

City of Redmond Development Services Center

Who

- Public Works
- Planning
- Building
- Fire

What

- Provide Information
 - Permits
 - Projects
 - Procedures
- Accept Applications
 - Building, Plumbing & Electrical Permits
 - Land Use: Subdivisions, Tree Permits
 - Public Works: Meters, Right – of - Way

So what **do** Development Services staff do?

- **Administer the codes: Building, Fire, Zoning, Construction**
- **Process permits**
- **From an Idea through Development Review process**
- **Work with Citizens, Developers, Design Review Board, Hearing Examiner and Council**
- **Represent the City – meetings, hearings**

Project Review



Idea →
Counter or
Phone Call

Pre App →

**Application
Project
Review** →

**Civil
Review** →

**Building Permit
Review**



Inspection

Architecture, Landscaping,
Critical Areas, Trees, Civil
Construction, Building



Decision Making

- The decision making process is described in the Redmond Zoning Code
- The Zoning Code describes what process each type of permit will take and who will be making the decision
- All permits fit into one of six different permit types

Permit Type and a sample of permits

Type I Administrative, Landmarks Commission	Type II Administrative, Technical Committee, Landmarks Commission	Type III Quasi-Judicial, Hearing Examiner, Landmarks Commission	Type IV Quasi-Judicial, City Council with Hearing Examiner Recommendation
Boundary Line Adjustment Sign Permit Building Permit Shoreline Exemption Electrical Permit Mechanical Permit Hydrant Permit Sewer Permit Special Event Permit Tree Removal Certificate of Appropriateness, Level I	Binding Site Plan Administrative Design Flexibility Certificate of Appropriateness, Level II Short Plat Shoreline Substantial Site Plan Entitlement Development Permit Special Use	Certificate of Appropriateness, Level III Historic Landmark Designation Preliminary Plat Reasonable Use Exception Shoreline Conditional Use Permit Variance	Concurrency Exemption Conditional Use Development Guide Amendment Essential Public Facility

Permit Type and a sample of permits

Type V Quasi-Judicial, City Council	Type VI Legislative, City Council with Planning Commission Recommendation
Annexation Final Plat Plat Alteration Plat Vacation Right-of-way Vacation Sensitive Areas Exemption	Development Guide Amendment – Comp Plan Map and or Policies Development Guide Amendment – Text Development Guide Amendment – Zoning Map

Decision Makers

- Building Official
- Technical Committee
- Design Review Board
- Hearing Examiner
- City Council

Technical Committee

- Director of Planning & Community Development and Public Works Director
- Also in attendance: Fire Marshal, and managers for the Planning, Storm Water/Utilities, Transportation, Building

Design Review Board

- Committee of five professionals and two lay persons
- Meets on the 1st and 3rd Thursday of each month at 7PM
- Reviews commercial, office, retail, industrial, and multifamily structures
- Decisions based on design standards

Hearing Examiner

- Independent, separates the application of land use regulations from policy making
- Experience in conducting hearings
- To ensure due process and fairness
- Establishes legal findings in cases of recommendation

City Council

- In cases where the Hearing Examiner has conducted a public hearing the Council will hold a closed record hearing – no new testimony is allowed

Public Involvement

- Notice of Application
- Party of Record
- Letters and emails
- Attending a public meeting
- Attending a public hearing
- Appeals

SEPA – State Environmental Policy Act

- Adopted in 1971
 - Assess project Impacts
 - Determine Mitigation
- Required for most development projects
- Applicant submits SEPA Checklist
- Notice of Determination of Non-Significance
 - Comment Period
 - Appeal Period
- Runs concurrently with permit application

Environmental Standards

Critical Areas

- Wetlands
- Streams/ Rivers
- Wildlife
- Critical Aquifer Recharge
- Steep Slopes
- Wellhead Protection Zone
- Landscaping for screening, reduce storm water and erosion, esthetics, shade parking lots
- Tree Retention: Save 35% healthy trees
- Significant Tree vs. Landmark Tree
- Replacement Trees
- Tree Retention Plans

Residential Design Standards

- Specific to individual neighborhoods
- Examples of standards
 - Variety in building design
 - Character Compatibility
 - Building elements, features and treatments
 - Modulation and articulation
 - Building orientation and placement

Building Permit

- Type I permit
- Reviewed by Building, Planning and Public Works
- Project must conform to building code, zoning code and neighborhood plans

Tree Removal

- Reviewed over the counter, no public notification
- Typically removal of 2 to 4 healthy significant trees per year depending upon lot size
- No limit on removal of dead, dying or hazardous trees with an arborist report
- Replacement trees required for removal of healthy significant trees
- No removal of trees within critical areas, preserved as part of a development or native growth protection area

Site Plan Entitlement

- Type II Permit, reviewed by the Technical Committee (Design Review Board)
- Project must conform to code, neighborhood plans, and comprehensive plan
- Written decision is sent to applicant and all parties of record
- Decision is appealable to the Hearing Examiner

Preliminary Plat

- Type III Permit, reviewed by the Technical Committee who then make a recommendation to the Hearing Examiner
- Project must conform to code, neighborhood plans, and comprehensive plan, staff report is prepared by staff showing conformance
- Written decision is sent to applicant and all parties of record
- Decision is appealable to the City Council

Conditional Use Permit

- Type IV Permit, reviewed by the Technical Committee (Design Review Board) who then make a recommendation to the Hearing Examiner
- Project must conform to code, neighborhood plans, and comprehensive plan, staff report is prepared by staff showing conformance
- Public hearing is held by Hearing Examiner
- Written recommendation is sent to applicant and all parties of record and forwarded on to City Council
- City Council holds a closed record hearing and approves the project by ordinance
- Decision is appealable to the Superior Court

Appeals

- Any Decision made by the City
- Substantive or Procedural
- Hearing Examiner, Council, Court
- No \$\$\$

Questions