

EXHIBIT A-1

**CITY OF REDMOND
RESOLUTION NO. 1380**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, APPROVING UPDATED ADMINISTRATIVE RULES OF PROCEDURE FOR THE DESIGN REVIEW BOARD, HEARING EXAMINER, LANDMARK COMMISSION, PLANNING COMMISSION, AND TECHNICAL COMMITTEE

WHEREAS, the City of Redmond comprehensively updated and adopted the Redmond Zoning Code (RZC) on April 5, 2011; and

WHEREAS, administrative rules of procedure for the Design Review Board, Hearing Examiner, Planning Commission, and Technical Committee are no longer located in the RZC; and

WHEREAS, administrative rules of procedure for the Landmark Commission were never located in the zoning code or its predecessor; and

WHEREAS, administrative rules of procedure for the above-named bodies require updates for consistency with their enabling legislation in Title 4 of the Redmond Municipal Code (RMC) and relevant provisions of the RZC; and

WHEREAS, each of the above-named bodies has approved updated administrative rules of procedure as shown in Exhibits 1, 2, 3, 4, and 5, attached hereto and incorporated herein by this reference as if set forth in full; and

WHEREAS, the City Council has reviewed the updated administrative rules of procedure and wishes to approve them.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND,
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Administrative Rules of Procedure Approved.

The City Council approves updated administrative rules of procedure for the Design Review Board, Hearing Examiner, Landmark Commission, Planning Commission, and Technical Committee as shown in Exhibits 1, 2, 3, 4, and 5.

ADOPTED by the Redmond City Council this 20th day of November, 2012.

APPROVED:



JOHN MARCHIONE, MAYOR

ATTEST:



MICHELLE M. MCGEHEE, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK: November 14, 2012
PASSED BY THE CITY COUNCIL: November 20, 2012
EFFECTIVE DATE: November 20, 2012
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APPROVED 6-0: Allen, Flynn, Margeson, Myers, Stilin and Vache

Exhibit 5: Technical Committee Rules

- I. Membership
- II. Review of Materials
- III. Meetings
- IV. Procedure for Submittal of Applications to the Technical Committee
- V. Decisions of the Technical Committee
- VI. Fees
- VII. Guidelines for EIS Preparation and Consultant Selection
- VIII. Review Criteria
- IX. Appeals

Exhibit A City of Redmond Technical Committee, Guidelines for EIS Preparation and Consultant Selection

As required by the Redmond Municipal Code, the Technical Committee hereby adopts the following operational rules and procedures:

I. Membership.

The Technical Committee shall be composed of the individuals as noted in RMC 4.50.030.

II. Review of Materials.

All application materials submitted to the Committee will be reviewed and circulated to the Technical Committee members to review by the Committee.

III. Meetings.

The Technical Committee shall meet every Wednesday at 9:30 a.m. in the Council Conference Room of City Hall unless members are otherwise notified. Meetings 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.

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 no later than six working days prior to the meeting.

Where application requirements are not defined by the Zoning Code, the Planning Department will be responsible for maintaining a list of requirements.

B. *Scheduling.* Items that require Technical Committee review will not be scheduled until the application is deemed complete pursuant to the applicable application submittal requirements checklist. Applications will be scheduled within two weeks of the submittal date, unless the volume of applications is such that additional time is necessary. If the Technical Committee requires additional information, a letter stating the additional information shall be provided to the applicant. The application will be rescheduled upon submittal of the required information by the applicant.

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 or their designated representatives.

VI. Fees.

The Technical Committee shall periodically review fees for land use permit application review and other permit applications and submit a recommendation to the City Council.

When a land use permit application 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.

When an EIS is required under the provisions of this law, procedures adopted by the Technical Committee and attached as Exhibit A shall apply.

VIII. Review Criteria.

The Technical Committee will analyze proposals in terms of conformance to codes, policies and specific review criteria established in RZC 21.76, Review Procedures.

IX. Appeals.

Appeals of final decisions of the Technical Committee may be made directly to the City Council under provisions of RZC 21.76.060(I) Appeals to Hearing Examiner on Type I and Type II Permits .

Exhibit A. City of Redmond Technical Committee Guidelines for Environmental Impact Statement (EIS) preparation and Consultant Selection. 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. The City may 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 ensures 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..

All requirements related to the contents of the EIS and procedures to be followed are contained in RZC 21.70, State Environmental Policy Act Procedures, 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.