



MEMORANDUM

TO: Interested Parties

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

DATE: April 5, 2013

**SUBJECT: 2013-14 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 April 30, 2013. 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? Didn't it recently undergo a major update?

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.

In December 2011, the City completed a 'periodic update' of the Comprehensive Plan, which included review and update of the document as a whole in response to changes in state and regional policy, changes since the last periodic update in 2004, to reflect Redmond's sustainability principles and to extend the horizon year for the Comprehensive Plan to 2030.

The 2012-13 amendment package included a mix of privately-initiated proposals and City-initiated efforts such as completing the Transportation Master Plan update, which is now under review by Redmond's Planning Commission. For the 2013-14 amendment period, the City anticipates completing updates such as for the Southeast Redmond Neighborhood Plan and updates to stormwater management policies to reflect current regulations and practices. Redmond City Council is expected to approve the final list of proposed 2013-14 Comprehensive Plan Amendments in July 2013.

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 or 425-556-2406. The purpose of staff consult is to:

- Review the proposal;
- Answer questions;
- Preliminarily identify extent to which proposal is consistent with Comprehensive Plan vision, goals and policies; and
- Ensure application completeness.

The docket process for 2013-14 Comprehensive Plan Amendments includes two deadlines as described below:

Round 1: April 30, 2013

An electronic application must be received by 5PM on this date for consideration in the 2013-14 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 and submitted via email attachment. Please see the application form for further instructions.

Round 2: May 10, 2013

If staff determines an application is incomplete, it will be returned by May 6, 2013, identifying portions that need attention. A complete application must then be received by May 10, 2013, to be recommended for inclusion in the 2013-14 Comprehensive Plan Amendment docket.

What is the General Process for Plan Amendment Requests?

Milestone	Tentative Timing
Establish the Scope of the 2013-14 Amendment Package <ul style="list-style-type: none">• City invites proposed amendments to the Comprehensive Plan and associated Zoning Code provisions• Staff identifies applications for proposed amendments that are complete and are recommended for review and action during 2013-14• Initial City review of the cumulative effect of proposed amendments• Planning Commission and City Council review the list of requested amendments and set the scope of the 2013-14 Amendment Package	April - July 2013
Review and Decision on Individual Requests for Amendments <ul style="list-style-type: none">• City staff review and recommendation to Planning Commission• Planning Commission review and recommendation to City Council• City Council review and decision on individual requests	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 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

Planning Commission agendas and meeting materials are available at 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
- 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