



Memorandum

Date: 12/8/2020

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 20-357

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

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 DevelopmentBeverly Mesa-Zendt AICPDeputy Director		
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TITLE:

Development Review Fee Amendment for Comprehensive Plan Amendments

OVERVIEW STATEMENT:

Information will be provided in advance of the January 5, 2021 City Council meeting when staff will review proposed new development review fees for Comprehensive Plan Amendment applications.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Redmond Comprehensive Plan
- **Required:**
Redmond Zoning Code (RZC) 21.76.030 (E) Application Requirements, RZC 21. 76.070 J Comprehensive Plan Map and/or Policy Amendment, Chapter 36.70 RCW PLANNING ENABLING ACT
- **Council Request:**
N/A
- **Other Key Facts:**
On October 6, 2020, City Council adopted amendments to RZC 21. 76.070 J [Docket Process Amendments](https://www.redmond.gov/DocumentCenter/View/15343/ORD3010-PDF?bidId=>) [<https://www.redmond.gov/DocumentCenter/View/15343/ORD3010-PDF?bidId=>](https://www.redmond.gov/DocumentCenter/View/15343/ORD3010-PDF?bidId=>). At that time, staff informed City Council of their intent to bring forward proposed fees that support the time and staff resources required to prepare the Annual Docket of Comprehensive Plan amendments, Comprehensive Plan and related zoning code amendments. Staff has worked closely with Finance staff to analyze such costs based on typical staff hours and hourly staff rates utilizing examples from recent docket cycles.

The process for amending a Comprehensive Plan is deliberately prescriptive under the Growth Management Act and requires docketing, public notification, and public hearings to ensure that the same rigor is applied to docketed amendments that would be required for amendments associated with a periodic review. In Redmond, procedural steps include:

- Staff analysis, review, and reports,
- SEPA review,
- Technical Committee review,
- Planning Commission review
- Public Hearing and required publishing and notification,
- Public Outreach, and
- City Council Approval.

OUTCOMES:

New Comprehensive Plan Amendment fees will allow the City to be appropriately reimbursed for the staff time and resources required to fully process Comprehensive Plan amendments and related zoning changes when applicable. Currently, applications to revise the Redmond Zoning Code (maps or text changes) require fees that are calibrated to capture the expense and time associated with processing requested changes, however, if such a change is coupled with a Comprehensive Plan amendment, there are no applicable fees. Approval of this resolution will establish the following fee structure.

- A new Comprehensive Plan Amendment Fee of \$3,305,
- A combined Comprehensive Plan Land Use Map Amendment (\$3,305)/Rezone Fee (\$ 18,803.83 current 2020 fee) of \$22,108.83, and
- A combined Comprehensive Plan Text Amendment (\$3,305)/ Zoning Text Amendment Fee (\$13,195.80 current 2020 fee) of \$16,500.8.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**

Staff anticipates submitting the fee proposal to:

- Applicants who have expressed interest in submitting an application for the 20-21 Docket,
- Previous applicants,
- Building and development community representatives, and
- One Redmond.

- **Outreach Methods and Results:**

N/A

- **Feedback Summary:**

Staff will provide a summary of the outreach efforts at January 5, 2021 City Council meeting.

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget: ☐ Yes ☐ No ☒ N/A

Budget Offer Number:
N/A

Budget Priority:
Vibrant and Connected

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

If yes, explain:

This proposal would allow the collection of new fees for Comprehensive Plan amendments and would apply zoning code and map amendment fees where applicable.

Funding source(s):
N/A

Budget/Funding Constraints:
N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/8/2020	Committee of the Whole - Planning and Public Works	Receive Information
9/11/2020	Business Meeting	Receive Information
9/22/2020	Study Session	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
1/5/2021	Business Meeting	Receive Information
1/19/2021	Business Meeting	Approve

Time Constraints:

In accordance with the adopted revisions to RZC 21. 76.070 J, the City must open the 2021-'22 Docket for applications January through April of 2021. Approval of the new Comprehensive Plan Amendment Fees would support the new docket schedule for application intake, docket approval, and adoption of amendments.

ANTICIPATED RESULT IF NOT APPROVED:

Staff would not be able to charge fees services delivered to process the 21-22 Comprehensive Plan amendment docket cycle.

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ATTACHMENTS:

Attachments will be provided with the January 5, 2020 meeting materials.