

CITY OF REDMOND  
ORDINANCE NO. 2588

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, MOVING REGULATIONS DESCRIBING THE DUTIES, QUALIFICATIONS, AND AUTHORITY OF CERTAIN LAND USE-RELATED BOARDS AND COMMISSIONS TO RMC TITLE 4; ENACTING NEW RMC CHAPTERS 4.23, DESIGN REVIEW BOARD, 4.28, HEARING EXAMINER, 4.33, LANDMARK COMMISSION, 4.43 PLANNING COMMISSION, AND 4.50 TECHNICAL COMMITTEE

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WHEREAS, as part of the rewrite of the City's development regulations, the Redmond City Council has determined to move the duties, qualifications, and authority of various land use-related boards and commissions from existing RCDG Chapter 20F.50 to new chapters in RMC Title 4; and

WHEREAS, by separate ordinance, the City Council is repealing the Redmond Community Development Guide, including all provisions relating to the land use-related boards and commissions; and

WHEREAS, the Redmond City Council has determined to adopt this ordinance in order to re-enact the repealed provisions as part of RMC Title 4, Boards, Commissions, and Committees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1.      Classification.      This ordinance is of a general and permanent nature and shall become a part of the City Code.

Section 2.      Adoption of Chapters.      New RMC Chapters  
4.23, Design Review Board; 4.28, Hearing Examiner; 4.33 Landmark  
Commission; 4.43, Planning Commission; and 4.50, Technical  
Committee, are hereby adopted to read as follows:

Title 4

BOARDS, COMMISSIONS, AND COMMITTEES

Chapters:

4.10	General Procedures
4.15	Arts Commission
4.20	Civil Service Commission
<u>4.23</u>	<u>Design Review Board</u>
4.25	Disability Board
<u>4.28</u>	<u>Hearing Examiner</u>
4.30	Human Services Commission
<u>4.33</u>	<u>Landmark Commission</u>
4.35	Library Board of Trustees
4.40	Parks and Trails Commission
<u>4.43</u>	<u>Planning Commission</u>
4.45	Poet Laureate
<u>4.50</u>	<u>Technical Committee</u>

Chapter 4.23      DESIGN REVIEW BOARD

Sections

4.23.010	Purpose.
4.23.020	Authority and duties.
4.23.030	Appointments and qualifications.
4.23.040	Term of office.
4.23.050	Vacancies.
4.23.060	Removal.
4.23.070	Rules.
4.23.080	Staff services.
4.23.090	Voting.
4.23.100	Conflicts of interest.

**4.23.010 Purpose.**

The Design Review Board is created independent from the legislative and staff functions of the City. The purpose of the Design Review Board is to review land use permit applications and to make urban design decisions that will promote visual quality throughout the City in accord with the purposes and design criteria set forth in Redmond Zoning Code (RZC) Article III, Design Standards.

**4.23.020 Authority and duties.**

(A) The Design Review Board shall review all applications as noted in RZC Chapter 21.76, Review Procedures.

(B) The Design Review Board may create ad hoc committees for special studies. The Board and its members are to be free from the interference of individual City Council members, Planning Commission members, City officials or other persons.

(C) The Design Review Board may conduct pre-application meetings or consultations with representatives of the Technical Committee.

**4.23.030 Appointments and qualifications.**

(A) The Design Review Board shall consist of seven members who shall be appointed by the Mayor and confirmed by a majority vote of the City Council.

(B) Notice of availability of a position on the Board shall be published in a local newspaper of general circulation in the City with said notice to be published no later than 30 days after the effective date of the availability or vacancy of the position. Interested persons may apply for the position by submitting their application and qualifications to the Mayor's Office. Applications shall be accepted for a period of 30 days after the date of publication, provided, that this period may be extended by the Mayor if deemed necessary to obtain sufficient qualified candidates for appointment. Positions may be filled from the list of applicants. In the event there are no applicants or there are an insufficient number of applicants for the positions available, the Mayor may appoint persons to positions who are not otherwise on the list of applicants.

(C) Five of the members of the Board shall be from the professions of architecture, landscape architecture, urban design or similar disciplines and

need not be residents of the City of Redmond. The remaining two members of the Board shall be residents of Redmond and need not be members of the set forth professions.

**4.23.040 Term of office.**

The regular term of office for Design Review Board members shall be four years.

**4.23.050 Vacancies.**

Vacancies shall be filled in the same manner as initial appointments and members appointed to fill a vacancy shall serve for the duration of the unexpired term.

**4.23.060 Removal.**

Any member of the Design Review Board may be removed for inefficiency, neglect of duty or malfeasance. Removal proceedings may be initiated by the Mayor or the City Council and notice of any proposed removal shall be given to the Board member at least ten days prior to any City Council vote upon the removal. Within ten days of receipt of a notice of intended removal, the Board member may request a public hearing on the removal before the City Council. The Council shall conduct a public hearing, if requested. Upon completion of the hearing, or

following the expiration of ten days from the notice date if no hearing is requested, the Council may take action on the removal. A two-thirds vote of the Council is required for removal. Notwithstanding the above, when a member misses three consecutive regular business meetings without being excused by majority vote of the Design Review Board, the member's position shall automatically become vacant and a successor shall be appointed.

**4.23.070 Rules.**

The Design Review Board shall adopt rules for the transaction of its business. The rules shall provide for but are not to be limited to the date, time, place and format of regular meetings. Provision shall be made for a record of proceedings, reports, studies, findings, conclusions and recommendations. Said rules shall provide for the election of a Chairman of the Board and Vice Chairman for a one-year term each. Said rules shall provide that the meetings of the Board shall be open to the public but that no special notice of the meetings need be given nor shall such meetings be public hearings although nothing shall prohibit the Board from soliciting explanations and additional input from the applicant or applicant's

representatives and such other sources as the Board deems necessary to enable it to complete its review of the application. Rules of the Design Review Board shall be approved by the City Council and kept on file with the Planning Department.

**4.23.080 Staff services.**

The Director of Planning and Community Development shall be responsible for the general administration of the Design Review Board and may request staff services from other City departments.

**4.23.090 Voting.**

The decisions of the Design Review Board shall be made by a majority vote of the quorum present at the time of decision. A majority of the appointed members shall constitute a quorum for the transaction of business; provided, that at least four shall be required to constitute a quorum excluding any disqualifications. Action may be taken by a majority of those present when those present constitute a quorum at any regular or special meeting of the Design Review Board. Any number less than a quorum shall be authorized to convene a meeting at the time set and to adjourn, recess or continue a regular or special meeting to a date and time certain.

#### 4.23.100 Conflict of interest.

Members of the Design Review Board shall disqualify themselves from sitting as a member of the Board and shall not otherwise participate on behalf of themselves or any applicant in any Design Review Board actions in which they have a financial interest. A financial interest shall be deemed to include, but not be limited to, a member's own interest or the interest of a client or employer.

### Chapter 4.28 HEARING EXAMINER

#### Sections

- 4.28.010 Creation and purpose.
- 4.28.020 Authority and duties.
- 4.28.030 Composition.
- 4.28.040 Contract with Examiner(s) - Qualifications.
- 4.28.050 Termination of contracts.
- 4.28.060 Rules.
- 4.28.070 Staff services.
- 4.28.080 Conflict of interest - Appearance of fairness.
- 4.28.090 Disqualification.

#### 4.28.010 Creation and purpose.

The office of the Hearing Examiner is created independently from the legislative functions of developing and adopting basic goals, policies, plans, programs and regulatory codes. The purpose of establishing an Examiner is to separate the application of land use regulations from policy



making; to provide a level of expertise to conduct administrative and quasi-judicial hearings arising from the application of the Redmond Zoning Code and the rules and procedures developed under it; to better protect and promote the interests of the community; and to expand the principles of fairness and due process in public hearings.

**4.28.020 Authority and duties.**

The Hearing Examiner shall conduct public hearings on behalf of and in some cases make recommendations to the City Council as described in RZC Chapter 21.76, Review Procedures, or as delegated by the Council. In carrying out the duties, the Examiner shall review available information, maintain an accurate record of the proceedings, determine findings of fact from the record, and form conclusions in support of recommendations and decisions. The findings and conclusions shall also set forth the manner in which the recommendation or decision carries out and conforms to the regulations, goals and policies of the Redmond Zoning Code. The Examiner shall have the power to issue summons to compel the appearance of witnesses, to preserve order, to reconsider decisions, and shall be free from the

interference of individual City Council members, Planning Commission members, City officials, or any other person. The Hearing Examiner may also exercise administrative powers and such other quasi-judicial powers as may be granted by the City Council. On a periodic basis or as the need arises, the Examiner shall provide a report to the Planning Commission and Director of Planning and Community Development on recommended changes to the Redmond Zoning Code, the resolution of conflicts within it, and additions that address omissions.

**4.28.030 Composition.**

The Office of the Hearing Examiner shall comprise one or more Hearing Examiners.

**4.28.040 Contract with Examiner(s) - Qualifications.**

The City shall contract with one or more qualified individuals to serve as Hearing Examiner(s). The qualifications shall include, but not be limited to, knowledge of land development, design, land use, law, engineering, planning and economics, the ability to make broad and impartial judgments, and to conduct administrative and quasi-judicial hearings. The Mayor shall recommend contracts to the City Council for

approval. Individuals serving as Hearing Examiners shall hold no other City office or position.

**4.28.050 Termination of contracts.**

Termination of Hearing Examiner contracts may be initiated by the Mayor or the City Council, but removal shall only occur after a majority vote of the Council.

**4.28.060 Rules.**

The Hearing Examiner shall adopt rules to govern proceedings and hearings conducted by that office. The rules shall provide for, but are not limited to, the date, time, place and format of proceedings and hearings, a record of proceedings and reports, summons to compel the appearance of witnesses, administration of oaths, preservation of order, and cross examination of witnesses. The rules of the Examiner shall be approved by the City Council and kept on file in the Office of the Hearing Examiner.

**4.28.070 Staff services.**

Staff services shall be provided to the Hearing Examiner by the City Clerk. Additional staff services may be provided by the Department of Planning and Community Development and the Technical Committee as the need arises.

**4.28.080 Conflict of interest - Appearance of fairness.**

A Hearing Examiner shall be disqualified from involvement in actions in which the Examiner has a financial interest or in which the appearance of fairness doctrine codified in Chapter 42.36 RCW requires disqualification. A financial interest shall be deemed to include, but not be limited to, their own interest or the interest of a client or employer. If the Examiner is disqualified or is otherwise unable to serve, the hearing shall be held by an alternate Hearing Examiner.

**4.28.090 Disqualification.**

Should a Hearing Examiner be disqualified, the City Clerk shall assign an alternate Hearing Examiner to conduct all hearings and duties involved in the hearing process.

**Chapter 4.33 LANDMARK COMMISSIONS**

**Sections:**

- 4.33.010 Regional Landmarks Commission.
- 4.33.020 Redmond Landmark Commission.
- 4.33.030 Landmark designation decisions.
- 4.33.040 Appointment and composition.
- 4.33.050 Terms of office.
- 4.33.060 Vacancies.
- 4.33.070 Removal.
- 4.33.080 Rules.
- 4.33.090 Staff services.
- 4.33.100 Conflict of interest.

4.33.110 Quorum and voting.

4.33.010 Regional Landmarks Commission.

(A) Regional Landmarks Commission. A Regional Landmarks Commission is created for purposes related to designating regional landmarks and incentivizing improvements to these landmarks.

(B) Commission Roles Established by Interlocal Agreement. The City's interlocal agreement with King County establishes the authority for the County to provide landmark designation and protection services in the city. King County Code (K.C.C.) 20.62 or its successor shall govern the duties, staffing, and procedural rules of the Regional Landmarks Commission.

(C) Authority and Duty. The Regional Landmarks Commission shall have the duty and authority to:

(1) Review and approve, deny, or amend nominations of historic properties that are proposed for designation as regional landmarks.

(2) Review applications proposing removal of landmark designation from the regional landmarks and approve, approve with conditions, or deny the application based upon standards set forth in K.C.C 20.62, as now exists and as hereafter amended.

(3) Provide technical assistance regarding proposed alterations to historic landmarks or excavations of archaeological sites.

(4) Review Certificate of Appropriateness applications to move, demolish or make additions or major alterations to properties listed in the Redmond Heritage Resources Register, when such applications are related to an economic incentive provided by King County, including loans, grants, and special tax programs, and either approve in whole, approve with conditions, or deny such application.

**4.33.020 Redmond Landmark Commission.**

(A) Redmond Landmark Commission. The Redmond Landmark Commission is created for purposes related to promoting, protecting, and incentivizing improvements to sites and structures of historic or archaeological significance.

(B) Authority and Duties. The Redmond Landmark Commission shall have the duty and authority to:

(1) Review Certificate of Appropriateness applications proposing to move, demolish or make additions or major alterations to properties listed in the Redmond Heritage Resources Register, and either

approve in whole, approve with conditions, or deny such applications.

(2) Review applications proposing removal of city landmarks designated by the city as opposed to the regional commission from the Redmond Heritage Resources Register and approve, approve with conditions, or deny the application based upon standards set forth in K.C.C 20.62, as now exists and as hereafter amended.

(3) Review and provide recommendations to the Redmond City Council regarding applications to the City's heritage restoration and preservation grant program.

(4) Advise the Mayor and City Council on issues pertaining to historic and archaeological resources.

**4.33.030 Landmark designation decisions.**

Decisions on applications for landmark designation and Certificates of Appropriateness shall be binding upon all parties with the exception where a recognized religious group owns an historic property and uses that property for worship or religious purposes, as called for in RZC 21.30.050 (B) (2).

**4.33.040 Appointment and composition.**

(A) Regional Landmarks Commission Special Member. One special member shall be appointed by the Mayor and confirmed by the Redmond City Council to serve on the King County Regional Landmarks Commission as a voting member on all matters relating to or affecting designation, and Certificate of Appropriateness and incentives review for key historic landmarks listed in the King County interlocal agreement for preservation services.

(B) Redmond Landmark Commission.

(1) Appointment. The Redmond Design Review Board together with two special members shall be empowered to act as the City of Redmond Landmark Commission pursuant to other provisions of this chapter.

(2) Special Members. Two special members shall be appointed by the Mayor and confirmed by the Redmond City Council to serve on the Redmond Landmark Commission. One shall be the member appointed by the Mayor and confirmed by the Redmond City Council to serve as the special member on the King County Regional Landmarks Commission. At least one of the two members shall be a resident of the City. At least one



of the two members shall have professional expertise in historic preservation.

**4.33.050 Terms of office.**

The regular term of office for Landmark Commission members shall be four years.

**4.33.060 Vacancies.**

Vacancies on the Redmond Landmark Commission shall be filled in same manner as initial appointments. When a special member has two or more unexcused absences, the position shall be deemed vacant and a successor appointed.

**4.33.070 Removal.**

The special members of the Redmond Landmark Commission may be removed for inefficiency, neglect of duty or malfeasance. The Mayor or the City Council may initiate removal proceedings and notice of any proposed removal shall be given to the special member at least ten days prior to any City Council vote upon the removal. Within ten days of receipt of a notice of intended removal, the special member may request a public hearing on the removal before the City Council. The Council shall conduct a public hearing, if requested. Upon completion of the hearing, or following the expiration of ten days from the notice

date if no hearing is requested, the Council may take action on the removal. A two-thirds vote of the City Council is required for removal for the reasons listed in this section. Notwithstanding the above, when a special member misses three consecutive regular business meetings without being excused by majority vote of the Commission, the member's position shall automatically become vacant and a successor shall be appointed.

**4.33.080 Rules.**

The Redmond Landmark Commission shall adopt rules for the transaction of its business. The rules shall provide, but not be limited to, the date, time, place and format of regular meetings and hearings; a record of proceedings, reports, studies, findings, conclusions and recommendations; and election of a Commission Chair and Vice Chair to a one-year term each. The rules of the Redmond Landmark Commission shall be approved by the City Council and kept on file with the Planning Department.

**4.33.090 Staff services.**

The Director of Planning and Community Development shall be responsible for the general administration of the Redmond Landmark Commission and

may request staff services from other City departments or outside agencies trained in preservation.

**4.33.100 Conflict of interest.**

Members of the Redmond Landmark Commission shall disqualify themselves from involvement in Commission actions in which they have a financial interest. A financial interest shall be deemed to include, but not be limited to, the member's own interest or the interest of a client or employer.

**4.33.110 Quorum and voting.**

(A) A majority of the appointed and qualified members of the Redmond Landmark Commission with at least one of the two special members present shall constitute a quorum for the transaction of business, provided that at least five shall be required to constitute a quorum, excluding any disqualifications.

(B) Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Commission, shall be deemed and taken as the action of the Commission. Any number less than a quorum shall be authorized to convene a meeting at the time set and to adjourn, recess or continue a regular meeting, a

special meeting, or a public hearing to a date and time certain.

#### Chapter 4.43 PLANNING COMMISSION

##### Sections:

- 4.43.010 Purpose.
- 4.43.020 Authority and duties.
- 4.43.030 Composition.
- 4.43.040 Public hearings.
- 4.43.050 Appointments and qualifications.
- 4.43.060 Term of office.
- 4.43.070 Vacancies.
- 4.43.080 Removal.
- 4.43.090 Rules.
- 4.43.100 Staff services.
- 4.43.110 Conflict of interest.
- 4.43.120 Quorum and voting.

##### 4.43.010 Purpose.

The Planning Commission, hereinafter called the Commission, is hereby created to involve residents of the City in advising the City Council on matters of community development.

##### 4.43.020 Authority and duties.

The Commission may make recommendations to the City Council based on its findings and conclusions and on those of its committees. It shall recommend updates to the elements of the Redmond Comprehensive Plan and Redmond Zoning Code for adoption or modification, advise the Council regarding special area concerns and functional plans, investigate and make recommendations

on matters suggested by the Council, the Mayor, Redmond citizens, or upon its own initiative. Ad hoc committees may be created for special studies. The Commission and its committees are not delegated any executive or legislative power, authority or responsibility. The Commission shall monitor the growth and development of the City and the areas surrounding the City and shall regularly evaluate and recommend revisions to the Redmond Comprehensive Plan and Redmond Zoning Code. The Commission may stay informed of the decisions of the Hearing Examiner in order to stay abreast of development activities and the concerns of the public.

**4.43.030 Composition.**

The Commission shall be composed of seven to nine members, provided, that membership may be temporarily expanded to up to nine member if necessary to accommodate a Planning Commission member's return to the Commission after serving on the Code Rewrite Commission formed to conduct the 2009-2011 Code Rewrite. Membership shall only exceed seven if a Planning Commissioner returns to the Commission after serving on the Code Rewrite Commission. In the event

of such temporary expansion, vacancies shall not be filled except to maintain a total membership of seven.

**4.43.040 Public hearings.**

The Commission shall hold public hearings as required in RZC Chapter 21.76, Review Procedures. The Commission may hold additional hearings and meetings as it sees fit to conduct its business.

**4.43.050 Appointments and qualifications.**

Members of the Commission shall be appointed by the Mayor and confirmed by a majority vote of the City Council. Appointments to available positions shall be made in the following manner: a media release or other form of notice of the availability of the position shall be published in a local newspaper of general circulation and posted on the City's website no later than 30 days after the effective date of the availability or vacancy of the position. Interested persons may apply for the position by submitting their application and qualifications to the Mayor's office. Applications shall be accepted for a period of 30 days after the date of publication, provided, that this period may be extended by the Mayor if deemed necessary to obtain sufficient qualified candidates for appointment. Positions may be filled from the list

of applicants. In the event there are no applicants or there are an insufficient number of applicants for the positions available, the Mayor may appoint persons to positions who are not otherwise on the list of applicants. Applicants shall be residents of the City during their tenures of office, and shall not hold any other City office or position. Consideration should be given to appointments that result in a broad geographic and demographic representation of interested and knowledgeable people.

**4.43.060 Term of office.**

(A) The regular term of office for Commission positions shall be for four years, staggered terms. Terms shall commence on April 1st and end on March 31st four years later. Members appointed to fill a vacancy shall serve for the duration of the unexpired term. No member shall serve more than two consecutive terms. An appointment to serve an unexpired term of two years or less shall not count towards the two consecutive terms limit. A member may hold office until a successor is appointed and confirmed even if after the end of the term.

(B) Planning Commission members who suspended service on the Planning Commission to serve on the

Code Rewrite Commission per former RCDG 20F.50.40-070, may elect to resume service on the Planning Commission. The date of expiration of such Commissioners' Planning Commission term shall not change, nor shall they serve another term if they have already served two. If a Commissioner's term expired during his or her service on the Code Rewrite Commission, the Commissioner may request reappointment to the Planning Commission consistent with the term of office restrictions described above.

**4.43.070 Vacancies.**

Vacancies shall be filled in the same manner as initial appointments, and members appointed to fill a vacancy shall serve for the duration of the unexpired term.

**4.43.080 Removal.**

Any member of the Commission may be removed for inefficiency, neglect of duty, or malfeasance in office. Removal proceedings may be initiated by the Mayor or the City Council and notice of any proposed removal shall be given to the Commission member at least ten days prior to any City Council vote upon the removal. Within ten days of receipt of a notice of intended removal, the Commissioner may request a



public hearing on the removal before the City Council, The Council shall conduct a public hearing, if requested. Upon completion of the hearing, or following the expiration of ten days from the notice date if no hearing is requested, the Council may take action on the removal. A two-thirds vote of the Council is required for removal. Notwithstanding the above, when a member misses three consecutive regular business meetings without being excused by majority vote of the Planning Commission, the member's position shall automatically become vacant and a successor shall be appointed.

#### **4.43.090 Rules.**

The Commission shall adopt rules for the transaction of its business. The rules shall provide, but not be limited to, the date, time, place and format of regular meetings and hearings; a record of proceedings, reports, studies, findings, conclusions and recommendations; election of a Commission Chair and Vice Chair to a one-year term each; and a procedure for handling citizen proposals and requests for plan preparation or modification. The rules of the Planning Commission shall be approved by the City Council and kept on file with the Planning Department

**4.43.100 Staff services.**

The Director of Planning and Community Development shall be responsible for the general administration of the Commission and may request staff services from the other City departments.

**4.43.110 Conflict of interest.**

Members of the Commission shall be disqualified from involvement in Commission actions in which they have a financial interest. A financial interest shall be deemed to include, but not be limited to, the member's own interest or the interest of a client or employer. When the Commission acts in a quasi-judicial capacity, members shall also be disqualified when the appearance of fairness doctrine as codified in RCW 42.36 requires disqualification.

**4.43.120 Quorum and voting.**

(A) A majority of the appointed and qualified members shall constitute a quorum for the transaction of business, provided that at least four shall be required to constitute a quorum, excluding any disqualifications.

(B) Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Commission,

shall be deemed and taken as the action of the Commission.

(C) Any number less than a quorum shall be authorized to convene a meeting at the time set and to adjourn, recess or continue a regular meeting, a special meeting, or a public hearing to a date and time certain. As soon as possible, the date, time, and place of the continued meeting shall be posted on the meeting room door. An agenda or notice with the date, time, and place of the continued meeting shall be mailed to representatives of the news media and any person who requested notice of the Planning Commission meetings.

#### Chapter 4.50 TECHNICAL COMMITTEE

##### Sections:

- 4.50.010 Purpose and creation.
- 4.50.020 Authority and duties.
- 4.50.030 Composition.
- 4.50.040 Rules.
- 4.50.050 Staff services.

##### 4.50.010 Purpose and creation.

A staff Technical Committee is created to bring multi-disciplinary knowledge and judgment to the application of the Redmond Zoning Code and other matters of community development.

**4.50.020 Authority and duties.**

The Technical Committee shall review land use permit applications as noted in RZC Chapter 21.76, Review Procedures, and report its findings, conclusions and recommendations to the appropriate review authority, when applicable, prior to that authority making its decision or recommendation. The Technical Committee shall be responsible for making decisions or recommendations on land use permit applications, and for City implementation of the State Environmental Policy Act. It shall act in an advisory capacity to the City Council, Mayor, Hearing Examiner, and Planning Commission on other items. It shall also perform other duties as provided by the Redmond Zoning Code and the City Council. It shall act in an advisory capacity to City departments, and other agencies, boards and bodies.

**4.50.030 Composition.**

The Technical Committee shall consist of the Director of Planning and Community Development and the Director of Public Works. The Building Official, City Engineer, Director of Parks and Recreation, Fire Chief, Police Chief, City Attorney and other department heads, or their designated

representative(s) may participate in Technical Committee meetings as needed and at their discretion when the situation warrants.

**4.50.040 Rules.**

The Technical Committee shall determine its own operational rules and procedures. Such rules shall include the guidelines for the review of land use permit applications and projects if not provided for in the Redmond Zoning Code. The rules shall be approved by the City Council and kept on file with the Planning Department.

**4.50.050 Staff services.**

The Director of Planning and Community Development shall be responsible for the general administration of the Technical Committee's duties and may request staff services from the other City departments.

Section 3. Duties and Authority of Codifier. The codifier of the Redmond Municipal Code is hereby authorized and directed to insert the appropriate Redmond Zoning Code references in RMC 4.33.030 and 4.50.020 upon codification.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such

