



Memorandum

Date: 8/16/2022
Meeting of: City Council

File No. AM No. 22-117
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Jeff Churchill	Planning Manager
Planning and Community Development	Glenn B. Coil	Senior Planner

TITLE:

Approval of the Planning Commission’s Municipal Code and Rules of Procedure Revisions

- a. Ordinance No. 3092: An Ordinance of the City of Redmond, Washington, Amending Redmond Municipal Code Chapter 4.43, Planning Commission, to Update and Clarify Authority and Duties, Composition, and Term of Office
- b. Resolution No. 1561: A Resolution of the City Council of the City of Redmond, Washington, Approving Updated Rules of Procedure for the Planning Commission

OVERVIEW STATEMENT:

Planning Commission and City staff recommend the following updates:

- Amendments to RMC 4.43, Planning Commission, to provide clarity and remove outdated provisions, specifically in sections:
 - RMC 4.43.020, Authority and Duties
 - RMC 4.43.030, Composition
 - RMC 4.43.060, Term of Office
- Approval of updated Planning Commission Rules of Procedure, to clarify and update rules regarding the Planning Commission's organization, meetings, and quorum and voting practices, as well as update outdated terminology.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
RMC 4.43.090 requires the Planning Commission to adopt rules of procedure that are approved by the City Council.
- **Council Request:**
N/A
- **Other Key Facts:**
During implementation of remote meeting practices during COVID-19 emergency, staff and Commissioners reviewed Planning Commission municipal code provisions and rules of procedure and identified outdated and unclear provisions. RMC provisions were last updated in 2011, while Planning Commission rules were last updated in 2014. The proposed updates would bring each into line with current rules and practices.

OUTCOMES:

The outcome of updating RMC provisions related to the Planning Commission as well as Planning Commission Rules of Procedure will be to align the RMC and Rules of Procedure with current practices, remove outdated references, and clarify language.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
Planning Commission adopted updated Rules of Procedure at its May 25, 2022 meeting.

BUDGET IMPACT:

Total Cost:

\$4,535,222 is the total appropriation to the Community and Economic Development offer and is where staff expenses related to the Planning Commission are budgeted.

Approved in current biennial budget: **Yes** **No** **N/A**

Budget Offer Number:

000250

Budget Priority:

Vibrant and Connected

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

N/A

Funding source(s):

General fund

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/9/2022	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

Planning Commission will continue to be governed by outdated code and rules that do not align with current practices.

ATTACHMENTS:

- A. Ordinance Amending RMC 4.43, Planning Commission
- B. Resolution Approving Planning Commission Rules of Procedure
 - 1. Planning Commission Rules - May 2022