

PLANNING COMMISSION MEETING

Redmond Comprehensive Plan Docketing Process

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ISSUES AND CONCERNS

- Reliability and transparency of docket process impeded by:
 - Unclear timelines that vary from year to year and are not clearly delineated in local ordinance;
 - Items that are carried over from year to year make it difficult for community members to track amendments, provide input, and anticipate adoption dates;
- Long dockets with multiple carry over items make it difficult to ascertain the cumulative effect of various proposals in accordance with RCW 36.70A.130;
- Review criteria is ambiguous and difficult to apply consistently; and
- No fees associated with application process as are typical of other jurisdictions



- Under RCW 36.70A.130(2), cities and counties may consider proposed amendments no more frequently than once per year, with some exceptions.
- Rather than adopting changes on a piecemeal basis, proposed amendments must be considered "concurrently so the cumulative effect of the various proposals can be ascertained."
- Local jurisdictions that consider such amendments typically establish a docket of proposed amendments that will be considered together on an annual cycle (or other specified period).

LOCAL REGULATIONS

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.

- Amending the Comprehensive Plan is the most appropriate way to address an issue if the outcome cannot be addressed as a regulatory, budgetary, or other planning process;*
- The proposed Comprehensive Plan amendment is not being evaluated as part of a periodic update to the Comprehensive Plan, a plan update, or other planning processes such as those conducted by other local or state agencies;*
- The proposed Comprehensive Plan amendment is consistent with existing laws;*
- The proposed Comprehensive Plan amendment is consistent with other City initiatives, and planned public and private development activity;*
- City Council, Planning Commission, and staff will have sufficient information to analyze the proposal, develop a recommendation, and make a decision within the docket year;*
- The proposed Comprehensive Plan amendment is consistent with overall vision and policies;*
- The proposed Comprehensive Plan amendment or similar amendments have not been submitted within the last two years.*

- The proposed Comprehensive Plan amendment is consistent with existing local, state, and federal laws;*
- The proposed Comprehensive Plan amendment is timely with respect to other City and community initiatives, and planned public and private development activity;*
- 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;*
- The proposed Comprehensive Plan amendment is consistent with overall vision and policies*

LOCAL REGULATIONS- DOCKETING PROCESS

- First application deadline – invites incomplete applications by providing a second review deadline
- No fees
- No defined timeline
- No timeline for final adoption of amendments
- Consideration not aligned with the budgeting process



PLANNING COMMISSION CONCERNS

- Consider language that would allow Council to include non-emergency city-initiated amendments on an already-approved docket. There is an existing policy that allows Council to add city-initiated amendments for emergencies only.
- Consider revisiting the minimum threshold criteria to clarify terms including time, timely, consistent, concurrent.
- In developing the docket, consider city priorities, and staff capacity to complete proposed amendments within the docket year.
- Consolidate items for public hearing to strengthen efficiency.
- Redesign the process to include a predictable application period/schedule.
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- Restructure the process to achieve a cumulative review of approved proposals.
- Reduce number of carryover items.
- Truly amend the comprehensive plan no more than once per year.

BASIC ELEMENTS - STAFF RECOMMENDATIONS

- Who May Apply and Process
- Exemptions and Emergency Amendments
- Minimum Application Requirements
- Annual Review Docket Procedures and Timelines
- Strengthen Criteria for Review
- Decision Options for City Council
- Decision Making Authority of the Council
- Fees

Provide one process for both community member applications (private) and another for Planning Commission and City Council initiated amendments.

Bellevue:

- *All applications must follow same approval process*
- *Planning Commission and City Council may propose an amendment at any time- still follows annual procedures*
- *All other applications must be submitted in accordance with procedural timelines*

EXEMPTIONS AND EMERGENCY AMENDMENTS

- Reference state law exemptions to the process
 - *Changes in the organization, format, appearance, profiles, narrative, illustrations, examples or other nonmaterial changes to the Comprehensive Plan may be made by the City of Redmond 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.*
 - *Comprehensive Plan Amendments exempt under RCW 36.70A.130*
 - *Emergency amendments as provided under WAC 365-196-640*

Provide for minimum application requirements:

- Applications must provide sufficient information or adequate detail to review and assess whether or not the proposal meets the applicable approval criteria identified.
- The city may request additional information as part of the application review process.
- A determination that the proposal contains sufficient information and adequate detail for the purpose of docketing does not preclude the City from requesting additional information at a later time.
- Require – in ordinance - a pre-application conference.

APPLICATION PROCEDURES

Issaquah

Schedule: During any calendar year, the City will accept Level 6 applications proposing Comprehensive Plan amendments for the Docket of Proposed Amendments (DPA) up to the specified deadline of the second Planning Policy Commission (PPC) meeting in January, or January 31st, whichever is earlier, after which additional proposals will be placed on the DPA for review in the following year.

Bellevue

The second Final Review process (LUC 20.301.130.A.1.b) **evaluates** those applications in the annual CPA work program, where a final decision is made by the Bellevue City Council.

If you are initiating a site-specific CPA and want to combine it with a Rezone, please refer to Submittal Requirements Sheet 53b included on page 6 of this Guide. A concurrent rezone application provides the opportunity to shorten the overall review time for CPA and rezone of a specific site. However, the rezone application will be only reviewed sequentially after CPA action, and the rezone application will be cancelled if the CPA is not adopted.

Annual CPA work program general timeline

- December – January** Application acceptance period to initiate Comprehensive Plan amendments
- February 1** List of initiated applications is established
- Early Spring** Threshold Review/geographic scoping/study sessions and a public hearing before the Planning Commission
- Spring-summer** City Council establishes annual CPA work program
- April** Concurrent rezone application is "split-off" for later Process III review
- Summer** Final Review/study sessions/and a public hearing before the Planning Commission
- Fall** City Council action on proposed amendments

DUE BY	PPROCESS
December- January	<u>Applications Accepted</u>
January 31st ??	<u>Applications Due</u>
Completed no later than March 31 st ??	<u>Planning Commission public hearing and final recommendation</u>
No later than June	<u>City Council to review and make a decision to include, exclude, or defer action on each item on the docket (may include identification of items that will be continued into next docket cycle)</u>
No later than November 30	<u>City Council to review and make a decision to include, exclude, defer action on item to the next docket cycle</u>

Sammamish

The deadline for submitting such an application is 5:00 p.m. on the first Monday of August each year. Any docket request received after the submittal deadline shall be considered during the following year's annual docket.



CRITERIA FOR REVIEW



Existing: The proposed Comprehensive Plan amendment is consistent with existing local, state, and federal laws;

The proposed amendment is consistent with policy implementation in the Countywide Planning Policies, the Growth Management Act, other state or federal law, and the Washington Administrative Code.

Existing: 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;

The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later neighborhood plan review or as part of a periodic review

Existing: 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;

The proposed amendment, in light of all proposed amendments being considered, can be reasonably reviewed within the resources and time frame of the annual Comprehensive Plan work program.

The proposed Comprehensive Plan amendment is timely with respect to other City and community initiatives, and planned public and private development activity;

DECISION OPTIONS

1. **Include.** The City Council's decision to include an application in the annual docket is procedural only and does not constitute a decision by the City Council as to whether the proposed amendment will ultimately be approved.
2. **Exclude.** The City Council's decision to exclude an application from the docket terminates the application. Proposals excluded from the annual review docket may not be considered again for a period of two years.
3. **Defer.** The Board's decision to defer an application means the application may be considered, as specified by the Board, either for the next annual docket cycle, neighborhood plan review and update, or the next periodic review cycle.



Decision making authority of the Council and Fees

City	Fees
Bellevue	<ul style="list-style-type: none">• Fee• \$1,122.00• A \$2,988 fee is collected for each transportation traffic model run.
Kirkland	<ul style="list-style-type: none">• The review fees are as follows: Phase I \$319 due with the application submittal.• Phase II (study and decision on the request): \$319 due before the first study session in Phase II.• Request for property specific map change: Initial request \$1,000.00; If request is authorized by City Council for review \$10,000.00
Issaquah	Comprehensive Plan Amendment \$2,500.00.
Sammamish	Policy planning amendments (+ EIS if applicable) \$ 1,980.00 Plus \$132.00 per hour after the first 15 hours.

The City Council has decision-making authority over all Comprehensive Plan and development regulation amendment proposals considered for inclusion on the annual review docket.

Timeline

Task	Date
Review and Make Recommendation of 2020 Docket	December- January 2019-2020
Begin review of proposed revisions – provide recommendation to City Council	March – April
City Council Consideration and Adoption	May- June
New Docket Cycle	November – January – applications are accepted

Questions?



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