

Appendix 20F-1 Technical Committee Rules

I. Membership	507
II. Staff Services	507
III. Meetings	507
IV. Procedure for Submittal of Applications to the Technical Committee	507
V. Decisions of the Technical Committee	507
VI. Fees	508
VII. Guidelines for EIS Preparation and Consultant Selection	508
VIII. Review Criteria	508
IX. Appeals	510
Exhibit A City of Redmond Site Plan Review Process	510
Exhibit B City of Redmond Technical Committee, Guidelines for EIS Preparation and Consultant Selection	513

As required by the Redmond Community Development Guide, the Technical Committee hereby adopts the following operational rules and procedures:

I. Membership.

The Technical Committee shall be composed of the following officials or their representatives:

- A. Director of Planning and Community Development;
- B. Director of Public Works;
- C. Building Official;
- D. City Engineer;
- E. Director of Parks and Recreation;
- F. Fire Chief;
- G. Police Chief.

The Directors of Planning and Public Works shall function as the official representatives of the Committee.

II. Staff Services.

Staff services to the Committee shall be provided by the Planning Department. All application materials submitted to the Committee will be reviewed and circulated to the Technical Committee members by the Planning Department prior to submittal to the Committee for preliminary review or final approval.

III. Meetings.

The Technical Committee shall meet every Wednesday at 10:00 a.m. in the third floor conference room of City Hall unless members are otherwise notified. Meet-

ings may be delayed, postponed or re-scheduled at the discretion of the Director of Planning or Director of Public Works.

The meetings will not be open to the public except by invitation, however, the Planning Director and Public Works Director may arrange to meet separately with applicants or interested citizens and represent the Technical Committee.

IV. Procedure for Submittal of Applications to the Technical Committee.

- A. Application Procedure. Applications to be submitted to the Technical Committee for review at a regular meeting must be submitted to the Planning Department a minimum of eight working days prior to the meeting.

Where application requirements are not defined by RCDG 20F.30.20, Application Procedures, the Planning Department will be responsible for maintaining a list of requirements. Application requirements related to site plan review are attached as Exhibit A.

- B. Scheduling. Items which require Technical Committee review will not be scheduled until the application is complete and all required information and materials have been submitted by the applicant. Building and construction permits will be scheduled within two weeks of the submittal date, unless SEPA requirements cause postponement. All other items will be scheduled as soon as possible or as required by the Community Development Guide.

If the Technical Committee requires additional information but does not recommend denial, the review shall be deferred to the next regular meeting, and will be re-scheduled on the agenda until the information is submitted by the applicant and action may be taken.

V. Decisions of the Technical Committee.

Decisions of the Technical Committee shall be transmitted in written form to the applicant. All preliminary review and final approval letters must be reviewed and signed by the Director of Public Works and the Director of Planning.

Where required, the Technical Committee's report together with any required documents shall be transmitted to the hearing authority and approval authority as appropriate, and mailed to parties of record prior to the date of a public hearing or consideration of approval.

VI. Fees.

The Technical Committee shall periodically review and establish reasonable fees for site plan review and other permit applications and submit a recommendation to the City Council.

When a site plan review has been denied by the Technical Committee, revisions or alterations to that plan may be submitted to the Technical Committee without additional fees within six months of the original submittal.

VII. Guidelines for EIS Preparation and Consultant Selection.

The Technical Committee is designated as the responsible official for purposes of meeting requirements of the State Environmental Policy Act. When an EIS is required under the provisions of this law, procedures adopted by the Technical Committee and attached as Exhibit B shall apply.

VIII. Review Criteria.

The Technical Committee will analyze proposals in terms of conformance to codes, policies and specific review criteria established in Chapter 20F.30 RCDG, Administrative Review Procedures. During this process the Technical Committee will identify landscaping and design issues which are more appropriately reviewed by the Design Review Board, and refer these issues directly to them. The following interpretations will be applied by the Technical Committee in administering code requirements and criteria defined in Chapter 20D.40 RCDG.

A. Building to Site Relationship.

1. Transition is achieved by providing site elements which integrate uses on the site with the street, adjacent uses, and the landscaping system, or to separate site elements which may be inharmonious. Landscape materials, fences, walkways, driveways, building entrances, defined open spaces or structural parts of the building should integrate the building and site to provide an inviting and convenient transition between public and private areas.

Example: Courtyards, plazas and other defined open spaces that extend the function of the building.

Example: Placement of building entrances and fronts on the linkage system to reduce pedestrian crossings of parking areas and to improve access to buildings.

2. Orientation is the careful placement of buildings with respect to factors which affect the appearance, usefulness and function of the building.

Example: Proper orientation to sunlight and wind conserves energy and provides natural lighting and shelter in buildings.

Example: Orientation to pedestrian needs in commercial areas is achieved by visible and easily accessible entrances to buildings.

Example: Variation in building fronts or building position to prevent long unbroken rows of buildings along a street.

3. Livability in residential or office developments is increased by orientation of buildings to site amenities, protection from weather, creation of privacy and opportunities for social, recreation or leisure-time use of the site.

Example: Landscaped courtyards in multi-family developments should be oriented to sunlight and wind protection.

Example: Playground facilities should be located near buildings to provide easy access and visibility.

B. Relationship of Building and Site to Surrounding Area.

1. Compatibility is defined in RCDG 20A.20.030.
2. Screening in relation to rooftop equipment and garbage dumpsters means that these features should be completely obscured from view. This may also apply to other features if determined necessary by the Technical Committee. Screening in storage, parking and service areas will be evaluated on the degree to which it mitigates the visual impact of these facilities.
3. Buffering techniques are intended to be used to provide transition between elements of the site and adjacent uses. The degree to which they will be required will depend on the conditions to be mitigated and the character of the uses. More intensive buffering will be required between commercial/industrial uses and residential areas or between multi-family and single-family developments. Buffering may be achieved by the use of berms, landscaping, fences, screens, open space and other suitable design elements.

Fences will be evaluated in the site plan as to how well they limit or promote access, confer privacy, form spaces and provide vertical texture.

4. Linkage means a functional connection with existing public systems which is efficient and aesthetically pleasing. Where existing systems are inadequate or require upgrading, a higher standard of development may be imposed on the site under consideration.
5. Coordination means that site plan elements will be required to be integrated with adjacent uses or plans wherever possible.

Example: Joint use of driveways and cooperative parking.

Example: Siting open space areas contiguous to similar areas on adjacent sites.

C. Landscaping and Site Treatment.

1. Retention of vegetation in the site plan should be based on surveys of existing vegetation taken prior to the design of the site plan. Site plans will not be approved where consideration has not been given in the design process to significant vegetation on the site, and a survey will be required by the Technical Committee. The Technical Committee will evaluate the quality and location of existing vegetation proposed to be retained in relation to the proposed function of the site, and mitigation of potential impacts on adjacent properties.
2. Screening may be required in the landscape plan to reduce impacts of mass, scale, hard or glaring surfaces, blank walls, and parking areas. It is also intended to obscure functional elements of structures or uses which may be unattractive or affect neighboring properties, however, it may not necessarily be required to completely obstruct vision in all cases.

Screening will also be evaluated on the degree to which it unifies the site with the structure, complements the structure, and adds interest to the site design.
3. Landscaping should be designed to integrate the building with the site, to articulate functional features such as parking and building entrances, and to mitigate the impacts of structures and hard or paved surfaces, parked vehicles or loading areas.

The Technical Committee will assess the plant materials used in relation to layout, screening ability, design characteristics, site features, horticultural or maintenance needs, climate control and safety.

4. Circulation is the means by which major lines of approach, observation and access are provided to the site. The Technical Committee will assess internal site circulation systems for efficiency and safety of movement as well as the connections to the external circulation system.

Specific criteria for streets, turnarounds, driveways and the linkage system have been adopted by the Technical Committee and appended to the Development Guide. The Technical Committee will periodically update the standards and specifications for all circulation elements.

5. Grading and filling will be reviewed by the Technical Committee to determine if it is excessive in relation to the site (creating awkward visual or functional conditions), creates erosion problems, or soil instability. New grades should be kept as close as possible to pre-existing grades. Grading plans should consider impacts on adjacent properties, disposal of materials, and permanent changes in storm drainage patterns. The Technical Committee will also consider if grading and filling is necessary to properly use the site, and may require soils reports or other information to be submitted by the applicant. Regulations and criteria for grading and filling are contained in Chapter 15.24 RMC.
6. Storm drainage will be evaluated on the efficiency of proposed measures, integration with other features of the site, potential downstream impacts and ease of maintenance. Regulations and criteria for storm water management are contained in Chapter 15.24 RMC.
7. Off-site improvements may be required by the Technical Committee as provided by RCDG 20D.210.20-150.
8. Utilities shall be required to be extended at the developer's expense to serve the site. The City may pay the cost differential for oversizing where public benefits will be gained, upon approval of the City Council.

D. Signs. The Technical Committee will utilize criteria adopted by the Design Review Board for review of signs.

IX. Appeals.

Appeals of final decisions of the Technical Committee may be made directly to the City Council under provisions of RCDG 20F.30.60, Public Hearings and Appeals.

**Exhibit A
City of Redmond Site Plan Review Process**

Summary

All building and construction permits require the review and approval of a site plan except for:

- One and/or two unit residential buildings;
- Signs determined by the Code Administrator to comply with review criteria set forth in RCDG 20F.20.20, Site Plan Review, Chapter 20F.30 RCDG, Administrative Review Procedures, and RCDG 20F.20.40, Environmental Review;
- Tenant improvements not encompassing modification to the exterior of an existing building.

A Technical Committee composed of the Departments of Planning and Public Works reviews all site plans for compliance with the State Environmental Policy Act and the Community Development Guide. The Design Review Board makes urban design decisions promoting visual quality throughout the City, and reviews all site plans except for:

- Commercial buildings located within Light Industrial and Heavy Industrial zoning districts which are determined by the Technical Committee to not be located upon sites considered sensitive due to the existence of significant natural features or location in areas of high public visibility adjacent to SR 520, Willows Road, Marymoor Park and the Sammamish River Trail;
- Applications encompassing a total valuation of less than \$50,000.

The Technical Committee may refer any application requiring a building permit to the Design Review Board for review based upon a Determination of Noncompliance with review criteria set forth in RCDG 20F.20.20, Site Plan Review, Chapter 20F.30 RCDG, Administrative Review Procedures, and RCDG 20F.20.40, Environmental Review.

The Technical Committee meets weekly and the Design Review Board meets twice a month. No building and construction permits may be approved subject to the exceptions noted above until the Site Plan Review Process defined in RCDG 20F.20.20, Site Plan Review, Chapter 20F.30 RCDG, Administrative Review Procedures, and RCDG 20F.20.40, Environmental Review, and RCDG 20F.50.30, Design Review Board, is completed.

Application Requirements

I. Professional Preparation.

All site plan applications encompassing improvements above a total dollar amount of \$50,000 shall be prepared or approved by an architect, landscape architect, civil engineer or surveyor, all of whom shall be licensed. Building elevations shall be prepared or approved by a licensed architect. Landscape plans shall be prepared or approved by a licensed landscape architect, registered Washington Certified Nurseryman or registered Washington Certified Landscaper. A license stamp or registration number, whichever is applicable, shall be provided on the face of site plan review application materials.

II. Format.

- A. Seven sets of the site plan, preliminary landscape plan, and preliminary grading plan drawn to engineering scale of one inch equals 20 feet, and seven sets of building elevations drawn to architectural scale of one-eighth inch equals one foot or larger; nine sets of plans are required for projects located within Evergreen Highlands Subarea.
- B. Eleven sets of reduced site plans no larger than 11 inches by 17 inches.

III. Site Plan.

- A. Existing property lines, sidewalks and street edge.
- B. Dimensions of existing/proposed structure(s), parking layout and property lines.
- C. Distance between existing/proposed structures on- and off-site within 150 feet of proposed structure(s).
- D. Existing topography: minimum five-foot contours.
- E. Existing streams, ponds and other surface water.
- F. Location of trees of six-inch caliper or greater (measured four feet above ground) or tree masses in areas to be developed. Designate trees to be saved and show their actual dripline areas.
- G. Existing and/or proposed easements.
- H. Plan view of existing and proposed structures, including utility boxes.
- I. Existing utilities: water, storm sewer, sanitary sewer, fire hydrants.
- J. Parking layout: circulation, driveway location and parking stalls.

- K. Preliminary grading plan with contours.
- L. Preliminary storm drainage control.

IV. Preliminary Landscape Plan.

- A. Conceptual drawing indicating the existing vegetation to be retained and the general location of new trees, shrubs and groundcover to satisfy the landscaping and screening requirements of the Community Development Guide. Shrubs may be shown in masses on this preliminary plan rather than indicating individual plants. Shrub masses should be differentiated by shrub size (small, medium, large) and either evergreen or deciduous. Trees should be indicated as either evergreen or deciduous. The plant schedule should list alternatives for the trees, shrub masses and groundcover as well as sizes and spacing.
- B. Plant schedule providing the scientific name, common name, size and spacing of each plant.
- C. Location and square footage of applicable landscape area requirements:
 - 1. Interior parking lot landscaping with computation of vehicle use areas – All zones;
 - 2. Blank wall screening – All zones;
 - 3. Linkage system landscaping – Downtown zone;
 - 4. Perimeter landscaping – BP and LI zones;
 - 5. Parking lot perimeter landscaping – All zones except Downtown, BP, and LI;
 - 6. Foundation planting.

(Note: A detailed and complete landscape plan with grading, plant schedule including quantities and an irrigation plan is required later with the submittal of a building permit application.)

V. Building Elevations.

- A. Front, rear and side building elevations of proposed structures.
- B. Exterior wall openings.
- C. Construction materials and colors.
- D. Exterior signing concept.
- E. Details for dumpster screen and rooftop mechanical equipment screen.

VI. General.

- A. Completed general application form.

- B. Legal description.
 - C. Vicinity map with labeled streets and north arrow.
 - D. Height and total gross floor area for all proposed floors or levels.
 - E. Site area.
 - F. Site coverage of structures, total impervious surface area and landscape areas (expressed as a percent of site area).
 - G. Other information relating to design and siting of proposed development (including site sections) may be required.
 - H. A statement of design intent is requested.
 - I. Submittal of photographs of the site keyed to a site plan is encouraged.
 - J. Proposed IBC Construction Type.
- 4. Provide for the needs of the handicapped;
 - 5. Be compatible with adjacent uses, nearby structures and the community;
 - 6. Be made to the adjacent right-of-way as determined by the Technical Committee;
 - 7. Provide grades for paved areas which are inviting and conform to the existing slope where possible;
 - 8. Consider existing topography to reduce undue cutting, filling and use of retaining walls.
- C. In all cases, compliance with the Redmond Community Development Guide is required.

VII. State Environmental Policy Act (SEPA).

A SEPA checklist is required with a complete response provided to all questions.

VIII. Site Plan Review Criteria (Summary) (See RCDG 20F.20.20, Site Plan Review, Chapter 20F.30 RCDG, Administrative Review Procedures, and RCDG 20F.20.40, Environmental Review)

- A. The site shall be planned to provide for:
 - 1. A transition from streets and other land uses;
 - 2. Privacy and livability;
 - 3. Orientation to views and sunlight;
 - 4. Efficient circulation and parking with paved areas kept to a minimum;
 - 5. Pedestrian, bicycle and transit needs;
 - 6. Retention of natural features (topography, vegetation, etc.);
 - 7. Emergency access;
 - 8. Development that contributes to overall aesthetic quality of the urban environment.
- B. Improvements shall:
 - 1. Screen rooftop equipment, dumpsters, outdoor storage, service and parking areas;
 - 2. Provide for adequate landscaping or fencing where needed;
 - 3. Be consistent with ongoing planning efforts;

Exhibit B City of Redmond Technical Committee

Guidelines for EIS Preparation and Consultant Selection

Responsibility

The Technical Committee has adopted the position that an individual proposing a project that requires an EIS should carry the cost burden of that EIS. Because the staff is not large enough to undertake the research and writing of EIS documents, the City will hire a consultant who reports directly to the City while preparing the EIS. Costs of printing are also expected to be paid by the applicant; however, it will be the responsibility of the City to distribute and mail the documents.

Control of Contents

The Technical Committee requires that control of the information compiled in the EIS should remain with the City. This insures that an objective EIS is prepared in a professional manner, and reduces the problem of assuring adequacy of the statement. Under State law, the Technical Committee is designated as the "Responsible Official", and must be fully responsible for assuring the City's and the applicant's compliance with SEPA. The advantage to the consultant is that he is removed from any pressure from the applicant, and the costs to the applicant from re-writing are minimized.

All requirements related to the contents of the EIS and procedures to be followed are contained in RCDG 20F.20.40, Environmental Review, and the Washington Administrative Code, SEPA Guidelines.

Notification of Qualified Consultants

After the Technical Committee has determined that an EIS is required, the Planning Department will assemble a short list of consultants who are qualified to prepare an EIS. The applicant may also submit a list of preferred consultants. No consultant will be considered who is presently involved in any consulting work with the applicant. A meeting may then be held with interested consultants to explain the EIS process and the proposed action, and request them to submit proposals on the scope of work and costs.

Selection of Consultant

Upon receipt of the proposals, the staff will review them for cost, experience, qualifications, work program, and proposed time to completion. The final choice of a consultant by the Technical Committee will be based on a combination of these factors and not on the lowest cost. However, every effort will be made by the staff to minimize costs while assuring a responsible document.

Award of Contract

After awarding the EIS contract to the most qualified consultant, the Technical Committee will notify the applicant of the selection. Signing of the contract will take place only after the applicant has guaranteed payment for work done under the contract. This can be done in a number of ways including a line of credit from a bank, transfer of funds to the City, etc. When the funds are in the City's control, the contract is signed by the City and the consultant, and submitted to the City Council for approval if necessary. Contracts will be fixed price only.

Final Payment

The City will pay the consultant a portion of the cost upon delivery of the draft EIS, and the remainder upon delivery of the final EIS. If there are funds remaining in the account, these will be transferred back to the applicant. If extra or unforeseen costs are incurred in the preparation of the EIS beyond those specified in the contract, a change order to the contract will be required and the applicant must guarantee the funds before EIS preparation continues.

Division of Lead Agency Responsibility

When an agreement has been made to share or divide lead agency status as provided by WAC 197-11-944, the Technical Committee may elect to use an alternative procedure for selection and management of consultants provided adequate control of the preparation process is maintained by the City's responsible officials.

(Ord. 2302. Formerly Appx. I)

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