



City of Redmond

Application Instructions for

Amendment to Redmond Community Development Guide Consistent with the Comprehensive Plan

This application packet is for requesting an amendment to Redmond's Community Development Guide (RCDG) that is consistent with the City's Comprehensive Plan. Amendments consistent with the Comprehensive Plan may involve either the text in the RCDG (Type 6 Review) or the zoning map (Type 4 Review). This application packet is used for both types of requests.

Amendments may be submitted by any person, personally or through his/her authorized representative(s). Proposals for RCDG amendments that are consistent with the Comprehensive Plan may be requested at any time.

Please clearly and completely fill out the RCDG 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: Proposed zoning map amendments involve review and recommendation by the Hearing Examiner and decision by the City Council (Type 4 Review). Proposed amendments to text in the Community Development Guide involve review and recommendation by the Planning Commission and decision by the City Council (Type 6 Review). Under both processes, an initial step is staff review and recommendation to either the Hearing Examiner or Planning Commission.

Assistance Available: Applicants are strongly encouraged to meet with City planning staff prior to submitting an application. Please contact Lori Peckol of the Redmond Department of Planning and Community Development (425/556-2411 or lpeckol@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 Fee: Information on fees is available by contacting the Development Services Center at 425/556-2494 or from the City's web site at www.redmond.gov/insidecityhall/permitting/devapps.asp.

Submit completed applications in person to: **City of Redmond Development Services Center**
15670 NE 85th Street, Redmond, WA
Located on the second floor of City Hall

Applications for which there will be a fee cannot be mailed or sent by messenger to the Permit Center

Public Notice Requirements: The City provides public notice for all proposed amendments by publishing a notice in the Eastside edition of 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 concerns an amendment to the City's zoning map, there are additional requirements for public notice. City staff will mail notices 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. Please contact the staff assigned to your application for additional information on public notice requirements. 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
Community Development Guide Amendment
(consistent with the Comprehensive Plan)

Application Form

1. Applicant Information

Name: _____

Daytime phone: _____ Email: _____

Date of application: _____

2. Description of Proposed Amendment

If this proposal is for a **text or other non-zoning map amendment**, provide the specific language for the proposed amendment in the space below or attach to this form. Reference the Redmond Community Development Guide pages or sections to be amended.

If this proposal is for a **zoning map amendment**:

a. What is the current zoning? _____

b. What is your desired 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 which 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 suitable for public notice purposes; 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’ and 1 inch equals 800 feet.

- f. Attach a vicinity map suitable for public notice purposes; 8-1/2” by 11” in size.
- g. Attach signatures of property 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 Redmond Community Development Guide 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/insidecityhall/permitting/devapps.asp, and also available from the City’s Permit Center.

Applicant or Representative

Date

Redmond Community Development Guide Amendment Questions

Please answer the questions below in writing and attach them to the application. Answer all questions separately and reference the question number in your answer.

The following questions apply to text or other non-zoning map amendments to the Redmond Community Development Guide

- 1A. What is your proposed amendment intended to accomplish?
- 2A. How will your proposal support the goals contained in Redmond's Comprehensive Plan? These goals are included on page 5 of this form.
- 3A. How will your proposal support other applicable policies and provisions from Redmond's Comprehensive Plan?
- 4A. Are you aware of any public support for your proposed amendment?
- 5A. 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 Zoning Map.

- 1B. What is the reason for the proposed zoning change? For example, is there a need for additional property in the proposed zone, or has there been a change in circumstances or a mistake in zoning?
- 2B. Describe the suitability of the subject property for the proposed zone. As part of your response, address each of the following considerations: 1) the Comprehensive Plan land use designation for the property, 2) the surrounding development pattern, and 3) the zoning standards under the proposed zone.
- 3B. What is the potential for the proposed zoning change to result in materially detrimental impacts to uses or property in the immediate vicinity of the subject property? How would adverse impacts be mitigated?

4B. Describe the extent to which the zoning change supports:

1. Redmond's preferred land use pattern as described in the Comprehensive Plan Land Use Element,
2. The community character objectives contained in Redmond's Comprehensive Plan, and
3. Other applicable Comprehensive Plan policies and provisions.

For 4B2, see the Community Character or Land Use Elements of the Comprehensive Plan or the elements specific to neighborhoods.

5B. Describe any probable adverse environmental impacts that might result from the proposed zoning change. How would adverse impacts be mitigated?

6B. 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.

7B. Does the proposed zoning change bear a substantial relation to the public health and safety?

8B. Does the proposed zoning change comply with all other applicable criteria and standards in the Redmond Community Development Guide?

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