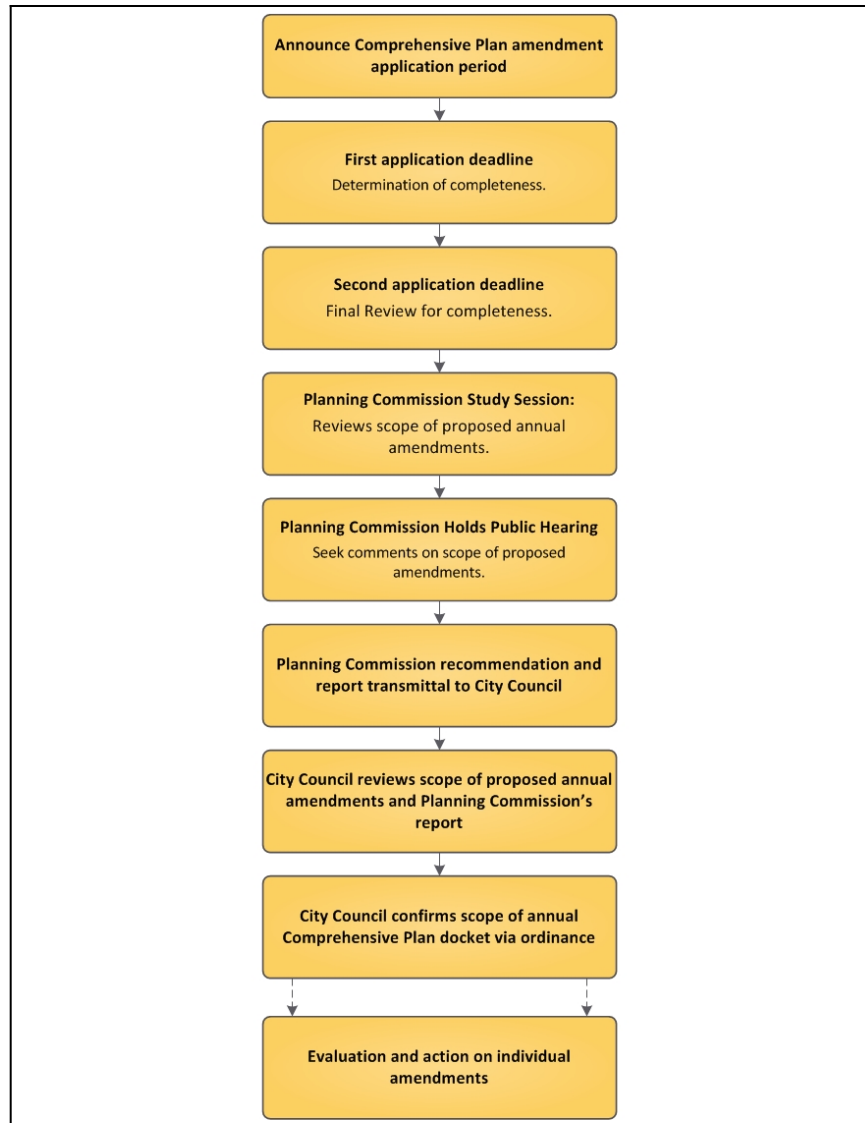


J. Comprehensive Plan Map and/or Policy Amendment.

1. Purpose. The purpose of this section is to provide a mechanism to allow modifications to the City’s Comprehensive Plan Map or policies.
2. Procedure for establishing the scope of annual Comprehensive Plan amendments and concurrent Zoning Code amendments (the “docketing process”). The Growth Management Act, RCW 36.70A, provides that Comprehensive Plan amendments can occur no more than once a year with limited exceptions. For any given year, the City establishes an application process with due date, as shown in Figure 21.76.070A. Applications received after the due date may be considered as part of the following year’s Comprehensive Plan docketing process.
 - a. Sequence for establishing the annual docket. Figure 21.76.070A identifies major steps involved in establishing the annual Comprehensive Plan docket.

**Figure 21.76.070A
Flow Chart for Annual Docketing Process**



- b. Criteria for including proposed Comprehensive Plan amendments in a given docket cycle. The following criteria will be used in determining which proposed Comprehensive Plan amendments will be given further consideration. Applications not included in an annual docket may be submitted in subsequent annual docketing processes, and would be evaluated again for consistency with criteria.
- i. Amending the Comprehensive Plan is the most appropriate mechanism available, as the desired outcome cannot be addressed as a regulatory, budgetary, or programmatic measure;
 - ii. The proposed Comprehensive Plan amendment is best addressed as an individually docketed item, instead of evaluating as part of a periodic update to Redmond's Comprehensive Plan, neighborhood plan update, or other planning processes such as those led by neighboring jurisdictions, regional, or state agencies;

- iii. The proposed Comprehensive Plan amendment is consistent with existing local, state, and federal laws;
- iv. The proposed Comprehensive Plan amendment is timely with respect to other City and community initiatives, and planned public and private development activity;
- v. City Council, Planning Commission, and staff will have sufficient information necessary to analyze the proposal, develop a recommendation, and make an informed decision within the docket year;
- vi. The proposed Comprehensive Plan amendment is consistent with overall vision, policies, and adopted functional plans; and
- vii. The proposed Comprehensive Plan amendment or similar amendment has not been considered or rejected within the last two years.

K.

- 3. Criteria for evaluation and action on proposed Comprehensive Plan Amendments. Once the scope of annual Comprehensive Plan amendments is confirmed via the docketing process described in RZC 21.76.070.J.2, each item is reviewed individually and acted on using the criteria below per Redmond Comprehensive Plan Policy PI-16. The review process shall follow Type VI (legislative) permit procedures as described in RZC 21.76.050.
 - . Consistency with the Growth Management Act (GMA), the State of Washington Department of Commerce Procedural Criteria, and the King County Countywide Planning Policies (CPPs);
 - a. Consistency with the Comprehensive Plan policies and the designation criteria;
 - b. Consistency with the preferred growth and development pattern in Section B of the Land Use Element of the Comprehensive Plan;
 - c. The capability of the land, including the prevalence of critical areas;
 - d. The capacity of public facilities and whether public facilities and services can be provided cost-effectively at the intensity allowed by the designation;
 - e. Whether the allowed uses are compatible with nearby uses;
 - f. If the purpose of the amendment is to change the allowed use in an area, the need for the land uses that would be allowed by the Comprehensive Plan amendment and whether the amendment would result in the loss of the capacity to meet other needed land uses, especially whether the proposed amendment complies with the policy on no net loss of housing capacity; and
 - g. For issues that have been considered within the last four annual updates or Comprehensive Land Use Plan amendments, whether there has been a change in circumstances that makes the proposed plan designation or policy change appropriate or whether the amendment is needed to remedy a mistake.

4. Exemptions. Changes in the organization, format, appearance, profiles, narrative, illustrations, examples or other nonmaterial changes to the Comprehensive Plan may be made by the Department of Planning and Community Development and are exempt from this section. Amendments to facility plans for City-managed utilities shall follow those procedures described in the Capital Facilities Element of the Redmond Comprehensive Plan.
5. Approval by Ordinance. All amendments shall be approved by ordinance by the Redmond City Council.
6. Proposed Amendments for a Neighborhood Commercial Designation. The following additional procedures apply for proposed amendments to the Comprehensive Land Use Plan Map and Zoning Map for a Neighborhood Commercial designation.
 - . Conceptual Site Plan. The applicant shall include with the application a conceptual site plan, indicating proposed land uses, vehicular and nonmotorized access and parking, building height, building entrances, landscaping, open space, and community gathering areas. Architectural design, exact building shapes, and other detailed information required in a site plan shall not be required. The plan shall demonstrate feasibility of compliance with Redmond's Comprehensive Plan policies and Redmond Zoning Code regulations associated with Neighborhood Commercial land use and zoning designation, RZC 21.14.010, *Neighborhood Commercial (NC-1)* or RZC 21.14.015, *Neighborhood Commercial (NC-2)*.
 - a. Neighborhood Meeting. Applicants are required to hold a neighborhood meeting between two and eight weeks following submittal of the application. City staff shall be invited to attend the meeting. Notice of the meeting shall be mailed at least 21 days prior to the meeting to all property owners and residents within the respective neighborhood boundaries of the proposed project and to any other person known to the City to have expressed an interest in the individual amendment. The notice shall include the conceptual site plan. Neighborhood meeting purpose and requirements shall also apply, RZC 21.76.060.C, *Neighborhood Meetings*.
 - b. Availability of Application. The application, including the conceptual site plan, shall be available for public review at the Development Services Center for a minimum of fourteen days prior to the neighborhood meeting.
 - c. Comments from Neighborhood Meeting. The applicant shall consider the comments received at the neighborhood meeting and shall consider recommendations from City staff, if any, regarding potential revisions to the conceptual site plan to address neighborhood concerns. The applicant shall either (a) submit a revised conceptual site plan incorporating any such revisions, or (b) advise the City that no revisions will be made, within 60 days from the date of the neighborhood meeting. If the applicant does not resubmit or notify the City within the 60-day period, the City will process the application as submitted without revisions.
 - d. Neighborhood Commercial Review Panel.

- i. After receipt of the revised conceptual site plan or after 60 days has passed from the date of the neighborhood meeting, the City shall schedule the application for review by a Neighborhood Commercial Review Panel consisting of the following representatives to be appointed by the Mayor:
 - A. One member of the Redmond Planning Commission
 - B. Two members of the Redmond Design Review Board;
 - C. One member of the Redmond Technical Committee;
 - D. Three citizen representatives, to be selected according to the following order of priority:
 1. Members of any active Citizen Advisory Committee (CAC) for the neighborhood in which the proposal is located; or
 2. Members of any former CAC for the neighborhood in which the proposal is located;
 - E. In instances where there is no representative who meets the criteria set forth in subsection J.6.e.i.D above of this section, the Mayor may appoint a member of a Redmond board, commission, or committee, or an active civic leader from the neighborhood in which the project is located.
 - F. In addition to the seven representatives identified above, a Youth Advocate member is encouraged to participate on the review panel as a nonvoting member.
- ii. The Neighborhood Commercial Review Panel shall provide a recommendation to the Technical Committee regarding whether the application for a Comprehensive Land Use Plan Map and Zoning Map amendment should be approved, modified, or denied, and shall include any recommended conditions for approval.
- iii. The Neighborhood Commercial Review Panel's recommendation shall be included as an attachment to the Technical Committee Report and to the Planning Commission Report, and referenced in the findings of fact.