

Public Participation

DR032



How can I participate in the land use planning process?

The City of Redmond encourages public participation in the planning process. Public participation help in informing the City of issues that may not have been initially addressed, considered significant, or known before. Public participation can therefore lead to better solutions and decisions being made by all parties, including: applicants, city staff, the Hearing Examiner, and City Council.

A land use application for a proposed project navigates its way through a number of stages where the public is encouraged to participate. The stages are noted in the table below.

Notice of Application

All major land use applications will

require a Notice of Application (NOA). The NOA takes place within the first few weeks once an application has been submitted to the City for review and consists of a mailed notice and the posting of a notice on the project site. This notice contains pertinent information about the project proposal, but more importantly, notifies the public that they may comment on the application, participate in any upcoming meetings and/or hearings, appeal and request copies of the final decision on the land use application.

Posted Notices are highly visible yellow signs with large "land use action" lettering. These signs contain information specific to the project proposal, such as: the applicant's name, project file number, comment



period, and a brief description of the proposed development. Besides being posted on the site, notices are also posted at Redmond City Hall and the Redmond Library, and on the City of Redmond's website.

Mailed Notices are sent to all property owners and tenants of multifamily properties within 500 feet of a proposed development site. For individuals who reside outside of the 500-foot area, but want to receive the same future mailed notices, they may contact city staff to request mailed notices.

Public Comment Period extends 21 days from posting of an NOA, 14 days from posting of a SEPA, and 21 days from posting of a combined NOA/SEPA. The comment period states on the NOA signifies that the City will not make any decisions on the project during this time period. The City will continue to take comments from the public on the project up until the time of the official decision.

A person may make written comments by 5 pm on the last day of the comment

Opportunities for Participation

NOA and SEPA

These are processes that notify the public of a project proposal and encourage the participation of the public.

Posted Notices

Yellow signs are posted on the proposed site for development and provide information about the project.

Mailed Notices

Information packets are mailed to those within close proximity to the project proposal site to inform them of

the project details and how to participate.

Hearings & Appeals

These provide an opportunity to provide public comments on a project proposal that can lead to an alternative decision or project outcomes.

Neighborhood Meetings

The meetings are lead by the project applicant to foster discussion and enhancement to the project proposal.

DRB

The Board reviews projects for compliance with design regulations and guidelines to protect and enhance the character of city's built environment and heritage. period, or prior to the decision, and submit them to the Development Services Center through mail, fax, email (PlannerOnCall@redmond.gov), or delivered personally to city staff. Technical staff will review, consider, and respond to public comments prior to issuing a recommendation or decision on the land use application.

SEPA

SEPA (State Environmental Policy Act) is an environmental review process of a project proposal. Notice of the environmental determination will be made concurrent to the issuance of the NOA or shortly thereafter. The comment period is 21 days if combined with the NOA or 14 days if it is done separately. The posting and mailing procedures for SEPA are the same as for the Notice of Application.

Party of Record

Individuals may become a *party* of record by doing any of the following:

- Submitting written to the City prior to the decision being made;
- Participating in an open record or pre-decision hearing;
- Signing into a neighborhood meeting related to the project proposal; or
- Requesting to be made a party of record to a land use decisionmaker prior to the decision being made.

By becoming a party of record, a person is entitled to participate in the decision-making process of a land use application by submitting relevant information to the record. This can be through written or verbal comments as well as providing testimony to a hearing. A party of record will also be

notified of the final decision and any future meetings or hearings. In some cases, being a *party of record* establishes standing to appeal a land use application decision.

Appeals & Hearings of Projects

Generally, a person may participate in the appeal or hearing of a land use application if he or she has sufficient standing to do so. Standing is determined by the land use application type outlined in the Redmond Zoning Code Chapter 21.76, Review Procedures.

Appeal forms can be found at the Development Services Center or in electronic format online. Appeals must be submitted to city staff by 5 pm on the last day of the appeal period. The appeal form is limited to Technical Committee and Hearing Examiner decisions only. Some land use applications may only be appealed to external bodies such as the Shoreline Hearings Board or King County Superior Court.

Neighborhood Meetings

The framework of neighborhood meetings is geared toward being an informative and collaborative process. Applicants present the details of their project proposal and then provide an opportunity for the public to give feedback about how they feel about the project elements and ways that project could potentially be improved or how neighborhood concerns can be mitigated.

There are a number of circumstances that an applicant is required to hold a neighborhood meeting, such as submitting land use applications associated with: Master Planned Developments, Preliminary Plats, or an

Essential Public Facility. These meetings take place within 45 days from comment closure of an NOA and individuals who originally received an NOA mailing will be notified 21 days before a neighborhood meeting.

Design Review Board

The purpose of Design Review Board (DRB) is to enhance and protect the quality and character of Redmond's built environment, especially in regards to historic resources. DRB members review projects for compliance with design review regulations and guidelines. Review takes place in an open public meeting and the public is encouraged to attend.

Applicable Code Sections

RZC 21.76: Review Procedures