City of Redmond
WASHINGTON

Design Review
DR023

What is Design Review?

Design Review is intended to be a method of working toward a better community through attention to simple design principles. Those principles are presented in the Design Standards, Article III of the Redmond Zoning Code. The emphasis of design review is about building a livable community and how new development can contribute positively to Redmond. The Design Standards offer a flexible tool that will allow new development to respond better to the distinctive character of its surroundings.

What projects are subject to Design Review?

All applications requiring a building permit for exterior building modifications or new construction that have a total valuation of more than $50,000 need to comply with the Design Standards and then be reviewed by the Design Review Board. The following includes a list of projects that are *not* subject to the Design Review Board:

- ☑ One and/or two unit residential buildings;
- ☑ Interior tenant improvements
- ☑ Signs (other than sign programs)
- ☑ Commercial buildings located within the Industry zone, unless the site is in a high public visibility area.

Redmond's **Design Review Board** consists of design professionals and citizens that have been appointed by the Mayor and City Council to provide recommendations and decisions on exterior alterations to existing buildings, new development projects, and landscape plans. The Design Review Board welcomes public comment on design issues. **Meetings are held twice monthly, on the First and Third Thursday of the month**. Meetings are held in the City Council Chambers and begin at 7PM.

Design Board

Redmond's Design Review Board meet on the **First and Third Thursday of each month. Materials must be submitted two weeks prior** to the meeting in order to be placed on the agenda.

Using the Design Standards

In applying the design standards to particular development proposals, some important things to remember are:

☑ Each project is different and will pose unique design issues. Even two similar proposals on the same block may face different design considerations. With most projects, applicants will find some design criteria more important than others, and the criteria that are most important on one project might not be important at all on the next one. The design review process assists designers, staff, and the Design Review Board determine which design criteria are most important in the context of each project so that they may put the most effort into accomplishing the intent of those design criteria.

☑ Projects must be reviewed in context of their zoning and the zoning of their surroundings. The use of Design Standards is not intended to change the zoning designations of land where projects are proposed. It is intended to demonstrate methods of treating the appearance of new projects to help them fit within their neighborhoods and to provide the code flexibility necessary to accomplish that.

☑ Many of the standards suggest using the existing context to determine appropriate solutions for the project under consideration. In some areas, the existing

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context may be inconsistent with the planned vision of the area. In such cases, the new project may be recognized as a pioneer with the opportunity to establish a pattern or identity from which future development can take its cues. Additionally, the site's zoning and Comprehensive Plan goals and policies should be considered an indicator of the desired direction for the area and the project.

☑ The Design Standards include examples and illustrations of ways in which specified design criteria can be achieved. They are not the only acceptable solutions. Applicants, staff, and the Board may consider designs, styles, and techniques not described in the examples that might also fulfill the intent of the standards.

☑ The **Design Standards Checklist** is the tool to demonstrate compliance to the City's design standards. This tool highlights the **Intent Statements** (the requirements that must be achieved) and the **Decision Criteria** (examples of how the intent statement can be achieved). Applicants and the City will use this tool to achieve compliance during the design process.

Design Review Meetings

There are three types of meetings with the Design Review Board.

Pre-application meetings are highly encouraged for new development, substantial exterior remodeling , and additions. The purpose of the meeting is to provide an opportunity for the Board to review the conceptual design and to identify design issues and possible solutions which should be addressed prior to submitting a formal application.

A **consultation** is a meeting with the DRB during the review process after the application has been made, but is not a decision-making meeting. Consultations are typically at the request of the applicant and it is where significant design issues are worked out with the Design Board.

Decision meetings are held once the formal application is submitted and the applicant and/or staff believe the project is ready for approval. At this meeting, the Design Review Board will either approve, approve with conditions, or deny the application. The assigned project planner coordinates scheduling of the decision meeting with the applicant.

Under the **PREP** process an applicant may have a series of Pre-application meetings. Once the formal application has been filed with the City the project can then schedule a Decision meeting.

To schedule a meeting with the Design Review Board, please contact your project planner or the Planner On Call at 425-556-2494.

Design Standards Checklist

The Design Checklist is an important planning tool for City Staff and the Design Review Board to use in determining whether or not the project complies with the Design Standards. The checklist should also be useful to the designer in identifying important issues and possible solutions. **A completed checklist shall be submitted with all applications.**

Additional questions or assistance filing out paperwork

If you need additional assistance, please do not hesitate to contact the Planner On Call at 425-556-2494 or via email at planneroncall@redmond.gov. You can also visit us in person in the Development Services Center on the 2nd floor of City Hall between 8:00 am. to 5:00 p.m. Monday through Friday.

The RZC can be accessed online at: www.redmond.gov/DSC

Applicable Code Sections

RZC Article III

Questions: 425-556-2494 or planneroncall@redmond.gov.
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