



City of Redmond

Application Instructions for

**Amendment to the Redmond Comprehensive Plan
2009-10 Amendment Package**

This application packet is for requesting an amendment to Redmond's Comprehensive Plan.

Amendments may be submitted by any person, personally or through his/her authorized representative(s), but **must be submitted in person by June 1, 2009** to be considered as part of the City's annual review of the Comprehensive Plan.

Please clearly and completely fill out the Comprehensive Plan Amendment application form, and include all required attachments. The City does not begin reviewing applications until they are complete. Additional information, such as technical data, a SEPA checklist, or environmental impact statement (EIS), may be required by the City's Technical Committee. Applicants will be notified in writing if additional information is needed.

Review Process: The City compiles proposed amendments to the Comprehensive Plan annually and considers them as part of a package. First, staff reviews proposed amendments and makes a recommendation to the Planning Commission. The Planning Commission will hold a public hearing, review the proposed amendment, and make its recommendation to City Council. The final step is City Council review and action on the Planning Commission's recommendation. The City Council can choose to hold an additional hearing but typically does not.

Assistance Available: Applicants are strongly encouraged to meet with City planning staff prior to submitting an application. Please contact Jeff Churchill of the Redmond Department of Planning and Community Development (425-556-2492 or jchurchill@redmond.gov) to schedule a time to discuss your proposal or if you have questions regarding the application process.

City Documents: Copies of City documents such as the Comprehensive Plan and Community Development Guide are available in the City's Development Services Center and at the Redmond Public Library. These documents are also available on-line at <http://www.redmond.gov/insidecityhall/documentlibrary.asp>

Application Deadline for 2009-10: Monday, June 1, 2009. Applications received after the deadline will be considered as part of the 2010-11 Amendment Package.

Application Fee: None

Submit completed applications to:

City of Redmond Development Services Center
15670 NE 85th Street, Redmond
Located on 2nd floor of City Hall

Public Notice Requirements: The City provides public notice of hearings for all proposed amendments by publishing a notice in the Seattle Times. Public notices are also posted in City Hall, at the Redmond Library, and on the City's web site.

If your proposal is site specific, there are additional requirements for public notice. City staff will mail notice of any public hearing to property owners within 500 feet of the affected property. Applicants are responsible for constructing, installing, and removing posted notice signs on the affected property. The signs must be installed at least 21 days prior to any public hearing. Please contact the staff assigned to your application for hearing date(s). Specifications for the notice signs are located in Appendix 20F-5 of the Redmond Community Development Guide. Staff must approve the sign design and copy before you have the signs painted and installed.

Residential rezones: Per Comprehensive Plan policy HO-35, the City may require a portion of the units created as a result of an increase in residential capacity to be affordable to low- and moderate-income households. Per policy LU-9, the City may also require additional specific development conditions designed to mitigate potential impacts of a rezone.

**City of Redmond
Comprehensive Plan Amendment
Application Form**

1. Applicant Information

Name: _____

Daytime phone: _____ Email: _____

Date of application: _____

2. Description of Proposed Amendment

If this proposal is for a **non-site specific amendment**, provide the specific language for the proposed amendment in the space below or attach to this form. Reference the Comprehensive Plan pages or sections to be amended.

If this proposal is for a **site-specific amendment**:

a. What is the current Comprehensive Plan land use designation and zoning? _____

b. What is your desired Comprehensive Plan land use designation and zoning? _____

c. Describe what type of development is envisioned for the area proposed for amendment. A conceptual drawing of the proposed development may be required.

- d. What land uses are located on and adjacent to the area proposed for amendment?

- e. Attach a map that shows the boundaries of the proposed amendment with the following information:
 - Parcels and streets located within and adjacent to the proposed amendment.
 - Street address(es) and King County Parcel Number(s) of the property within the boundaries of the proposed amendment.

The map must be no smaller in size than 8-1/2” by 11” and no larger than 11” by 17”, and the scale shall be between 1 inch equals 100 feet and 1 inch equals 800 feet.
- f. Attach signatures of owners comprising 75% of the owners of the property within the boundary of the proposed amendment.

3. Must be Included for All Applications

- a. Completed and signed copy of this form.
- b. Completed answers to the Comprehensive Plan Amendment questions on pages 3 and 4 of this form.
- c. Completed and signed City of Redmond General Application Form. Available on the City’s web site at www.redmond.gov/insidcityhall/permitting/devapps.asp, and also available from the City’s Development Services Center.

 Applicant or Representative

 Date

Comprehensive Plan Amendment Questions

Questions 1 through 8 apply to **all proposed amendments**. Please answer the questions in writing and attach the answers to the application. Answer all questions separately and reference the question number in your answer.

1. What is your proposed amendment intended to accomplish?
2. How will your proposal support the goals contained in Redmond's Comprehensive Plan? These goals are included on page 5 of this form.
3. How will your proposal support other applicable policies and provisions from Redmond's Comprehensive Plan?
4. What impacts might your proposal have on the natural environment, such as critical areas and other natural areas?
5. What economic impacts might your proposal have, such as impacts for businesses, residents, property owners, or Redmond City Government?
6. How will your proposal address the long-term interests and needs of the community as a whole?
7. Are you aware of any public support for your proposed amendment?
8. If your proposal has been considered within the last four years, what circumstances have changed to make the proposed amendment appropriate?

The following questions apply only to changes to the Land Use Plan Map or land use designations. In addressing these additional questions, describe both positive and negative impacts and any measures you would take to mitigate negative impacts.

9. Describe the suitability of the area for the proposed designation, considering the adjacent land uses and the surrounding development pattern, and the zoning standards under the potential zoning classifications.

10. What is the potential for the uses allowed under the proposed designation to be incompatible with uses or property in the immediate vicinity of the subject property? How would adverse impacts be mitigated?

11. Describe the extent to which the proposal supports:
 - a. Redmond's preferred land use pattern as described in the Comprehensive Plan Land Use Element, and
 - b. The community character objectives contained in Redmond's Comprehensive Plan. *See the Community Character or Land Use Elements of the Comprehensive Plan or the elements specific to neighborhoods.*

12. Describe any probable adverse environmental impacts that might result from the proposed change in land use designation. How would any adverse impacts be mitigated?

13. Describe the extent to which adequate public facilities and services are likely to be available to serve the development allowed under the proposed land use designation.

14. If a change in allowed uses is proposed, discuss the need for the land use which would be allowed and whether the change would result in loss of capacity to accommodate other needed uses. Consider especially whether the proposed change complies with the City policy HO-16, which would prohibit any rezone that reduces capacity for residential development without first approving another rezone that at least replaces the lost capacity elsewhere in the City.

Goals for Redmond

- To conserve agricultural lands and rural areas, and to protect and enhance the quality of the natural environment.
- To retain and enhance Redmond's distinctive character and high quality of life, including an abundance of parks, open space, good schools and recreational facilities.
- To emphasize choices in housing, transportation, stores and services.
- To support vibrant concentrations of retail, office, service, residential, and recreational activity in Downtown and Overlake.
- To maintain a strong and diverse economy, and to provide a business climate that retains and attracts locally owned companies as well as internationally recognized corporations.
- To promote a variety of community gathering places and diverse cultural opportunities.
- To provide convenient, safe and environmentally friendly transportation connections within Redmond, and between Redmond and other communities for people and goods.
- To remain a community of good neighbors, working together and with others in the region to implement a common vision for Redmond's future.

Source: Redmond Comprehensive Plan, Goals and Vision Element