



Quasi-Judicial

**CONSOLIDATED TYPE III/CONDITIONAL USE PERMIT AND SITE PLAN
ENTITLEMENT/TECHNICAL COMMITTEE REPORT
TO THE HEARING EXAMINER**

Project Name: Cascadia School

Location: 4239 162nd Avenue NE
1425059033

Project File Number: PR-201-00751

Project Description: The following is a summary of the proposed changes to the existing Cascadia School (Grade School use) located on-site, which requires both a new Conditional Use Permit and Site Plan Entitlement to be heard as a consolidated Type III permit, which includes the following proposal:

- An increase of 55 additional students to the existing 75 student capacity as permitted through Site Development Permit (SDP-83-4). A total of 130 students will occupy the school, if approved.
- An increase of four additional staff to the existing 17 for a total of 21 total staff, if approved.
- Three existing buildings to remain on-site which include:
 - Building "A" 3,300 square feet to remain unchanged.
 - Building "B" 360 square feet to remain unchanged.
 - Building "C" 610 square foot increase to the existing 3,000 square foot building, which is currently "residential occupancy," but is changing to "educational occupancy."
 - Total proposed building square footage on-site: 7,270 square feet, if approved.
 - The project site will also add eight parking spaces to the existing 10 spaces, as required due to the expansion of the existing Grade School. A total of 18 spaces will be provided, if approved.

City Hall

15670 NE 85th Street
PO Box 97010
Redmond, WA
98073-9710

File Numbers: LAND-2019-00999 – Conditional Use Permit
LAND-2019-01000 – Site Plan Entitlement
SEPA-2019-01173 – SEPA Determination of Non-Significance (DNS)
PR-2018-00751

Applicant: Mr. Philip Keeton
Cascadia School
4239 162nd Avenue NE
Redmond, WA 98052

Planner: Ben Sticka, Senior Planner

Decisions Included: Consolidated Type III Conditional Use Permit (RZC 21.76.070.K) & Site Plan Entitlement (RZC 21.76.070.Y)

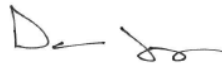
Recommendation: **Approval with Conditions**

Public Hearing Date: March 29, 2021

Conclusion in Support of Recommendation: The Technical Committee has found the proposal to be in compliance with the Redmond Zoning Code (RZC), Redmond Comprehensive Plan, Redmond Municipal Code, and State Environmental Policy Act (SEPA).



CAROL V. HELLAND, Director
Planning and Community Development
Department



DAVID JUAREZ, Director
Public Works Department

Project Review Authority and Procedures

The project is being processed as a consolidated Type III application (Conditional Use Permit/Site Plan Entitlement) and is reviewed by the **Technical Committee**. The **Technical Committee** is comprised of staff from different departments and disciplines who analyze project applications for compliance with City codes and regulations. Based on this analysis, the **Technical Committee** provides responses, conclusions, and recommendations (in the form of this report) to the **Hearing Examiner**. The **Hearing Examiner** will conduct a public hearing to review the **Technical Committee's** analysis and recommendations on the consolidated Type III application (Conditional Use Permit (LAND-2019-00999) and Site Plan Entitlement (LAND-2019-01000) and receive public testimony regarding the proposal.

Based upon the **Technical Committee’s** recommendations and testimony received at the public hearing, the **Hearing Examiner** will make the final decision to approve, approve with conditions, or deny the application.

Key Dates

Neighborhood Meeting(s): N/A
 Application/Completeness Date: October 18, 2019 (Attachment 1, General Application) & (Attachment 2, Determination of Completeness)
 Date SEPA (SEPA-2019-01173) Determination of Non-Significance Issued: December 18, 2020
 SEPA Appeal Deadline: January 19, 2020
 Technical Committee Recommendation: February 17, 2021
 Notice of Public Hearing: March 8, 2021
 Public Hearing Date: March 29, 2021

Report Attachments

Attachment 1	General Application
Attachment 2	Determination of Completeness
Attachment 3	Notice of Application, Certificate of Public Notice and Public Notice Site Plan
Attachment 4	Public Comments & Responses
Attachment 5	Notice of Public Hearing and Certificates of Posting
Attachment 6	SEPA Application Form DNS Certificate of Posting
Attachment 7	SEPA Checklist
Attachment 8	Arborist Report
Attachment 9	Plan Set
Attachment 10	Critical Areas Report
Attachment 11	Traffic Study & Transportation Management Program
Attachment 12	Stormwater Report

Technical Committee Analysis

I. Proposal Summary

On September 21, 1983 a Site Development Permit (SDP-83-4) was approved to allow the subject school with a maximum of 75 students. On April 29, 1998 a Site Plan Review (SPR97-054) was approved to allow a 1,721-square foot addition to the existing Cascadia school campus.

The subject site is located in an R-4 (Single-Family Urban Residential) zone. RZC 21.08.060.C outlines: “Allowed Uses and Special Regulations.” A “Grade School” is defined by RZC 21.78 as “all public, private, and specialty schools from preschool

through high school.” The proposed Cascadia School expansion is consistent with the Grade School use. A consolidated Type III application is required to allow expansion of the existing school use (Conditional Use Permit) and development on the buildable portion of the site (Site Plan Entitlement). A pre-decision public hearing is required to be held by the Hearing Examiner, and will include consideration of the following proposal.

- Building “A”: No proposed changes to existing 3,300 square foot building,
- Building “B”: No proposed changes to existing 360 square foot building,
- Building “C”: 610 square foot increase to existing 3,000 square foot building, which is currently “residential occupancy”, but changing to “educational occupancy,”
- Total Building square feet on-site: 7,270 square feet, and
- Parking will increase by eight spaces to total 18 on-site.

On December 1, 2020, a Critical Areas Report was prepared by both Sam Payne and Logan Doherty with The Watershed Company. The following critical areas were identified on-site: 1) Wetland “A,” which is classified as a Category II Wetland with a 150-foot buffer width. 2) Stream “A” Tosh Creek, which is classified as a Class II Stream, 100 feet, plus a 50-foot outer buffer and 3) Stream “B,” which is classified as a Class II Stream, 100 feet, plus a 50-foot outer buffer. None of the proposed changes on-site will affect any of the critical areas or their buffers.

II. Site Description and Context

The subject site includes an existing grade school, known as the Cascadia School. The School currently contains three existing buildings. Building “A” is 3,300 square feet; Building “B” is 360 square feet and Building “C” is 3,000 square feet. Building “C” is proposing to add 610 square feet and change the existing occupancy from a “residential occupancy” to an “educational occupancy.” After the addition, the total buildings on site will be 7,270 square feet.

There are also three critical areas identified on-site which include: 1) Wetland “A,” which is classified as a Category II Wetland with a 150-foot buffer width. 2) Stream “A” Tosh Creek, which is classified as a Class II Stream, 100 feet, plus a 50-foot outer buffer and 3) Stream “B,” which is classified as a Class II Stream, 100 feet plus a 50-foot outer buffer. None of the proposed changes on-site will affect any of the critical areas or their buffers.

The site is zoned R-4 (Single-Family Urban Residential), which allows schools or the expansion of a school through the approval of a consolidated Type III, Conditional Use Permit, and the associated Site Plan Entitlement application.

Adjacent	Existing Land Use	Zone
North	Single-Family residential	R-4 (Single-Family Urban Residential) zone
South	Single-Family residential	R-4 (Single-Family Urban Residential) zone
East	Right-of-Way and Single-Family residential	162 nd Avenue NE & R-4 (Single-Family Urban Residential) zone
West	Multi-family residential	R-6 (Single-Family Urban Residential) zone, R-12 (Multi-family Urban Residential) zone and R-30 (Multi-family Urban Residential) zone

III. Dimensional Site Requirements

The site is located within an R-4 (Single-Family Urban Residential) zone that provides for primarily single-family residential neighborhoods on lands suitable for residential development with an allowed base density of four dwellings per gross acre. This designation provides for stable and attractive suburban residential neighborhoods that have a full range of public services and facilities. To compliment the primarily residential nature of these zones, some nonresidential uses are allowed. The site requirements listed in (RZC 21.08.060) for this district are:

Requirement	Requirement	Proposed
Average Lot Size	7,000 square feet	103,849 square feet
Minimum Lot Frontage	20 feet	164'-11" (feet, inches)
Front Setback	15 feet	15 feet
Side/Interior Setback	5 feet/10 feet	5 feet
Rear Setback	10 feet	10 feet
Minimum Building Separation	10 feet	16'10" (feet, inches)
Maximum Lot Coverage (for structures)	35 percent	7 percent (7,235 square feet)
Maximum Impervious Surface Area	60 percent	26.9 percent
Minimum Open Space	20 percent of total lot area (20,770 square feet)	93 percent of total lot area (96,614 square feet)

Maximum Height of Structures:	35 feet	15 feet (new addition) 21 feet (existing)
Parking Required:	“Adequate to accommodate peak use” per RZC 21.08.060.C	Eight new spaces to the existing 10 for a total of 18 parking spaces on-site

Dimensional site requirements have been met.

IV. Public Notice and Comment

Requirements for public notice are contained in RZC 21.76.080.

A. Notice of Application:

The Notice of Application for this proposal was published on June 16, 2020. The notice was posted at City Hall, the Redmond Regional Library, and one notice sign was posted on the property. A notice was also mailed to property owners within 500 feet of the site (Attachment 3, Notice of Application, Certificate of Public Notice and Public Notice Site Plan).

Public Input: During the Notice of Application public comment period and throughout the project review, the City received eight written comments (Attachment 4, Public Comments & Responses).

The comments expressed the following concerns or requests for consideration, and staff has included responses below:

1. On November 30, 2019, Mr. Dean shared concerns related to the proposed increase in traffic as well as noting an existing concern with traffic during peak hours in his neighborhood.

Staff Response: On December 2, 2019, staff shared that the project was in its early review by City of Redmond Transportation Engineering staff and the project would be required to comply with all parking and circulation requirements. An email was sent to the resident, advising him that all final materials including traffic studies were posted online for review.

2. On December 3, 2019, Ms. Croci shared concerns related to cars obstructing the driveway, illegal parking in front of fire hydrants, cars limiting the safe exit from side streets and using their neighborhood as a parking lot.

Staff Response: On December 3, 2019, staff shared that the project was in its early review by City of Redmond Transportation Engineering staff and the project would be required to comply with all parking and circulation requirements. An email was sent to the resident, advising her that all final materials including traffic studies were posted online for review.

3. On December 11, 2019, Ms. Shoefield shared concerns related to an increase in traffic and safety associated with the proposed increase in students.

Staff Response: On December 11, 2019, staff shared that the project was in its early review by City of Redmond Transportation Engineering staff and the project would be required to comply with all parking and circulation requirements. An email was sent to the resident, advising her that all final materials including traffic studies were posted online for review.

4. On December 2, 2019 and again on January 15, February 5, March 4, and April 16, 2020; Mr. Jordan shared letters concerning the definition of “school” and traffic impacts on the Overlake Neighborhood due to both the existing school and the proposed increase in students.

Staff Response: On December 4, 2019 and on January 15, February 5, March 4, and April 16 of 2021 staff shared that the school use is defined as “Grade School (K-12)” pursuant to RZC 21.78. Staff also shared the proposed project was under review by City of Redmond Transportation Engineering staff who will ensure that there is adequate parking provided including provisions for on-site circulation, which will mitigate the impacts of the project. An email was sent to the resident, advising him that all final materials including traffic studies were posted online for review.

B. Notice of Public Hearing:

The Notice of Public Hearing for this project was posted on the site, at City Hall, and at the Redmond Regional Library on March 8, 2021. On the same date, the notice was also mailed to property owners within 500 feet of the site and to individuals who provided written correspondence to the City regarding the proposed project. The notice was also included in a one-time newspaper publication (Attachment 5, Notice of Public Hearing and Certificates of Posting).

C. Neighborhood Meeting:

A neighborhood meeting is not required for the consolidated Conditional Use Permit and Site Plan Entitlement pursuant to RZC 21.76.060.C.

V. State Environmental Policy Act

The State Environmental Policy Act (SEPA) requires applicants to disclose potential impacts to the environment that may occur as a result of their project. The Environmental Checklist submitted by the applicant adequately discloses anticipated environmental impacts as a result of this project. City of Redmond codes and regulations; including those contained within the Zoning Code, Streets and Sidewalks, Water and Sewer, and Building and Construction Codes adequately mitigate for these anticipated environmental impacts. The project is not exempt because the site contains critical areas pursuant to RZC 21.70.090.B and therefore a threshold determination was required. A SEPA (SEPA-2019-01173) Determination of Non-Significance (DNS) was issued on December 18, 2020 with an appeal deadline of January 19, 2021. The SEPA DNS was appealed on January 19, 2021, by Mr. Jim Jordan. (Attachment 6, SEPA Application Form DNS Certificate of Posting & Attachment 7, SEPA Checklist).

1. On December 23, 2020 Mr. Jordan shared concerns about noticing in the Seattle Times, requested the SEPA checklist, requested copies of original permits, inquired about notices of any expansions during the past 30 years, and requested a map of the proposal.

Staff Response: On December 29, 2020 staff shared that only Type VI applications are noticed in the Seattle Times, staff shared that the SEPA checklist was available on the City's website, that copies of original permits could be obtained through a public records request, and that any permits over the past 30 years could also be obtained through a public records request. Finally, staff shared that the plans could be obtained through the project page on the City's website. Links to Code references, the project page and City public records requests were also shared as a part of staff's response.

2. On January 4, 2021 Mr. Jordan shared concerns about enrollment numbers, number of faculty FTE's and its impact on the parking analysis, project description concerning bus impacts, lighting on 162nd Avenue NE, trip generation figures, fire access and comments on the Phase 1 Traffic Study.

Staff Response: On January 15, staff shared that the applicant is proposing to add 55 students to the existing 75 student capacity, and that the parking demand was calculated based on the ITE Parking Analysis Guideline. Applicant measures are also being employed to improve bus use for intermittent field trips by switching to the "standard yellow bus" to avoid impacts. The City's Traffic Operations division shared that 162nd Avenue lighting is on their list to evaluate for possible street lighting upgrades, that

trip generation was based on both AM and PM peak hour trips, that parking is prohibited in the fire lane, and that the Parking Study was based on accepted ITE Parking Analysis practices.

VI. Compliance with Development Regulations

A. Landscaping

The Redmond Zoning Code (RZC 21.08.180.F.2.b) requires that for new subdivisions and residential uses, landscaping shall be provided along the perimeter of the site that incorporates native vegetation and softens the transition between new and existing dwelling units when the new dwellings are adjacent to lots within existing dwellings or the dwellings can be viewed from public streets or park areas.

Finding: RZC 21.08.180 has been satisfied. Although this section is not technically applicable to a grade school, the proposal, as submitted, satisfies the intent to RZC 21.08.180. The proposal includes perimeter landscaping, which is adjacent to R-4 (Single-Family Urban Residential) zoned properties to the north and south. East of the subject site is right-of-way (162 Avenue NE) and R-4 (Single-Family Urban Residential) zoned properties. To the west, it is zoned: R-6 (Single-Family Urban Residential), R-12 (Multifamily Urban Residential) and R-30 (Multifamily Urban Residential). There are no proposed changes to the existing landscaping surrounding the perimeter of the subject site. Therefore, the proposed expansion of the existing school and the existing landscaping will continue to soften the transition between the existing adjacent single-family homes, multi-family dwellings and right-of-way.

B. Tree Protection & Replacement

The Redmond Zoning Code (RZC 21.72) requires that 35 percent of all healthy significant trees and all healthy landmark trees be retained on-sites undergoing redevelopment. Landmark trees are those trees that are greater than 30-inches measured in diameter at breast height. Significant trees are those trees that are between six-inches and 30-inches in diameter at breast height.

A landmark tree is defined in the Redmond Zoning Code (RZC 21.75) as any healthy tree over thirty inches in diameter. A significant tree is defined in the Redmond Zoning Code (RZC 21.78) as any healthy tree six-inches in diameter at breast height (d.b.h.), or any tree four-inches in diameter at breast height (d.b.h.) that, after considering its age, height, value, or function, the tree or tree stand is determined to be significant (Attachment 8, Arborist Report).

Finding: RZC 21.72 has been satisfied. The proposal as submitted satisfies the tree retention, protection, and replacement requirements of RZC 21.72. There are 86 total significant trees currently on-site meeting the classification of significant and 19 landmarks trees. The applicant is not requesting the removal of any of the landmark trees as a part of their subject application, but two significant trees would be removed as a part of the proposed development.

The project has been intentionally designed, considered impacts, and ensured that the proposal is in alignment with the City and community goals, while maintaining character and code compliance.

The applicant is required to replace all significant trees at a ratio of one-to-one per RZC 21.72.090.B.2. A total of two replacement trees are proposed to be planted on-site. The applicant is retaining 91 percent of the total trees on-site, which exceeds the required 35 percent tree retention requirement (Attachment 9, Plan Set), thereby, complying with minimum tree retention requirements.

C. Critical Areas

Redmond Zoning Code (RZC 21.64) contains standards, guidelines, criteria, and requirements intended to identify, analyze, preserve, and mitigate potential impacts to the City's critical areas and to enhance and restore degraded resources such as; wetlands, riparian stream corridors or habitat, where possible.

Finding: RZC 21.64 has been satisfied. A report was prepared by The Watershed Company on December 21, 2017 and updated on December 1, 2020 by both Sam Payne, Ecologist and Logan Dougherty, Ecologist (Attachment 10, Critical Areas Report) which confirms that the site contains the following critical areas: 1) Wetland "A," which is a Category II wetland with a 150-foot buffer; 2) Stream "A," which is a Class III stream with a 100-foot buffer, known as Tosh Creek; and 3) Stream "B," which is also a Class III stream with a 100-foot buffer. The proposed project will not be located within any of the critical areas or their associated buffers. The proposal will be more than 245 feet away from the critical areas and their buffers as measured to the nearest building "A," as shown on the site plan.

D. Open Space

The subject site is zoned R-4 (Single-Family Urban Residential) and requires compliance with Regulations Common to all Uses found in RZC 21.08.060.B, which requires 20 percent of the total lot area to be open space.

Finding: RZC 21.14.080.E has been satisfied. The applicant has exceeded minimum open space requirements by providing 96,614 square feet or 93 percent

open space whereas only 20 percent is required thereby demonstrating compliance with open space requirements pursuant to RZC 21.08.170.

E. Transportation

A grade school is required to provide parking “adequate to accommodate peak use” pursuant to RZC 21.08.060.C. The parking study is calculated based on the ITE Parking Analysis guideline, and City Code, RZC 21.08.060.C requires the parking ratio for private school to “adequately accommodate for peak use.” Per the parking analysis, the traffic engineer used Wednesday as the basis for his analysis to capture the highest intensity site use which is when the largest number of staff are present on-site of any of the weekdays. The ITE Parking Analysis guideline requires estimating the parking ratio per the number of staff for a private school K-8. This project will add eight parking stalls on site with new walkways connecting the new parking stalls in addition to connecting the public sidewalk on 162nd Avenue NE with two new ADA ramps on each side of the existing driveway.

Eighteen total parking spaces will be provided on-site and is appropriate based on the studies provided by the applicant’s traffic consultant (Amy Wasserman with TENW). This study has been reviewed and approved by City transportation engineering staff (Attachment 11, Traffic Study & Transportation Management Program).

Finding: City of Redmond transportation requirements have been satisfied. As conditioned, the proposal will meet all requirements, per RZC 21.40.010.C.1.B and C and RCW 35.68.075

F. Stormwater

The building and parking additions proposed for this project will require modifications to the on-site stormwater conveyance system, although these changes are fairly minor in nature. Roof runoff from the proposed building additions will be collected via downspouts, which shall be connected to the existing private storm sewer system through new private storm sewer extensions. Reconfigured parking areas are graded to drain towards existing storm sewer collection points. The project qualifies as redevelopment and proposes less than 2,000 square feet of new or replaced hard surfaces, meaning that no detention or other on-site stormwater treatment facilities are required (Attachment 12, Stormwater Report).

Finding: RMC 15.24 has been satisfied. The project, as conditioned, will satisfy all applicable requirements per RMC 15.24, RZC 21.32.080, RZC 21.64, the 2014

SWMMWW, 2019 Stormwater Technical Notebook, and City of Redmond's Standard Specifications & Details with no anticipated adverse impacts to stormwater management.

G. Utilities

The building additions proposed by this project will require modifications to the on-site water, fire, and sewer service connections. The applicant proposes to serve the new addition on the existing building with a new side sewer, a new fire service line and a new Fire Department connection.

Finding: RZC 21.17.010.D has been satisfied. As conditioned, the proposal will meet all requirements, per RZC 21.74.020.D and Water & Wastewater System Extensions design requirements.

H. Potholing

All existing utilities at the location of the proposed water/sewer mains, storm and service line crossings shall be potholed prior to submittal of first Civil Plan Review.

Potholing in the City Right-of Way requires a permit, approved traffic control plans, and a performance bond before commencing work. The developer shall include in the Right-of-Way permit, a list of potholing numbers along with the potholing information for each number, such as utility name, type of facility and the reason for potholing.

The applicant shall do the following during and after potholing:

- Follow City of Redmond Detail 203 for pothole restoration.
- Protect existing traffic loops.
- Survey all potholing locations.

Based on the final survey, a modified design of sewer, water and storm facilities may be necessary to avoid conflict with existing utilities.

All potholing information shall be included in the plans and profiles of water, sewer, and storm design in first submittal of CCR review. The applicant shall add clearance information on the water/sewer/storm profiles at all crossings of existing and proposed utilities. Minimum clearance of one foot is required between the sewer/water mains and other utilities including storm sewer.

Finding: City of Redmond 2020 Standard Specifications has been satisfied. As conditioned, the proposed project shall comply with Code Authority: Water and

Wastewater System Extensions Design Requirements Section IV.3.M and Section V.3.K

VII. Criteria Applicable to all Land Use Permits:

Proposed land use actions within the City must comply with the criteria listed in RZC 21.76.070.B.3.a. These criteria are applicable to all land use permits to ensure overall consistency between proposed land use permits, applicable regulations, and the Comprehensive Plan. Staff's analysis of whether the proposal meets the decision criteria is provided below.

1. A proposed project's consistency with the City's development regulations shall be determined by consideration of:
 - A. The type of land use;
 - B. The level of development, such as units per acre or other measures of density;
 - C. Availability of infrastructure, including public facilities and services needed to serve the development; and
 - D. The character of the development, such as development standards.

Staff Response: The proposed school expansion is consistent with the land use envisioned in the R-4 (Single-Family Urban Residential) zone. The purpose of this designation provides for stable and attractive suburban residential neighborhoods that have a full range of public services and facilities. To complement the primarily residential nature of these zones, some nonresidential uses are allowed include the existing grade school.

The subject consolidated Conditional Use Permit and Site Plan Entitlement is for the expansion of the existing grade school use. The expansion will be adequately served by the existing right-of-way (162nd Avenue NE). The project demonstrates full compliance with all decision criteria for both a Conditional Use Permit and a Site Plan Entitlement which are further described in Sections VIII and IX, below.

2. Upon review of a land use permit and accompanying site plan, the decision maker shall determine whether building design and/or site design complies with the following provisions:
 - A. The Comprehensive Plan, RZC 21.02, *Preface*, RZC Article I, *Zone-Based Regulations*, RZC Article II, *Citywide Regulations*, and the Appendices that carry out these titles;
 - B. The provisions of RMC Title 15, *Buildings and Construction*, that affect building location and general site design;

- C. The Washington State Environmental Policy Act (SEPA) if not otherwise satisfied;
- D. RZC Article VI, *Review Procedures*, to the extent it provides the procedures to ensure compliance with the requirements in subsections B.3.a.ii.B and B.3.a.ii.C of this section;
- E. Both within and outside the Transition Overlays, decision makers authorized by the RZC to decide upon discretionary approvals may condition such approvals and development permits, including but not limited to site plan approvals, to minimize adverse impacts on other properties and uses, and to carry out the policies of the Comprehensive Plan.

Staff Response: The proposed grade school expansion meets each of the criteria above and has been reviewed against both the Conditional Use Permit and Site Plan Entitlement decision criteria. The Cascadia School expansion was reviewed for consistency with the Comprehensive Plan to confirm that the proposed development is consistent with Citywide and applicable neighborhood goals of the Overlake Neighborhood. The project has demonstrated compliance with all applicable Article I Zone Based Regulations applicable for the R-4 (Single-Family Urban Residential) zone and those adopted in Article II, Citywide Regulations. Compliance with all provisions of RMC Title 15 is required at time of Building Permit review and issuance for all structures associated with the project. SEPA review has been conducted based on submittal and staff review of a SEPA checklist and supporting documents. The review did not identify adverse environmental impacts. Therefore, a Determination of Non-Significance (DNS) (SEPA-2019-01173) was issued for this project on December 18, 2020, but was appealed on the last day of the deadline to appeal on January 19, 2021. All required internal technical reviews and public notices for the project have been completed and confirmed to be in compliance with Article VI, Review Procedures. The Technical Committee has recommended approval of the proposed project to the Hearing Examiner subject to the conditions contained in Section XII, which will reduce adverse impacts on surrounding properties and further ensuring consistency with the policies of the Comprehensive Plan and applicable regulations.

The proposed development specifically addresses the following Comprehensive Plan goals and policies:

Comp Plan Policy	<i>How the project complies, supports or aligns.</i>
LU-6: Encourage infill development on suitable vacant parcels and redevelopment of underutilized parcels. Ensure that the height, bulk and design of infill and	The existing Grade School is redeveloping a portion of their existing school campus. The proposal calls for the conversion of an existing 3,000 square-foot “residential occupancy” to an “educational occupancy” and a 610 square-foot addition to Building “C.” The site will also

redevelopment projects are compatible with their surroundings.	add eight parking spaces, in-order to accommodate the proposed expansion. The proposal is consistent with the existing use on-site and the proposed additions are both compliant with the R-4 (Single-Family Urban Residential) zone and are compatible with the existing single-family homes in the neighborhood thereby complying with Comp Plan Policy LU-6.
LU-29: Allow some compatible nonresidential uses in Residential zones, such as appropriately scaled schools, religious facilities, home occupations, parks, open spaces, senior centers, and day care centers. Maintain standards in the Redmond Zoning Code for locating and designing these uses in a manner that respects the character and scale of the neighborhood.	The proposed expansion of the existing Grade School is a compatible non-residential use. The school was first approved through a Site Development Permit in 1983 and has been operating ever since. The expansion has been designed to be compatible with the existing residences that surround the site. On July 16, 2020 the Design Review Board recommended approval of the proposed changes to the existing site, thereby demonstrating compliance with LU-29.
EV-3: Provide a mix of uses in a range of zones that allow for the daily needs of residents to be met within Redmond and support the expansion of existing Redmond businesses and the attraction of regional, national, and international business.	The proposed expansion of the existing Grade School use provides educational opportunities for Redmond’s residents within a close proximity to existing homes and employment centers. These additional educational opportunities will foster a highly educated workforce and will continue educating Redmond residents, as it will support the needs of the community and aid in the attraction of regional, national, and international businesses, thereby demonstrating compliance with EV-3.
EV-14: Support and collaborate with educational institutions, such as the Lake Washington School District, local community colleges, Bellevue College, the University of Washington and Lake Washington Institute of Technology, and other public and private institutions to: maintain and enhance the quality education at all grade levels.	The proposed expansion of the existing Grade School will provide additional educational opportunities for Redmond residents as well as surrounding areas. The additional capacity at the school will both maintain and enhance the quality of education at all grade levels at Cascadia School, thereby demonstrating compliance with EV-14.

VIII. Site Plan Entitlement Decision Criteria:

1. The Technical Committee, composed of the Departments of Planning and Public Works, shall review all Development Review permits for compliance with the State Environmental Policy Act and the RZC.

Staff Response: The Technical Committee met to review the proposed expansion of the existing Grade School on February 10, and found that the proposed application has demonstrated compliance with all Article I Zone Based Regulations applicable for the R-4 (Single-Family Urban Residential) zone

and those adopted in Article II, Citywide Regulations, and the State Environmental Policy Act.

2. The Landmarks and Heritage Commission will review all Certificates of Appropriateness for compliance with the RZC.

Staff Response: There are no historic structures on the subject site, therefore, the Landmarks and Heritage Commission do not have jurisdiction to review this proposal.

IX. Conditional Use Decision Criteria

1. The Conditional Use is consistent with the RZC and the Comprehensive Plan.

Staff Response: The proposed expansion of the existing grade school which was permitted and constructed in 1983 is consistent with the adopted Redmond Zoning Code. The proposal for the expansion includes the addition of eight parking spaces to the existing ten spaces, the change in use of the “residential occupancy” to “education occupancy” in Building C, the removal of landscaping to accommodate both the new parking spaces and the addition of 610 new square feet of building being added to the existing 3,000 square-foot residence on-site. These improvements are allowed as a part of the consolidated Conditional Use Permit and Site Plan Entitlement applications and fully comply with the regulations common to all uses in RZC 21.08.060.B and the Comprehensive Plan. These changes are why the subject Conditional Use Permit and Site Plan Entitlement were both submitted. Staff’s detailed analysis of the proposal’s consistency with the Comprehensive Plan is shown in the table above.

2. The Conditional Use is designed in a manner which is compatible with and responds to the existing or intended character, appearance, quality of development, and physical characteristics of the subject property and immediate vicinity.

Staff Response: The Conditional Use includes the expansion of an existing grade school, in-order to allow an additional 55 students to the existing 75 students currently allowed. The associated Site Plan Entitlement is related to the proposed change in use of the existing 3,000 square-foot building “C” and its 610 square-foot increase, which has also required the addition of eight parking spaces to the 10 existing on-site stalls for a total of 18 parking spaces. The Design Review Board recommended approval of the proposed changes, at its July 16, 2020 meeting. The project will also comply with the Regulations Common to All Uses in RZC 21.08.060.B.

3. The location, size, and height of buildings, structure, walls and fences, and screening vegetation for the conditional use shall not hinder neighborhood circulation or discourage the permitted development of use of neighboring properties.

Staff Response: The proposed expansion of the existing Grade School includes an increase of 55 students to the existing 75 student permitted on-site and the expansion and conversion of an existing building “C,” which is a 3,000 square-foot residence on-site that will be expanded by 610 square feet. On September 21, 1983, a Site Development Permit (SDP-83-4) was approved to allow the subject school with a maximum of 75 students. The project will mitigate both the increase in students and square footage by providing eight additional parking spaces to the existing ten that are located on-site. Traffic access will be provided via 162nd Avenue NE. A Phase 1 Traffic Study was reviewed for compliance and approved by City of Redmond Transportation Engineering staff in conjunction with an updated Transportation Management Plan (TMP) to ensure that neighborhood circulation will not be negatively affected. The primary goal of the TMP is to manage on-site traffic during peak drop-off and pickup times and to minimize queue spillover onto 162nd Avenue NE.

4. The type of use, hours of operation, and appropriateness of the use in relation to adjacent uses minimize unusual hazards or characteristics of the use that would have adverse impacts.

Staff Response: Cascadia School operates Monday through Friday from 7 AM to 6 PM. The impacts are expected to be minimal and no hazards are associated with the proposed expansion of the existing use. The increase in building square-footage, parking and increased student capacity is being managed on-site, in-order to minimize impacts. A Transportation Management Program was submitted, which outlines measures to mitigate impacts of the proposed expansion and includes contingency measures as well as an annual report to be submitted for review by City of Redmond Transportation Management Program Administrator and City of Redmond Traffic Operations to ensure compliance.

5. The Conditional Use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.

Staff Response: The proposed grade school expansion will not be hazardous or conflict with existing and anticipated traffic in the neighborhood. The

hours for the school are generally from 7 AM to 6 PM. Pedestrian improvements in the vicinity will support pedestrian safety. Curb ramps for persons with disabilities are required at all new curb construction points at the intersection of 162nd Avenue NE and the private driveway. Sidewalks along 162nd Avenue N are required to be improved adjacent to the new ADA ramp. Further, the applicant will be required to mitigate damage due to trenching and other work on 162nd Avenue NE, by planing, overlaying and/or patching the asphalt street per City of Redmond Standard Specifications and Details.

6. The Conditional Use will be supported by adequate public facilities or services, and will not adversely affect public services to the surrounding area or conditions are established to mitigate adverse impacts on such facilities.

Staff Response: On September 21, 1983 a Site Development Permit (SDP-83-4) was approved to allow the subject school with a maximum of 75 students. The site will continue to be served by adequate public facilities, as currently developed and with the proposed addition of 55 students to the existing grade school. Available and adequate public facilities include Police and Fire Department service, and utility connections.

X. Code Deviations Granted

No deviations were requested as a part of the proposed consolidated Type III application.

XI. Conclusions and Recommendations

The Technical Committee has conducted its various reviews on this proposal, including ensuring compliance with the Redmond Zoning Code, Redmond Comprehensive Plan, Redmond Municipal Code and State Environmental Policy Act. The Technical Committee is requesting that the Hearing Examiner **approve the Consolidated Type III application, Conditional Use Permit (LAND-2019-00999) and Site Plan Entitlement (LAND-2019-01000), subject to conditions** listed in Section XII.

This Consolidated Type III application, Conditional Use Permit and Site Plan Entitlement are vested to the regulations in effect upon the submission of a complete building permit for the proposal unless the building permit is cancelled or expires (RZC 21.76.090, Post-Approval Actions).

Per RZC 21.76.030.D.4.a, this approval shall expire two (2) years from the date of this Technical Committee Notice of Decision for the subject Conditional Use Permit and Site Plan Entitlement, but a single one-year extension may be granted by the

Technical Committee if the applicant has attempted in good faith to demonstrate compliance with RZC 21.76.090.C.2; provided, however, that the applicant must file a written request for extension at least 30 days prior to expiration of the two-year period.

XII. Recommended Conditions of Approval

A. Site Specific Conditions of Approval

The following table identifies those materials that are approved with conditions as part of this decision.

Item	Date Received	Notes
Plan Set	10/19/2020	<i>and as conditioned herein.</i>
SEPA Checklist	12/8/2020	<i>and as conditioned herein and as conditioned by the SEPA threshold determination on December 18, 2020.</i>
Architectural Elevations	10/19/2020	<i>and as conditioned herein.</i>
Design Review Board Approval/Plans	7/16/2020	<i>and as conditioned herein.</i>
Conceptual Landscaping Plan	10/19/2020	<i>and as conditioned herein.</i>
Conceptual Lighting Plan	10/19/2020	<i>and as conditioned herein.</i>
Proposed Tree Retention Plan	10/19/2020	<i>and as conditioned herein.</i>
Traffic Mitigation Plan	8/13/2020	<i>and as conditioned herein.</i>

The following conditions shall be reflected on the Civil Construction Drawings, unless otherwise noted:

1. Development Engineering - Transportation and Engineering

Reviewer: Andy Chow, Development Engineering Manager

Phone: 425-556-2740

Email: kachow@redmond.gov

- a. **Construction Restoration and Street Overlay.** In order to mitigate damage due to trenching and other work on 162nd Avenue NE, the asphalt street shall be planed, overlaid, and/or patched, per COR SD 202 or 203.

Code Authority: RMC 12.08; Redmond Standard Specifications & Details

- b. **Street Frontage Improvements**

i. ADA ramp requirements:

Curb ramps for persons with disabilities are required to all new curb construction at the intersection of 162nd Avenue NE and private driveway and to all replacement curbs constructed in combination with sidewalks, paths, or other pedestrian access ways.

Code Authority: RCW 35.68.075; RZC 21-A.21.a

ii. Sidewalks constructed to City standards are required at the following locations:

- 162nd Avenue NE (limited improvements adjacent to the new ADA ramps)

Code Authority: RZC 21.10.150, RZC 21.17.010; RZC 21.52.050; RMC 12.12

2. Development Engineering – Water and Sewer

Reviewer: Heba Awad, Senior Utility Engineer

Phone: 425-556-2861

Email: hawad@redmond.gov

- a. **Water Service.** Water service will require a developer extension of the City of Redmond water system as follows:

The developer will serve the new addition with a new twenty-seven feet of six-inch fire service line to be connected to the existing water main on site. In addition, the developer will install a new Fire Development Connection (FDC) away from the existing building by twenty-seven feet. A fire sprinkler room will be located at the same corner of the existing building where the fire service line will be connected.

Code Authority: RZC 21.74.020.D

- b. **Sewer Service.** Sewer service will require a developer extension of the City of Redmond sewer system as follows:

The developer will serve the new addition with nine feet of six-inch side sewer to be connected to the existing sewer main on site.

Code Authority: RZC 21.74.020.D

- c. **Permit Applications.** A side sewer application shall be submitted for approval to the Development Engineering Division. Permits will not be issued until all improvements are constructed and administrative requirements are approved. In certain limited circumstances, at the sole determination of the City of Redmond, side sewer permits may be issued prior to completion of improvements and/or administrative

requirements. In such cases, various additional guarantees or requirements may be imposed as determined by the Development Engineering Division. All reimbursement fees shall be paid prior to applying for side sewer permits.

Code Authority: RMC 13.08.010, 13.12

- d. **Reimbursement Fees:** Reimbursement fees for connection of water and/or sewer are required. These fees are due prior to issuance of Site Permit or other city permits, which allows connection to any sewer or water facility.

Code Authority: RMC 13.12.120

3. **Development Engineering – Stormwater/Clearing and Grading**

Reviewer: Andrew Steele, Senior Engineer

Phone: 425-556-2706

Email: asteele@redmond.gov

- a. **Flow Control (Water Quantity):** The proposed project falls below the thresholds established by the City of Redmond (and the WA Dept. of Ecology) requiring Flow Control measures.

Code Authority: RZC 21.74.020.D; RMC 15.24.080.9

- b. **Runoff Treatment (Water Quality)** The proposed project falls below the thresholds established by the City of Redmond (and the WA Dept. of Ecology) requiring Runoff Treatment measures.

Code Authority: RZC 21.74.020.D; RMC 15.24.080.8

- c. **Clearing and Grading.** No site-specific conditions apply.

Code Authority: RZC 21.74.020.J; RMC 15.24.080

- d. **Temporary Erosion and Sediment Control (TESC).**

- i. Rainy season work permitted October 1st through April 30th with an approved Wet Weather Plan.

Code Authority: RMC 15.24.080

- e. **Floodplain Management.** No site-specific conditions apply.

Code Authority: RZC 21.64.010; RZC 21.64.040

- f. **Landscaping.** No site-specific conditions apply regarding stormwater management.

Code Authority: RZC 21.32

- g. **Department of Ecology Notice of Intent Construction Stormwater General Permit.** Notice of Intent (NIO) must be submitted to the Department of Ecology (DOE) at least 60 days prior to construction on a site that disturbs an area of one acre or larger. Additional information is available at: www.ecy.wa.gov/pubs/0710044.pdf.

Code Authority: Department of Ecology Rule

- h. **Regional Capital Facilities Charge:** A Regional Capital Facilities Charge does not apply to this project. The Citywide Capital Facilities Charge will apply. Please see the Development Engineering Fee Schedule for current fee information.

Code Authority: RMC 13.20.040

4. Fire Department

Reviewer: Adam Mullinax, Deputy Fire Marshall

Phone: 425-556-2245

Email: amullinax@redmond.gov

The current submittal is generally adequate for LAND-2019-00999 and LAND2019-01000 Approval, but does not fully represent compliance with all requirements. The following conditions are integral to the approval and shall be complied with in Civil Drawings, Building Permit Submittals, Fire Code Permit submittal, and/or other applicable processes:

a. **Site Plan Condition**

- Required fire access not located on a public right-of-way shall be recorded as an Emergency Vehicle Access Easement with King County. Provide easement language and exhibits for review and approval as part of the CCR review process.
- Determination of adequate fire flow as per RFDS 3.0 shall be determined at CCR, including the location and number of required fire hydrants.
- The address for all structures will be assigned during CCR. Commercial and residential units will be assigned addresses during building permit review. Addressing will be assigned as per RFDS 2.0.
- Size, location, and number of Knox Key Boxes will be determined during building permit review.

- RFDS2.0 Compliant fire access will be determined at CCR. This will include compliant fire lane markings, fire access, point loading requirements and emergency vehicle parking.

b. Fire Protection Plan

- RFDS 5.0 and NFPA 13 compliant sprinklers required.
- RFDS 9.0 and NFPA 72 compliant alarm required.

c. Fire Code Permit

- Fire permits required for: sprinkler modifications, alarm modifications, places of assembly, among other items to be identified at BLDG permit review.

Code Authority: RMC 15.06; RZC Appendix 2, Redmond Fire Department Standards and Redmond Standard Specifications and Details

6. Planning Department

Reviewer: Ben Sticka, Senior Planner

Phone: 425-556-2470

Email: bsticka@redmond.gov

- a. **Transportation Management Program.** As a condition of approval for LAND-2019-00999 & LAND-2019-01000, a Transportation Management Program (TMP) shall be submitted and approved by the City's Transportation Demand Management Division prior to issuance of any building permit or other development permit for this project. The TMP agreement shall be recorded on the property deed. Applicant shall begin finalizing the TMP immediately upon receiving this Approval document. CCRs will not be approved prior to a finalized and recorded TMP.
- b. **Tree Preservation Plan.** A Tree Preservation Plan depicting all significant and landmark trees required to be preserved as part of the site development must be provided with the civil construction drawings. A map of all retained trees shall be shown and recorded at the time of final plat.

Code Authority: RZC 21.72.060.D

- c. **Tree Health Assessment.** An updated tree health assessment shall be provided during the Civil review process.

Code Authority: RZC 21.32

- d. **Planting Standards.** Landscaping shall be coordinated with water/sewer lines and fire hydrants/connections. Trees shall be planted a minimum of 8 feet from the centerline of any water/sewer lines, unless otherwise approved and provisions provided. Shrubs shall be planted to maintain at least 4 feet of clearance from the center of all fire hydrants/connections.

Code Authority: RZC 21.32.080

- e. **Impact Fees.** For the Purpose of Impacts, the use assigned for this project have been determined as the following: elementary school use and the “units” are classified as the number of students. If the proposed development is eligible for any additional credits including right-of-way dedication and system improvements, these additional credits will be assessed and provided after construction, dedication or implementation is completed and accepted by the City. The project will receive credit for the conversion of the existing residential use to a Grade School use.

Code Authority: RMC 3.10

Condition Applies: Building Permit

- f. **Bonds.** Bonds for Landscaping, Tree Preservation, Tree Replacement and Mitigation shall be provided no less than 5 days prior to request for Mylar signatures. Drafts of the Bond Agreements, Bond quantity Worksheets and Bond Calculation Worksheets shall be submitted at time of Civil Construction Application. If not provided at the time of CCR submittal, the entire submittal will be rejected for intake.

Code Authority: RZC 21.76.090.F

- g. **Archeological and Historical Preservation:** An Inadvertent Discovery Plan (IDP) shall be employed by the project proponent and contractors during all ground disturbing activities. The IDP shall be posted at the project site in an accessible location and described to all project proponents and contractors. In the event of an inadvertent discovery, the required steps within the IDP shall be followed in accordance with federal, state, and local laws.

Code Authority: RZC 21.30.070.D

Condition Applies: Building Permit

- h. **Construction Parking Requirements and Contact Information.** A sign shall be posted on-site visible to the public throughout the duration of all construction activity per the Construction Contact Sign Handout. Construction activities

consist of all site work including, but not limited to grading, landscaping, infrastructure and building permit related construction. Applicant and contractor shall work with city planner prior to mylar signing for the use of construction for inspectors and .tiff files are required for the submittal of record drawings in-order to determine location(s) of sign(s). Contact information shall remain up-to-date and visible at all times. The assigned city planner shall be notified within two business days when contact person has been changed and a picture of the updated sign shall be e-mailed. Construction Parking requirements for the project shall be denoted on the bottom portion of the sign per handout instructions.

Code Authority: RZC 21.76.070.B.3.a.ii.A; Comprehensive Plan TR-19 Parking requirements for the project shall be denoted on the bottom portion of the sign per handout instructions.

B. Compliance with City of Redmond Codes and Standards

This approval is subject to all applicable City of Redmond codes and standards, including the following:

Transportation and Engineering

RMC 6.36:	Noise Standards
RZC 21.52:	Transportation Standards
RZC 21.40.010.E:	Design Requirements for Parking Facilities
RZC 21.54:	Utility Standards
RMC 12.08:	Street Repairs, Improvements & Alterations
RMC 12.12:	Required Improvements for Buildings and Development
RZC 21.76.020.G:	Site Construction Drawing Review
RZC 21.76.020.H.6:	Preconstruction Conference
RZC 21.76.020.H.7:	Performance Assurance
RZC Appendix 3:	Construction Specification and Design Standards for Streets and Access
City of Redmond:	Record Drawing Requirements, June 2017
City of Redmond:	Standard Specifications and Details (current edition at the time of this approval letter issued)

Water and Sewer

RMC 13.04:	Sewage and Drainage
RMC 13.07	Wellhead Protection
RMC 13.08:	Installing and Connecting Water Service
RMC 13.10:	Cross-Connection and Backflow Prevention

RZC 21.17.010:	Adequate Public Facilities and Services Required
RZC Appendix 4:	Design Requirements for Water and Wastewater System Extensions
City of Redmond:	Standard Specifications and Details (current edition at the time of this approval letter issued)
City of Redmond:	Design Requirements: Water and Wastewater System Extensions -April 2019.

Stormwater/Clearing and Grading

RMC 15.24	Clearing, Grading, and Storm Water Management
RZC 21.32.080	Types of Planting
RZC 21.64	Critical Areas
RZC 21.64.040	Frequently Flooded Areas
RZC 21.64.050	Critical Aquifer Recharge Areas
RZC 21.64.060	Geologically Hazardous Areas
City of Redmond	Standard Specifications and Details (current edition at the time of this approval letter issued)
City of Redmond	Stormwater Technical Notebook, Issue No. 8, Amended June 5, 2019
Department of Ecology	Stormwater Management Manual for Western Washington (amended December 2014)

Fire

RMC 15.06:	Fire Code
RZC Appendix 3:	Construction Specification and Design Standards for Streets and Access
City of Redmond:	Fire Department Design and Construction Guide 5/6/97
City of Redmond:	Fire Department Standards

Planning

RZC 21.08.060	R-4 (Single-Family Urban Residential) zone
RZC 21.12:	Overlake
RZC 21.58-21.62	Design Standards
RMC 3.10	Impact Fees
RZC 21.32, 21.72:	Landscaping and Tree Protection
RZC 21.34:	Exterior Lighting Standards
RMC 6.36:	Noise Standards
RZC 21.38:	Outdoor Storage and Service Areas
RZC 21.40:	Parking Standards
RCZ 21.64:	Critical Areas

RZC 21.44: Signs

Building

2015 International Building Codes (IBCs)
2015 Uniform Plumbing Code
2015 International Residential Code (IRC)