technical Committee	Hearing Examiner (or Landmark Commission) ²	City Council	City Council	City Council
Administrative Appeal Body	Hearing Examiner (Hearing Examiner decision on appeal may be appealed to Superior Court.)	Hearing Examiner ¹ (Hearing Examiner decision on appeal may be appealed to Superior Court.)	None (decision appealable to Superior Court) ¹ Hearing Examiner ³ (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:

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REDMOND ZONING CODE

Code Amendment Summary

Definition of Culvert

Subject Matter Expert	<i>Doug De Vries, Cindy Wellborn</i>
Author	<i>Lauren Alpert</i>
Other Key Staff	<i>N/A</i>
Policy Basis for Amendment	<i>Provide clarity to stakeholders including applicants, city leaders, hearing examiner, and staff. The definition also in compliance with the Washington State regulations.</i>
Relevant Code Portions	<i>Article VIII Definitions (21.78) C definitions 21.08.147, 21.64.020, 21.14.070, 21.64.020.D.3, 21.14.070 Definition for In-Water Structure</i>

Proposed Amendment Overview

- Adds definition to 21.78 for culverts

Rationale

- Adding clarity for users of the code

Research Methods and Findings (as applicable)

- It complies with WA and Federal regulations

Key Decision Points (as applicable)

- Use bulleted list to highlight the Team's most significant decision points; sub bullets are ok

Stakeholder Feedback to Date

- Include no more than 3 items; sub bullets are ok

EXISTING CODE:

No definition currently exists

WORKING AMENDMENT:

Culvert. A structure, typically under a roadway, rail line, trail or embankment, that is used to convey flow from a natural channel or drainage ditch.

PROPOSED AMENDMENT:

Culvert. A structure or pipe which is designed to convey stormwater through an obstacle such as beneath a road, railway, trail or embankment. Culverts can be classified as either fish passage or standard.

Last edited: <date>
Previous revisions: <list of dates>