



**TECHNICAL COMMITTEE REPORT
TO THE HEARING EXAMINER**

Project Name: BelRed Family Resource Center

Location: 2321 173rd Ave NE, Redmond, WA 98052

Project Description: Upgrade the interior of a single family dwelling for use as a women and children's homeless shelter with a maximum total occupancy of 40 persons. The shelter is an associated accessory use to the Creekside Covent Church for which it shares a property line with and underlying Conditional Use Entitlement for a religious facility.

File Numbers: LAND-2016-01036 – Conditional Use Permit/Type III

Applicant: Evangelical Chinese Church
Peter Su
651 NW 81st Street
Seattle, WA 98117

Applicant's Representative: MG2
Jonathan Chang
1101 Second Ave, suite 100
Seattle, WA 98101

Planner: Sarah Pyle, Senior Planner

Decisions Included: LAND-2016-01036/Conditional Use Permit, Type III and

Recommendation: **Approval with Conditions**
Public Hearing Date: November 6, 2017

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).

Karen Anderson
KAREN ANDERSON, DIRECTOR
Planning and Community Development
Department

Maxine Whattam
MAXINE WHATTAM, Interim DIRECTOR
Public Works Department

Project Review Authority and Procedures

The City of Redmond **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 Conditional Use Permit, Type III 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 a decision to approve, approve with conditions, or deny the Conditional Use Permit, Type III.

Key Dates

Application/Completeness Date: June 7, 2017
Notice of Application: June 23, 2017
Notice of Application Re-Issue: June 28, 2017
Date SEPA Determination Issued: EXEMPT
SEPA Appeal Deadline: N/A
Public Hearing Date: February 5, 2017

Report Attachments

Attachment 1- Notice of Application Certificate of Public Notice and Public Notice
Attachment 2- Notice of Application Public Comment Letters
Attachment 3- Responses to Public Comment Letters and E-mails
Attachment 4- Follow-up Questions and Responses to Public Comments
Attachment 5- Neighborhood Meeting Comment Cards
Attachment 6- Responses to Neighborhood Meeting Comment Cards
Attachment 7- Notice of Public Hearing and Certificates of Posting
Attachment 8- Additional Operation Information and Details
Attachment 9- Pictures of Current Structure
Attachment 10- Traffic Study
Attachment 11- Planning Conditions Site Plan
Attachment 12- Code of Conduct
Attachment 13- Completeness Letter
Attachment 14- General Application Form
Attachment 15- Vicinity Map
Attachment 16- Plan Set
Attachment 17- Neighborhood Meeting Notice 1
Attachment 18- Neighborhood Meeting Notice 2
Attachment 19- Stormwater Report
Attachment 20- Supplemental information and Data Submitted by Applicant
Attachment 21- Parking Agreement

Technical Committee Analysis

I. Proposal Summary

Upgrade the interior of a single family dwelling for use as a women and children's homeless shelter with a maximum occupancy of no more than 40 persons. Total occupancy is inclusive to all clients (mothers and children), staff, volunteers and others providing professional services.

II. Site Description and Context

The proposal is located within the Idylwood Neighborhood. The project is bound on the east by 173rd Avenue NE and the north by NE 24th Street. South and west of the subject site are existing single-family residences.

The subject site consists of one tax parcel of developed land. The site contains no critical areas and is located within Wellhead Protection Zone four (4).

Adjacent	Existing Land Use	Zone
North	Single-Family Residential	R-6 (Single-Family Urban Residential) Zone
South	Single-Family Residential	R-3 (Single-Family Constrained Residential)
East	Single-Family Residential	R-3 (Single-Family Constrained Residential)
West	Single-Family Residential	R-3 (Single-Family Constrained Residential)

III. Site Requirements

The site is located within the R-3 (Single-Family Constrained Residential) zoning district. The site requirements listed in RZC 21.08.050 for this district are:

	Requirement	Proposed**
Front Setback (NE 173rd Ave):	20 feet	No Change /20 feet
Side/Interior Setback:	5 feet / 10 feet	No Change/5 feet / 10 feet
Side Street Setback (NE 24th St):	15 feet	No Change /15 feet
Rear Setback:	10 feet	No Change/ 10 feet
Maximum Lot Coverage (for structures):	35 percent of total lot area	No Change/ 35 percent of total lot area
Maximum Impervious Surface Area:	60 percent of the total lot area	No change/60 percent of the total lot area
Minimum Open Space:	20 percent of the lot area	No change/ 20 percent of the lot area
Maximum Height of Structures:	35 Feet	No Change /35 Feet

***There are no changes proposed to the exterior of the structure currently on-site and no additional structures are proposed as part of the project.*

The proposal complies with all of the site requirements for the R-3 (Single-Family Constrained Residential) Zone.

IV. Public Notice and Comments

Requirements for public notice are contained in RZC 21.76.080.

Notice of Application: The Notice of Application for this proposal was published on June 23, 2017 and Re-Issued with an updated project description on July 28, 2017. The notice was posted at City Hall, the Redmond Regional Library, and two notice signs were posted on the property. Notice was also mailed to property owners within 500 feet of the site (Attachment 1, Notice of Application Certificate of Public Notice and Public Notice).

Public Input: The Notice of Application was posted and mailed out on July 28, 2017. To date, 31 comment letters have been received. All comments received will be submitted during the Hearing on November 6, 2017. (Attachment 2, Notice of Application Public Comment Letters).

Below is a summary of topics expressed by submitted from the public:

- Safety for residents and property
- Traffic impacts
- Shelter not believed to be a permitted use within R-3
- The Conditional Use and Special Development Permits approvals for the site are no longer valid or relevant to the proposed project site
- Concerns of loitering
- Impacts to property values
- Inappropriate location due to lack of adjacent services
- Project will encourage homeless to come to Redmond
- There is not a justified need for a shelter
- Statements of support for the project

Written responses were provided via e-mail and posted on the City of Redmond website for all questions submitted (Attachment 3, Responses to Public Comment Letters and E-mails and Attachment 4, Follow-up Questions and Responses to Public Comments).

Neighborhood Meeting: Two Neighborhood Meetings were held at City Hall for the proposed project. The first meeting was hosted by the Applicant team on May 1, 2017. The second meeting was hosted by the City on August 24, 2017.

At the August 24, 2017 meeting staff passed out comment cards for those in attendance to write their questions or comments on. All cards were collected and responded to during the meeting. Additionally, staff provided written responses to the questions via e-mail and posted them on the City of Redmond website (Attachment 5, Neighborhood Meeting Comment Cards and Attachment 6, Responses to Neighborhood Meeting Comment Cards).

Notice of Public Hearing: The Notice of Public Hearing for this project, scheduled for February 5, 2018 was posted on the site, at City Hall, and at the Redmond Regional Library on February 5, 2018. The notice was also mailed to property owners within 500 feet of the site and to individuals who provided written correspondence to the City on the same date. The notice was also included in a one-time newspaper publication (Attachment 7, Notice of Public Hearing and Certificates of Posting).

V. State Environmental Policy Act

The State Environmental Policy Act (SEPA) requires applicants to disclose if any potential impacts to the environment may occur as a result of their project. RZC 21.70.010. C Adopts WAC Chapter 197-11, SEPA Rules. Per WAC 197-11-800(6) the project is categorically exempt from SEPA and therefore, an issuance of a SEPA determination is not required for the project.

VI. Compliance with Development Regulations

A. Landscaping

The Redmond Zoning Code (RZC 21.08.180) requires that for new subdivisions, short subdivisions, and other residential developments, 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 directly adjacent to lots with existing dwellings or the dwellings can be viewed from public streets or park areas.

Finding: The proposal does not trigger perimeter landscaping; however, the project does propose a new six foot residential perimeter fence. Therefore, the project provides adequate landscaping as required by RZC 21.08.180.

B. Tree Protection

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

Finding: The applicant is proposing retention of 100 percent of the existing significant trees which exceeds the minimum required 35 percent tree retention.

The proposal includes the retention of all on-site trees.

C. Critical Areas

Section 21.64 of the Redmond Zoning Code 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: The site is outside of wetlands, aquatic systems and high quality wildlife habitat. Therefore, the shelter will not negatively impact any critical areas. Additionally, the proposed shelter is located in Wellhead zone four (4). Overall, the project poses very little risk related to wellhead protection.

D. Open Space

The Redmond Zoning Code (RZC 21.08.050) requires a minimum of 20 percent of the total lot area to be open space.

Finding: The applicant is not altering any portion of the building footprint or upgrades that would modify or reduce current available open space on the property. The proposal leaves 84.5 percent of the 11,500 square foot lot area as open space. Therefore, the applicant complies with minimum Code requirements by providing more than four times the minimum required 20 percent open space.

E. Transportation

This project does not trigger frontage improvements requirement per RZC 21.17.010.F.d. Based on the trip generation report, this project will generate a total of 4 trips during the peak PM hours. The result is insignificant to the transportation system and no further traffic impact analysis is required. This project will provide three (3) feet of right-of-way dedication and nine (9) feet of public utility easement to satisfy the roadway standards for any future improvements on NE 24th ST. No right-of-way dedication and additional easement are required on 173rd Ave NE.

F. Conditional Use Permit, Type III

Each proposed Conditional Use Permit shall be reviewed to insure that (RZC 21.76.070(K)(Y):

- a. Purpose. The purpose of this section is to establish the criteria that the City will use in making a decision upon an application for a Conditional Use Permit. A conditional use is a use which may be appropriate on a specific parcel of land within a given zoning district under certain conditions, but which is not appropriate on all parcels within the same zoning district. A Conditional Use Permit allows the City to consider the appropriateness of the use on a specific parcel in terms of compatibility with other uses in the same zone and vicinity and to impose conditions to ensure such compatibility.
- b. Decision Criteria. The City may approve or approve with modifications the conditional use only if the applicant demonstrates that:
 - 1. The conditional use is consistent with the RZC and Comprehensive Plan.

Response:

<p>LU-29 Designate allowed residential densities and housing types to provide for a housing stock that includes a range of choices to meet all economic segments and household types, including those with special needs related to age, health or disability.</p>	<p>The BelRed Family Resource Center will provide day services and short-term shelter for women with children experiencing homelessness and economic insecurity.</p> <p>Due to the increase cost of housing, especially in Redmond and the surrounding communities, families experiencing economic hardship resulting in homelessness need supportive shelter services as a first step toward regaining stable housing and employment.</p> <p>This project provides additional shelter beds in Redmond, wrap around services, and support needed for families to find permanent housing in the community or the surrounding communities. Unlike some family shelters, that operate during the winter months or move locations throughout the year, BelRed Family Resource Center will remain in a permanent location throughout year.</p> <p>BelRed Family Resource Center will be operated by Seattle's Union Gospel Mission with trained staff to address the needs of each family served, including those with special needs related to age, health and disability.</p>
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<p>HO-5 Cooperate with private and nonprofit developers, including the King County Housing Authority and social and health service agencies, to address local housing needs.</p>	<p>The BelRed Family Resource Center project is in cooperation with three religious facilities/ churches; the Evangelical Chinese Church, Westminster Chapel and Creekside Covenant Church. These three churches have designated Seattle's Union Gospel Mission as the organization to run the day-to-day operations of the BelRed Family Resource Center. This project is privately funded by Seattle's Union Gospel Mission, in partnership with the three churches.</p> <p>BelRed Family Resource Center will work closely with the local schools, service providers, and the social service departments for the City of Redmond, other Eastside Service providers and cities and King County.</p> <p>The BelRed Family Resource Center will also receive referrals from Crisis Clinic (211), which is King County's phone-based crisis intervention and information and referral services. Shelter guests will also complete the Coordinated Entry for All assessments offered through King County as a step toward permanent housing. Priority for shelter will be given to Redmond residents, followed by residents from other Eastside communities.</p> <p>In 2016, the 211 Crisis Clinic hotline received calls from 130 Redmond families seeking shelter and a total of 474 calls from Eastside residents including Bellevue, Kirkland, and Redmond seeking emergency shelter.</p>
<p>HO-11 Encourage the development of a variety of housing types, sizes and densities throughout the city to accommodate the diverse needs of Redmond residents through changes in age, family size and various life changes, including:</p> <ul style="list-style-type: none"> •Development that provides smaller units with a mix of attached and detached housing units •Homes with ground floor master suites, and 	<p>This project would provide the City of Redmond with a year-round, 24-hour shelter that would serve women with children who are currently unable to obtain permanent housing. It would allow existing Redmond families currently dwelling in cars or the homes of acquaintances to remain in the community in which they are already living, working and attending school.</p> <p>It would provide a safe temporary shelter for these women and children and case management to help families navigate the housing process.</p>

<p>•Homes with all living areas on one floor</p>	<p>Family shelters operate differently from the traditional idea or image of emergency shelters. BelRed Family Resource Center, aligned with best practices for family shelter operations, will allow families to maintain their bed space from each night for up to 90 days, providing stability and safety for women and their children.</p> <p>Families will be screened over the phone before coming on-site, so there will be no waiting line outside of the shelter.</p>
<p>HS-1 Support the provision of a continuum of human services, from preventive to remedial, focused on ensuring that residents are able to be self-sufficient, contributing members of the community.</p>	<p>Women and children coming to the BelRed Family Resource Center will have a safe place to stay overnight and access a variety of day time services including meals, showers, laundry, case management; housing assistance, employment searches, children's activities; and life skill classes. The staff will work alongside the guests to identify barriers, set goals and contact clients into a more stable housing situation.</p> <p>The school age children will continue to attend school and have access to tutoring, assistance with homework and other services to promote school engagement to aid the long-term success of the student.</p> <p>Domestic violence is often a factor when serving women and children experiencing homelessness.</p> <p>Because the proposed site would not be a confidential location, BelRed Family Resource Center will not be a "safe house" and will not operate in a capacity to serve women who are being actively pursued by an abuser, as that situation is unsafe for the women, their children and the community.</p> <p>Women actively fleeing domestic violence situations will be referred to domestic violence shelters and programs elsewhere.</p> <p>Women who have experienced domestic violence in the past will be considered for admittance at the BelRed Family Resource Center. Seattle's</p>

	<p>Union Gospel Mission (“SUGM”) staff will evaluate each situation on a case-by-case basis and will only admit women and children that do not appear to create a risk to the shelter or community.</p> <p>The SUGM staff are professionally trained in this area and will be constantly monitoring each and every situation. This includes, but is not limited to the Community Agreement the women must sign, extensive screening procedures and surveillance cameras.</p> <p>SUGM was selected to run this shelter as they are trained professionals when it comes to caring for the people experiencing homelessness and also have experience at other facilities in King County at creating a safe environment for the women, their children and the community at large.</p> <p>The location most similar to the BelRed Family Resource Center is the Emergency Family Shelter, a short term overnight family shelter in Seattle, which serves women with children. See Attachment 8, Additional Operation Information and Details.</p>
<p>FW-46 Improve the welfare and independence of Redmond residents by supporting the availability of human services to all in the community.</p>	<p>This project will directly improve the welfare and independence of Redmond residents, in that it will provide shelter to women and children who are experiencing homelessness in Redmond. It would allow existing Redmond families currently dwelling in cars or the homes of acquaintances to remain in the community in which they are already living, working and attending school.</p> <p>During the 2016-2017 school year, Lake Washington School District served 385 students who met the criteria for homelessness. In 2016, the 211 Crisis Clinic hotline received 474 calls from Eastside (Redmond, Bellevue, and Kirkland) families seeking shelter. Additionally, 130 calls were from Redmond families in need of emergency shelter. First priority would be to provide shelter to residents of Redmond.</p> <p>BelRed Family Resource Center, Seattle’s Union</p>

	<p>Gospel Mission, and the partner churches will work alongside other Redmond service providers to meet the needs of families in Redmond. The facility staff will work closely with Lake Washington School District McKinney Vento Liaisons, teachers and administrators to support students and families.</p> <p>Women experiencing homelessness with children in their care frequently chose to sleep in cars, pay for nights in motels when their funds allow or shelter night to night in the homes of friends or acquaintances to avoid being on the streets with their children. As a family shelter, BelRed Family Resource Center proposal for the facility is to offer such families stability as they search for transitional or permanent housing. Episodes of homelessness can be traumatic events for the entire family, but especially for children.</p> <p>The trained staff at the proposed BelRed Family Resource Center would provide case management to guests, including guidance through Coordinated Entry for All, a King County program to assess housing needs and prioritize vulnerable populations for housing; applying for other housing resources; and looking for employment. Families would have a stable place to sleep each night, allowing them the opportunity to focus on housing applications, job searching and addressing other barriers to housing that they may be facing.</p>
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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.

Response: The proposal conforms to the site requirements set forth in RZC 21.08.050 R-3 Zone. BelRed Family Resource Center will continue to maintain the appearance of a single-family residence. There will be no exterior work done to the existing structure itself; therefore, the intended character, appearance, quality of development and physical characteristics of the property will not be affected (Attachment 9, Pictures of Current Structure).

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

Response: BelRed Family Resource Center conforms to the applicable R-3 (Single-Family Constrained Residential) Zone including regulations and procedures [RZC 21.08.050]. BelRed Family Resource Center complies since there will be no exterior work done to the existing structure itself. The existing single-family house will continue to appear as a single-family home as to blend into the neighborhood. A six foot residential perimeter is proposed to be installed to provide screening and privacy.

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;

Response: BelRed Family Resource Center (BRFRC), will provide shelter for women with children experiencing homelessness. Women and children coming to BelRed Family Resource Center will have a safe place to stay overnight and access to a variety of day time services including meals, showers, laundry, case management, assistance to obtain housing, employment searches, children's activities, homework support and life skills classes. The staff will work alongside guests to identify and overcome barriers, set goals, and move forward into more stable housing. BelRed Family Resource Center will serve children, male or female, from infants to 17 years old. If a child turns 18 and is still enrolled in high school, male or female, they will be allowed to stay with their mothers in shelter until they graduate. All school age children will be required to attend school. Women and children seeking shelter will be accommodated regardless of family size, provided we have space available and do not exceed the maximum occupancy of 40 individuals.

The BRFRC will be operated with two staff on site twenty-four (24) hours a day, seven days a week. Overnight staff will remain awake and alert at all times. To meet the needs of the guests, staff will cover three shifts with at least two staff per shift, seven days a week. The first shift will be from 7 am to 3:30 pm. The second shift is from 3 pm to 11:30 pm and the third shift will be from 11pm to 7:30 am. There will be a 9 pm curfew for all guests who stay at the BRFRC.

Family shelters operate differently from the traditional idea or image of emergency shelters. BelRed Family Resource Center, aligned with best practices for family shelter operations, will allow families to maintain their bed space from night to night for up to 30-60 days, with the option to extend to 90 days for families who are diligently working toward housing and employment goals. This provides the needed stability and safety for women and their children. Families

will be screened over the phone before coming on-site, so there will be no waiting line outside of the shelter.

Volunteers will be utilized during daytime hours (6:30am-8:00pm) to assist in meal preparation, help with homework, provide children's activities, and other tasks that aid the day-to-day operations. All volunteers must pass a background check and sign up through Seattle's Union Gospel Mission online platform prior to coming to BelRed Family Resource Center. Volunteers will need to exit the property by 8:00pm each evening.

Visiting professional services such as tutoring, visits from case workers, social workers, health care professionals and other service providers will take place during two time frames. Daytime visits will take place when school children are gone. Evening visits would be scheduled after dinner when entire families are available, including older children. Professionals such as family counselors, psychologists, public health professionals will not generate any trips during the peak commute periods. Between shelter residents, staff, volunteers, and professional services, the maximum occupancy (40 persons) will be strictly adhered to at all times.

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.

Response: BelRed Family Resource Center will operate with a minimum of two staff on at all times. The existing single-family home included six bedrooms, and was assumed to house a total of three vehicles.

The shelter will maintain a maximum capacity of up to 40 people at all times. School age students will be required to attend school, being picked up by school bus or other school provided transportation on weekdays between 7am-8am and returning in the afternoon between 3pm-4pm. Guests at BelRed Family Resource Center will be able to stay at the house during the daytime and access day services. Some guests may have work or other outside appointments or errands the same as any other neighborhood resident. Some guests will have their own vehicle, but many will also rely on public transportation. BelRed Family Resource Center has a parking agreement with Creekside Covenant Church to use up to 20 parking spaces in their parking lot for the use of the BelRed Family Resource Center's shelter guests, staff, volunteers and visiting professionals. The parking lot will be monitored by the BelRed Family Resource Center staff and video surveillance.

Seattle's Union Gospel Mission operates other sites in King County and on average at KentHOPE Resource Center will have 7-8 guests with personal vehicles out of 35 guests/day and the Emergency Family Shelter in Seattle, there were 3-5 guests with personal vehicles out of 48 guests (approximately 15-18

adult women plus their children). Based on this data, we expect to have approximately 5 guests with personal vehicles and no more than 10 at any one time.

Public transportation is located on the corner of 173rd Ave NE and NE 24th on the 249, 888, 895 bus lines. 226 bus line is accessible with a half mile of the BelRed Family Resource Center.

The existing single-family home is assumed to have three (3) trips during the a.m. and p.m. peak hours, and BelRed Family Resource Center is assumed to have six (6) trips during the AM peak hours (7:00-9:00 AM) and 4 trips estimated during the PM peak hours (4:00-6:00 PM). In conclusion, the impact of BelRed Family Resource Center will be insignificant during the day and particularly during the peak traffic periods. It will not affect the service levels for either NE 24th Street or 173rd Ave NE (Attachment 10, Traffic Study).

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.

Response: BelRed Family Resource Center is located in a developed neighborhood where there are adequate public facilities and services in a 5-mile radius of the site. The adequate facilities include, but are not limited to schools, parks, churches, shopping centers, grocery store, and bus stops. BelRed Family Resource Center will comply with the City of Redmond's requirements to upgrade the water/sewer line from the house to the street. The requirements from the City of Redmond are based on the assumption that the burden created by the BelRed Family Resource Center will be greater than a single-family home. The required changes that City of Redmond has required mitigate any adverse impacts to the neighborhood.

VII. Code Deviations Granted

- a. Additional parking required may be met off-site on parcel 2525059040 through a cooperative parking agreement. Approved by Technical Committee April 5, 2017(RZC21.40.010.D).

VIII. 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 ECC Women's Shelter /LAND-2016-01036 Type III application type subject to conditions** listed in Section IX.

This Conditional Use Permit, Type III application is 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 21.76.050).

IX. 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	12/6/2017	<i>and as conditioned herein.</i>
Transportation Report	9/27/2017	<i>and as conditioned herein.</i>
Stormwater Report	08/11/2017	<i>and as conditioned herein.</i>

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

Development Engineering - Transportation and Engineering

Reviewer: Andy Chow, Senior Engineer

Phone: 425-556-2740

Email: kachow@redmond.gov

- a. Easements and Dedications.** Easements and dedications shall be provided for City of Redmond review at the time of construction drawing approval and finalized for recording prior to issuance of a building permit. The existing and proposed easements and right-of-way shall be shown on the civil plans. Prior to acceptance of the right(s) of way and/or easement(s) by the City, the developer will be required to remove or subordinate any existing private easements or rights that encumber the property to be dedicated.
- i. Easements are required as follows:
- (a) 9 feet wide utility easement, granted to the City of Redmond, along the new right-of-way of NE 24th Street.
 - (b) At the time of construction, additional easements may be required to accommodate the improvements as constructed.
- ii. Dedications for right-of-way are required as follows:
- (a) A strip of land 3 feet wide abutting the existing NE 24th Street right-of- way.

(Code Authority: RZC 21.52.030 (G); RMC 12.12)

- b. Construction Restoration.** In order to mitigate damage due to trenching and other work on NE 24th Street and 173rd Avenue NE, the asphalt street shall be planed, overlaid, and/or patched, as determined by the Traffic Operations and Safety

Engineering Division in Public Works. Contact Rob Crittenden at 425-556-2838.

(Code Authority: RMC 12.08; Redmond Standard Specifications & Details; RZC 21 Appendix 2-A.8.e)

c. Access Improvements

- i. Direct access to NE 24th Street will not be permitted. This restriction shall be indicated on the face of the civil plans and other final documents.

(Code Authority: RZC 21.52.030 (E); RZC 21 Appendix 2)

2. Development Engineering – Water and Sewer

Reviewer: Zheng Lu, Senior Engineer

Phone: 425-556-2844

Email: zlu@redmond.gov

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

An 8-inch water line and 4-inch fire line shall be extended from the existing 8-inch water main on NE 24th Street to the site. The 8-inch water main shall connect to a new fire hydrant located at the corner of NE 24th Street and 173rd Avenue NE. The 4-inch fire line shall be further extended to the building for fire sprinkler system.

The existing water service shall be replaced at the same location by a new 1-inch water service. The old water service does not meet current City standard. All water main and water service shall be designed in accordance with the City of Redmond Design Requirement, Water and Wastewater Extensions.

(Code Authority: RZC 21.74.020(D), RZC 21.17.010)

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

The applicant shall provide a CCTV report of the existing 4-inch sewer. If the City determines the existing sewer to be in good condition after reviewing the report, it can be reused. Otherwise, a new 6-inch side sewer shall be constructed and old side sewer shall be abandoned at the main in accordance with City standards.

(Code Authority: RZC 21.74.020(D), RZC 21.17.010)

- c. **Easements.** Easements shall be provided for all water and sewer improvements as required in the Design Requirements for Water and Sewer System Extensions. Easements for the water and sewer mains shall be provided for City of Redmond review at the time of construction drawing approval. Offsite easements must be recorded prior to construction drawing approval.

(Code Authority: RZC 21.74.020(D), RZC 21.17.010)

- d. **Permit Applications.** Water meter and side sewer applications shall be submitted for approval to the Development Engineering Utility Division. Permits and meters will not be issued until all improvements are constructed and administrative requirements are approved. Various additional guarantees or requirements may be imposed as determined by the Utilities Division for issuance of meters and permits prior to improvements or administrative requirements being completed. All reimbursement fees shall be paid prior to sale of water and side sewer permits.
(Code Authority: RMC 13.08.010, 13.12)

3. Fire Department

Reviewer: Scott Turner

Phone: 425-556-2273

Email: sturner@redmond.gov

The current submittal is generally adequate for LAND-2016-01036 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: Add a fire hydrant as needed.
- b. Fire Protection Plan: The PIV and the FDC can be a 4" line instead of a 6" line and need to be located within 40' of the hydrant.
- c. Change or Modification: Not at this time.
- d. Fire Code Permit: Separate fire permits required to install the fire sprinkler system and the fire alarm system.
- e. Comment: The layout of the FDC and the PIV will be finalized during the civil review process.

(Code Authority: RMC 15.06; RZC Appendix 3, RFD Standards, RFDD&CG)

4. Planning Department

Reviewer: Sarah Pyle, Senior Planner

Phone: 425-556-2426

Email: spyle@redmond.gov

- a. **Tree Preservation.** All of the significant trees on-site shall be retained. A future proposed removal of any trees shall comply with RZC 21.72.020.B
(Code Authority: RZC 21.72.020.B)
- b. **Cooperative Parking Agreement.** A Cooperative Parking Agreement must be submitted and approved prior issuance of any building permits for this project.
(Code Authority: RZC 21.40.010(F)).
- c. **Fencing and Screening.** Fencing shall be installed the entire perimeter of the back

and side yards of the property as shown in Attachment 11, Planning Conditions Site Plan and Attachment 16, Plan Set. At the northwest corner of the project site the fencing shall be installed no less than six (6) feet from the north (street adjacent) and outside of any site triangles. Trees shall be planted on the street facing side of the fence along the north property line and on the interior west property line a minimum length of 100' starting at the north west property corner. Trees along the west property line may be located on whichever side of the fence best accommodates for maintenance.

- d. **Smoking Area.** The designated smoking area shall be located the furthest point from the western property line that meets the minimum required distance from the facility's doors and windows. Please see Attachment 11, Planning Conditions Site Plan.
- e. **Code of Conduct.** The applicant shall maintain and enforce at all times a Code of Conduct (Attachment 12, Code of Conduct). Any revisions or changes to the document shall be provided to the City of Redmond Planning Department.
- f. **Contact Information.** The applicant and facility operator shall provide up-to-date and current contact information to the City. The City shall be notified and provide updated information within three business days of any change in contact information.
- g. **ADA Requirements.** The project site will be required to meet all ADA standards as defined by the 2015 International Building Code (IBC).

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
RMC 12.16:	Highway Access Management
RZC 21.76.100(F)(9)(c)	Nonconforming Landscaping and Pedestrian System Area
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, July 2015
City of Redmond:	Standard Specifications and Details (current edition)

Water and Sewer

RMC 13.04:	Sewage and Drainage
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)
City of Redmond:	Design Requirements: Water and Wastewater System Extensions - January 2012.

Stormwater/Clearing and Grading

RMC 15.24:	Clearing, Grading, and Storm Water Management
RZC21.64.060 (C):	Planting Standards
RZC 21.64.010:	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)
City of Redmond:	Stormwater Technical Notebook, 2012
Department of Ecology:	Stormwater Management Manual for Western Washington (revised 2005)

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 21.58-21.62	Design Standards
RMC 3.10	Impact Fees
RZC 21.32, 21.72:	Landscaping and Tree Protection
RZC 21.34:	Exterior Lighting Standards
RZC 21.38:	Outdoor Storage and Service Areas

RZC 21.40: Parking Standards
RCZ 21.64: Critical Areas

Building

2012 International Building Codes (IBCs)
2012 Uniform Plumbing Code
2012 International Residential Code (IRC)