



## MEMORANDUM

**TO:** Interested Parties

**FROM:** Pete Sullivan, Senior Planner  
Department of Planning & Community Development

**DATE:** May 2, 2014

**SUBJECT:** **2014-15 Comprehensive Plan and Zoning Code Amendments:  
Call for proposals and opportunities for participation**

The City will accept proposals for Comprehensive Plan and associated Zoning Code amendments from now until May 29, 2014. This letter describes the application process, including opportunities for community participation.

### **What is happening?**

Under state law Redmond may update its Comprehensive Plan once per year. As the first step in this process, the City invites people to identify proposed changes to the Comprehensive Plan that should be considered. After the changes are identified, the Redmond Planning Commission and then the City Council will review and confirm the list of amendments to be considered over the course of the year. The purpose of establishing this list is to coordinate proposed changes and to help the community track progress.

### **Who May Request an Amendment?**

Any individual, organization, business, or other group may propose a Comprehensive Plan and associated Zoning Code amendment. For site-specific requests, all property owners must agree to the request.

### **What is the Comprehensive Plan?**

Redmond's Comprehensive Plan establishes the community's future vision and policy direction, and guides decisions such as how property may be developed and where to direct investments in infrastructure. Zoning code regulations are also based on Comprehensive Plan policy, and some zoning designations cannot be changed without first amending the Comprehensive Plan's land use map.

The 2013-14 amendment package included a mix of privately-initiated proposals and City-initiated efforts such as completing the Transportation Master Plan update, updates to housing-related policies and regulations, and developing a functional plan for public safety, which will soon be reviewed by City Council.

For the 2014-15 amendment period, the City anticipates completing updates such as for the Southeast Redmond Neighborhood Plan and a comprehensive plan for stormwater management. Redmond City Council is expected to approve the final list of proposed 2014-15 Comprehensive Plan Amendments in September 2014; interested parties can track amendments via the web page above.

## What is an Appropriate Proposal?

The Comprehensive Plan includes a land use map, and topical sections, such as Housing, Economic Vitality, Transportation, and Capital Facilities. It also includes sections with policies specific to Redmond's ten neighborhoods. Amendment requests may involve either the text or map portions of the Comprehensive Plan.

## What's the process and deadline for applying?

Consultation with Long Range Planning staff is required prior to submitting an application. Contact Pete Sullivan, Senior Planner, to coordinate, [ppsullivan@redmond.gov](mailto:ppsullivan@redmond.gov) or 425-556-2406. The purpose of staff consult is to:

- Review the proposal;
- Answer questions;
- Preliminarily identify consistency issues; and
- Ensure application completeness.

The docket process for 2014-15 Comprehensive Plan Amendments includes two deadlines as described below:

### Round 1: May 29, 2014

An electronic application must be received by 5PM on this date for consideration in the 2014-15 Comprehensive Plan Amendment docket. There is no fee to apply for a Comprehensive Plan amendment or associated Zoning Code changes. Applications can be obtained via [www.redmond.gov/docket](http://www.redmond.gov/docket) and submitted via email attachment. Please see the application form for further instructions.

### Round 2: June 6, 2014

If an incomplete application is provided, applicants will be notified regarding portions that need attention. A complete application must then be received by June 6, 2014, to be recommended for inclusion in the 2014-15 Comprehensive Plan Amendment docket.

## What is the General Process for Plan Amendment Requests?

Milestone	Tentative Timing
<b>Establish the Scope of the 2014-15 Amendment Package</b> <ul style="list-style-type: none"><li>• City invites proposed amendments to the Comprehensive Plan and associated Zoning Code provisions</li><li>• Staff identifies applications for proposed amendments that are complete and are recommended for review and action during 2014-15</li><li>• Initial City review of the cumulative effect of proposed amendments</li><li>• Planning Commission and City Council review and decide on scope of 2014-15 amendment package</li></ul>	May - September 2014
<b>Review and Decision on Individual Requests for Amendments</b> <ul style="list-style-type: none"><li>• City staff review and recommendation to Planning Commission</li><li>• Planning Commission review and recommendation to City Council</li><li>• City Council review and decision on individual requests</li></ul>	Timing specific to individual amendments

## **How Can I Stay Informed and Provide Comments?**

**Web:** All proposed amendments will be available on the City's web site at [www.redmond.gov/docket](http://www.redmond.gov/docket) prior to the Planning Commission's first study session on individual proposals.

**Planning Commission:** The Planning Commission seeks public comment throughout the amendment process. All Planning Commission meetings are open to the public and are cablecast live on RCTV channel 21 and streamed live and archived for "on demand" viewing at [www.redmond.gov/rctv](http://www.redmond.gov/rctv)

Planning Commission agendas and meeting materials are available at [www.redmond.gov/planningcommission](http://www.redmond.gov/planningcommission).

You can also call the Planning Department at 425-556-2421 for a copy of the agenda or to request the Commission's weekly agenda by email or mail.

Interested persons are welcome to attend any meeting. The Commission reserves up to 15 minutes at the beginning of each meeting for public comment. Comments can also be provided in writing:

- Email: [planningcommission@redmond.gov](mailto:planningcommission@redmond.gov)
- Mail: City of Redmond Planning Commission, Department of Planning and Community Development, MS 4SPL, PO Box 97010, Redmond, WA 98073-9710.
- Fax: 425-556-4242