City Exhibit 9

CITY OF REDMOND
PROCEDURES FOR REQUESTING AND APPROVING
ENGINEERING DEVIATION REQUESTS

PURPOSE:

A deviation is required for any design or construction alteration from City of Redmond standards for a development proposal. Deviations from these standards may be granted upon evidence that such deviation is in the public interest and the requirements for safety, function, fire protection, transit needs, appearance, maintainability and long term maintenance costs, based upon sound engineering and technical judgment, fully meet the intent of the standard. Technical documentation such as reports, engineering drawings and/or calculations, for design proposal or alternative evaluation prepared by or under the direct supervision of Washington State licensed professional engineer must be stamped and signed.

These procedures only apply to deviations that can be approved administratively for the documents referenced below:

- Standard Specifications and Details
- Stormwater Technical Notebook
- Redmond Zoning Code Title 21, Appendices 2, 3, and 7
- Design Requirements for Water and Sewer System Extensions
- Bicycle Facilities Design Manual
- Illumination Design Manual
- Roundabout Design Manual
- Traffic Signal Design Manual

SECTION 1- REQUEST FOR ENGINEERING DEVIATION:

The request for a deviation shall include:

- A description of the deviation requested.
- The code citation of the Standards from which the application proposes to deviate.
- Must demonstrate how the standard can be met.
- Provide alternatives to minimize the deviation.
- Description of the proposed alternative along with supporting documentation.
- Exhibit(s) of the proposed design.
- Documentation may include, but not be limited to, a record of use by other agencies, or evidence of meeting criteria for quality such as AASHTO, ASTM, MUTCD, HCM, NACTO, ITE, and AWWA.
- Applications for location of utilities by an entity allowed under a franchise agreement must be prepared and submitted by that entity.

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SECTION 2 - CRITERIA FOR GRANTING ENGINEERING DEVIATIONS:

Applications must include clear written documentation with exhibits as needed to explain how the proposed deviation(s) address the following criteria:

- The deviation produces a comparable or improved result, which is in the public interest.
- The deviation meets requirements for safety, public health, function, fire protection, transit needs, appearance, maintainability, and any other criteria deemed relevant by the city.
- The deviation provides substantially equivalent (or improved) environmental protection as would be provided if the standard requirements were met.
- The deviation needs to reflect sound engineering practices.
- The deviation needs to avoid damage to other properties in the vicinity of and downstream of the proposal.
- Any deviation from the Standards that does not meet the Fire Code will require concurrence by the City Fire Marshal.

SECTION 3 - DEVIATION REQUESTS ADDRESSED TO:

Deviation requests associated with a development proposal shall be addressed to:

Paulette Norman, P.E.,	425-556-2861
Development Engineer	MS: 2SPL
Development Engineering Manager	15670 NE 85th Street
Development Services, Planning	PO Box 97010
	pmnorman@redmond.gov

Deviation requests not associated with a development proposal shall be directed to the City Engineer.

SECTION 4 - DEVIATION REVIEW TEAMS:

Deviation Review Teams / Technical Disciplines

- Complete Streets
- Water and Sewer
- Stormwater
- Maintenance
- Fire

For those deviation requests that may impact short or long term maintenance the Maintenance Supervisors or designees (Streets, Water, Sewer, and Stormwater) will be invited to participate in the review. For those deviation requests that may impact constructability, the Lead Construction Inspector will participate. Fire representatives will be invited to participate in all reviews. The

Deviation Review Team shall notify Fire and Maintenance of deviation request. Fire and Maintenance will determine if they want to be part of the review

SECTION 5 – RESPONSIBILITIES

The Deviation Review Team shall screen and review deviation applications, and provide recommendations to the Development Engineer. Review and Recommendation timelines shall conform to PREP 30%/60%/90%, Formal Applications and Coordinated Civil Review requirements. The recommendation may be denial, approval or conditional approval.

The Technical Committee has granted decision-making authority for deviations in the specified areas that relate to development proposals listed in Appendix A. This authorization is reviewed and approved annually. The Deviation Review Team may choose to bring deviation requests listed in Appendix A to the Technical Committee when the Team does not have concurrence on the recommendation or it's determined that the deviation has policy implications that merit Technical Committee's consideration and decision. The Technical Committee is the decision-making authority for deviations not listed in Appendix A.

The Development Engineering Manger shall notify the applicant of the decision on the deviation application by letter or email within fifteen (15) business days of receiving the deviation application, except as follows:

- If additional information must be sought from the applicant, a decision by the Development Engineering and Construction Manager may be delayed.

- If the applicant fails to provide the requested information within thirty (30) business days of the information being requested, the Development Engineer may cancel review of the deviation application.

- In cases where the complete deviation application requires extensive review by Development Services, Fire or Public Works staff, the Development Engineering Manager may, upon notifying the applicant prior to the expiration date of the fifteen day review period, extend the review period for another ten business days. The total review time for a single deviation request shall not exceed twenty five (25) business days.

- Multiple deviation requests for the same project should be submitted concurrently, to the maximum extent possible. When multiple deviation requests are received for the same project, the review period may be extended for up to 15 additional business days for each deviation.

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SECTION 6- RECONSIDERATION

The applicant may request a reconsideration of the deviation decision. The applicant must submit the reconsideration request to the Development Engineer within ten (10) business days of the issuance of the original decision; the reconsideration request must include the original deviation application, the written decision, new reasons supporting reconsideration, and additional supporting justification.

The Deviation Review Team(s) will consider the request and make a recommendation to the Technical Committee, which will issue a reconsideration decision within fifteen (15) business days of receiving the request for reconsideration. The decision may concur with the original deviation decision, approve the deviation application as originally submitted, deny the deviation request, or approve the deviation application with special conditions.

The Development Engineer shall document all deviation requests and provide an annual report to the Technical Committee

SECTION 7 - PERMIT TIMELINE IMPACTS

When a Deviation Request is received, the review process for the development proposal will be put on hold to allow for review and consideration of the request. The review of the development proposal will be resumed once decisions of deviation requests are made.

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SECTION 8 – REQUEST TIMELINE, RESPONSIBILITY AND ACTION:

No.	Responsibility	Action
1	Applicant	Prepares a written deviation application, which identifies those sections of the Standards that the deviation application seeks alterations from and a description of how the proposed deviation meets the requirements set forth in Deviation Procedures.
2	Applicant	Submits deviation applications consistent with the guidance in Section 1
3	Development Engineer	Notify Lead Planner a deviation has been received and a pause in development review will be applied. Receives deviation application and arranges for timely review by City staff and other affected agencies.
4	Deviation Review Team	The Deviation Review Team shall screen, review deviation applications, and make recommendations to the Development Engineer based on criteria in Section 2.
5	Deviation Review Team	Within twelve (12) business days of receiving complete submittal, a recommendation shall be brought to the Development Engineer for denial, approval or conditional approval.
6	Development Engineer	When necessary, notifies the applicant that additional information is required and the fifteen (15) business days review period shall begin when the deviation application is deemed to be complete.
7	Development Engineer	Notifies the applicant of the decision regarding the deviation application. Notify Lead Planer to resume the development review.
8	Applicant	The applicant may request reconsideration of the deviation decision. The applicant must file the reconsideration request within ten (10) business days of the issuance of the decision.
9	Technical Review Committee	Shall issue a decision on a reconsideration decision within fifteen (15) business days. In cases where the reconsideration requires extensive staff review, the Technical Committee may extend the review period for another ten (10) business days.
10	Development Engineer	The Development Engineer shall document all deviation requests through a tracking system and provide an annual report to the Technical Committee.
11	Deviation Review Team	Shall review annual report and make recommendations for consideration for code updates.

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APPENDIX A

The City Engineer has granted the Development Engineering Division the decision-making authority for the following deviation requests:

- Number of Lots or Dwelling Units Private Access Tracts and Private Streets
- Mailbox Location (With Post Master Approval)
- Driveway Separation on local access streets
- Frontage Improvements on existing urban street sections or developed residential neighborhoods
- Stopping Sight Distance for Sag Residential Curve only

Deviation Review Team Authorized Deviation Types:

- Onsite/Offsite Road Improvement Requirements
- Off-Site (Safe Walk Route) Walkway Location
- Frontage Improvement Requirements
- Non-motorized Connectors
- Driveway Width
- Design Speed
- Truck loading and unloading
- Horizontal and Vertical curves
- Cuts and/or fills over 8 feet Retaining walls over 8 feet tall
- Inter-basin transfer of stormwater (permission to re-route runoff to a different catchment basin.)
- Set-backs for infiltration systems
- Desire to use specific material for a design, i.e. using HDPE pipe for sanitary sewer

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APPENDIX B

DEFINITIONS:

Development Engineer – Development Engineering and Construction Manager

"Deviation Procedure" City of Redmond, Procedures for Requesting and Approving Deviation Requests dated 7/26/2016

"Standards" means the most recently approved and adopted version of the City of Redmond Design Standards

"Deviation" means an alteration from the Standards.

"Applicant" means a property owner, or a public agency or public or private utility

"AASHTO" means American Association of State Highway and Transportation Officials.

"ASTM" means American Society for Testing and Materials.

"MUTCD" means Manual of Uniform Traffic Control Devices

"HCM" means Highway Capacity Manual

"NACTO" means National Association of City Transportation Officials

"ITE" means Institute of Transportation Engineers

"AWWA" means American Water Works Association

"Development Proposal" means a subdivision, short subdivision, binding site plan, grading permit, residential building permit, demolition, commercial building permit, and/or any similar request that requires Development Services approval.

Review Team" city staff from Development Engineering, Construction, Transportation, Utilities, Traffic Operations, Natural Resources, Planning, Maintenance and Operations, Fire, and Public Works Construction Divisions

"Technical Committee" RMC 4.50.030 – "The Technical Committee shall consist of the Director of Planning and Community Development and the Director of Public Works. The Building Official, City Engineer, Director of Parks and Recreation, Fire Chief, Police Chief, City Attorney and other department heads, or their designated representative(s) may participate in Technical Committee meetings as needed and at their discretion when the situation warrants."

"Days" meaning Working Days