



## Planning Commission Report

**To:** City Council

**From:** Planning Commission

**Staff Contacts:** Carol Helland, Planning Director 425-556-2107  
Beverly Mesa-Zendt, Interim Planning Director 425-556-2423  
Judy Fani, Principal Planner 425-556-2406  
*Planning and Community Development*

**Date:** August 12, 2020

**Title:** RZC 21.76.070.J Docketing Process Amendments

**Project File Number** **LAND-2020-00780**

**Recommended Action:** Adopt the proposed amendments to RZC 21.76.070.J as shown in Attachment A.

**Summary:** The recommended amendments to RZC 21.76.070.J provide process improvements to the annual current comprehensive plan amendment process and is responsive to concerns raised in recent years by Councilmembers, Planning Commissioners, applicants and staff.

**Reasons the recommendation should be adopted:** This recommendation would achieve the process improvements by:

- Setting clear expectations and timelines for prospective applicants;
- Providing a transparent and predictable application review and decision-making schedule;
- Refining and clarifying threshold decision criteria to evaluate proposals, as well as decision criteria for proposed amendments;
- Formalizing a process that allows City Council, Planning Commission and staff to add items to be considered for the annual docket; and
- Reaffirming Council's legislative discretion over decisions about which proposals are docketed, and which docketed proposals are approved as a comprehensive plan amendment.

The proposed docketing process will introduce efficiencies in several

administrative and operational procedures related to the docketing process including: consolidating items for public notices, holding public hearings for more than one docketed item during the same Planning Commission meeting, and combining docketed times in one ordinance for final Council action, or two ordinances when there are concurrent zoning amendments. The proposed process will reduce and potentially eliminate “carry overs”, creating more predictability and transparency for the interested public.

## **Recommended Findings of Fact**

### **1. Public Hearing and Notice**

#### **a. Public Hearing Date**

The Planning Commission opened and closed the public hearing on July 22, 2020.

#### **b. Notice**

The public hearing notice was published in the Eastside edition of the *Seattle Times* on June 1, 2020. All individuals and entities who proposed a Comprehensive Plan amendment or expressed interest in the docketing process during the last five application cycles were notified on July 14, 2020 about the hearing and provided proposed code revisions to review in advance of the hearing. Public notice was posted in City Hall on July 20, 2020. Notice was also provided by announcing the hearing in the Planning Commission agendas and extended agendas, as well as postings on the City’s web site.

### **2. Public Comment**

The meeting minutes for the July 22, 2020, the public hearing date, is shown in Attachment C. No written comments were submitted; no one came forth to provide public testimony.

## **Recommended Conclusions**

### **1. Key Issues Discussed by the Planning Commission**

The Planning Commission considered several key issues regarding the proposed amendments which are summarized below.

#### Commission Approach and Discussion

In reviewing revisions to RZC 21.76.070.J, the Planning Commissioners focused on attaining an improved comprehensive plan amendment process that would accomplish the following:

- Set clear expectations and timelines for prospective applicants and staff regarding application submittals and review process;
- Provide a transparent and predictable application review and decision-making schedule for ease of tracking by applicants and community members;
- Refine threshold decision criteria to evaluate proposals, as well as decision criteria for proposed amendments, by removing ambiguous terms and adding new relevant criteria;
- Create a process that allows City Council, Planning Commission and staff to add items to be considered for the annual docket; and

The Commissioners also reviewed a comparative study of the docketing processes adopted by neighboring jurisdictions and posed questions to staff to further the Commission's understanding of possible implications of adopting proposed code language. Attachment D, Issues Matrix, captures several of these inquiries and outcomes. For a more complete list of each area explored in developing the recommended code refer to Attachment E, Explanation of Proposed Code Revisions. The list includes an explanation of how each substantive code revision aligns with the Commission's overarching goals for this code update.

#### Threshold and Final Review Criteria

The Commissioners discussed a variety of topics that were helpful in evaluating different approaches and options to address specific code provisions. Commissioners drew from their own experience and familiarity with the current docketing process. Having recently completed a docket review and recommendation, the Commissioners were very familiar with the threshold decision criteria and final review criteria and the specific areas where the language was problematic and difficult to implement.

#### Who May Apply

The Commissioners discussed the process and restrictions related to the different entities that may initiate a proposal/application including: the public, staff, the Planning Commission, and the City Council and were careful not to preclude an opportunity for those with economic hardships by allowing a particular proposal to be initiated by either the Planning Commission or the City Council. Additionally, the Planning Commission introduced language that reaffirmed the City Council's legislative authority over the final docket of proposed amendments.

#### Written Comments/Public Testimony:

No written comments or public testimony were submitted.

## 2. Planning Commission Recommendation

The Planning Commission voted unanimously (7-yes, 0-no) at its July 28, 2020 meeting to recommend adoption of the July 17, 2020 marked-up version of Redmond Zoning Code 21.76.070.J along with identified revisions to section 9, made during the July 28, 2020 Planning Commission meeting.

### List of Attachments

- Attachment A: [Recommended Amendments to RZC 21.76.070.J](#)
- Attachment B: [Clean Version of Recommended Amendments to RZC 21.76.070.J](#)
- Attachment C: [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](#)
- Attachment D: [Final Issues Matrix](#)
- Attachment E: [Explanation of Proposed Code Revisions - RZC 21.76.070.J](#)
- Attachment F: [Technical Committee Report, including exhibits](#)

Carol Helland, Planning Director

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Date

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Roy Captain, Planning Commission Chairperson

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Date

Approved for Council Agenda

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Angela Birney, Mayor

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Date