



Memorandum

Date: 1/5/2021
Meeting of: City Council

File No. AM No. 21-008
Type: Staff Report

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	Beverly Mesa-Zendt	Deputy Director
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TITLE:

Development Review Fee Amendments - Comprehensive Plan Amendments

OVERVIEW STATEMENT:

Staff will review proposed new development review fees for Comprehensive Plan Amendment applications. Fees are proposed as a follow-up administrative item associated with amendments to RZC 21. 76.070 J Comprehensive Plan Map and/or Policy Amendment, adopted by City Council on October 10, 2020. Fees would be applicable for the 21-22 Comprehensive Plan Amendment Docket process.

☒ **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=>). 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 applicable costs based on typical staff needed, total 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:

- Pre-application meeting;
- 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 Review and 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 \$16,500.80.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
Outreach has occurred primarily during December, primarily the week of December 14, 2020.
- **Outreach Methods and Results:**
Staff provided a presentation on proposed amendments to OneRedmond on December 17, 2020.
Staff has submitted the fee proposal for review to:
 - Zoning code amendment interested parties;
 - Applicants who have expressed interest in submitting an application for the 20-21 Docket;
 - Previous applicants, and;
 - Building and development community representatives.Additionally, a notice of the proposed fee change was posted on the Development Services Center webpage.
- **Feedback Summary:**
Staff will provide a summary of the outreach efforts at the 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:

N/A

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. This would provide cost recovery for the staff time and resources required for managing the annual docket and the associated work required to amend the Comprehensive Plan and the Zoning Code.

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
12/8/2020	Committee of the Whole - Planning and Public Works	Receive Information
9/22/2020	Study Session	Receive Information
9/15/2020	Business Meeting	Receive Information
8/8/2020	Committee of the Whole - Planning and Public Works	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
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 allow the collection of fees to proceed on schedule with the new docket schedule for application intake, docket approval, and adoption of amendments.

ANTICIPATED RESULT IF NOT APPROVED:

Staff would accept applications for the 2021-22 Annual Docket of Comprehensive Plan Amendments in accordance with RZC 21. 76.070 (J) without the collection of fees.

ATTACHMENTS:

Attachment A: Amended Development Review Fee Schedule
Attachment B: Presentation