

**REDMOND ZONING CODE
Article VI Review Procedures**

**21.76.070. Land Use Actions and Decisions Criteria
J. Comprehensive Plan Map and/or Policy Amendment**

J. Comprehensive Plan Map and/or Policy Amendment.

1. Purpose. The purpose of this section is to establish procedures, pursuant to RCW 36.70A, for the review and amendment of the Comprehensive Plan and implementing development regulations.
 - a. The Annual Comprehensive Amendment Review Docket (“Annual Review Docket”) will establish the annual list of proposed Comprehensive Plan amendments and related development regulations that the City Council determines, after review and consultation with the Planning Commission, to be included for review and consideration for any given year.
 - b. Placement of an amendment request on the Annual Review Docket does not mean the amendment request will be approved by the City Council.
2. Review Process and Approving Authority
 - a. The Growth Management Act, RCW 36.70A, provides that Comprehensive Plan amendments can occur no more than once a year with limited exceptions.
 - b. The Growth Management Act further provides that all proposals shall be considered by the governing body concurrently so the cumulative effect of the various proposals can be ascertained.
 - c. The City Council has decision-making authority over all Comprehensive Plan and development regulation amendment proposals considered for inclusion on the annual review docket.
 - d. Exemptions.
 - i. Changes in the organization, format, appearance, profiles, narrative, illustrations, examples or other nonmaterial changes to the Comprehensive Plan may be made by the Department of Planning and Community Development and are exempt from this section. Amendments to facility plans for City-managed utilities shall follow those procedures described in the Capital Facilities Element of the Redmond Comprehensive Plan.
 - ii. Comprehensive Plan Amendments exempt under RCW 36.70A.130.

- e. For any given year, the City establishes an application process with due date, as shown in Figure 21.76.070A. Applications received after the due date may be considered as part of the following year's Comprehensive Plan docketing process.
- f. Sequence for establishing the annual docket. Figure 21.76.070A identifies major steps involved in establishing the annual Comprehensive Plan docket.

Figure 21.76.070A
Flow Chart for Annual Docketing Process



3. Who May Apply.

- a. Unless initiated by City Council, no Comprehensive Plan amendment application may be reinitiated for two years after its denial by Council, either as a proposal for further consideration on the docket or as a docketed proposal.
- b. Members of the Public.

Persons or entities other than the City Council, the City Planning Commission and City staff (hereinafter referred to collectively as “the public”) may initiate Comprehensive Plan amendment proposals subject to the provisions of this chapter. A property owner or authorized agent of the property owner may propose a site-specific amendment to the Comprehensive Plan.

- c. City Council.
 - i. Initiation. Proposals to be considered for inclusion on the Annual Review Docket may be made by the City Council at any time. An affirmative vote of not less than a majority of the total members of the Council is required to initiate consideration of an amendment.
 - ii. Review. Amendment proposals initiated by City Council will be reviewed by the Planning Commission and acted upon by Council as set forth in this section.
 - d. Planning Commission.
 - i. Initiation. Proposals to amend the Comprehensive Plan may be made by the Planning Commission at any time and submitted to the City Council for consideration for inclusion in the Annual Review Docket. An affirmative vote of not less than a majority of the total members of the Commission is required to initiate consideration of an amendment.
 - ii. Review. The Council will review the Planning Commission proposals and determine which will be included in the Annual Review Docket in accordance with the procedural requirements set forth in this section.
 - e. City Staff. City staff may recommend Comprehensive Plan amendments to be considered by the Planning Commission for inclusion on the Annual Review Docket.
4. Minimum Application Requirements.
- a. The following provisions do not apply to amendment proposals initiated by City Council, Planning Commission and City staff.
 - b. Applicants must schedule and attend a pre-application meeting with Planning staff before submitting an application. The meeting is designed to provide early feedback and direction on the applicant’s proposal.
 - c. Applications must provide sufficient information or adequate detail to review and assess whether or not the proposal meets the applicable threshold criteria identified in this section.
 - d. The City may request additional information as part of the application review process. A determination that the proposal contains sufficient information and adequate detail for

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the purpose of docketing does not preclude the City from requesting additional information at a later time.

- e. Fee. The applicable application fee is listed on the current Development Services fee schedule. Payment of the fee is required when the application is submitted.
5. Annual Review Docket Application Procedures.
- a. Schedule. The Annual Review Docket application schedule will occur pursuant to the approximate schedule below.

PRIOR TO	PROCESS
By March 15	Applicants are required to initiate and attend a pre-proposal meeting with Planning staff.
Jan - April 1	Application acceptance period.
April 1	Application deadline.
By July 1	Planning Commission reviews proposed amendments, holds public hearing(s), and makes recommendation to Council.
By August 31	Council determines proposed amendment outcomes (include, exclude, or defer) and approves the Annual Review Docket.
No later than August 31 of the following year	Council evaluates and takes final action on each docketed item.

- b. Frequency. The Growth Management Act, RCW 36.70A, provides that Comprehensive Plan amendments can occur no more than once a year with limited exceptions. The City Council may exercise its discretion to not open an annual docket and may choose to exercise that discretion in years in which a periodic review of the Comprehensive Plan is required under RCW 36.70A. The public participation component of a periodic Comprehensive Plan update will provide early and continuous opportunities for the public to participate in the development and amendment of comprehensive land use plans and development regulations implementing such plans.
6. Threshold Criteria. The following threshold decision criteria will be used in determining which proposed Comprehensive Plan amendments will receive further consideration in a given docket cycle. Applications not included in an Annual Review Docket may be submitted

in subsequent annual docketing processes and would be evaluated again for consistency with criteria.

- a. Amending the Comprehensive Plan is the most appropriate mechanism available, as the desired outcome cannot be addressed as a regulatory or budgetary process, or by a work program approved by City Council;
 - b. The proposed amendment is best addressed as an individually docketed item, instead of evaluated as part of a periodic update to Redmond's Comprehensive Plan, neighborhood plan update, or other planning processes such as those led by regional or state agencies;
 - c. The proposed amendment is consistent with policy implementation in the King County Countywide Planning Policies, the Growth Management Act, other state or federal law, and the Washington Administrative Code;
 - d. The proposed amendment can be reasonably reviewed within the staffing resources and operational budget allocated to the Department. In making this determination the following shall be considered:
 - i. The amount of research and analysis needed to develop the proposal;
 - ii. The potential for the proposal to impact multiple sections of the Comprehensive Plan and or zoning code;
 - iii. The amount of public engagement needed to fully develop the amendments; and
 - iv. If consultant support would be needed to fully develop the proposal.
 - e. The proposed amendment addresses the interests and changed conditions of the entire City as identified in its long-range planning and policy documents and is compatible with the overall vision and goals of the Comprehensive Plan; and
 - f. The proposed amendment or similar amendment has not been considered or rejected within the last two years.
7. Council Review. The City Council shall review the recommendation of the Planning Commission and consider whether any proposed amendment should be included in or excluded from the annual review, or should be deferred.
- a. Include. The City Council's decision to include an application in the Annual Review Docket is procedural only and does not constitute a decision by the City Council as to whether the proposed amendment will ultimately be approved.
 - b. Exclude. The City Council's decision to exclude an application from the docket terminates the application. Proposals excluded from the annual review docket may not be considered again for a period of two years.

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- c. Defer. The City Council's decision to defer an application means the application may be considered, as specified by the Council, for the next annual docket cycle, neighborhood plan review and update, a previously established work program, or the next periodic review cycle.
8. Final Review of Docketed Proposals. The final review process will evaluate the proposed amendments included in the Annual Review Docket and culminate in Council action on the proposed amendments.
 - a. Planning Commission Review. The Planning Commission will review the proposed amendments included in the Annual Review Docket, hold a public hearing, and make a recommendation to the City Council as to each proposed amendment, using the criteria set forth below in section 9 below.
 - b. City Council Action. The City Council will review the Planning Commission recommendations and the criteria set forth below and take action on each proposed amendment in the Annual Review Docket. Council can reject or accept in whole or part the Planning Commission's recommendations.
9. Criteria for Evaluation and Action. Each docketed proposal shall be reviewed with consideration to the criteria below. The review process shall follow Type VI (legislative) permit procedures as described in RZC 21.76.050.
 - a. Consistency with the Growth Management Act (GMA), the State of Washington Department of Commerce Procedural Criteria, and the King County Countywide Planning Policies (CPPs);
 - b. Consistency with the Comprehensive Plan policies and the designation criteria;
 - c. If the purpose of the amendment is to change the allowed use in an area, the need for the land uses that would be allowed by the Comprehensive Plan amendment and whether the amendment would result in the loss of the capacity to meet other needed land uses, especially whether the proposed amendment complies with the policy on no net loss of housing capacity;
 - d. Consistency with the preferred growth and development pattern in of the Land Use Element of the Comprehensive Plan;
 - e. The capability of the land, including the prevalence of critical areas;
 - f. The capacity of public facilities and whether public facilities and services can be provided cost-effectively at the intensity allowed by the designation;
 - g. The proposed amendment addresses significantly changed conditions. In making this determination the following shall be considered:
 - i. Unanticipated consequences of an adopted policy, or
 - ii. Changed conditions on the subject property or its surrounding area, or

- iii. Changes related to the pertinent plan map or text; and
 - iv. Where such change of conditions creates conflicts in the Comprehensive Plan of a magnitude that would need to be addressed for the Comprehensive Plan to function as an integrated whole.
10. Approval by Ordinance. All amendments shall be approved by ordinance by the Redmond City Council.
11. Proposed Amendments for a Neighborhood Commercial Designation. The following additional procedures apply for proposed amendments to the Comprehensive Land Use Plan Map and Zoning Map for a Neighborhood Commercial designation.
- a. Conceptual Site Plan. The applicant shall include with the application a conceptual site plan, indicating proposed land uses, vehicular and nonmotorized access and parking, building height, building entrances, landscaping, open space, and community gathering areas. Architectural design, exact building shapes, and other detailed information required in a site plan shall not be required. The plan shall demonstrate feasibility of compliance with Redmond's Comprehensive Plan policies and Redmond Zoning Code regulations associated with Neighborhood Commercial land use and zoning designation, RZC 21.14.010, *Neighborhood Commercial (NC-1)* or RZC 21.14.015, *Neighborhood Commercial (NC-2)*.
 - b. Neighborhood Meeting. Applicants are required to hold a neighborhood meeting between two and eight weeks following submittal of the application. City staff shall be invited to attend the meeting. Notice of the meeting shall be mailed at least 21 days prior to the meeting to all property owners and residents within the respective neighborhood boundaries of the proposed project and to any other person known to the City to have expressed an interest in the individual amendment. The notice shall include the conceptual site plan. Neighborhood meeting purpose and requirements shall also apply, RZC 21.76.060.C, *Neighborhood Meetings*.
 - c. Availability of Application. The application, including the conceptual site plan, shall be available for public review at the Development Services Center for a minimum of fourteen days prior to the neighborhood meeting.
 - d. Comments from Neighborhood Meeting. The applicant shall consider the comments received at the neighborhood meeting and shall consider recommendations from City staff, if any, regarding potential revisions to the conceptual site plan to address neighborhood concerns. The applicant shall either (a) submit a revised conceptual site plan incorporating any such revisions, or (b) advise the City that no revisions will be made, within 60 days from the date of the neighborhood meeting. If the applicant does not resubmit or notify the City within the 60-day period, the City will process the application as submitted without revisions.

- e. Neighborhood Commercial Review Panel.
 - i. After receipt of the revised conceptual site plan or after 60 days has passed from the date of the neighborhood meeting, the City shall schedule the application for review by a Neighborhood Commercial Review Panel consisting of the following representatives to be appointed by the Mayor:
 - A. One member of the Redmond Planning Commission
 - B. Two members of the Redmond Design Review Board;
 - C. One member of the Redmond Technical Committee;
 - D. Three community representatives, to be selected according to the following order of priority:
 - 1. Members of any active Community Advisory Committee (CAC) for the neighborhood in which the proposal is located; or
 - 2. Members of any former CAC for the neighborhood in which the proposal is located;
 - E. In instances where there is no representative who meets the criteria set forth in subsection J.11.e.i.D above of this section, the Mayor may appoint a member of a Redmond board, commission, or committee, or an active civic leader from the neighborhood in which the project is located.
 - F. In addition to the seven representatives identified above, a Youth Advocate member is encouraged to participate on the review panel as a nonvoting member.
 - ii. The Neighborhood Commercial Review Panel shall provide a recommendation to the Technical Committee regarding whether the application for a Comprehensive Land Use Plan Map and Zoning Map amendment should be approved, modified, or denied, and shall include any recommended conditions for approval.
 - iii. The Neighborhood Commercial Review Panel's recommendation shall be included as an attachment to the Technical Committee Report and to the Planning Commission Report and referenced in the findings of fact.