



## **Meeting Summary – Annual Retreat**

### **City of Redmond Planning Commission**

**April 17, 2019**

**City Hall, 15670 NE 85th Street**

**Redmond, Washington 98073**

#### **Planning Commissioners in Attendance:**

Chair, Roy Captain; Vice-Chair Sherri Nichols; Judy East, Vanessa Kritzer, Vidyanand Rajpathak, Stephanie Rodriguez

#### **Staff in Attendance:**

Carol Helland, Deputy Director; Judy Fani, Planning Commission Liaison; Andrew Bauer, Senior Planner, Janet Lee, Planner; and Sarah Stiteler, Senior Planner.

#### **1. Call to Order:**

Chair Captain called the meeting to order at 5:47 p.m.

#### **2. Approval of Agenda:**

The agenda was approved by a unanimous vote.

#### **3. Approval of Meeting Summary:**

The meeting summary of March 20, 2019 was approved without changes by a unanimous vote.

#### **4. Affordable Housing Presentation, Kelly Rider, Government Relations Manager; McCaela Daffern, Regional Affordable Housing Implementation Manager, King County Department of Community and Human Services (DCHS)**

Ms. Rider presented an overview of the *Regional Affordable Housing Task Force Five-Year Action Plan*. The overarching goal is to eliminate cost burden for households earning 80 percent Area Median Income (AMI) and below, with a priority for serving households at or below 50 percent AMI. As an example, the AMI for a family of four is \$80k/year. Ms. Rider discussed the following seven supporting goals along with the strategies and action steps to accomplish each:

1. Create and support an ongoing structure for regional collaboration.
2. Increase construction and preservation of affordable homes for households earning less than 50 percent area median income.
3. Prioritize affordable housing accessible within a half-mile walkshed of existing and planned frequent transit service, with a particular priority for high-capacity transit stations.
4. Preserve access to affordable homes for renters by supporting tenant protections to increase housing stability and reduce risk of homelessness.
5. Protect existing communities of color and low-income communities from displacement in gentrifying communities.
6. Promote greater housing growth and diversity to achieve a variety of housing types at a range of affordability and improve jobs/housing connections throughout King County.
7. Better engage local communities and other partners in addressing the urgent need for and benefits of affordable housing.

The Commissioners asked follow-up questions including those related to transit-oriented development and social equity concerns, assumptions that support the affordable home target (244,000 affordable homes between now and 2040). Ms. Rider suggested that the Commissioners read the over 90 action steps to identify which steps that the City of Redmond may want to act on.

## **5. 2019 Work Program, Carol Helland, Deputy Director of Planning and Community Development**

Ms. Helland reviewed 2018 Planning Commission accomplishments and the upcoming work plan for 2019 and beyond. All items on the recently approved docket were listed and assigned estimated times when policy and code amendments could come before the Planning Commission. Ms. Helland also highlighted the steps staff and the Commission will undertake to prepare for the upcoming periodic Comprehensive Plan update due June 30, 2023.

## **6. Taking Care of Business**

Vice-Chair Nichols led a discussion to identify norms that describe attributes the Commissioners value and would like to abide by when working together. The Commissioners acknowledged that they each have varying degrees of interest and passion for topics, as well as their own way of expressing, analyzing, and inquiring about the body of work they deliberate over. The conversation resulted in a mutually agreed upon set of norms listed at the end of this summary.

Judy Fani, Senior Planner, briefed the Commissioners on basic parliamentary procedures including typical parliamentary motions. A handout highlighted the most common motions used by the Commission. Ms. Fani reminded the Commission of the City Clerk's training at the 2018 Commission retreat and quoted the Clerk, "*Parliamentary rules are there to aid in efficiently run meetings, to ensure that process is understood and is correct, and to protect the rights of all members.*"

## **7. Closing Remarks**

Chair Captain set the tone for the upcoming year by looking ahead and emphasizing the role of the Commission, Commission's effectiveness and contributions to the City, and the value of showing mutual respect toward each other. Chair Captain anticipates a productive year and looks forward to collaborating with all the Commissioners and staff on the 2019 work plan.

## **8. Reports and Scheduling**

Commissioners expressed a desire to hold, at some point in the future, a joint meeting with the City Council. The Planning Commission Rules (Section F) state that the Commission will hold an annual joint meeting with a report of activities and progress. The Commissioners and staff agreed to work together to set content and clear expectations for a joint meeting.

Ms. Fani announced that the Washington Growth Management Services offers The Short Course on Local Planning at various locations throughout the year and staff have contacted the office to indicate willingness to host the Short Course later this year at Redmond City Hall.

Also noted that at the April 24th Planning Commission meeting staff will present two informational briefings about the Microsoft Campus Refresh project, and Affordable Housing.

## 9. Adjourn.

The meeting was adjourned at approximately 8:20 p.m. Motion to adjourn was made by Commissioner East, seconded by Vice-Chair Nichols.

**Summary prepared by:** Judy Fani, Senior Planner / Planning Commission Staff Liaison

##

Share. Listen.

Communicate your needs.

Assume positive intent.

Agree to disagree, without making it personal.

Be respectful of each other, the staff, and the public.

Represent everyone.

Be prepared.

Come to the table without judgment, always be open.

Clarify jargon on behalf of everyone.

Respect each other's time.

Stay on topic; reserve tangents for future consideration.



### **Planning Commission Norms**

Planning Commission Annual Retreat | Adopted 4/17/19