



# City of Redmond Notice of Application

For more information about this project visit [www.redmond.gov/landuseapps](http://www.redmond.gov/landuseapps)

## Project Information

**Application Type:** Conditional Use

**Project Name:** DigiPen Building B

**File Number:** LAND-2019-00545

**Project Description:** Conditional Use Permit application for educational use within BP zone. 15,559 SF of space proposed within existing office/warehouse building.

**Project Location:** 9825 Willows Rd NE

**Site Address, if Applicable:** 9825 WILLOWS RD NE

**Size of Subject Area in Acres:** 4.69 Sq.Ft. 0

**Applicant:** Brian Trapp

**Process Type:** III (see attached flow chart)

**A Public Hearing is required, however a date has yet to be determined. A Public Hearing notice will be sent in the future.**

**Required Permits, not a part of this application:**  
Building Permits, Fire Permits

**Required Studies:**

None

**Existing Environmental Documents, relevant to this application:**

None

## City Contact Information

**Project Planner Name:** Elise Keim

**Phone Number:** 425-556-2480

**Email:** [Ekeim@redmond.gov](mailto:Ekeim@redmond.gov)

## Important Dates

**Application & Completeness Date:** July 15, 2019

**Notice of Application Date:** July 22, 2019

**To allow a minimum comment period as specified in RZC, the City will not issue a decision on this project prior to August 12, 2019. If date ends on a weekend or holiday comments are due on the next business day.**

## Regulatory Information

**Zoning:** Business Park

**Comprehensive Plan Designation:** Business Park

**Consistent with Comprehensive Plan:** Yes

**Applicable Development Regulations:** Redmond Municipal Code & Zoning Code

## Public Comment

Although comments are accepted up until close of public hearing, submittal of comments during the comment period required in the RZC will ensure comments are considered prior to issuing a decision and will allow staff and/or the applicant to address comments as early in the process as possible. The Technical Committee shall not issue a recommendation until the end of the minimum comment period. In addition, persons who want to be informed of future actions or would like to become a party of record on this proposal must provide their name and mailing address to the project planner. Submit written comments or name and address to be added as a party of record to the City of Redmond Planning Department, Development Services Center 15670 NE 85th Street, P.O. Box 97010, Mail Stop 2SF Redmond, WA 98073-9710, or fax to 425-556-2400. The final decision on this proposal may be appealed according to the City appeal provision specified in RZC Chapter 21.76, Review Procedures.



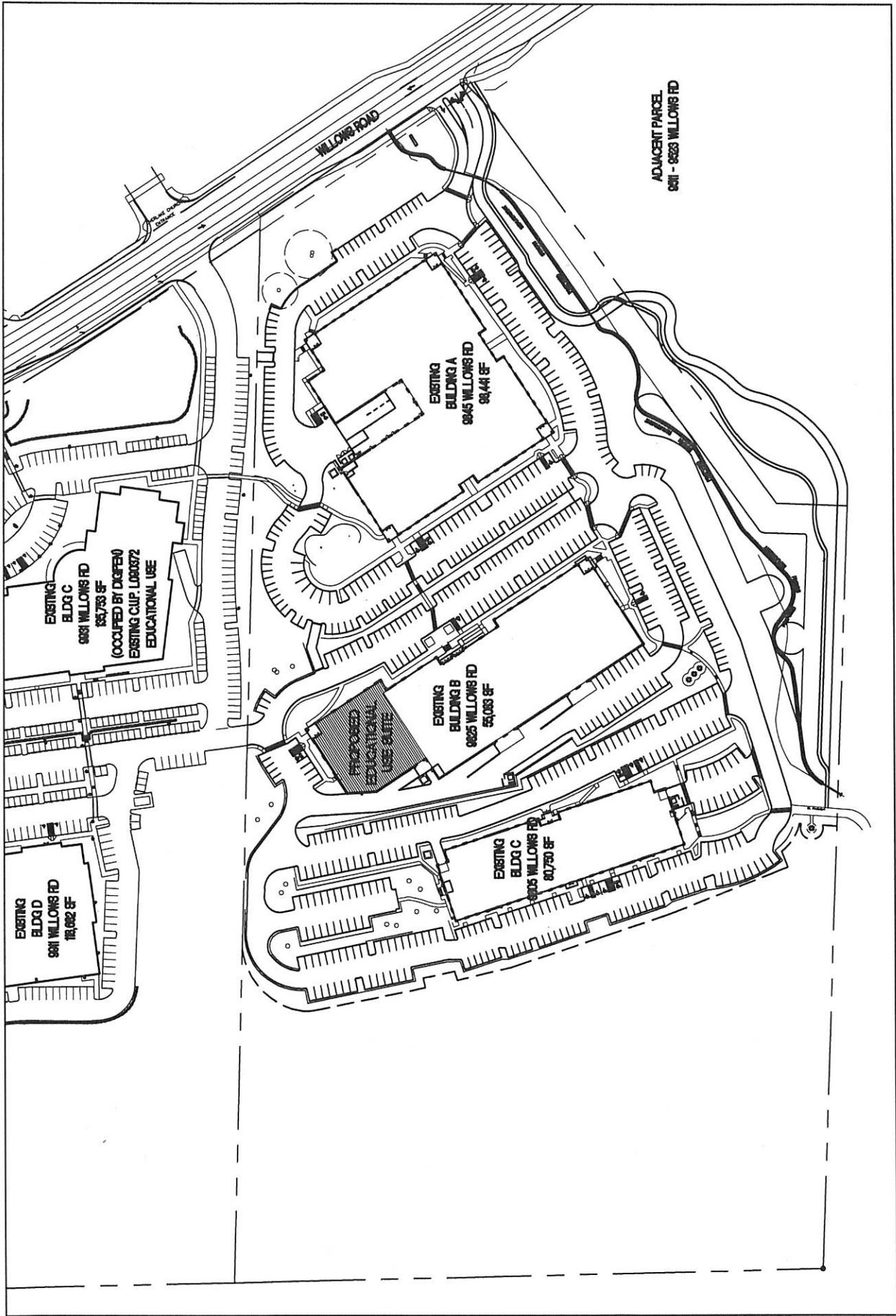
Vicinity Map



LAND-2019-00545, DigiPen WCP Building B

Parcel Number: 9430050030





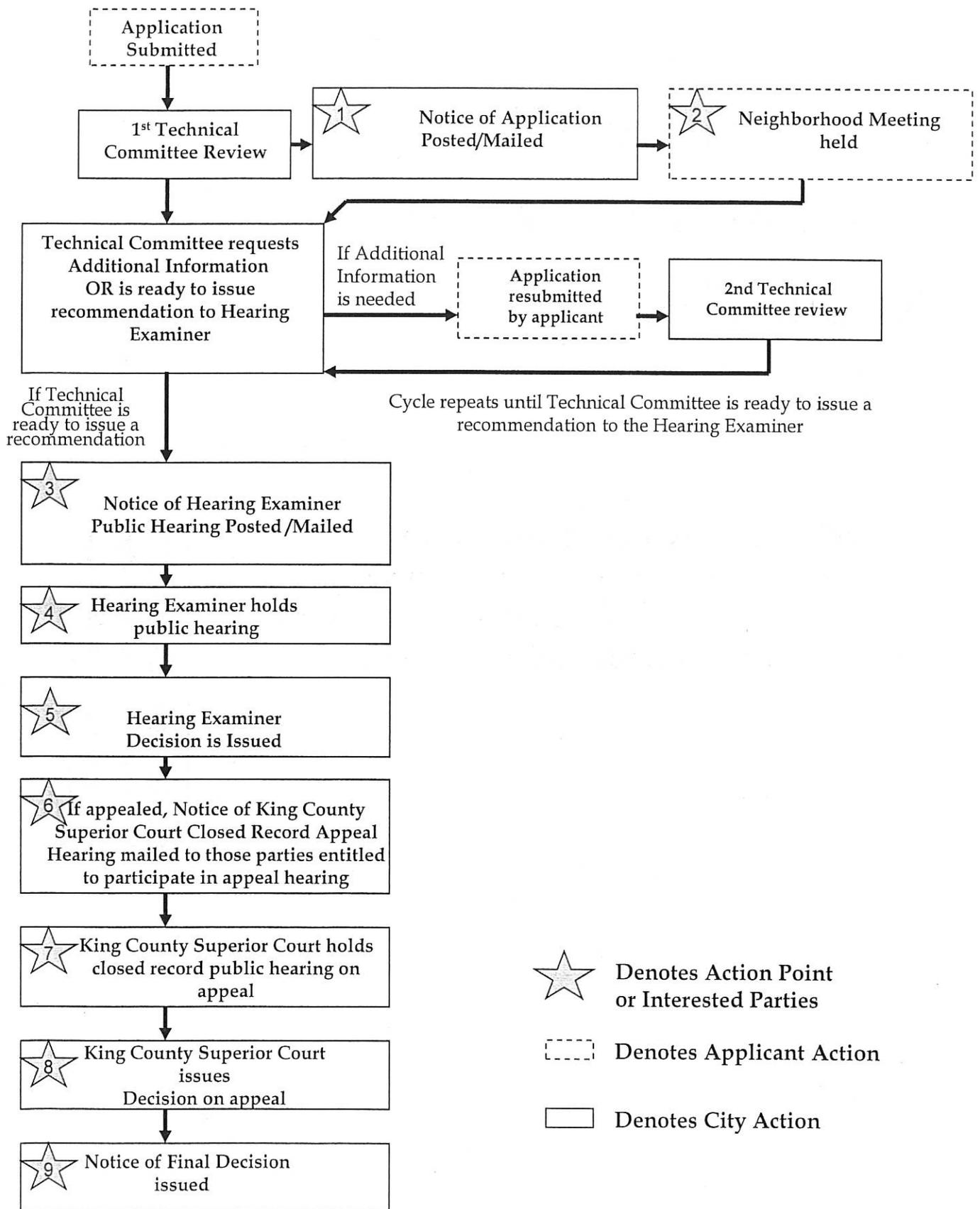
Site Plan  
Not to scale

DIGIPEN - STUDENT RESOURCE CENTER

# Process Flow Chart for: Conditional Use Permit Applications

Conditional Use Permit follow the Type III process which requires a public hearing before the Hearing Examiner. The Hearing Examiner is the final decision maker.







# Notes on Participation Points 1-9

## **#1- Notice of Application (completed within 14 days of application):**

**Sent to:** Applicant, property owners and residents within 500 feet

**Posted:** On site, City Hall, Library, Internet.

**Who May Participate?** Any interested party may submit comments prior to or at hearing to establish themselves as Party of Record. You must become a Party of Record to reserve right to request reconsideration or appeal the Hearing Examiner's Decision Although comments are accepted up until close of public hearing, submittal of comments during the 21 day comment period is encouraged to allow staff and/or the applicant to incorporate changes as early in the design process as possible.

## **#2-Neighborhood Meeting (notice sent 21 days in advance of meeting):**

**Sent to:** Applicant, property owners and residents within 500 feet, as well as Parties of Record.

**Posted:** On site, City Hall, Library

**Who May Participate?** Any interested party may participate. Those who participate establish themselves as a Party of Record, but meeting attendance is not required to become a Party of Record if comments are submitted prior to or at public hearing.

## **#3-Notice of Public Hearing (sent 21 days in advance of hearing):**

**Sent to:** Applicant, property owners/residents within 500 feet and any Parties of Record

**Posted:** On site (large white sign), City Hall, Library, Internet, published in paper.

**Who May Participate?** Any person may participate. Any person who has already submitted comments up until this point are established as a Party of Record and are considered participants of the hearing. Others who have not submitted comments, must submit comments prior to or at hearing in order to establish themselves as a Party of Record. Only Parties of Record have the right to request reconsideration or appeal the Hearing Examiner's decision

## **#4-Public Hearing:**

**Who May Participate?** Any person may participate and establish themselves as a Party of Record by submitting written comments prior to hearing, submitting written comments at hearing or making oral comments at hearing. Interested parties must have submitted comments prior to or at hearing in order to establish themselves as a Party of Record and reserve their right to request reconsideration or appeal the Hearing Examiner's decision.

## **#5-Hearing Examiner Decision is issued:**

**When:** The Decision is issued within 14 days after hearing

**Who receives the decision?** Applicant and Parties of Record.

**Who can request reconsideration or appeal?** Parties of record may request reconsideration or appeal within 10 business days

**What if a Party of Record requests reconsideration?** The Hearing Examiner, shall, within 14 days either deny the request, issue a revised decision, or call for an additional public hearing. A final decision on the Preliminary Plat will be sent to all Parties of Record. This final decision on the Plat may be appealed to the City Council.

## **#6-Notice of City Council Closed Record Appeal Hearing:**

**Sent to:** Applicant and Appellant or their representatives

**When Mailed:** A minimum of 14 days prior to hearing

## **#7-City Council Closed Record Appeal Hearing:**

**Who May Participate?** The applicant, the appellant, the applicable department director, or representatives of these parties.

## **#8-City Council Makes Decision on Appeal:**

**When?** The Council typically takes action on the appeal the same night as the closed record appeal hearing.

**Can the Council Decision be appealed?** Yes, the decision of the City Council may be appealed to Superior Court after the Notice of Decision has been issued

## **#9-Notice of Final Decision (typically sent within 14 days of City Council action):**

**Sent to:** Applicant and those who participated in the closed record appeal hearing

**Appeal Provision:** The final decision is appealable to King County Superior Court within 21 days from issuance of Notice. To have standing to appeal, one must meet the criteria under the Land Use Petition Act (L.U.P.A.).