



CITY OF REDMOND

Community Development Department

411 SW 9th Street
Redmond, OR 97756
541-923-7724

www.redmondoregon.gov

REDMOND URBAN AREA PLANNING COMMISSION

411 SW 9th Street-COUNCIL CHAMBERS Redmond, OR 97756 or

Monday, January 9, 2023 6:30 pm

Oral comments can be provided in-person or virtually. For those who plan to provide oral comments virtually during the hearing, pre-register at planredmond@redmondoregon.gov (must pre-register before 4:00 p.m. on January 9th)

Stream the meeting live at: <https://www.redmondoregon.gov/government/city-council/council-meeting-info/meeting-agendas-minutes-and-video>

Agenda

UAPC Members	
Ron Osmundson	I. CALL TO ORDER / INTRODUCTIONS
Heather DeWolf	II. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
Norman Schultz	III. SWEARING IN & WELCOMING OF NEWLY APPOINTED PLANNING COMMISSIONERS
Joseph Zampko	IV. HOUSEKEEPING ITEMS a. Election of Officers (Chair & Vice Chair) b. Establish Meeting Day & Time
Ben Schimmoller	V. APPROVAL OF MINUTES a. November 21, 2022 b. December 5, 2022
Michael Rogers	VI. STAFF MEMO: TRAINING, STAFFING, PERMIT ACTIVITY, WORK PLAN
Wanda Wai Lyian Toe	VII. COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW
Ex-Officio Vacancy	VIII. Next Meeting – TBD
	IX. COMMISSION MEMBER COMMENTS
	X. ADJOURN
	Please note that these documents are also available on the City's website www.redmondoregon.gov; click on City Government, hover on Commissions and Committees, click on Urban Area Planning Commission. You may also request a copy from City Records Office 923-7751 or email Kelly.morse@redmondoregon.gov The City of Redmond encourages all citizens to participate in its programs and activities. This meeting location is accessible to people with disabilities. Requests for accommodation may include sign language interpreter service, assistive listening devices, materials in an alternate format or any other accommodation. If any accommodations are needed, please contact the ADA Coordinator at 541-504-3036 or access@redmondoregon.gov. Requests should be made as soon as possible, but at least 3 business days prior to the scheduled meeting. The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



CITY OF REDMOND
Community Development Department

411 SW 9th Street
Redmond, OR 97756-2213

Phone **541-923-7724**
Fax 541-548-0706

www.redmondoregon.gov

REDMOND URBAN AREA PLANNING COMMISSION

Council Chambers

MINUTES Public Hearing

November 21, 2022

Commissioners Present: Chair Teri Jansen, Vice-Chair Ron Osmundson, Richard "Dick" Bryant, Norman Schultz, *absent: Heather DeWolf, Joseph Zampko, 1 vacancy*

Youth Ex Officio: Vacant

City Staff: Kyle Roberts, *Planning Director*, John Roberts, *Deputy City Manager*, Lindsey Crowsigt, *Assistant City Engineer*, Sarah Vowell, *Assistant Planner*, Jamie Christofferson, *Planning Permit Coordinator*

Visitors: Michael Robinson, *Pahlisch Homes*

Media: None

(The 3 digits after a motion title show the number of commissioners voting in favor/opposed/abstaining.)

I. CALL TO ORDER – INTRODUCTIONS

Chair Jansen called the public hearing of the Redmond Urban Area Planning Commission to order at 6:30 p.m., November 21, 2022, with a quorum present (4 of 6 commissioners).

II. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

Chair Jansen thanked all of the Planning Commissioners who attended last week's City Council meeting. She thought having five of the six Commissioners present at the meeting had an impact.

III. PUBLIC HEARINGS

A. Redmond Development Code Text Amendments & Zoning Map Amendments (711-22-000219-TA & 711-22-0002220-ZMA)

Chair Jansen stated this is the time scheduled for a public hearing regarding legislative amendments to Chapters 5: Public Protection, 7: Business, and 8: Development Code of the Redmond City Code, File Number 711-22-000219-TA and 711-22-0002220-ZMA.

Chair Jansen read the hearing procedures into the record.

After the Planning Commission public hearing, a recommendation from the Commission will be forwarded to the City Council who will then hold a separate public hearing on December 13th to review and consider the record of this request, including the Planning Commission recommendation.

Chair Jansen opened the public hearing for the subject proposal.

Deputy City Manager John Roberts presented the report on the Redmond Development Code

Amendments including the timeline and adoption schedule. Staff boiled the feedback from the November 15th City Council work session down to seven comments. Some do not need addressed with additional changes:

- In melding cottage cluster and cottage development regulations in 2023, Staff should explore covered parking in addition to evaluating the pros and cons of a garage requirement.
- Clarifying for the Large Lot Industrial zone, what is a primary user and what is traded sector. A local business is not traded sector. A traded sector company would be a manufacturer of a product that is sold nationally or globally; their goods and services get exported outside the community. The primary user is the main industry on the site. He noted a distribution center is based on traded sector businesses delivering products because they do so on a regional and national basis as well.
- Regarding the Staff analysis using the words "in lieu," was density in lieu of providing community benefits in a planned unit development? He clarified community benefits can be traded for additional density, that is a developer gets additional density through providing for additional community benefits. Staff apologized for the misrepresentation with the "in lieu" language.
- When is a trip generation report required? It is the precursor to a traffic impact analysis. Not all applications are required to do them, but most are. A traffic impact analysis is triggered at a subdivision of about 21 lots. Under that amount is just a trip generation report which varies for different types of development.

Staff made the following changes based on Council feedback from last Tuesday:

- Is there a way to ensure commercial is developed earlier in phased projects that have a commercial component? Staff inserted language in the phased development piece of the development code to give the city more leverage, but what they propose will not guarantee commercial develops in the first phase or one of the earlier phases. The concept is worthy of a more in-depth panel discussion next year.
- Staff inserted reference to artificial turf in the landscaping plan section.
- Neighborhood meeting requirements may not be as applicable or necessary for large commercial and industrial projects. Staff scaled the requirements back to be focused on projects that are residential or mixed use in character.

Mr. John Roberts introduced the topic of the traffic impact analysis as the Commission had requested more conversation about it. From Staff's perspective, traffic and mobility is Redmond's largest infrastructure problem and the most complicated piece of land use reviews. The changes before the Commission were not a change to the regulations but a change to the process.

Assistant Engineer Lindsey Crooms presented the proposed changes to the TIA:

- The current process is that a land use application gets submitted to the Planning Department and then undergoes a completeness check. It is marked complete if a trip generation report and/or a TIA is included in the package. There is no review of the materials at that point. Once deemed complete, it is routed to the Engineering Department who begins their traffic review. The decision is issued within 120 days which include an appeal period. After the 120 days a decision is issued.
- What Staff proposes is to remove the traffic review out of the land use review and complete it beforehand, work with the Engineer, get the full picture, and get the TIA completed and concurred upon. The Engineering Department would issue a letter of anticipated mitigations, which would become the trigger to deem a land use application complete.
- She detailed what Engineering typically looks at with a TIA: trip generation and level of service, warrants and safety, and access management. A development triggers the higher order review of a TIA when it has more than 20 p.m. peak hour trips or more than 200 average daily trips.
- She walked through the general outline of the TIA review process, noting it can be an iterative process and the 120-day time period is difficult because some of the information

received can be timely to incorporate.

- She provided some examples of the back-and-forth that might occur in the TIA process, noting the City Engineer can authorize the requirement of a traffic study, if necessary, even if the project does not trigger it by the 20 p.m. peak trips or 200 average daily trips.
- She highlighted the proposed code changes since Staff last met with the Commission which added language to say a scoping conversation needs to happen and the City Engineer needs to approve the scoping before a project study is initiated. The city must respond within 30 days from the initial scoping request.

Questions and feedback were addressed from the Commission as follows:

- Planning Director Kyle Roberts confirmed the density numbers have not changed at all. Staff took the standards under multi-family complex design standards and moved them into the primary density table under 8.0141 just for consistency.
- Ms. Crowsigt clarified the possibility of the timeline of the process being pushed out depends on the quality of the report provided to Engineering. If it has all the information asked for and agreed upon with the scope, typically they are reviewed fairly straightforwardly is not iterative if Engineering gets all the information they need. Engineering has no control over how quickly an applicant provides information which is often the problem. After speaking with the Commission at the last meeting, Staff added code language to say the scoping conversation needs to occur before initiation of a study and that the City needed to respond within 30 days.
- She confirmed ITE stands for the Institute of Transportation Engineers manual, which has the uses and helps Engineering calculate the number of trips by use.
- Ms. Crowsigt acknowledged using Oregon Department of Transportation (ODOT) definitely can lengthen the application process or the reporting time for Engineering to complete their reports, noting ODOT typically responds within two weeks when Engineering makes a request. ODOT would be involved in the scoping memo as well as the actual review of the TIA. Engineering would always provide ODOT two weeks minimum to submit their comments, resulting in sometimes a total of four weeks per application if completed on the first review. The letters the Commission received from developers said they are concerned about time. With a 120-day shot clock and some of the developers on a strict timeline, Vice-Chair Osmundson thought the change could have been looked at more in-depth. He found it confusing how to change one process that seems to kind of work to a different process that is unknown.
- Staff confirmed typically Engineering does work with the County if the project is maybe within the Urban Growth Boundary or right on the edge. If something were to affect a County Road, Engineering would likely notify them, but it is not as formal as when Engineering interfaces with ODOT where they send an actual report for written comments. Commissioner Bryant asked if something in the development could impact the County Road necessitating it to be reconfigured, can that be written into the process to make sure that gets done? She has not seen that done personally herself, but Engineering always tries to coordinate with other agencies affected by any sort of development project and would reach out to them, see if they had comments, if they wanted to review it. She thought Engineering would allow them to provide comments. Depending on what they were, Engineering would consider including them in their mitigations.
- Commissioner Schultz stated if Redmond does go to the frontload process, there is a timeframe which needs to be met, 30 days, which is good. Are Engineers, the staff of the city, equipped to talk with the traffic engineers of a developer to keep this on a fast-track basis, to get enough information? He referenced a letter talking about the City of Bend and the history that has been documented with this being a process that hinders development time. Does Staff have any data that would support Redmond being proactive in this? She acknowledged the change had been implemented in Bend, and there are concerns with the timeframe. It is largely dependent on Engineering staff resources. The idea is no matter when during the process, Engineering has to review it fully and completely. If it can be moved to before, it will give them a chance to get more complete and well-thought-out conditions of approval. She

did not have any data available to support one way or another to share right now. Staff could maybe look into that and bring it back to the Commission. The idea is to smooth out the process during the 120-day timeframe. She anticipates Engineering's review time during the land use application will be reduced because it has already been spent upfront to complete the transportation-related mitigations.

- Mr. John Roberts added Staff did not know of any capacity issues that spoke to some of the examples brought up in the letters. Redmond's reputation is probably that of having the fastest review times in the region. If the City were to have a capacity issue and were stretched, this past year two on-call traffic engineers were included in the budget. This would be an instance where this would be farmed out to one of them. Between Redmond's performance historically and the modified trigger put into the regulations, he could not see a situation that would be similar to what other jurisdictions are experiencing.
- Commissioner Schultz said he thinks the City of Redmond has been processing permits pretty quickly compared to their neighbor down south.
- Ms. Crooms acknowledged there is definitely always room for change if the new process proves too difficult or puts a burden on the City. Redmond could revert back to the old process or look for other ways to make the process faster and more efficient. Staff is constantly looking at proposed code changes, noting she is managing a standards and specs update that will come to the Commission probably in spring of 2023 with associated code changes likely in the summer of 2023 which would give a six-month period to see how the new process goes and if there were real challenges would provide an opportunity to change it again.
- Mr. John Roberts said as people tasked with managing growth and development of the community and city, Staff is always looking at continual improvement. Redmond has a development services manager. Engineering, Public Works, and Planning meet almost weekly to talk about how can processes be improved. If the City adopts something and it clearly does not work, Redmond gets rid of it, amends it, and moves forward. The City keeps on modernizing regulations to get better. He confirmed a correction to the new process would be brought back before the Commission as a code amendment if it is Chapter 8. If dealing with the TIA, it would be brought back before the Commission.

Chair Jansen noted she was receiving messages during the meeting that the ability to watch this meeting on the City Council page is not working. She called Michael Robinson up to speak.

Michael Robinson, the director of government and legal affairs for Pahlisch Homes and a land use lawyer, provided Pahlisch Homes' mailing address at 210 SW Wilson Avenue, Suite 100, Bend, Oregon 97703. Pahlisch Homes thinks the Commission and Staff have done an excellent job of looking at the legislative amendments and deciding how to word the amendments and then how to process them. He thought the way the amendments were divided into subject matter memoranda, something he had never seen done before, was quite good and effective in conveying information to the Commission as well as the public.

Pahlisch Homes supports the amendments and hopes the Commission will recommend approval following this hearing that they be recommended by the City Council. He is not prepared to testify about the topic just heard.

With no one having questions for Mr. Robinson, Chair Jansen closed the public hearing for discussion among the Commissioners as far as their recommendation to City Council.

Vice-Chair Osmundson said the subject matter memos are on point, and he and Commissioners Bryant and Schultz think the Commission should move forward with this.

Chair Jansen stated she still has some concerns about moving forward with the TIA, not because she is opposed to it but just because she still has questions. Nothing is set in stone. As far as the

rest of the package, she is also good with it.

Motion 1 (4/0/0): Vice-Chair Osmundson moved to recommend the Redmond Development Code Text Amendments and Zoning Map Amendments, 711-22-000219-TA and 711-22-000220-ZMA, in its entirety to City Council, seconded by Commissioner Bryant. The motion passed unanimously.

B. Redmond Comprehensive Plan Amendment (711-22-000225-TA) to Incorporate Water Master Plan & Wastewater Facility Plan into the Public Facilities Plan and as Supporting Plans to the Comprehensive Plan

Chair Jansen stated this is the time scheduled for a public hearing regarding legislative amendment to the Redmond Comprehensive Plan 2040 to adopt and incorporate the 2021 City of Redmond Water Master Plan, updated 2018 City of Redmond Wastewater Facility Plan, and subsequent amendment into the Public Facilities Plan and as supporting plans to the Comprehensive Plan, File Number 711-22-000225-PLNG(TA). She read the hearing procedures into the record.

After the Planning Commission public hearing, a recommendation from the Commission will be forwarded to the City Council who will then hold a separate public hearing on December 13th to review and consider the record of this request, including the Planning Commission recommendation.

Chair Jansen opened the public hearing for the proposal.

Mr. Kyle Roberts presented the amendment to the Comprehensive Plan. The city has a number of master plans for public facilities. The public facilities chapter is Chapter 11 in the Comprehensive Plan and only describes the existing public and private facilities and services and known present and future needs based on projected growth. In that chapter it does not present specific needed public improvements. That information is contained in Redmond's Public Facilities Plan which supports the Comprehensive Plan.

New information is fed into the Public Facilities Plan from these two updated public facilities plans of the Water Master Plan and the Wastewater Facility Plan. Because this is technically an amendment to the Comprehensive Plan, it is required to be formally adopted by ordinance and acknowledged by DLCD. The Commission's role is to review the updated plans and provide a recommendation to City Council to formally adopt them as supporting plans to the Comprehensive Plan.

Mr. John Roberts added these items are before the Commission tonight mostly due to timing issues which he explained. He noted Redmond is fortunate to have so many supplemental plans working in lockstep together. The only we don't have that is rather current is the Collections Plan from 2007. Staff will issue an RFP December 13th for somebody to do it. The statewide planning program also required the syncing of public services with land use.

Chair Jansen stated she read all of the pages of the water plan which fascinated her, acknowledging she did not understand some of it. She was especially interested that EPA has standards and safety concerns and the consulting that was done for that.

Mr. John Roberts confirmed the budgeting totals from 2021 to 2025 CIPs are little higher now due to inflation. The city does a rolling five-year capital improvement plan programming. Within the five-year window, Redmond has about \$500 million in improvements identified, a large part of which is the airport expansion. Costs having easily risen 40 percent, there are fewer capital improvements that can be accomplished which brings even more importance now to look at the

capital improvement plans with the comprehensive plans, how they align with the developments coming before the city, and how to best use the public resources moving forward to invest in what is needed.

With no further questions, Chair Jansen closed the public hearing. She was guessing the Commission had no further discussion.

Motion 2 (4/0/0): Vice-Chair Osmundson moved to recommend the Redmond Comprehensive Plan Amendment, 711-22-000225-PLNG-TA, to incorporate the Water Master Plan and Wastewater Facilities Plan into the Public Facilities Plan and as supporting plans to the Comprehensive Plan in its entirety to City Council, seconded by Commissioner Schultz. The motion passed unanimously.

IV. NEXT MEETING -- December 5, 2022

Chair Jansen noted the next Commission meeting is prior to the City Council's December 13th hearing on the items above. She encouraged all Commissioners to attend the Council hearing which the mayor invited them to watch.

Mr. John Roberts confirmed the December 5th meeting will pretty much be a discussion about what is coming up for 2023. With Redmond growing, the Planning Department needs more permanent and dedicated long-range planning staff. The long-range planner starts with the City December 6th.

Chair Jansen noted the December 5th meeting will be the last one of the existing Planning Commission. She believed she and Commissioner DeWolf have asked to extend.

V. COMMISSION MEMBER COMMENTS

Commissioner Bryant asked when was the picture of City Hall taken that was just up on the screen. Mr. John Roberts replied that was the original high school, and it was 1926.

Commissioner Schultz said it should be interesting to see the new mayor's and City Council's vision for the Planning Commission.

VI. ADJOURN

With no further business, Chair Jansen adjourned the meeting at 7:32 p.m.

APPROVED by the Redmond Urban Area Planning Commission and SIGNED by me this ____ day of _____, 2023.

ATTEST:

Chair

Kyle Roberts
Planning Director



CITY OF REDMOND
Community Development Department

411 SW 9th Street
Redmond, OR 97756-2213

Phone **541-923-7724**
Fax 541-548-0706

www.redmondoregon.gov

REDMOND URBAN AREA PLANNING COMMISSION

Council Chambers
MINUTES Worksheet
December 5, 2022

Commissioners Present: Chair Teri Jansen, Vice-Chair Ron Osmundson, Richard “Dick” Bryant, Heather DeWolf, Norman Schultz, *absent: Joseph Zampko, 1 vacancy*

Youth Ex Officio: Vacant

City Staff: Kyle Roberts, *Planning Director*, John Roberts, *Deputy City Manager*, Sarah Vowell, *Assistant Planner*

Visitors: None

Media: None

(The 3 digits after a motion title show the number of commissioners voting in favor/opposed/abstaining.)

I. CALL TO ORDER – INTRODUCTIONS

Chair Jansen called the work session of the Redmond Urban Area Planning Commission to order at 6:30 p.m., December 5, 2022, with a quorum present (5 of 6 commissioners).

II. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

III. APPROVAL OF MINUTES

A. November 14, 2022

Motion 1 (5/0/0): Vice-Chair Osmundson moved to approve the November 14, 2022, minutes as presented, seconded by Commissioner Bryant. The motion passed unanimously.

IV. 2023 PLANNING COMMISSION WORKPLAN

Deputy City Manager John Roberts presented via PowerPoint the Commission's possible work program moving into 2023 and beyond which included a quick overview of the Community Development Department (CDD) including capital improvements, residential construction, the airport, industrial/commercial, and Urban Renewal and Downtown; noting the operating budget is near \$5 million; the department mission; the core values with a high premium on customer service within their departments; and the six diverse committees/commissions the department oversees which speak to their role in working with the public. He noted the Bicycle and Pedestrian Advisory Committee is jointly shared with Engineering.

The core functions of CDD are planning and land use which has a current planning track and a long-range planning track, building and permitting, code enforcement, Urban Renewal, CDBG/housing including affordable housing and homelessness, and public art and business licenses.

Portland State University certified on July 1st Redmond was at 37,566 residents which is up 1361 residents from 2021, about 3.6 percent growth last year. During the pandemic it was at around 8 or 9 percent growth a year. The city has seen 30 percent growth in four years. If it continues at 1300 people a year, Redmond will hit 50,000 people in 2031.

He reviewed the six guiding principles of the 2040 Comprehensive Plan vision for the Redmond community, which speaks to how the community wants to grow, noting the one community value Redmond values most is not on the list which is the small-town character. How is that retained growing at 1300 people a year?

He discussed building permit activity during the last six years, noting for 2022 Redmond will build about 15,000 square feet of commercial/industrial.

He presented some of Staff's initial thoughts on what the CDD will focus on for 2023 and beyond in the areas of long-range planning, current planning, and housing: CDBG/Urban Renewal.

Homelessness and affordable housing will be ongoing goals. In theory it is possible in four years through five projects Redmond could achieve 350 affordable or workforce housing units.

He discussed the working draft of the Long Range Planning Work Program Priorities and asked for the Commission's thoughts on things they think are more important than others with regard to long range planning functions such as legislation and Redmond Development Code amendments.

Questions and feedback were addressed from the Commission as follows:

- Staff confirmed capital improvements are looked at every year even though on a five-year cycle, like a spreadsheet that rolls in five-year cycles really because the life of one capital improvement project could last five years. When they start budget discussions in January and February, they are focused on next year, but they need knowledge of how long projects will take. Looking at it over a five-year horizon enables better decisions for the existing year.
- The Downtown Urban Renewal area has been around for a while and was established quite some time ago. The money that funds it is based off the incremental growth of property tax. There was really no vision to create a South Highway 97 Urban Renewal district even four or five years ago. But after the City adopted the South Highway 97 plan, Staff knew there would be a gap in funding between what the Oregon Department of Transportation (ODOT) could bring to the table and what was missing. The South Highway 97 district was created specifically to try to create funds to leverage to fund Highway 97 and get it completed faster whereas the funds downtown are really focused on programs and opportunities for redevelopment. South Highway 97 is focused on funds for constructing South Highway 97. Staff confirmed those are dedicated funds to Highway 97 but did not know if they were coming off the ODOT fund exchange. If ODOT gets an opportunity where they need matching funds, Redmond might now have a better tool to help match those funds to make the City more competitive in a grant.
- In planning circles renewable or sustainable energy sources are coming to be known as resiliency planning and include wildfire mitigation. Staff's outlook includes modernizing the city code to recognize electric vehicles. It is a balance, and they are aware of it as they work on new developments and are going to incorporate sustainable design and those types of opportunities in the City's new facilities such as the new Public Safety Facility/police station. But it is hard to require that from developers. Staff continues to be more aggressive with solar panels and EV stations for the City's own fleet. They are also looking at xeriscaping regulations, not only writing them and incorporating them into the code, but Redmond as a city identifying what properties it owns to redevelop and employ xeriscaping to extend the life of the city's water infrastructure. Staff thinks they will make progress on it in two or three

years.

- Regarding how long one must live in Redmond to be considered a resident, Staff could not speak to PSU's demography department methodology, but they are really good at what they do. The reason Staff brought up population growth is they invested a lot in the Comprehensive Plan 2040 update which was based on a population projection of Redmond hitting 50,000 residents in 2040. That has accelerated and speaks to a lot of the discussion tonight, trying to gauge and frame which projects the city needs to start working on.
- Population growth in 2008, 2009, and 2010 never decreased, but it was pretty stagnant compared to Staff's projections.
- Chair Jansen did not think a small-town feel is mutually exclusive from growth. Redmond can grow in a way that keeps that feeling.
- The jump from six multi-family dwelling units to 405 within a two-year span was mostly because of the Obsidian Heights, which has been renamed Redpoint.
- Staff clarified the long-range planning site up on the northwest near Terrebonne with the big piece of property where 700 acres with 10-acre minimums is not in the process with the City. It is a county project but kind of the fringe area under discussion. The city is not involved yet. Planning Director Kyle Roberts thought the subject property would be beyond the Urban Reserve Area, basically untouchable. Mr. John Roberts added it is a good example of things near Redmond that can have an impact on the City's transportation and services.
- In August Staff distributed an RFP for a project manager for Skyline Village, now Northpoint Vista. They did not get a response despite a lot of interest. They recrafted the RFP for a master developer, which was distributed and advertised in early December. The deadline is the middle of January in the hope of selecting somebody by mid-February. Staff confirmed there is already a master plan for the project which the master developer would retune.
- Chair Jansen thought it would be nice to get really active on the WRAP. Staff's goal would be to get a project timeline and deliverables to the Commission in January.
- Staff clarified the item to declare Canyon Rim simply means there is no good definition of Canyon Rim in the ordinance. It is referenced and used a lot, but there is some ambiguity in determining what exactly it is. Defining it would help with development reviews, such as what is the right setback. Canyon Rim has changed as the zoning map has changed. It has never been accurately surveyed because it has never had the standards to accurately survey it.
- Regarding the present code that defines the timing for a development to be completed, is there anything that needs to be updated as to what would normally happen to complete, say, a subdivision that has been ongoing for maybe two or three years and still not finished. Staff replied maybe, but it sounds like that is outside of Planning's wheelhouse. After the planning permit is approved, one has two years to submit for a building permit. Once one submits for a building permit, one has two years to complete it. But one-year extensions are allowed and quite a few. Some projects might stop because they were phased. Staff can look into a certain subdivision, but it is hard to say exactly what might be going on, but that is the general timeline.
- Commissioner DeWolf expressed concern about how long it is taking annexations to go through. When does Redmond look at rezoning the UH-10, the Urban Reserve? Does that come when they do the next Urban Growth expansion and extend those areas? She would like the city limits reevaluated and see how long it has been since they have been moved and actually incorporate the City's ownings or buildable lands inventory into the city. Staff confirmed that was all just done as part of the Comp Plan 2040. But the window has shrunk, and as it has shrunk, the lack of infrastructure capacity has caught up to the City. That is why Staff thinks in looking at the annexations and being involved in the Collections Master Plan update that they will be able to get a better sense of where the best opportunities are for future growth. Then they could plan the UGB expansion (Goal 14) which could be one of the hardest lifts in all of the statewide planning programs. They would really have to gear up to that. If Staff starts studying it now, in two or three years, they should be ready to initiate Goal 14.

- There are a number of costs involved with the city running infrastructure to a development, subdivision, or planned unit development. If that developer goes broke or quits, is there a bonding thing for the city to be covered with the costs that may be associated with that? Staff confirmed it is typically called substantial completion. Before they submit for building permits, Engineering has accepted the infrastructure or they deem it substantially complete. Sometimes deeming it substantially complete they do take some bonds. Staff was not sure they could speak to if things went sideways or bankrupt right now. That is for newer development. Infill and redevelopment is different, usually upgrades to the existing infrastructure if necessary and they typically take care of themselves. In rare instances, they will do Local Improvement Districts if warranted. There are different tools and options that get vetted. Staff guesses that is why phasing will be a little more deliberate with developments.
- Morgan Snyder is the new long-range planner for Redmond.
- The Commission would like to hear more about Transportation Impact Analysis this next calendar year.
- They would like someone from ODOT to explain how land use goes in conjunction with Highway 97 corridor and land use in Redmond and see how that affects the long-range planning. Staff thought in general giving the Commission a status update on Highway 97 would be a good topic. Chair Jansen guessed money is a big factor in what happens with the project.
- The Commission would also like to be updated on anything legislatively coming out of the state.
- Staff noted the item to chart the next comp plan update demonstrates the layers and complexity dealing with the statewide planning program. To do what Commissioner DeWolf mentioned and do it right, there will need to be alignment with the UGB, TSP, HNA, BLI, Parks, and EOA and almost do them all concurrently. The city cannot just choose to move the UGB over to a certain place. Such changes can only be made after having evaluated all of this almost together which will be able to then take it through the right process. Staff believed the last major UGB was 2014/2015 which at that time put in the Urban Reserve Area which is very helpful but only gets the city part of the way there.
- [inaudible 55:08] in between a boundary. Staff thought this brought up a good opportunity for another training topic, the significance of our 3 boundaries. What is the difference between city limits, UGB, and Urban Reserve Area? What does it mean in terms of land use and zoning? Not many people outside of those present truly understand it. [inaudible 56:36] but you can teach me.

On an administrative note, Mr. Kyle Roberts stated there is no meeting day and time for the Planning Commission in the city code. Staff wanted to throw out the idea of potentially holding meetings earlier than 6:30 p.m. Chair Jansen noted the issue has come up numerous times, but the night of the meeting would need to be changed as well, she guessed because of the courts. She did not think any Commissioner would object to an earlier time. Mr. John Roberts thought they had an avenue for a night that would work for an earlier time and would update in the future. Chair Jansen thought one of the deterrents to keeping people on the Commission could be the time the meetings are held.

V. NEXT MEETING – January 9, 2023

VI. COMMISSION MEMBER COMMENTS

Chair Jansen thanked Commissioner Bryant for his one year of service to the Commission. His input has been very enjoyable for her, and it has been great getting to know him. The Commission will be sorry to see him go. People do not understand the commitment individuals make to be on the Commission.

Commissioner Schultz said he is completing his first year. It has taken a while to get up to speed, but he is really happy to be a part of Redmond. The Planning staff is really great. He is starting to learn a lot and is fired up to have a good year and next year. He thanked Commissioner Bryant, and it was great sitting by him. He wished him luck.

Chair Jansen confirmed there are two vacancies on the Commission.

Vice-Chair Osmundson thanked Mr. John Roberts and the CDD staff for doing an exceptional job this last year and encouraged them to keep up the good work. He said it was a pleasure working with Commissioner Bryant and wished him the best on his future endeavors.

Chair Jansen congratulated Ms. Vowell on her upcoming position of Associate Planner.

VII. ADJOURN

With no further business, Chair Jansen adjourned the meeting at 7:35 p.m.

APPROVED by the Redmond Urban Area Planning Commission and SIGNED by me this ____ day of _____, 2023.

ATTEST:

Chair

Kyle Roberts
Planning Director



CITY OF REDMOND
Community Development Department

411 SW 9th Street
Redmond, OR 97756
Ph: (541) 923-7721
www.redmondoregon.gov

DATE: Prepared for January 9, 2023 Planning Commission Meeting
TO: Redmond Urban Area Planning Commission (Planning Commission)
FROM: Kyle Roberts, Planning Director
SUBJECT: Staff Memo – New Members, Training, Staffing, Permit Activity, Work Program

I. Welcome Newly Appointed Planning Commission Members

We are in the unique position of having three new planning commissioners in 2023. The new commissioners' names and their terms are as follows:

- Michael Rogers; term expires 12/31/2026
- Ben Schimmoller; term expires 12/31/2026
- Wanda Wai Lyian Toe; term expires 12/31/2026

Heather DeWolf was re-appointed; term expires 12/31/2024

It is an exciting time to be on the Planning Commission. Redmond has a long-standing history of excellent planning, much "heavy lifting" has been accomplished. The 2040 Redmond Comprehensive Plan was recently updated and adopted, and the City's Urban Growth Boundary has been successfully expanded to provide needed land supply for growth in the foreseeable future. Moreover, most of the major public facility plans are developed and in alignment with the 2040 Redmond Comprehensive Plan.

II. Future Training Opportunities

A. Staff will make a more deliberate effort for Planning Commission training opportunities in 2023. To that end, Jamie Christofferson (Planning Permit Coordinator) has prepared and updated the Planning Commission Handbook. A link to the Handbook will be distributed after the Planning Commission meeting. The Handbook is a compilation of the following materials:

- Redmond Urban Area Planning Commission (City Code, Section 2.350 et seq.)
- Redmond Development Code, (Chapter 8 of City Code)
- 2040 Redmond Comprehensive Plan (Comp Plan)
- 2040 Greater Redmond Area Comprehensive Plan and Zone Map (Redmond's one map system)
- *Oregon Planning Commissioner Handbook*; prepared by Oregon Department of Land Conservation and Development (DLCD) and the Oregon Chapter of the American Planning Association (OAPA), 2015
- *An Introductory Guide to Land Use Planning for Small Cities and Counties in Oregon*; prepared by Oregon Department of Land Conservation and Development (DLCD), 2007
- *Welcome to the Commission!; Just What Is the Job of a Planning Commissioner?; Why are You a Planning Commissioner?; Being a Planning Commissioner; Who Shall Serve?: Public Interest vs. Special Interest; Revisiting Ex Parte Contacts*; various articles from the Planning Commissioners Journal
- *Oregon Government Ethics Law – A Guide for Public Officials*, 2021

- City of Redmond Resolution 2006-24; adopting the City of Redmond Framework Plan in conjunction with an amendment to the Redmond Urban Growth Boundary

All these serve as important reference materials for the Planning Commission.

- B. At least twice a year the Oregon Chapter of the American Planning Association (OAPA) offers a virtual planning commissioner training opportunity: *Keeping Out of Hot Water: Land Use Decision-making for Planning Commissioners, Elected Officials, City Administrators, and Planners* – where DLCDC staff and a local attorney cover the basics of state and local responsibilities, the role of planning commissioners and staff, decision-making bodies, ethical behavior, ex parte contact, quasi-judicial vs. legislative hearings processes, and legally defensible findings.

The session also includes time for commissioners to network and participate in small group discussions on key topics they are facing. City staff will notify the Commission when this, and other training opportunities are available.

III. Planning Division Staffing – Organizational Chart

The past year was one of rebuilding in the Planning Division. After the Division lost their Planning Manager to retirement and Associate Planner to the City of Eugene in December 2021, internal promotions and new hires in 2022 have brought the Division back to much-needed full capacity. The most recent hire is the Division's first ever long-range planner. This position will be instrumental in the planning and strategic management of efforts to shape plans, policies and guidelines related to growth and development of the community. Attached is the current organizational chart for the Planning Division.

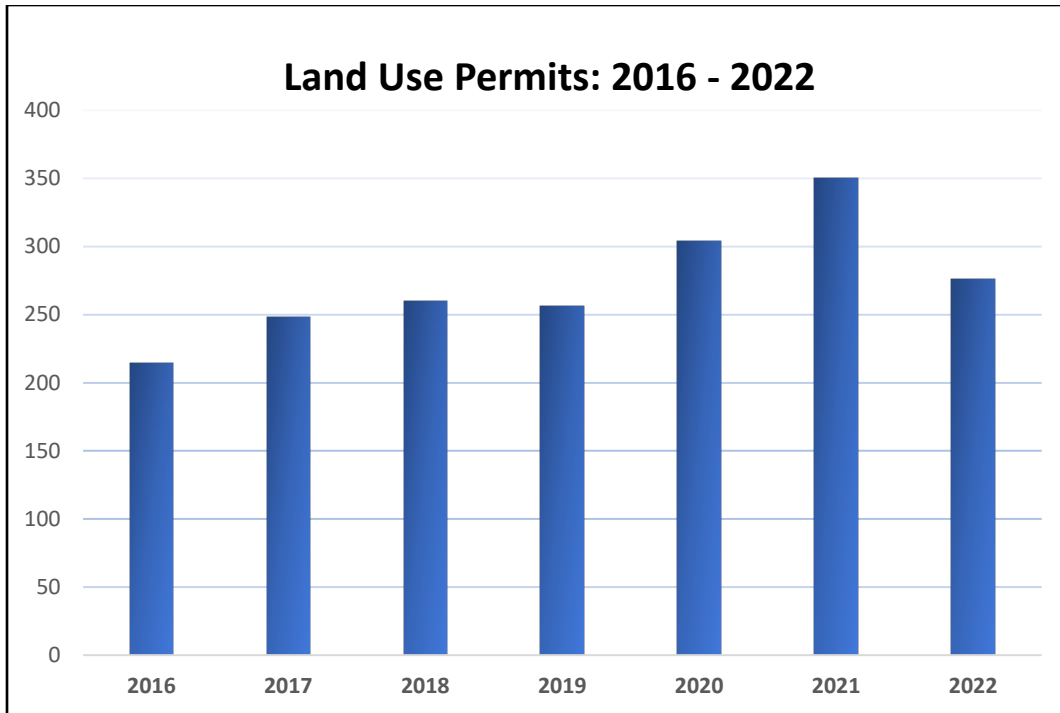
IV. Permit Activity & Trends

The City's Planning and Building divisions have experienced significant permit activity the last few years but has experienced a decrease in 2022. Attached are New Building and Housing Unit Summary tables identifying activity and trends over the last seven years. More specific to the Planning Division:

- Although Land Use Permit intake in 2022 was down 21% from 2021 (a record high year), the total number of permits was relatively high.
- In 2022, 'pre-development' applications comprised 26% of the land use applications.

	2016	2017	2018	2019	2020	2021	2022
Land Use Permits	214	248	260	256	304	350	276*
% Change		16%	5%	-2%	19%	15%	-21%

*As of December 22, 2022



V. Planning Commission Work Program 2023

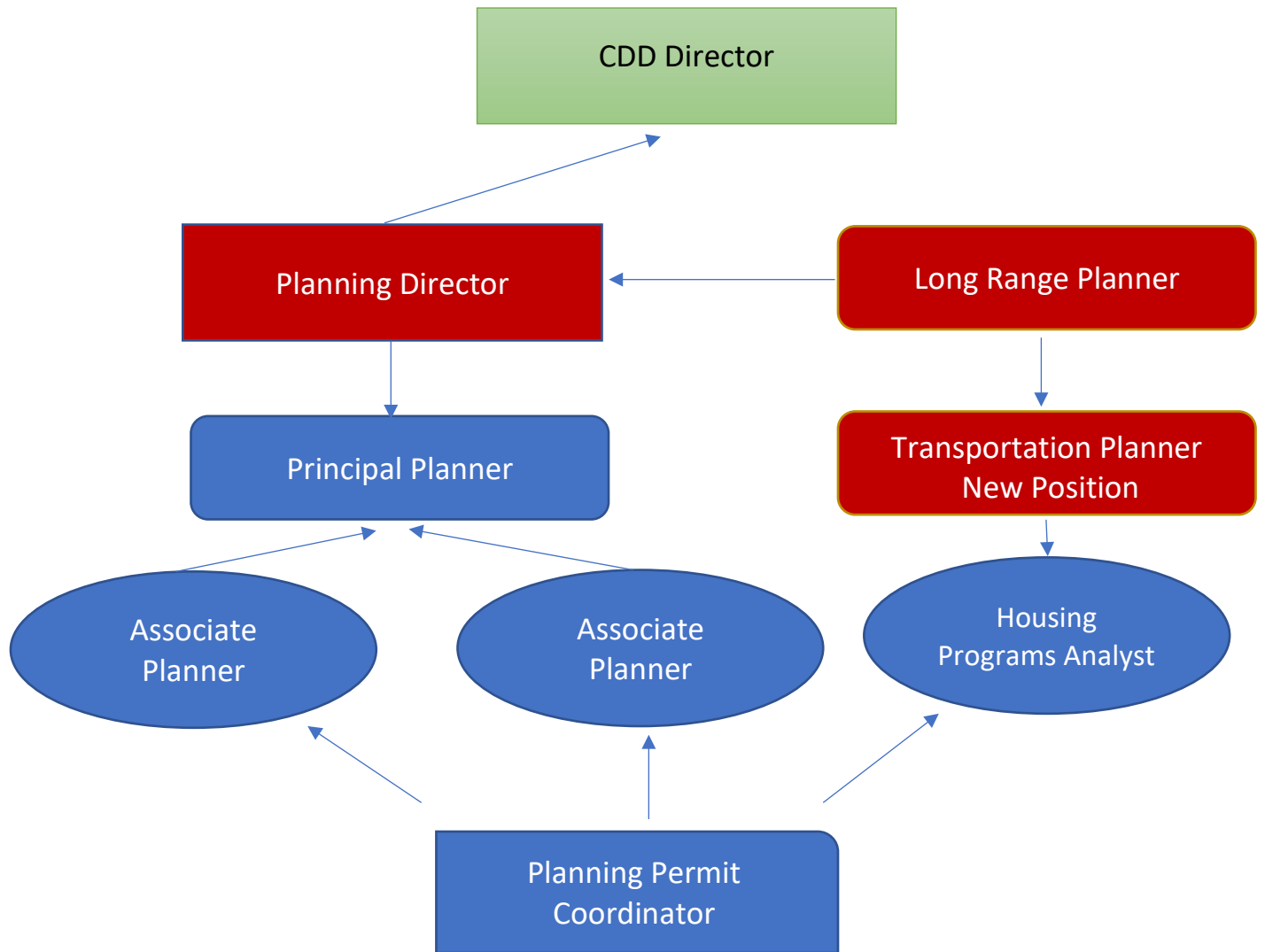
There is a lot of interesting and important work the Planning Commission will be involved with in 2023 and beyond. In the past year the Commission played a vital role with two large development code amendment packages, devoting numerous hours to review and discussion. Development code amendments will continue in 2023. Also, slated for the new year that will require a great deal of Commission involvement, will be the development and adoption of a new area plan – the West Redmond Area Plan (WRAP). Additionally, staff anticipates the intake of a few large-scale master development plans in 2023, which will involve review and recommendations by the Commission.

Attached is a working draft of the Planning Division’s long range planning work program priorities. These priorities will help inform the development of the 2023 Planning Commission Work Plan, which will be discussed in detail at the second meeting in January.

Other – Planning Commission Trivia

- 1) How many pages is the Redmond Development Code (RDC) Chapter 8?
- 2) How many pages is the Redmond City Code Chapters 1 – 10 (less Chapter 8)?

City of Redmond Planning Division Organizational Chart – Working Draft



City of Redmond - New Building & Housing Unit Summary

Compiled on: 12/22/2022 8:48:29 AM

Building Permit Data: Permits Issued; SFD (1&2 Family Dwellings)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total New Units	Total Valuation
2016	29	25	30	23	41	20	18	17	17	19	29	22	290	\$66,810,200
2017	16	11	33	38	64	20	12	20	12	26	17	28	297	\$71,600,398
2018	32	41	36	44	34	39	24	41	17	53	47	46	454	\$104,313,692
2019	23	11	17	37	28	26	43	35	46	56	28	20	370	\$89,949,392
2020	24	49	32	53	33	47	44	40	55	62	61	49	549	\$129,171,993
2021	43	41	35	41	51	44	72	56	30	25	20	16	474	\$118,462,453
2022	15	26	19	23	31	21	6	14	6	10	22	15	208	\$52,487,354

Building Permit Data: Permits Issued; New Commerical Buildings

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total New Bldgs	Total Square Ft	Total Valuation
2016	0	1	0	1	2	0	0	9	2	1	5	0	21	143,829	\$11,590,884
2017	0	0	2	2	0	8	0	4	0	14	0	0	30	257,127	\$24,830,150
2018	6	0	3	0	2	1	4	8	4	2	0	2	32	151,817	\$11,422,058
2019	0	2	4	3	0	0	6	1	0	6	0	1	23	196,605	\$29,927,221
2020	3	0	7	1	5	1	2	0	15	5	1	1	41	156,461	\$16,516,230
2021	1	1	2	0	1	0	2	3	3	2	2	0	17	205,582	\$26,518,729
2022	0	0	2	1	2	9	3	3	2	4	0	0	26	151,926	\$10,785,169

Building Permit Data: Permits Issued; New Multi-Family Buildings

Year	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec		Total New Bldgs	Total New Units	Total Valuation
	Bldgs	Units	Bldgs	Units	Bldgs	Units	Bldgs	Units	Bldgs	Units	Bldgs	Units	Bldgs	Units	Bldgs	Units	Bldgs	Units	Bldgs	Units	Bldgs	Units	Bldgs	Units			
2017	0	0	0	0	0	0	0	0	0	0	1	6	0	0	0	0	0	0	0	0	0	0	0	0	1	6	\$399,000
2018	3	72	0	0	1	5	0	0	0	0	0	0	0	0	0	0	0	0	1	12	0	0	0	0	5	89	\$9,139,208
2019	0	0	2	24	2	42	3	66	1	18	1	8	2	28	2	18	0	0	5	115	1	24	3	72	22	415	\$45,345,787
2020	0	0	0	0	1	14	0	0	1	12	0	0	0	0	3	10	3	85	4	40	3	36	0	0	15	197	\$23,950,698
2021	0	0	0	0	3	36	1	8	3	13	3	32	1	8	2	11	4	32	1	4	2	8	1	4	21	156	\$18,837,050
2022	0	0	0	0	2	10	9	64	2	24	2	6	1	24	3	44	1	10	1	10	2	32	0	0	23	224	\$32,613,714

Long Range Planning - Work Program Priorities (Calendar Year 2023 & Beyond)

Legislation & Legislature

1	2023 Legislative Session: Monitor Impacts / Unfunded Mandates	COCO - involvement
---	---	--------------------

Redmond Development Code (RDC) Amendments

1	Modernize Track 1 and Track 2; Track 2 Subdivision (2.B)	JET Planning
2	Sign Ordinance	Remove from Chp. 8
3	Fencing	
4	Food Carts / Pods	
5	Design Standards	
6	Xeriscaping Regulations	Merge with City project(s)
7	Align Cottage Cluster and Cottage Development Stds	Address parking / covered parking
8	OAR 660-046-0020(10); define master planned community	
9	OAR 660-04600205(2)(b)(A); integrated	
10	8.2715 Design Elements (Scenic Views)	
11	Landscaping Requirements on Industrial lands	
12	CUP: Multi-family Complex R1, R2 and R3 (density)	
13	Define Canyon Rim	
14	Electric Vehicle (EV) Readiness	
15	Storage Containers	Proliferation / blg code concerns
16	Mobile Retail Vendors	
17	Airport - standards / specs	
18	Grading / retaining walls	
19	Change of Use	

Comprehensive & Master Planning / Legislative Initiatives

1	West Redmond Area Plan (WRAP)	Adoption Dec. 2023
2	Update to 2008 Collections System Master Plan	
3	Infrastructure Analysis / Annexation Mapping	8 potential annexations
4	Panel: Development of Commercial Nodes / Phasing	

Long Range Planning - Work Program Priorities (Calendar Year 2023 & Beyond)

5	Explore affordable housing zoning requirements as part of annexations	
6	Refine Eastside Area Framework Plan	
7	Aggregate Affected Dry Canyon Properties; address Comp Plan 2040 issues	
8	Parking Management Plan Update	
9	Historic Preservation Plan Update	
Deschutes County		
1	CORE 3 (Central Oregon Ready / Responsive / Resilient)	300 acres
2	County TSP Update	Comments Due Dec. 2022
3	County Comprehensive Plan Update	
Comprehensive Plan 2040		
1	Audit / Scorecard	
2	Inventory / Analysis and Adoption of Supplemental Plans	~33 plans
3	Adopt necessary supplemental plans into acknowledged Comp Plan 2040	
4	Chart Next Comp Plan Update, Scope, Timeline	UGB / TSP / HNA / BLI / Parks / EOA
Trainings / Onboarding		
1	Overview of City Boundaries (City Limits, UGB, Urban Reserve)	Jan. 9, 2023 PC Meeting
2	Urban Renewal Overview & S. Hwy 97 Updates	Feb. 7, 2023 (5:30 pm)
3	Anatomy of an Annexation / Master Development Plan Request (timelines)	(?)