Code Rewrite Commission DGA
Attachment A

20F.30 Administrative Review Procedures

20F.30.10 Purpose. (*unchanged*)

20F.30.15 Types of Review.

20F.30.15-010 Purpose. *(unchanged)*

20F.30.15-015 Scope. *(unchanged)*

20F.30.15-020 Classification of Permits and Decisions.

(1) Type I Review: Minor Administrative Decisions. A Type I process is an administrative review and decision by the appropriate department or division. Applications reviewed under the Type I process are minor or ministerial administrative decisions and are exempt from certain administrative procedures, such as complete application review and decision timeframes. Decision and appeal authority varies by application and is set forth in RCDG 20F.30.30. The permits and actions reviewed and decided as Type I are listed in the table in RCDG 20F.30.15-040.

(2) Type II Review: Administrative, Technical Committee/Design Review Board Decisions/Landmark Commission.

(a) A Type II process is an administrative review and decision by the Technical Committee and, if required, by the Design Review Board or the Landmark Commission. Public notification is provided at the application and decision stages of the review. Appeals of Type II Technical Committee/Design Review Board decisions are made to the Hearing Examiner. The permits and actions reviewed and decided as Type II are listed in the table in RCDG 20F.30.15-040.

(b) For properties covered by the interlocal agreement with King County for preservation services, a Type II review will follow procedures in King County Code Chapter 20.62. Appeals are made to the Hearing Examiner.

(3) Type III Review: Hearing Examiner, Quasi-Judicial Decisions. This Type III process is a quasi-judicial review and decision made by the Hearing Examiner. The Hearing Examiner makes a decision based on a recommendation from the Technical Committee and, if required, the Design Review Board. A public meeting may be held prior to the Technical Committee/Design Review Board recommendation. The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing and decision stages of application review. The administrative appeal body is the City Council. The permits and actions reviewed and decided as Type III are listed in the table in RCDG 20F.30.15-040.

(4) Type IV Review: Hearing Examiner and City Council, Quasi-Judicial Decisions. A Type IV process is a quasi-judicial review and recommendation made by the Hearing Examiner and a decision made by the City Council. The Hearing Examiner considers the recommendation from the Technical Committee and, if required, the Design Review Board, as well as public testimony received at an open record public hearing. The City Council makes a decision based on a recommendation from the Hearing Examiner during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to King County Superior Court. The permits and actions reviewed and decided as Type IV are listed in the table in RCDG 20F.30.15-040.

(5) Type V Review: City Council, Quasi-Judicial Decisions. A Type V process is a quasi-judicial review and decision made by the City Council. The Technical Committee makes a recommendation to the City Council. Depending on the application, the Technical Committee may conduct a public meeting to obtain public input. The City Council may choose to hold a public hearing on the application prior to making a decision. Public notification is provided at the application, public hearing (if any), and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to King County Superior Court. The permits and actions reviewed and decided as Type V are listed in the table in RCDG 20F.30.15-040.

(6) Type VI Review: City Council, Legislative, Non-Project Decisions. A Type VI review is for legislative and/or non-project decisions made by the City Council under its authority to establish policies

and regulations regarding future private and public development and management of public lands. The Planning Commission or Code Rewrite Commission makes a recommendation to the City Council. The Planning Commission or Code Rewrite Commission will conduct a public hearing to obtain public testimony on the proposed legislation. The City Council may elect to conduct an additional public hearing. The actions reviewed and decided as Type VI are listed in the table in RCDG 20F.30.15-040.

(7) Type VII Review: Landmark Commission, Quasi-Judicial Decisions.

(a) Properties Covered by Interlocal Agreement with King County for Preservation Services. A Type VII review is a quasi-judicial review and decision made by the Landmark Commission following procedures in King County Code Chapter 20.62.

(b) All Other Properties. A Type VII review is a quasi-judicial review and decision made by the Landmark Commission. The Landmark Commission makes a decision based on applicable Redmond Community Development Guide (RCDG) regulations and a recommendation from the King County Historic Preservation Officer and/or City preservation staff, and testimony given at the public hearing. A public hearing is held. The Landmark Commission considers public testimony received at an open record public hearing. Public notification is provided at the public hearing and decision stages of application review. The administrative appeal body is the Hearing Examiner. The permits and actions reviewed and decided as Type VII are listed in the table in RCDG 20F.30.15-040. (Ord. 2164; Ord. 2118)

20F.30.15-030 Permits and Actions Not Listed.

If a permit or land use action is not listed in the table in RCDG 20F.30.15-040, the Administrator shall make the determination as to the appropriate review procedure. (Ord. 2118)

20F.30.15-040 Classification of Permits and Decisions – Table.

Type of Review Procedure	TYPE I Administrative, Appropriate Department	TYPE II Administrative, Technical Committee/ Design Review Board/Landmark Commission	TYPE III Quasi-Judicial, Hearing Examiner	TYPE IV Quasi-Judicial, City Council with Hearing Examiner Recommendation	TYPE V Quasi-Judicial, City Council	TYPE VI Legislative, City Council with Planning Commission or Code Rewrite Commission Recommendation	TYPE VII Quasi-Judicial, Landmark Commission
Permits and Land Use Actions	Planning Department Boundary Line Adjustment Certificate of Appropriateness, Level I[1] Sign Permit Sign Program Shoreline Exemption Structure Movement Permit (Class I, II, and III only) Telecom. Facility (no ground equipment)	Administrative Design Flexibility Administrative Modification Binding Site Plan Certificate of Appropriateness, Level II[1] SEPA Review (when not combined with another permit or required for a Type I permit) Shoreline Substantial Development Short Plat Site Plan	Preliminary Plat Reasonable Use Exception Shoreline Conditional Use Shoreline Variance Variance	Concurrency Exemption Conditional Use Master Planned Development (Residential and Commercial) Planned Development (Residential and Commercial) Public Project Alteration of Wildlife Habitat Areas Development Guide Amendment, Zoning Map (consistent with	Annexation Final Plat Plat Alteration Plat Vacation Right-of-Way Vacation Sensitive Areas Exception for Streets and/or Utilities Temporary Use (long-term)	Development Guide Amendment, Comprehensive Plan Map and/or Policies Development Guide Amendment, Text Development Guide Amendment, Zoning Map (that requires a Comprehensive Plan Amendment, that is an area-wide amendment or that is the adoption of a new or substantially	Historic Landmark Designation[1] Certificate of Appropriateness, Level III[1]

	Temporary Use (short-term) Tree Removal Building Division Building Permit Electrical Permit Mechanical Permit Plumbing Permit Fire Department Fire Protection Permit Hazardous Materials Permit UFC Permit Public Works Department Clearing and Grading Permit Extended Public Area Use Permit Flood Zone Permit Hazardous Materials Inventory Statement Hazardous Materials Management Plan Hydrant Permit Performance Standards in Wellhead Protection Zones Right-of-Way Use Permit Sewer Permit Special Event Permit Structure Movement Permit (Class IV only)	Entitlement Special Use Telecom. Facility (with ground equipment)		Comprehensive Plan) Essential Public Facility		revised neighborhood or Citywide Zoning Map) Development Guide Amendment, 2009-2011 Code Rewrite	

	Water Permit						

[1] Procedures and hearing body may differ for those properties covered by the King County interlocal agreement for preservation services.

(Ord. 2180; Ord. 2164; Ord. 2160; Ord. 2118)

20F.30.15-050 Determination of Decision-Making and Appeal Authority. *(unchanged)*

20F.30.15-060 Decision-Making and Appeal Authority.

Type of Review	TYPE I Administrative	TYPE II Administrative	TYPE III Quasi-Judicial	TYPE IV Quasi-Judicial	TYPE V Quasi-Judicial	TYPE VI Legislative	TYPE VII Quasi-Judicial
Recommendation By:	–	Project Manager	Technical Committee, Design Review Board (if Design Review required)	Hearing Examiner	Technical Committee, Design Review Board (if Design Review required)	Planning Commission Or Code Rewrite Commission	Landmark Commission
Public Hearing Prior to Decision (Open or Closed)	No	No	Yes, Open Record	Yes, Open Record	Optional, Open Record	Yes, Open Record	Yes, Open Record
Decision-Maker	Appropriate Department, see RCDG 20F.30.30-015(2)	Technical Committee, Design Review Board (if Design Review required)	Hearing Examiner	City Council	City Council	City Council	Landmark Commission
Administrative Appeal Body	Depends on permit, see RCDG 20F.30.30-015(2)	Hearing Examiner	City Council	None	None	None	Hearing Examiner
Administrative Appeal Hearing (Open or Closed)	Open Record	Open Record	Closed Record	None	None	None	Closed Record
Closed Record Administrative Appeal Hearing and Appeal Body	Yes, City Council	Yes, City Council	See above	None	None	None	Yes, City Council
Judicial Appeal	Superior Court	Superior Court	Superior Court	Superior Court	Superior Court	Superior Court	Superior Court

(Ord. 2164; Ord. 2118)

20F.30.20 Application Procedures. *(unchanged)*

20F.30.25 Timeframes for Review. *(unchanged)*

20F.30.30 Type I Review: Minor Administrative Decisions. *(unchanged)*

20F.30.35 Type II Review: Administrative, Technical Committee/Design Review Board/Landmark Commission Decisions. *(unchanged)*

20F.30.40 Type III Review: Quasi-Judicial, Hearing Examiner Decisions. *(unchanged)*

20F.30.45 Type IV Review: Quasi-Judicial, Hearing Examiner Recommendation, City Council Decisions. *(unchanged)*

20F.30.50 Type V Review: Quasi-Judicial, City Council Decisions. *(unchanged)*

20F.30.55 Type VI Review: Legislative, City Council Decisions.

20F.30.55-010 Purpose.

A Type VI review is for legislative land use decisions made by the City Council under its authority to establish policies and regulations regarding future private and public development and management of public lands. The process includes a hearing and recommendation by the Planning Commission or Code Rewrite Commission and an action by the City Council. Review under the State Environmental Policy Act (SEPA) may be required. Type VI reviews are exempt from the procedures of RCDG 20F.30.25, Timeframes for Review. (Ord. 2118)

20F.30.55-020 Planning Commission Review.

(1) Type VI proposals unrelated to the 2009-2011 Code Rewrite will usually be introduced to the Planning Commission, which may schedule study sessions as needed to consider the proposal. Prior to making a recommendation, the Planning Commission shall schedule a public hearing. After the public hearing, and after any further study sessions as may be needed, the Planning Commission shall transmit its recommendation to the City Council through the applicable department director, the City Clerk, and Mayor.

(2) The Planning Commission may recommend that the City Council adopt, or adopt with modifications, a proposal if it complies with the applicable decision criteria of the Redmond Community Development Guide (RCDG). In all other cases, the Planning Commission shall recommend denial of the proposal.

(3) If the Planning Commission recommends a modification which results in a proposal not reasonably foreseeable from the notice provided pursuant to RCDG 20F.30.55-030, the Planning Commission shall conduct a new public hearing on the proposal as modified. The Planning Commission shall consider the public comments at the hearing in making its final recommendation.

(4) A vote to recommend adoption of the proposal or adoption with modification must be by a majority vote of the Planning Commission members present and voting. (Ord. 2118)

20F.30.55-025 Code Rewrite Commission Review.

(1) Type VI proposals related to the 2009-2011 Code Rewrite will be introduced to the Code Rewrite Commission, which may schedule study sessions as needed to consider the proposal. Prior to making a recommendation, the Code Rewrite Commission shall schedule a public hearing. After the public hearing, and after any further study sessions as may be needed, the Code Rewrite Commission shall transmit its recommendation to the City Council through the applicable department director, the City Clerk, and Mayor.

(2) The Code Rewrite Commission may recommend that the City Council adopt, or adopt with modifications, a proposal if it complies with the adopted 2009-2011 Code Rewrite Guiding Principles and the goals, vision, and policies of the Comprehensive Plan. In all other cases, the Code Rewrite Commission shall recommend denial of the proposal.

(3) If the Code Rewrite Commission recommends a modification which results in a proposal that is not within the scope of the alternatives available for public comment at the time of the notice provided pursuant to RCDG 20F.30.55-030, the Code Rewrite Commission shall conduct a new public hearing on the proposal as modified. The Code Rewrite Commission shall consider the public comments at the hearing in making its final recommendation.

(4) A vote to recommend adoption of the proposal or adoption with modification must be by a majority vote of the Code Rewrite Commission members present and voting.

20F.30.55-030 Notice of Public Hearing.

(1) When the Planning Commission, Code Rewrite Commission or City Council has scheduled a public hearing on a Type VI proposal, Notice of the Public Hearing shall be provided ~~14~~21 days prior to the scheduled hearing date in the manner set forth in subsection (2) of this section.

(2) Notice of Public Hearing.

Land Use Action	Publish	Mail	Post
Development Guide Amendment – Comprehensive Plan	X		
Development Guide Amendment – Text	X		
Development Guide Amendment – 2009-2011 Code Rewrite	X		
Development Guide Amendment – Zoning Map	X	X	X

(3) Published Notice. When required, the applicable department director shall publish a notice in a newspaper of general circulation in the City. The notice shall contain the following information:

(a) The name of the applicant, and if applicable, the project name;

(b) If the application involves specific property, the street address of the subject property, a description in non-legal terms sufficient to identify its location, and a vicinity map indicating the subject property;

(c) A brief description of the action or approval requested;

(d) The date, time, and place of the public hearing; and

(e) A statement of the right of any person to participate in the public hearing as provided in RCDG 20F.30.55-040.

(4) Mailed Notice.

(a) Zoning Map Amendments. If the proposal involves specific property, rather than an area-wide or zone-wide change, notice of the public hearing, containing the same information set forth in subsection (3) of this section, shall be mailed to each owner of real property within 500 feet of any boundary of the subject property, or 20 property owners (whichever is greater).

(i) The records of the King County Assessments Department shall be used for determining the property owner of record. Addresses for a mailed notice required by this code shall be obtained from the King County real property tax records. The approval authority shall issue a certificate of mailing to all persons entitled to notice under this chapter. The approval authority may provide notice to other persons than those required to receive notice under the code.

(b) Notice shall be mailed to each person who has requested such notice.

(c) No proceeding of any procedure established in this chapter shall be found to be invalid for failure to provide mailed notice as required in this section as long as the other methods of notice have met their respective requirements and there was a good faith attempt to comply with the mailed notice requirements.

(d) All public notices shall be deemed to have been provided or received on the date the notice is deposited in the mail or personally delivered, whichever occurs first.

(5) Posted Notice.

(a) Zoning Map Amendments. If the proposal involves specific property, rather than an area-wide or zone-wide change, at least one public notice board shall be posted on the site or in a location immediately adjacent to the site that provides visibility to motorist using the adjacent street(s).

(b) The following Type VI application is a major land use action: Development Guide amendment – Zoning Map. In addition to the general notice requirements, major land use actions shall comply with the following extraordinary signage requirements:

(i) Sign Size and Placement. Each sign shall be four feet by eight feet in size, placed no closer than five feet from the right-of-way, visible from each public street on which the subject property has frontage, and placed outside the sight distance triangle.

(ii) Content of Notice. Signs shall be prepared using templates or attachable letters. Hand lettered signs are not acceptable. The required sign shall include:

(A) The title “Notice of Land Use Application”;

(B) A graphic or written description of the site boundaries;

(C) Type of action/application (i.e., Development Guide amendment.);

(D) The date of public hearing;

(E) The name and telephone number of the Department of Planning and Community Development;

(F) City of Redmond logo;

(G) Other information as the Administrator may determine to be necessary to adequately notify the public of the pending land use application. (See Appendix 20F-5 for an illustration.)

(iii) Responsibility for Installation and Removal.

(A) The applicant shall be solely responsible for the construction, installation, and removal of the sign(s) and the associated costs.

(B) The sign(s) shall be erected at least 14 days prior to the public hearing. The applicant shall sign an affidavit, stating that the sign(s) were installed and the date and posting of property.

(C) The sign(s) shall be removed immediately following final action by the City Council.

(D) If the sign is removed prior to the City Council’s final action, the applicant is responsible for immediate replacement of the sign.

(6) Responsibility for Notice. The Code Administrator is responsible for providing published legal notices, mailed notice and posted notice in public buildings. The applicant is responsible for complying with on-site posted notice requirements.

(7) Alternative Means of Notification. In the case of the following actions initiated by the City, which affect large areas of the City, the Administrator may elect to use alternative means of public notification in addition to the newspaper publication required by RCW 35A.63.070, provided such notification is likely to achieve equal or greater actual public notification:

(a) Adoption or amendment of a neighborhood or other area-wide community plan;

(b) Zoning Map amendments adopted on a neighborhood or other area-wide basis. (Ord. 2118)

20F.30.55-035 Notice of Planning Commission or Code Rewrite Commission Public Hearing.

Public notice of the date of the Planning Commission or Code Rewrite Commission public hearing at which the Planning Commission or Code Rewrite Commission will consider the application shall be published in a newspaper of general circulation. The public hearing shall be scheduled no sooner than ~~14~~21 days following the date of publication of the notice. If a determination of significance was issued by the Administrator, the notice of the Technical Committee's recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The notice of the Planning Commission or Code Rewrite Commission public hearing shall also include the notice of the availability of the Technical Committee's recommendation. (Ord. 2118)

20F.30.55-040 Planning Commission or Code Rewrite Commission Public Hearing.

(1) Any person may participate in the public hearing by submitting written comment to the applicable department director prior to the hearing or by submitting written or making oral comments to the Planning Commission or Code Rewrite Commission at the hearing. All written comments received by the applicable department director shall be transmitted to the Planning Commission or Code Rewrite Commission no later than the date of the public hearing.

(2) The Administrator shall transmit to the Planning Commission or Code Rewrite Commission a copy of the department file on the application including all written comments received prior to the hearing and information reviewed by or relied upon by the Administrator. The file shall also include information to verify that the requirements for notice to the public (Notice of Application, as required; Notice of SEPA Determination) have been met.

(3) The Planning Commission or Code Rewrite Commission shall record and compile written minutes of each hearing. (Ord. 2118)

20F.30.55-050 Planning Commission or Code Rewrite Commission Recommendation.

(1) The Planning Commission or Code Rewrite Commission shall provide a written recommendation to the City Council on the proposal. The recommendation shall contain the following:

(a) The recommendation of the Planning Commission or Code Rewrite Commission; and

(b) Any conditions included as part of the recommendation; and

(c) Findings of fact upon which the recommendation, including any conditions, was based and the conclusions derived from those facts.

(2) If the Planning Commission or Code Rewrite Commission makes a recommendation that requires a modification which results in a proposal not reasonably foreseeable from the description of the proposal contained in the public notice provided pursuant to RCDG 20F.30.55-030, the Planning Commission or Code Rewrite Commission shall conduct a new hearing on the modified proposal. (Ord. 2118)

20F.30.55-060 Notice of City Council Public Hearing.

(1) Public notice of the date of the City Council public hearing at which the City Council will consider the application, if required, shall be published in a newspaper of general circulation. The public hearing shall be scheduled no sooner than ~~14~~21 days following the date of publication of the notice. The notice of the City Council public hearing shall also include the notice of the availability of the Planning Commission's or Code Rewrite Commission's recommendation.

(2) The Administrator shall mail notice of the public hearing, the SEPA threshold determination and the availability of the recommendation to each person who submitted comments during the public comment period or at any time prior to the publication of the notice of the public hearing. (Ord. 2118)

20F.30.55-070 City Council Action.

(1) The Administrator shall transmit to the City Council a copy of the department file on the application, including all written comments received prior to the City Council hearing. The file shall also include information to verify that the requirements for notice to the public (Notice of Application, notice of SEPA threshold determination, and Notice of Public Hearing) have been met.

(2) The City Council shall consider at a public meeting each recommendation transmitted by the Planning Commission or Code Rewrite Commission. The Council may take one of the following actions:

(a) Adopt an ordinance or resolution adopting the recommendation, or adopt the recommendation with modifications; or

(b) Adopt a motion denying the proposal; or

(c) Refer the proposal back to the Planning Commission or Code Rewrite Commission for further proceedings, in which case the City Council shall specify the time within which the Planning Commission or Code Rewrite Commission shall report back to the City Council with a recommendation.

(3) If the City Council makes a modification which results in a proposal not reasonably foreseeable from the notice provided pursuant to RCDG 20F.30.55-030, the City Council shall conduct a new public hearing on the proposal as modified, prior to taking final action. (Ord. 2118)

20F.30.55-080 Appeal of City Council Action. *(unchanged)*

20F.30.60 Type VII Review: Quasi-Judicial, Landmark Commission Decisions. *(unchanged)*

20F.30.65 Public Hearings and Appeals. *(unchanged)*

20F. 50 Duties, Authorities and Qualifications of Decision-Making Bodies

20F.50.10 Purpose. *(unchanged)*

20F.50.15 Code Administrator. *(unchanged)*

20F.50.20 Building Official. *(unchanged)*

20F.50.25 Technical Committee.

20F.50.25-010 Purpose and Creation. *(unchanged)*

20F.50.25-020 Authority and Duties.

The Technical Committee shall review all applications noted in RCDG 20F.30.15, Types of Review, and report its findings, conclusions and recommendations to the appropriate body prior to that authority making its decision or recommendation. The Technical Committee shall be responsible for making decisions on site plan review, City implementation of the State Environmental Policy Act including the assessment of impacts and the issuance of impact statements, for issuance of shoreline development permits and for short subdivision approval. It shall act in an advisory capacity to the City Council, Mayor, Hearing Examiner, ~~and~~ Planning Commission, and Code Rewrite Commission on other items. It shall also perform other duties as provided by the Redmond Community Development Guide and the City Council. It shall act in an advisory capacity to the other City departments, agencies, boards and bodies. (Ord. 2118)

20F.50.25-030 Composition. *(unchanged)*

20F.50.25-040 Rules. *(unchanged)*

20F.50.25-050 Staff Services. *(unchanged)*

20F.50.25-060 Appeals from Final Decisions. *(unchanged)*

20F.50.30 Design Review Board. *(unchanged)*

20F.50.35 Hearing Examiner. *(unchanged)*

20F.50.40 Planning Commission.

20F.50.40-010 Purpose.

A Planning Commission, hereinafter called the Commission, is hereby created to involve residents of the City in advising the City Council on matters of community development not pertaining to the 2009-2011 Code Rewrite. Wherever the term “Policy Advisory Commission” appears in the Redmond Community Development Guide, being Title 20 of the Redmond Municipal Code, the same shall mean the Planning Commission. (Ord. 2400; Ord. 2118)

20F.50.40-020 Authority and Duties.

The Commission may make recommendations to the City Council based on its findings and conclusions and on those of its committees. It shall prepare the elements of the Redmond Community Development Guide for adoption or modification except for those pertaining to the 2009-2011 Code Rewrite, advise the Council regarding comprehensive park, land use and development policy, special area concerns, investigate and make recommendations on matters suggested by the Council, the Mayor, Redmond citizens, or upon its own initiative. Ad hoc committees may be created for special studies. The Commission and its committees are not delegated any executive or legislative power, authority or responsibility. The Commission shall monitor the growth and development of the City and the areas surrounding the City and shall continually reevaluate and recommend revisions to the elements of the Redmond Community Development Guide except for those revisions pertaining to the 2009-2011 Code Rewrite. The Commission shall forward to the Council a semiannual report on the status of the Redmond

Community Development Guide. The Commission shall monitor the hearings of the Hearing Examiner in order to stay abreast of development activities and the concerns of the public. (Ord. 2400; Ord. 2118)

20F.50.40-030 Composition.

The Commission shall be composed of seven to nine members. Membership shall only exceed seven if a Planning Commissioner returns to the Commission after serving on the Code Rewrite Commission. See RCDG 20F.50.40-060 below. In the event membership exceeds seven, vacancies shall not be filled except to maintain a total membership of seven. (Ord. 2400; Ord. 2118)

20F.50.40-040 Public Hearings.

The Commission shall hold public hearings as required in RCDG 20F.30.65, Public Hearings and Appeals. The Commission may hold additional hearings and meetings as it sees fit to conduct its business. (Ord. 2400; Ord. 2118)

20F.50.40-050 Appointments and Qualifications.

Members of the Commission shall be appointed by the Mayor and confirmed by a majority vote of the City Council. Appointments to available positions shall be made in the following manner: a media release or other form of notice of the availability of the position shall be published in a local newspaper of general circulation; interested persons may apply for the position to the City Clerk, who shall accept applications no later than two to four weeks after the notice of publication date; positions may be filled from the list of applicants. They shall be residents of the City during their tenures of office, and shall not hold any other City office or position. Consideration should be given to appointments that result in a broad geographic and demographic representation of interested and knowledgeable people. (Ord. 2400; Ord. 2118)

20F.50.40-060 Term of Office.

The regular term of office for Commission positions shall be for four years, staggered terms. Terms shall commence on April 1st and end on March 31st four years later. Members appointed to fill a vacancy shall serve for the duration of the unexpired term. No member shall serve more than two consecutive terms. An appointment to serve an unexpired term of two years or less shall not count towards the two consecutive terms limit. Each member shall hold office until a successor is appointed and confirmed even if after the end of the term. (Ord. 2400; Ord. 2118)

Planning Commission members may suspend service on the Planning Commission to serve on the Code Rewrite Commission. While their service on the Planning Commission is suspended, the Mayor may appoint replacements per RCDG 20F.50.40-070. At the end of their service on the Code Rewrite Commission, they may elect to resume service on the Planning Commission. The date of expiration of their Planning Commission term shall not change, nor shall they serve another term if they have already served two. If a Commissioner's term expires during his or her service on the Code Rewrite Commission, he or she may request reappointment to the Planning Commission consistent with the term of office restrictions described above.

20F.50.40-070 Vacancies.

Vacancies shall be filled in the same manner as initial appointments, and members appointed to fill a vacancy shall serve for the duration of the unexpired term. (Ord. 2400; Ord. 2118)

20F.50.40-080 Removal.

Any member of the Commission may be removed for inefficiency, neglect of duty, or malfeasance in office. Removal proceedings may be initiated by the Mayor or the City Council. A public hearing and a two-thirds vote of the Council is required for removal for the above reasons. When a member misses three unexcused regular business meetings in one year, the position shall be vacant and a successor appointed. (Ord. 2400; Ord. 2118)

20F.50.40-090 Rules.

The Commission shall adopt rules for the transaction of its business. The rules shall provide, but not be limited to, the date, time, place and format of regular meetings and hearings; a record of proceedings, reports, studies, findings, conclusions and recommendations; election of a Commission Chair and Vice Chair to a one-year term each; and a procedure for handling citizen proposals and requests for plan

preparation or modification. The rules of the Planning Commission shall be approved by the City Council and included in an appendix to the Redmond Community Development Guide. (Ord. 2400; Ord. 2118)

20F.50.40-100 Staff Services.

The Administrator shall be responsible for the general administration of the Commission and may request staff services from the other City departments. (Ord. 2400; Ord. 2118)

20F.50.40-110 Conflict of Interest.

Members of the Commission shall disqualify themselves from involvement in Commission actions in which they have an interest. (Ord. 2400; Ord. 2118)

20F.50.40-120 Quorum and Voting.

(1) A majority of the appointed and qualified members shall constitute a quorum for the transaction of business, provided that at least four shall be required to constitute a quorum, excluding any disqualifications.

(2) Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Commission, shall be deemed and taken as the action of the Commission.

(3) Any number less than a quorum shall be authorized to convene a meeting at the time set and to adjourn, recess or continue a regular meeting, a special meeting, or a public hearing to a date and time certain. As soon is possible, the date, time, and place of the continued meeting shall be posted on the meeting room door. An agenda or notice with the date, time, and place of the continued meeting shall be mailed to representatives of the news media and any person who requested notice of the Planning Commission meetings. (Ord. 2400; Ord. 2118)

20F.50.45 Landmark Commissions. *(unchanged)*

20F.50.50 Code Rewrite Commission.

20F.50.50-010 Purpose.

A temporary Code Rewrite Commission, hereinafter called the Commission, is hereby created to involve residents and development and business professionals of the City in advising the City Council on matters pertaining to the 2009-2011 Code Rewrite.

20F.50.50-020 Authority and Duties.

The Commission may make recommendations to the City Council based on its findings and conclusions and on those of its committees. It shall prepare the elements of the 2009-2011 Code Rewrite and communicate on an appropriate basis with other impacted boards and commissions. The Commission is not delegated any executive or legislative power, authority or responsibility.

20F.50.50-030 Composition.

The Commission shall be composed of five to seven members. Seven members shall be appointed initially and vacancies shall not be filled except to maintain a minimum of five members. Vacancies shall be filled in accordance with RCDG 20F.50.50-070, Vacancies.

20F.50.50-040 Public Hearings.

The Commission shall hold public hearings as required in RCDG 20F.30.65, Public Hearings and Appeals. The Commission may hold additional hearings and meetings as it sees fit to conduct its business.

20F.50.50-050 Appointments and Qualifications.

Members of the Commission shall be appointed by the Mayor and confirmed by a majority vote of the City Council. Appointments to available positions shall be made in the following manner: a media release or other form of notice of the availability of the position shall be published in a local newspaper of general

circulation; interested persons may apply for the position to the City Clerk; positions may be filled from the list of applicants. Consideration should be given to appointments that result in a broad geographic and demographic representation of interested and knowledgeable people. At the time of creation:

- Three members of the Commission shall be residents of the City during their entire tenures of office, and shall not hold any other City office or position. One of these may reside in any of the City's Potential Annexation Areas;
- Two members of the Commission shall own or work at a business with a demonstrated connection to the Redmond community, need not be residents of the City of Redmond, and shall not hold any other City office or position. At least one of these members shall own or work at a business having a physical presence in Redmond; and
- Two members of the Commission shall be filled by members of the Planning Commission.

20F.50.50-060 Term of Office.

The regular term of office for Commission positions shall be for the duration of the 2009-2011 Code Rewrite. Terms shall commence on or before September 1, 2009 and expire upon the completion of the 2009-2011 Code Rewrite.

20F.50.50-070 Vacancies.

Vacancies shall not be filled except to maintain a minimum of five members, a majority of which must be residents of Redmond. Vacancies shall be filled in the same manner as initial appointments.

20F.50.50-080 Removal.

Any member of the Commission may be removed for inefficiency, neglect of duty, or malfeasance in office. Removal proceedings may be initiated by the Mayor or the City Council. A public hearing and a two-thirds vote of the Council is required for removal for the above reasons. When a member misses three unexcused regular business meetings in one year, the position shall be vacant and a successor appointed if the vacancy results in Commission membership of less than five.

20F.50.50-090 Rules.

The Commission shall adopt rules for the transaction of its business. The rules shall provide, but not be limited to, the date, time, place and format of regular meetings and hearings; a record of proceedings, reports, studies, findings, conclusions and recommendations; election of a Commission Chair and Vice Chair for the duration of the Commission; and a procedure for handling citizen proposals and requests for Code Amendments. The rules of the Code Rewrite Commission shall be approved by the City Council and included in an appendix to the Redmond Community Development Guide.

20F.50.50-100 Staff Services.

The Administrator shall be responsible for the general administration of the Commission and may request staff services from the other City departments.

20F.50.50-110 Conflict of Interest.

Members of the Commission shall disqualify themselves from involvement in Commission actions in which they have an interest.

20F.50.50-120 Quorum and Voting.

(1) A majority of the appointed and qualified members shall constitute a quorum for the transaction of business, provided that at least four shall be required to constitute a quorum, excluding any disqualifications. In the event that the Commission membership is limited to five positions, three members shall be required to constitute a quorum, excluding any disqualifications.

(2) Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Commission, shall be deemed and taken as the action of the Commission.

(3) Any number less than a quorum shall be authorized to convene a meeting at the time set and to adjourn, recess or continue a regular meeting, a special meeting, or a public hearing to a date and

time certain. As soon as possible, the date, time, and place of the continued meeting shall be posted on the meeting room door. An agenda or notice with the date, time, and place of the continued meeting shall be mailed to representatives of the news media and any person who requested notice of the Code Rewrite Commission meetings.

20A.20 Definitions

2009-2011 Code Rewrite
A Development Guide Amendment undertaken between 2009 and 2011 to rewrite the Redmond Community Development Guide so that it is easier to understand; more clearly and effectively implements the goals, visions and policies of the Comprehensive Plan; and, maintains the integrity of code concepts adopted over time by the City Council.