

# Attachment C

## Minutes and Meeting Summaries

- Planning Commission, Meeting Summary June 10, 2020
- Planning Commission, Meeting Summary June 24, 2020
- Planning Commission, Meeting Minutes, July 8, 2020
- Planning Commission, Meeting Minutes, July 22, 2020



## REDMOND PLANNING COMMISSION

Roy Captain, Chair | Sherri Nichols, Vice-Chair  
Judy East | Aaron Knopf | Vidyanand Rajpathak  
Denni Shefrin | Aparna Varadharajan

### DRAFT MINUTES REDMOND PLANNING COMMISSION Virtual Meeting Wednesday, June 10, 2020 – 7:00 p.m.

---

#### 1. Call to Order & Roll Call – 7:00 PM

Commissioners Present: Chair Roy Captain, Vice-Chair Sherri Nichols, Judy East, Aaron Knopf, Vidyanand Rajpathak, Denni Shefrin, Aparna Varadharajan

Staff Present: Interim Deputy Planning Director Beverly Mesa-Zendt, Principal Planner Judy Fani, Senior Long Range Planner Beckye Frey

#### 2. Approval of the Agenda

Motion to approve agenda by Commission East, Second by Commissioner Shefrin.

Vote: unanimous

#### 3. Items from the Audience

No items from the audience

#### 4. Study Session, Docket Process Code Rewrite. Continue identification and discussion of potential revisions for process improvements to the current Comprehensive Plan Amendment Process (RZC 21.76.070(J)) that would result in a more predictable and efficient docketing process.

[Memo, Attachment A-Considerations for Amending RZC 21.76 070](#), [Attachment B-Proposed Code Revisions](#), [Attachment C-Matrix](#)

[Judy A. Fani](#), Principal Planner

425-556-2406

Ms Fani provided an overview of the proposed revisions.

#### 5. Staff & Commissioner Updates

Updates and discussion only. No action will be taken at this time.

Staff updates & scheduling:

- Upcoming meetings and public hearings
  - Election of Chair and Vice Chair for 2020 at next meeting
  
  - Public Hearing on Parks items rescheduled to July 8<sup>th</sup>
  
  - Annual Joint Meeting with the City Council on Tuesday, July 28<sup>th</sup>
  
  - PC Annual Workshop rescheduling preferences – July or August  
18<sup>th</sup> thru 25 sheffrin not available  
August if we need to wait to do in person  
Can we get speakers to come in beforehand to spread out over several meetings?
  
- New meeting protocols starting June 24<sup>th</sup>

Commissioner requests:

- Requests for briefings or information from staff at future meetings.

Commissioner news & resources:

- Commissioners share news and resources on planning topics

**6. Adjourn – 8:18**

Nicols motion, denni 2<sup>nd</sup> - unanimous

Unless otherwise noted, the Redmond Planning Commission meetings begin at 7:00 p.m. in City Council Chambers 1<sup>st</sup> Floor, Redmond City Hall, 15670 NE 85<sup>th</sup> Street in Redmond. **Agendas and Minutes** are available on the City's website: [www.redmond.gov/planningcommission](http://www.redmond.gov/planningcommission).

**The Planning Commission can be reached by email at [planningcommission@redmond.gov](mailto:planningcommission@redmond.gov)**, by phone via the message line at (425) 556-2481, by fax at (425) 556-4242, or by mail at: City of Redmond, Planning Commission, Department of Planning and Community Development, Mail Stop 4SPL, P.O. Box 97010, Redmond, WA 98073-9710. For more information on agenda items, please contact the staff person(s) listed for each topic or the **Planning Commission Liaison Beckye Frey**, at (425) 556-2750 or [bfrey@redmond.gov](mailto:bfrey@redmond.gov).



# REDMOND PLANNING COMMISSION

Roy Captain, Chair | Sherri Nichols, Vice-Chair | Aparna Varadharajan  
Judy East | Aaron Knopf | Vidyanand Rajpathak | Denni Shefrin

## MEETING SUMMARY REDMOND PLANNING COMMISSION Wednesday, June 24, 2020 – 7:00 p.m.

---

### 1. Call to Order & Roll Call – 7:04 p.m.

Commissioners Present: Chair Roy Captain, Vice-Chair Sherri Nichols, Judy East, Aaron Knopf, Vidyanand Rajpathak, Denni Shefrin, Aparna Varadharajan

Staff Present: Interim Deputy Planning Director Beverly Mesa-Zendt, Principal Planner Judy Fani, Senior Long-Range Planner Beckye Frey

### 2. Approval of the Agenda

Motion by Aaron Knopf, Second by Vice-Chair Nichols. Unanimous.

### 3. Election of Chair and Vice Chair

Motion to retain Roy Captain as Chair by Commissioner Shefrin, second by Commissioner Varadharajan. Vote unanimous.

Motion to retain Sherri Nichols as Vice-Chair by Commissioner Knopf, second by Commissioner Varadharajan. Vote unanimous.

### 4. Approval of Minutes

[May 27, 2020](#) – Motion to approve by Commissioner Shefrin, second by Commissioner Knopf. Vote unanimous.

### 5. Items from the Audience

No items from the audience.

### 6. Study Session, Docket Process Code Rewrite. Continue identification and discussion of potential revisions for process improvements to the current Comprehensive Plan Amendment Process (RZC 21.76.070(J)).

[Memo, Attachment A](#) - Comments & Suggestions for Further Revisions,  
[Attachment B](#) - Presentation

[Judy A. Fani](#), Principal Planner

425-556-2406

Ms. Fani continued reviewing the proposed code revisions with the Commissioners beginning with revisions that reflected Commissioners' suggestions from the June 10, 2020 meeting and outlined in Attachment A. The Commissioners reviewed the remaining threshold decision criterion in Section 5 Annual Review Docket Application, then continued reviewing Section 6 Council Review and part of Section 7 Final Review. The Commission started an issues matrix for further discussion regarding rephrasing of a new criterion that would consider staffing resources and operational budget allocations when evaluating a proposal; the ability of adding a refund provision to the proposed fee structure; and exploring the possibility of adding language to specify how Council would share their reasoning when proposals are deferred.

## 7. Staff & Commissioner Updates

Updates and discussion only. No action will be taken at this time.

### Staff updates & scheduling:

- Discussion of topics for upcoming meetings
  - **Topics for Annual Joint Meeting with the City Council (July 28<sup>th</sup>)** -- Planning Commission would like to retain the same topics as last year (very important for new Council members and Commissioners).
  - **Annual Workshop options** – Discussed preference for workshop, in-person vs. virtual and the timing. Commissioners discussed the preference for an in-person meeting if possible, with Commission Rajpathak asked for a virtual link for participating. The Commissioners prefer looking at September for a meeting date.
  - **In-Person Meetings pushed out again** - The Governor's most recent order did extend restrictions on in-person meetings again, so the meeting this evening was not held in person as planned. The plan is now to open in July, but that may change. We will be able to hold public hearings, with the ability to call-in and also to provide testimony in writing. Information on the meeting protocols will be at the top of each agenda, with information on changes shared as soon as we are aware of them.

### Commissioner requests:

- None at this time

### Commissioner news & resources:

- None at this time

## 8. Adjourn – 8:36 p.m.

Unless otherwise noted, the Redmond Planning Commission meetings begin at 7:00 p.m. in City Council Chambers 1<sup>st</sup> Floor, Redmond City Hall, 15670 NE 85<sup>th</sup> Street in Redmond. **Agendas and Minutes** are available on the City's website: [www.redmond.gov/planningcommission](http://www.redmond.gov/planningcommission).

**The Planning Commission can be reached by email at [planningcommission@redmond.gov](mailto:planningcommission@redmond.gov)**, by phone via the message line at (425) 556-2481, by fax at (425) 556-4242, or by mail at: City of Redmond, Planning Commission, Department of Planning and Community Development, Mail Stop 4SPL, P.O. Box 97010, Redmond, WA 98073-9710. For more information on agenda items, please contact the staff person(s) listed for each topic or the **Planning Commission Liaison Beckye Frey**, at (425) 556-2750 or [bfrey@redmond.gov](mailto:bfrey@redmond.gov).



## REDMOND PLANNING COMMISSION

Roy Captain, Chair | Sherri Nichols, Vice-Chair  
Judy East | Aaron Knopf | Vidyanand Rajpathak  
Denni Shefrin | Aparna Varadharajan

### MINUTES FOR JULY 8, 2020

**COMMISSIONERS PRESENT:** Chairperson Captain, Vice-Chairperson Nichols

Commissioners East, Knopf, Rajpathak, Shefrin,  
and Varadharajan

**STAFF PRESENT:** Jeff Aken, Judy Fani, Beckye Frey, and Beverly  
Mesa-Zendt, Planning Department

**EXCUSED ABSENCE:**

**RECORDING SECRETARY:** Carolyn Garza, LLC

---

#### CALL TO ORDER:

The virtual meeting was called to order at 7:00 p.m. by Chairperson Captain.

#### APPROVAL OF THE AGENDA

MOTION to approve the Agenda by Commissioner Knopf. MOTION seconded by Vice  
Chairperson Nichols. The MOTION passed unanimously.

#### ITEMS FROM THE AUDIENCE:

Ms. Frey stated that one comment had been forwarded via email to the Commission for the  
Public Hearing from Mr. Tom Hinman, and four other individuals had requested to call in and  
speak during the Public Hearing. There were no speakers with items outside the Public Hearing  
subject matter.

**Public Hearing, Policy Amendments to PARCC Plan (Parks, Arts, Recreation, Culture, and Conservation), Parks and Trails ADA (Americans with Disabilities Act) Transition Plan, Tree Canopy Strategic Plan and Facilities Strategic Management Plan**

Mr. Aken presented a recap of the details.

Chairperson Captain asked if there were questions and there were none.

Chairperson Captain asked for clarification regarding the email comment from Mr. Hinman. The date of the offline presentation forwarded was April 2, 2013. Mr. Hinman also stated that comments submitted nearly one month ago are not in documents provided by staff.

Chairperson Captain asked for the opinion of staff regarding the April 2, 2013, PowerPoint. Mr. Aken stated not having seen the PowerPoint submitted but had seen the email from Mr. Hinman. The PowerPoint presentation in question would have been before the current Tree Canopy Strategic Plan effort was launched in 2017.

Chairperson Captain stated that the email was addressed to the Parks and Trail Commission and Planning Commission, and copied to Ms. Frey, Mr. Aken, and Mr. Gary Lee, dated July 3, 2020. Chairperson Captain asked that staff review the PowerPoint and return to the Commission.

Ms. Frey replied that the PowerPoint presentation arrived after the meeting preparation had occurred but was currently linked to the City website materials.

Commissioner Shefrin stated that the email of Mr. Hinman recommends considering fees other surrounding cities implement and states the importance of process transparency. Chairperson Captain asked Mr. Aken to request clarification regarding the presentation date from Mr. Hinman.

The Public Hearing was opened by Chairperson Captain.

Ms. Rosemarie Ives, former Redmond Mayor, and Council Member asked to speak regarding the Tree Canopy Strategic Plan. Ms. Ives supports the goals of the plan, particularly regarding the conservation and retention of significant trees. Upon reviewing the Planning Commission Minutes, there is no specific mention of retention and protection of trees. The goal of the City is for 40 percent tree canopy by 2049 and existing is at 38 percent, including 900 acres of forest outside the City limits. For accuracy, the percentage should be lowered to reflect only the tree canopy within City limits where the environmental benefits accrue. The City has been overly permissive in allowing significant landmark trees to be removed over the past five years in the Tree Regulations Update. The same information should be reviewed from ten years ago. Throughout the plan, the focus is on planting new trees and an over-assumption that the City can plant out of canopy loss in order to meet the goal, but science and research do not support the theory. There is nothing in the plan which speaks specifically to retention and preservation. There is no mention of how zero net loss of significant trees will be achieved in the implementation plan. There is no accounting of the number of trees removed, retained, or the number of new plantings required. There is no plan to monitor maintenance or assess the success

Redmond Planning Commission

July 8, 2020

or mortality of previous plantings on public property. Newly planted trees must reach a specific size before benefits are contributed. Trees are important for aesthetics, clean air, and CO2 emissions reduction, and preserving and protecting existing trees is the best method to maximize tree benefits, especially in Urban Centers where the population per acre is very dense.

Ms. Shelly Bowman stated serving on the Parks and Trails Commission but that comments would be made as a private citizen. Ms. Bowman supports the Tree Canopy Strategic Plan amendment to the Comprehensive Plan, and with the amendment urged the Planning Commission to revise the permitting code to ensure the 40 percent tree canopy goal is reached in 2050. The planting of trees is being outpaced by removal. The Growth Management Act can be adhered to and, at the same time, the 40 percent tree canopy goal met. Ms. Bowman would submit a letter with detailed suggestions, but the highlights were:

1. To consider developing a stakeholder group of developers, private owners, City staff, arborists and interested citizens for input
2. Best Practices of both neighboring and distant cities be reviewed
3. Public information comment be provided regarding tree removal and mitigation details prior to large project final approvals
4. Provide transparent quarterly metrics and analysis
5. Update the 35 percent significant tree retention to 40 percent
6. Ensure enforcement of planting and tree survivability
7. Clearly define the replacement of tree types, sizes, and survival rates
8. Establish a tree definition and replacement ratio for trees larger than six inches and smaller than 30 inches
9. Remove dead, dying and hazardous trees as a free pass tear down
10. Increase in the in-lieu rate to \$500 or more or perhaps eliminate the option
11. Be transparent regarding the in-lieu fees collected and uses
12. Increase the ratio of landmark tree replacement
13. Explore neighborhood goals
14. Rally and educate the public on united goals

Ms. Bowman expressed that there are many ways to close the tree gap and that the Planning Commission will succeed with code revisions which will ensure tree canopy goals will be met.

Mr. Captain asked for the address of Ms. Bowman, and Ms. Bowman replied 6605 - 146<sup>th</sup> Avenue Northeast, Redmond, Grasslawn Neighborhood.

Mr. James Terwilliger, 16150 Northeast 93<sup>rd</sup> Way, Redmond, stated serving on the Parks and Trails Commission but that comments would be made as a private citizen. Mr. Terwilliger stated that at the beginning of 2020 the continent of Australia was on fire and despite other crises this year, action is required now in every possible capacity toward climate issues. The current tree canopy percentage of 38 percent includes outlying areas such as the Watershed, and while the areas contribute in many positive ways, the contribution is not in the same way as true urban forests. The actual tree canopy in Redmond is approximately 33 percent. Regardless, the canopy coverage is lower than needed and decreasing.

1. Redmond has the lowest barrier to tree removal of any municipality in the region at \$250 per tree in code
2. A fee-in-lieu of tree replacement is a reduction in canopy coverage by definition
3. Redmond is currently behind on enforcing agreed-upon replacement trees
4. A failure to plant agreed upon replacement trees for tree removal is also, by definition, a reduction in the tree canopy coverage

The suggestion is to remove the fee-in-lieu option for tree removal and require tree replacements to occur prior to allowing tree removal. Doing so will establish a tree canopy coverage floor, a statement that environmental health matters in Redmond. While neighboring cities have fee-in-lieu options, one City must remove the option first, setting a vision for climate and livability.

Mr. Gary Smith, 4805 162<sup>nd</sup> Avenue Northeast, Redmond, stated that emphasis on tree protection should occur during review of development proposals. There is an emphasis in Regulation on compliance for single-family residences regarding tree removal. In 2013, 25 net acres of trees were removed on Northeast 116<sup>th</sup> Street, and seven years later photography shows that the loss continues, and growth has not caught up. On Avondale Road, the Keller Mitigation Bank will take several years but will replace the prior 25 acres when mature. Neighboring cities such as Kirkland, which has recently completed a seven-year process to approve a Tree Canopy Strategic Plan, should be cooperated with. Mr. Smith stated speaking as a citizen, but also able to help from the Parks and Trails Commission.

Ms. Frey stated that there were no further speakers.

Chairperson Captain stated that the Public Hearing would be left open until the next Planning Commission meeting on July 22, 2020.

### **Study Session, Docket Process Code Rewrite**

Ms. Fani stated that concerns expressed by the Planning Commission, staff, Council members, and applicants were being addressed. A Public Hearing will be held on July 22, 2020. The process schedule was explained. Council action is anticipated on October 20, 2020. There are three unresolved issues on the Issues Matrix and four sections of red-lined code that require review.

Ms. Fani began with a redlined code. New revisions to add clarity has been added to *Who May Apply* regarding initiating Comprehensive Plan amendment applications and to a two-year limitation that does not apply to City Council. Chairperson Captain stated that the verbiage appears contradictory: C.i. contradicts 3.a. Commissioner Knopf and Vice-Chairperson Nichols replied understanding the verbiage. Commissioner Shefrin stated that both sets of language may not be necessary. Chairperson Captain replied that the verbiage in C.i. was the confusing passage. Commissioner East stated that the second and third commas are unnecessary.

Ms. Fani continued with the Final Review of Docketed Proposals. Commissioner Knopf stated that at *Council can reject, or accept, in whole or in part, the recommendation of the Planning*

Redmond Planning Commission

July 8, 2020

*Commission*, there was not a need for a comma at *reject or*. Ms. Fani noted the suggested change. Ms. Fani then continued to present new clarifying language for the threshold criteria.

Vice Chairperson Nichols asked for the experience of the City of Bellevue regarding unnecessary barriers in the application process. Ms. Fani replied that neighboring parcels affected are brought into the process to provide a voice; if a property will be affected by an action by others, more analysis occurs.

Ms. Mesa-Zendt stated that a site-specific rezone will always include notification requirements per State laws. The process prevents spot zoning actions, an extra threshold so that larger land-use patterns can be considered. Vice Chairperson Nichols stated concern regarding the verbiage, however, specifically in relation to a neighborhood veto, in example regarding affordable housing. Commissioner Knopf stated that the new amendment is difficult to understand as a layperson. Ms. Mesa-Zendt replied that items were left in the proposed code for the Commission to decide what should remain; number six is existing language. Chairperson Captain stated that number seven says more but does not explain more than what number six already does. Ms. Mesa-Zendt stated that the change could be abandoned. Ms. Fani replied that the value of number seven would be the last phrase. Commissioner East agreed with Commissioner Knopf. Commissioner Rajpathak stated that in number six, the term *nearby* should be clarified specifically. Ms. Mesa-Zendt reviewed code and discovered an error at *vi*. in a strike-through. Chairperson Captain asked if number seven is the only choice available. Vice Chairperson Nichols replied that the choices are the strike-through, number six or number seven and Ms. Mesa-Zendt replied correct, or a combination of the three; the Commission can express the desired elements and staff will adjust verbiage.

Vice Chairperson Nichols stated agreeing with Commissioner Rajpathak regarding a specific definition of the term *nearby*. Ms. Fani replied that there is no RZC glossary definition of *near*, *close*, or *nearby*. Ms. Mesa-Zendt replied that at minimum, the notification buffer, 500 feet, is implied. Chairperson Captain stated that the term *adjoining* would be limiting and that a specific definition of *nearby* or a change in terminology was needed. Chairperson Captain asked if changing the term *nearby* to *notification buffer* would be acceptable, and Ms. Fani replied at a minimum. Chairperson Captain suggested adding the phrase *at a minimum*. Commissioner Knopf agreed.

Commissioner Varadharajan asked for clarification regarding the intent of number six and Ms. Mesa-Zendt replied that neighbors have a right to speak which can influence decision making; number six is a threshold in evaluation criteria to cross prior to hearing from neighbors. For example, issues regarding a multifamily project adding 20 units an acre next to a single-family detached unit. Commissioner Knopf stated liking number six but asked for clarification in number seven if a precedent could be set in a change finding. Ms. Mesa-Zendt replied that there are other geographic boundaries besides rezones that might occur in an urban center expansion; number seven captures the expansion question. Chairperson Captain asked if number seven could be revisited and Ms. Mesa-Zendt replied yes, and three clean options reflecting comments can be brought back to the Commission. Commissioner Shefrin asked if the term *compatible* rather than *shared characteristics* may create ambiguity but realized number seven will be

revisited; wording can be fine-tuned to specifics. Chairperson Captain stated that different punctuation will help the understanding of the sentence.

Commissioner Rajpathak asked how the rubric would be applied if various residential zone densities such as R4 and R20 have the shared characteristics of residences. Ms. Mesa-Zendt replied that the criterion presents a situation that is deliberately ambiguous for flexibility, meant to guide but not require and would include City assessment combined with public comment. Ms. Fani replied that location, traffic patterns, topography, and other considerations come to bear during the conversation.

Chairperson Captain stated that staff would bring number seven back, rephrased for understanding, and that the meeting should move forward.

Ms. Fani continued with number eight. Commissioner Knopf asked if number eight is necessary as the situation had been addressed previously. Vice Chairperson Nichols replied that number eight was worthwhile, specifically calling out no net loss of housing capacity. Commissioner Knopf asked if number eight could then be shortened. Ms. Fani suggested simplifying as well as renumbering so that number eight would then fall under number two for better flow. Chairperson Captain agreed. Commissioner Varadharajan asked if there are other situations that the Comprehensive Plan mandates that should be included. Commissioner Shefrin asked if one example would be the protection of the Manufacture Park zoning designation. Chairperson Captain asked about the term *especially* referring specifically to housing capacity. Ms. Fani stated that currently and for the foreseeable future, housing is a high-priority topic in the City and suggested that it may be prudent to keep the phrase in the criterion. Chairperson Captain suggested simplification for understanding. Commissioner Rajpathak commented that net housing capacity is not the only criteria but also the type of housing. Chairperson Captain stated believing the net housing capacity covered all and did not need to be broken into types. Vice Chairperson Nichols agreed with Chairperson Captain. Ms. Fani replied with the situation of a prior applicant who changed the type of occupants more than once within a request for a land zone change from single-family to multifamily; the type of housing is irrelevant at the Planning Commission level as Development Services comes into play later after a full development application is submitted.

Ms. Fani continued to the next criterion, addressing significantly changed conditions since the last pertinent Comprehensive Plan map or text was amended. Rewording is around the types of possible change beyond anticipated consequences of a policy such as transit-oriented developments (T.O.D.). The Commission had no questions.

Ms. Fani stated that no changes are suggested to number eleven. Chairperson Captain asked if the proposed amendments are on the website and Ms. Fani replied yes, Attachment A to the Technical Committee report.

Chairperson Captain stated that there were three items on the Issues Matrix. The first issue from Commissioner Shefrin was regarding the fee structure and refunds; Commissioner Shefrin stated that the issue could be closed.

The second issue from Commissioners East, Knopf, and Chairperson Captain was regarding a new proposed criterion regarding considerations around staff resources and budget. Commissioner Captain was satisfied with the response. Commissioner East stated continued concern that given this criteria, some applications could be chosen over others and questioned how the Planning Department would prioritize applications when the required research and analysis are equal. Ms. Frey replied that the Planning Commission applies the criteria to each application, and prioritizes them at that time. For example, as there is an important need for housing, the priority now is housing-related concerns over other matters. Each year there is flexibility, but the Planning Commission evaluates and makes a proposal. Chairperson Captain stated being satisfied that time invested and cost overall were being considered in the final decision as to prioritizing applications, in addition to the comment of Ms. Frey. Ms. Mesa-Zendt replied that a lesser priority project can be recommended for the following year. Commissioner Knopf stated being satisfied closing the issue but with one concern in verbiage, that *determining* should be *determination*. Ms. Fani acknowledged the correction.

Chairperson Captain stated being satisfied with closing issue number three. Ms. Fani stated that staff is researching what criteria would be consistent with the authority provided to the City Council by RCWs and findings will be shared at an upcoming Planning Commission meeting.

Chairperson Captain stated that there will be a Public Hearing and Study Session on July 22, 2020, and thanked all involved for hard work and patience.

### **Staff and Commissioner Updates**

Ms. Frey had no updates.

The Commission members had nothing further to share.

### **ADJOURNMENT:**

MOTION to adjourn by Vice Chairperson Nichols. MOTION seconded by Commissioner Knopf. The MOTION passed unanimously.

The meeting adjourned at 9:01 p.m.

Minutes Approved On:

7/24/2020

---

Planning Commission Chair

DocuSigned by:  
  
E1CA02DD22D14E1...

---

Redmond Planning Commission

July 8, 2020

**CITY OF REDMOND PLANNING COMMISSION  
MINUTES**

July 22, 2020

**COMMISSIONERS PRESENT:** Chairperson Captain, Vice Chairperson Nichols  
Commissioners East, Knopf, Rajpathak, Shefrin and  
Varadharajan

**STAFF PRESENT:** Jeff Aken, Senior Planner, Parks and Recreation  
Department  
Judy Fani, Principal Planner, Beckye Frey, Senior  
Planner and Planning Commission Liaison, and  
Beverly Mesa-Zendt, Interim Deputy Director  
*Planning and Community Development Department*

**EXCUSED ABSENCE:**

**RECORDING SECRETARY:** Carolyn Garza, LLC

**CALL TO ORDER:**

The virtual meeting was called to order at 7:02 p.m. by Chairperson Captain.

**APPROVAL OF THE AGENDA**

**MOTION to approve the Agenda by Vice Chairperson Nichols. MOTION seconded by Commissioner Knopf. The MOTION passed unanimously.**

**MESSAGE FROM THE MAYOR**

Mayor Angela Birney thanked all Redmond Commissions and asked if any questions could be answered regarding the City.

Commissioner Knopf asked Mayor Birney how the current unprecedented times are affecting the future agenda for Redmond. Mayor Birney replied that most goals can be achieved albeit at a slower pace and the budget is being worked on. Some programs will most likely need to be paused until a recovery occurs. Sales tax revenue has slowed, and recreation funds and water utilities are challenged. The City has made amazing changes to adapt to the pandemic, and the first Redmond brewery is open for business. Remaining positive about where Redmond is headed is important.

Chairperson Captain stated that the City has been nimble and praised the work done to create streateries. Staff has been wonderful in making things happen in unprecedented times. Mayor Birney stated appreciating staff and community stepping up into challenges. Opening streateries were possible because of the number of people and entities working together to create the opportunity. Pet food and face masks have been distributed at City Hall free of charge. Non-profits and volunteers are filling voids in the community such as food drops to families with children that normally receive free or reduced cost lunches.

Mayor Birney thanked everyone for the opportunity to speak and answer questions at the meeting.

## **APPROVAL OF MINUTES**

**MOTION to Approve Planning Commission Meeting Summaries for June 10, 2020 and June 24, 2020 and Meeting Minutes for July 8, 2020 by Commissioner East. MOTION Seconded by Vice Chairperson Nichols. The MOTION passed unanimously.**

**ITEMS FROM THE AUDIENCE:** None

**Public Hearing, Policy Amendments to PARCC Plan (Parks, Arts, Recreation, Culture and Conservation), Parks and Trails ADA (Americans with Disabilities Act) Transition Plan, Tree Canopy Strategic Plan and Facilities Strategic Management Plan**

Mr. Aken presented a change to the recommendation, that NE-113 be retained as the policy forms the basis for the zoning code.

Ms. Frey stated that no requests were received to comment during the virtual public hearing, but two additional written comments had been received: from Ms. Rosemary Ives on July 18, 2020 and Mr. Tom Hinman on July 21, 2020 and have been entered into the public hearing record. The comments have been forwarded to the Planning Commission and posted to the Planning Commission website.

Chairperson Captain closed the Public Hearing and opened the Study Session.

Mr. Aken began with number five on the Issues Matrix, questions regarding development impacts. Current canopies and opportunities for future canopies are better addressed in the Tree Code review. The Strategic Plan identifies a comprehensive review of current regulations as a strategy to ensure the intended goal is met. Chairperson Captain was satisfied with the answer and stated the issue could be closed; two issues remained, number six and number seven both from Commissioner Varadharajan.

Mr. Aken continued with number six, clarifying the actual canopy goal. One of the reasons 40% was chosen was to capture future annexations that might change the total acreage of the City. The plan will need to be continually evaluated and adapted over the 30-year timeframe to meet the goals.

Commissioner Varadharajan stated that number seven could be closed but asked for further clarification regarding percentages in number six. The 40% acreage figure needs correction from 4,240 as listed in the Issues Matrix to 4,264. A separate goal should be set for within City boundaries, maintaining and growing the Watershed and unincorporated areas separately. A separate goal regarding annexations should be set. In summary, because the Watershed is not part of the City, the percentage goals should be separated.

Commissioner Knopf replied that Parks and Recreation had determined in the past that, regardless of the target, the only real growth of tree canopy is going to be within City boundaries.

Commissioner Varadharajan stated that the intent of the percentage goal should be explicit to reflect the true canopy rather than a flat percentage which sounds good but is not the reality.

Chairperson Captain asked why the number of acres were being specified which may limit the City and suggested a percentage of coverage and define covered areas, actual City limits. Percentage of coverage will grow proportionate to expansion.

Vice Chairperson Nichols stated that the Planning Commission is making a recommendation to updates for the Comprehensive Plan and not the Tree Canopy Strategic Plan. Mr. Aken replied correct, the Tree Canopy Strategic Plan was adopted by City Council in January 2019. Vice Chairperson Nichols asked if modifying the goal now is outside of the scope of the Planning Commission; that the job of the Planning Commission is to assure that Comprehensive Plan policies support the Strategic Plan and numbers in acres or percentages are not relevant to the Comprehensive Plan. Mr. Aken replied correct. Vice Chairperson Nichols reiterated that only policy goals and amendments are being reviewed by the Planning Commission to assure that the already adopted Tree Canopy Strategic Plan is supported, and some point Tree Code regulations will be reviewed to assure that the Tree Canopy Strategic Plan is implemented. Mr. Aken replied correct, and that Ms. Cathy Beam oversees Tree Code regulations. Vice Chairperson Nichols stated understanding the concern of Commissioner Varadharajan, but that the concern cannot be addressed by the Planning Commission process.

Chairperson Captain stated having confused the Tree Canopy Strategic Plan and the Tree Code together and stated that policy is what the Planning Commission is examining.

Commissioner Varadharajan stated having believed that the Technical Committee recommendation was being debated, a last checkpoint before the Comprehensive Plan is amended, and that the numbers should be questioned at this time to be sure the correct idea is in the Comprehensive Plan for the future. Commissioner Varadharajan stated that mentioning *within City boundaries* specifically is sufficient, but acreage numbers had been mentioned because of the broad mention of 200 to 500 acres.

Vice Commissioner Nichols stated that there are three levels: The Comprehensive Plan, the Strategic Plan and the Code. The Strategic Plan has already been approved by City Council and is where the 40% figure is coming from. Policies are being changed within the Comprehensive

Plan to support the already approved Strategic Plan. Changes to Code will occur in the future to support the Strategic Plan.

Ms. Mesa-Zendt stated that the Comprehensive Plan is the high vision and entering Redmond 2050, eliminating specific regulatory language is a goal to limit the number of documents requiring changes. The Comprehensive Plan should be guiding principles and more overarching goals and policies with more refinement in the Strategic Plan and finality in the regulatory document, a hierarchy of specificity. The more specific the information in the Comprehensive Plan, the more difficulty there is when more flexible regulations are desired. A Land Use challenge should not be based on information in a Comprehensive Plan.

Chairperson Captain asked if the Planning Commission had reviewed the Strategic Plan prior to City Council Approval. Commissioner Knopf stated that the Parks and Trails Commission had brought the Tree Plan to the Planning Commission in certain forms but did not recall the outcome. Chairperson Captain stated recalling the issue but did not recall the actual Strategic Plan for the City. Mr. Aken stated that the Strategic Plan had not come to the Planning Commission and was not regulatory at the time.

Commissioner Varadharajan stated that the 40% figure still should be specified to be within City boundaries; 200 to 500 acres and a flat 40% is overly broad.

Vice Chairperson Nichols stated that the Strategic Plan is not before the Planning Commission and the Strategic Plan has already been approved. Commissioner Varadharajan stated understanding but asked if the Technical Committee report is simply referencing the Strategic Plan and the Planning Commission role is to confirm that the Technical Committee has supported the Strategic Plan only. Vice Chairperson Nichols stated that Council has approved the Strategic Plan, now set, and the Strategic Plan is not before the Planning Commission. Commissioner Varadharajan asked for clarification that the only response from the Planning Commission would be that the Technical Committee has referenced the Strategic Plan, and content is not to be discussed, the Planning Commission role to be gatekeepers of the process only. Vice Chairperson Nichols replied that the Planning Commission role is to work with changes to policies in the Comprehensive Plan required because of the Strategic Plan.

Commissioner Varadharajan asked for clarification regarding why a Public Hearing was held if the Strategic Plan cannot be changed. Vice Chairperson Nichols replied that the Public Hearing was regarding changing the Comprehensive Plan, but not the Strategic Plan.

Ms. Frey stated that typically and for Redmond 2050, the Comprehensive Plan is changed and afterwards or at the same time all functional plans updated to match. Redmond has been updating functional plans gradually over the last decade, however, and in this case the functional plan had been updated and now the Comprehensive Plan needs to match. The process has not been ideal and will be changed going forward.

Ms. Mesa-Zendt added that if further refinement is precluded to the high-level vision in the draft document there will be processes for a different direction at the regulatory level public process. If a more refined approach to the Tree Code is desired, there can be more refinement restrictions

when the Tree Code regulations occur. The Comprehensive Plan needs to be broad enough to provide for refinement implementations.

Commissioner Knopf stated believing that in the past, the tree canopy was intended to be part of an amendment to the Comprehensive Plan but because of many meetings and complicated debate, the issue was deferred and why the process order had been unusual. Ms. Fani replied that Commissioner Knopf was correct.

Commissioner Rajpathak asked if discussion going forward should only focus on the three recommendations from the Technical Committee report and nothing else in the review. Ms. Fani replied that there are four items, three sets of policies as outcomes from three plans adopted in 2019, in addition to the proposed updates to the Park Trails map. The three plans have already been adopted, and under consideration this evening are only the proposed policies to align with the Comprehensive Plan. Making one recommendation to either accept the Technical Committee recommendation or separate each of the four issues can be decided by the Planning Commission. Vice Chairperson Nichols stated that there are three plans that are producing Comprehensive Plan amendments. Commissioner Rajpathak asked for clarification that the policy changes come from the three plans, and Mr. Aken replied yes, reflecting high-level goals and recommendations. Chairperson Captain stated that the four items are all one package and did not see a reason to separate. Chairperson Captain asked that the Commissioners review the draft Planning Commission report for further clarification.

Commissioner Varadharajan asked if issue six could be modified to reflect the discussion and then closed. The question would be if an exact percentage of tree canopy can be expected within City boundaries only, to be revisited at the time of the Tree Code update. The issue would still be maintained and sent to the correct process. A goal would be set for the contiguous City boundary specifically, 40% of City limit.

Vice Chairperson suggested closing issue number six and opening another issue, asking to modify issue six to be sure *40% of the City limit contiguous boundaries* are captured in the Tree Code. Commissioner Varadharajan agreed. Ms. Fani replied that many questions of Commissioner Varadharajan in the recent past have been forwarded to Ms. Cathy Beam and the new issue eight will be forwarded tomorrow morning. Commissioner Varadharajan thanked Ms. Fani.

Chairperson Captain asked if the recommendation should be voted on at this time. Mr. Aken replied that the only concern was the goal could change the City Council adopted goal. Vice Chairperson Nichols stated that the concern could not be addressed by the Planning Commission process, but the concern has been captured. Commissioner East stated that the report is not being changed, but that the concern would be added to the discussion going forward for the policy. Vice Chairperson Nichols stated that the Issues Matrix would go to City Council and the Tree Code cannot override the Strategic Plan, that implementation is the question. Mr. Aken stated understanding.

**MOTION to recommend Approval of the Technical Committee Report on the amendments to the Comprehensive Plan and PARCC Plan Trails Map with the following change; to retain Policy NE-113 which calls for maintaining no net loss of significant trees within the City over the long term, by Vice Chairperson Nichols. MOTION seconded by Commissioner East. MOTION passed unanimously.**

### **Public Hearing and Study Session, Docket Process Code Rewrite**

Ms. Fani reviewed the docket process and potential process improvements. Report Approval will return to the Commission on August 12, 2020. There will subsequently be other study sessions held, with City Council Action on October 20, 2020.

Chairperson Captain opened the Public Hearing.

Ms. Frey stated that no written testimony or requests to speak had been received.

Ms. Fani stated that approximately 37 people, including applicants from the past five years and others who had expressed interest in learning about the docketing process, have been notified and provided the materials under review including the last code revision from July 17, 2020. There has been no response.

Chairperson Captain closed the Public Hearing.

Ms. Fani presented item four on the Issues Matrix, a question regarding whether any other policies in the Comprehensive Plan address no net loss for housing. Aside from housing, there is no net loss verbiage other than the tree related policy that has been recommended to be retained in the last Motion. Commissioner Varadharajan stated that the retained policy will set the stage for future development. Commissioner Shefrin stated concurrence. Chairperson Captain closed the item.

Ms. Fani continued to item five, options to address criteria for land use and rezone changes and whether allowed uses are compatible with nearby uses. Staff researched and recommends that the criterion be struck with no further reference. The Comprehensive Plan includes criterion to apply to land use proposals already, the criterion in the code already addresses designation criteria, and the zoning code lays out seven types of criteria to consider for rezones. Chairperson Captain stated appreciating how the long sentence has been broken down and approved. Vice Chairperson Nichols stated the passage was much easier to understand. Ms. Mesa-Zendt clarified that the staff recommendation is to not include this criterion and stated that duplicate language would be a focus to eliminate going forward. There were no further comments and Chairperson Captain closed the item.

Ms. Fani stated that Mr. Jim Haney, City attorney, had responded to the latest red-lined version, part nine at the end of the code, Final Action. The phrase *each docketed proposal is reviewed individually and acted on using the following criteria* raised a concern that the legislative authority of the Council could be constrained. The suggestion is to choose one of the following: *each docketed proposal shall be reviewed with consideration to the following criteria or each*

*docketed proposal shall be reviewed for substantial conformance with the following criteria.* Commissioner Varadharajan stated that the first option was cleaner and more approachable, and the other Commissioners except for Chairperson Captain stated agreement. Commissioner Rajpathak asked for clarification regarding why criteria were at issue. Ms. Mesa-Zendt replied that Mr. Haney had commented that docketing is a discretionary legislative action that does not confer any restriction or property right, and that language should allow Council to exercise legislative authority in relation to the action; consideration but not conformance with every criteria being required. Commissioner Rajpathak asked why the passage regarding *considering* is needed in any form. Ms. Mesa-Zendt replied that the passage is a reminder of what should be considered but not binding in determinations. Commissioner Rajpathak asked if the next sentence should also be struck, *the review process shall follow the Type VI legislative procedures.* Ms. Fani replied that a colon could be removed but, being the only mention of type six legislative process, the sentence should remain. Ms. Mesa-Zendt replied that Type VI process criteria cover in example the type of hearing, notification required and how the hearing is conducted, and is not criteria for evaluation but actual procedure. Commissioner Rajpathak stated that the passage does not read correctly. Ms. Mesa Zendt asked if *shall be reviewed in consideration to the criteria below* and removing the word *following* would satisfy the comment, and Commissioner Rajpathak replied yes. Vice Chairperson Nichols stated agreement with option one. Chairperson Captain stated preferring option two with the phrase, *substantial conformance with*, but that the rest of the Commission prefers option one.

Ms. Fani stated that the two remaining items on the Issues Matrix had been closed and asked if there were any further comments. There were no further questions.

**MOTION to recommend that the City Council approve amendments to the Redmond Zoning Code 21.76.070.J as set forth in Attachment A with identified revisions to section 9, by Vice Chairperson Nichols. MOTION seconded by Commissioner Rajpathak. MOTION passed unanimously.**

Ms. Fani stated that she would return to the Planning Commission for their approval of the Planning Commission Report, the formal recommendation to City Council, on August 12, 2020.

### **Staff and Commissioner Updates**

Ms. Frey stated that the joint meeting with City Council is on next Tuesday, July 28, 2020 at 6:30 p.m. and a TEAMS link will be forwarded.

Ms. Frey stated that member availability dates are needed through the poll for the September workshop.

Commissioner East asked who would be speaking at the City Council joint meeting, and Vice Chairperson Nichols replied that Commissioner Varadharajan has organized a slide presentation while Vice Chairperson Nichols has organized notes to speak to the slides. Any Commissioner wishing to present is welcome to and should contact Vice Chairperson Nichols. The presentation will be an overview of the current Planning Commission. Commissioner Shefrin asked if there would be a formal opportunity to thank staff and Vice Chairperson Nichols stated yes.

Commissioner East asked if the PowerPoint could be viewed prior to the meeting and Ms. Frey replied that the PowerPoint has been forwarded to the Council and will be published with the Agenda, and that the link will be forwarded to Commissioners. Ms. Fani asked about a get-to-know-you section of a previous joint meeting, and Ms. Frey replied that the exercise had been very time consuming and had not been discussed for the Tuesday meeting. Commissioner Varadharajan asked to be emailed with any suggestions for the presentations. Mr. Frey cautioned regarding a walk-in quorum. Chairperson Captain replied that the PowerPoint has already been forwarded to Council but there could be a possibility to change certain slides.

**ADJOURNMENT:**

MOTION to adjourn by Commissioner East. MOTION seconded by Commissioner Knopf. The MOTION passed unanimously.

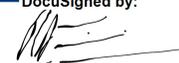
The meeting adjourned at 8:48 p.m.

Minutes Approved On:

8/26/2020

---

Planning Commission Chair

DocuSigned by:  
  
E1CA02DD22D14E1...

---