



**CITY OF REDMOND**  
**Community Development Department**

716 SW Evergreen Ave.  
Redmond, OR 97756

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[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

**REDMOND URBAN AREA PLANNING COMMISSION**

**City Hall – Conference Room A**  
**716 SW Evergreen Avenue**

**Tuesday, April 16, 2013**

**6:30 PM**

**Agenda**

**UAPC**  
**Members**

Anne  
Graham,  
Chair

Dean  
Lanouette,  
Vice-Chair

Evan  
Dickens

Bea Leach

Lori  
McCoy

Eric  
Porter

Vacant

- I. CALL TO ORDER – Establish Quorum**
- II. CITIZEN COMMENTS**
- III. WORK SESSION**
  - a. Comprehensive Plan/Zoning Map Amendment – Map Clean-up (*Exhibit 1*)**
  - b. Comprehensive Plan/Zoning Map Amendment – Map Clean-up: Parks (*Exhibit 2*)**
  - c. Land Use Approval Extensions (*Exhibit 3*)**
- IV. COUNCIL LIASON COMMENTS (if present)**
- V. APPROVAL OF MINUTES:**
  - a. March 19, 2013**
- VI. STAFF COMMENTS**
- VII. COMMISSIONER COMMENTS**
- VIII. ADJOURN**

\*Please note that these documents are also available on the City's website [www.ci.redmond.or.us](http://www.ci.redmond.or.us); 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 [KellyM@ci.redmond.or.us](mailto:KellyM@ci.redmond.or.us)

Anyone needing accommodation to participate in the meeting must notify Mike Viegas, ADA Coordinator, at least 48 hours in advance of the meeting at (541) 504-3032, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). 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.



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## **EXHIBIT 1**

# **MEMORANDUM**

**DATE:** April 11, 2013  
**TO:** Redmond Urban Area Planning Commission  
**THROUGH:** James J. Lewis, Planning Manger  
**FROM:** Sean Cook, Senior Planner  
**SUBJECT:** Zoning Map Cleanup Amendments

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As part of the Planning Commission's 2013/2014 Work Plan, staff will be proposing a variety of Zoning Map cleanup amendments over the coming year. It is the city's intent that the Zoning Map be updated to reflect the best information available. These cleanup amendments include a variety of projects from administrative cleanups to full land use processes (including worksessions and public hearings).

New maps will be created by the City's GIS Department showing the various proposals to update the maps. These proposals and maps will be brought to the Planning Commission in a future worksessions to hear direction on the project list.

The list is divided into separate projects which may need to be work shopped separately. However, the projects ultimately would be processed together in sets to make the hearing process efficient and concise. The project list is presented in **Attachment 1**.

## ATTACHMENT 1: PROJECT LIST

Project	Description	PC Action	Est. Timeline
Project A	The City of Redmond owns a number of parks that were originally part of Planned Unit Developments (PUD's). For example, Canyon Rim Village Park, Fairhaven Park, etc. The goal of this project is to update the zoning map to reflect a zone change from Residential to Park.	Worksession and Hearings.	Spring/ Summer 2013
Project B	Interest has arisen in rezoning unusable industrial land inside the border of the Airport Security Fence from M-1 (light industrial) to Airport zoning.	Worksession and Hearings.	Spring/ Summer 2013
Project C	Comprehensive Plan Map Separation. The City's GIS Coordinator will be preparing a Comprehensive Plan Map for the City of Redmond. This map will include updated and previously adopted Comprehensive Plan Designations, including designations from the Northwest Area Plan (NAP) and the Highway Area Plan (HAP). The Southwest Area Plan (SWAP) will also eventually be a part of this Comprehensive Plan Map.	Copies will be provided to the PC, along with a discussion of Redmond's first stand-alone Comprehensive Plan Map.	Fall 2013
Project D	Dual Zone Commercial and Residential Lots (Citywide). This project is to clarify the split zoned properties in the city limits. One specific area of this is located near N. Hwy 97 west of Wal-mart. Determination will be needed to be done to find out whether the parcels should be commercial or residential. This project requires historical research into how this occurred and corresponding remedies.	No Action Required if error can be fixed. or Worksession and Hearings, if required.	Fall 2013
Project E	The Dry Canyon area has unclear historical boundaries between private residentially zoned property and property zoned Open Space Park Reserve (OSPR). This project requires significant historical research, neighborhood outreach, site visits, surveys, and legal opinions, etc. to determine past and current boundaries and remedies if needed.	No Action Required if error can be fixed. or Worksession and Hearings, if required.	Winter 2013/14



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## **EXHIBIT 2**

# **STAFF REPORT**

**DATE:** April 11, 2013  
**TO:** Redmond Urban Area Planning Commission  
**THROUGH:** James J. Lewis, Planning Manger  
**FROM:** Sean Cook, Senior Planner  
**SUBJECT:** Zoning Map Cleanup Amendments (**Project A- Park Rezone**)

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### **Report in Brief:**

As the first project of the Zoning Map cleanup amendments, we are proposing rezoning certain publicly owned parcels from Residential to Park.

### **Background:**

Over the past 10+ years, the City of Redmond has acquired various properties in the city for the use as public parks. Many of these properties were parks which were originally created through private Residential Planned Unit Developments (PUDs), which were subsequently transferred to the City as Public Parks. The properties were zoned mainly residential at the time of their development. However, now that they are owned by the City, we are proposing to rezone them to Park.

### **Discussion:**

The purpose of this proposal is to update the zoning map to:

- 1.) Reflect the appropriate and actual existing uses of property (from Residential to Park).
- 2.) Accurately show Park land for future parking planning purposes.
- 3.) Make the public aware of all the city park locations in the community.

Currently, the City's GIS Coordinator, is working on creating a map of these parcels for the Commission's review, discussion, and approval. This map is slated to be available at the worksession on April 16<sup>th</sup>, 2013.

### **Alternative Courses of Action:**

1. Proceed to a formal public hearing on the matter at the Planning Commission meeting on June 18, 2013; or,
2. Continue to work with staff to modify the proposal through additional work sessions.

### **Recommendation/Suggested Motion:**

A specific motion is not required.



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## **EXHIBIT 3**

# **STAFF REPORT**

**DATE:** April 16, 2013  
**TO:** Redmond Urban Area Planning Commission  
**THROUGH:** Heather Richards, Community Development Director  
**FROM:** James J. Lewis, Planning Manger  
**SUBJECT:** Work Session – Land Use Approval Timeline Extension

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### **Report in Brief:**

This is a work session to discuss a proposal for a legislative extension of multiple land use approvals via an amendment to the City of Redmond Development Code Section 8.1620. The City Council previously adopted ordinance amendments to this section of the City Development Code in 2009 and 2011, each of which legislatively extended the timeline for a variety of valid land use approvals by an additional two years. The most recent extensions expire on July 1, 2013. At their March 12<sup>th</sup> work session, the City Council discussed whether or not to proceed with the process for an additional two year extension and directed city staff to move forward with the extension per the proposal in this staff report. As such, attached is proposed text amendment. (Attachment A).

### **Background:**

Land-Use applications are initially valid for a period of two years, with the opportunity to apply for two separate but consecutive one year extensions. Thus, it is possible for land use approvals to be valid for a total of four years. Notwithstanding this established procedure, in 2009 and 2011, the Redmond City Council elected to legislatively extend all land-use decisions an additional two years, resulting in some land-use decisions being valid for a total of eight years. The reason for the extensions was in response to the economic downturn during this period – and extending until present. The extended projects include land use approvals granted from January 1, 2006 to July 1, 2010 – with majority being from the period between 2006 and 2008 (although one project from 2005 had already been extended and was still valid). The basis for the extensions (as was conveyed by the permit holders) was that it was not financially feasible for those who received a land use approval to proceed with their development, and that the magnitude and duration of the economic down turn could not have been foreseen. Thus, if not for the two previous legislative extensions approved by the City Council, those projects which were valid and/or approved between January 1, 2006 and July 1, 2009 would have since expired, or would also expire on July 1, 2013, after exhaustion of all available quasi-judicial extensions.

### **Discussion:**

At their meeting on March 12<sup>th</sup>, the City Council discussed whether or not to proceed with an additional two year extension of land use approvals that were granted during the economic downturn. The City

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*Attachments:*

*Attachment A – Draft Code Text Amendment*

*Attachment B – Letter to Permit Holders/Property Owners*

Council decided to proceed with the Code Amendment process to allow a further extension, but also had a desire to limit the extensions for land use approvals to only those that were still potentially viable projects. It was acknowledged that some land use approvals were no longer practical to extend because they could never be developed for a variety of reasons (i.e. the applicant no longer owns the property, foreclosure, the site has since been developed with another use, etc.). Additionally, there are some projects that have actually begun construction. Thus, not all of the previously extended permits need to be further extended. The City Council also decided that by further limiting the extensions to only those land use approvals that are potentially viable in the near term, it is more likely that future development of the properties included in the approvals will comply with existing Development Code requirements, some of which have changed for the affected projects.

*Factors Affecting the Approvals* - Since the time some of the extended land use proposals were originally approved, there have been changes to a variety of elements which would affect their ability to develop if they were proposed in the same manner today.

- Amendments to the text of the Development Code that have occurred over the past 5 years would in some cases affect the site design of the project, the architectural design of the buildings and even the ability to develop the project at all.
  - Land Division (Subdivision) Design Standards – The standards for subdivisions have been amended to require additional street connectivity, reductions in block lengths, and, additional bike and pedestrian connections (among others). These comprise the basic backbone of a subdivision and affect the overall character of a neighborhood.
  - Site and Architectural Standards – New architectural and site design standards for multi-family development have been adopted that allow for more efficient use of the site and require specific architectural elements for buildings. These standards require a basic degree of basic architectural integrity with each multi-family development to ensure that projects result in assets to the community being developed.
  - Use Limitations – In 2008 the text of the R-1, R-2 and R-3 zones was amended to prohibit multi-family development – effectively ensuring that properties with these zoning designations would be developed with only single family residential homes. The purpose for this was to ensure a degree of compatibility between new and existing development.
- Amendments to the Public Facilities Plans for the City were adopted in March, 2008. These amendments included updates to the City’s water, wastewater, transportation and parks plans. These plans are the basis for long term planned improvements to City infrastructure. These include the location, design, timing and costs for such improvements. All land use applications and development proposals are reviewed as to their impact on City facilities and any necessary mitigation thereto necessary for the project.
- Updated Public Works Standards and Specifications were adopted in May, 2011. The Standards and Specifications include specific construction design elements such as types/size of pipe, pavement thickness, ADA requirements, etc. Even if the land use approvals were extended, all development would now be subject to revising the approved engineered construction plans (because the previous land use extensions do not apply to the engineered construction plans), with the new Standards and Specifications applying. Changes to the construction elements would be the responsibility of the developer.

Construction of the extended land use approval projects that are inconsistent with the adopted Development Code amendments and changes to the Public Facilities Plans listed above could further extend a development pattern that has already been deemed to be not desirable for the community (by virtue of the adopted Code Amendments) – there are approximately 21 such projects (subdivisions and multi-family residential). However, if not for the economic conditions which led to the fact that the approved projects were not physically developed within the original permit timelines, such projects

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*Attachments:*

*Attachment A – Draft Code Text Amendment*

*Attachment B – Letter to Permit Holders/Property Owners*

most likely would have been completed and would otherwise exist in the community today. Conversely, the remaining projects were approved under Development Code text that has not changed. Thus, if these projects were further extended and developed today, they would result in development that was consistent with current regulations. Albeit, even though some of the potential development that could occur would not meet current regulations, Staff believes that the limited number of such projects combined with limited requests from permit holders to further extend and eventually develop, would minimize the potential derogatory affect to the overall land use pattern in Redmond.

Economic Conditions – According to the most recent trends, the down turn in the economic conditions which has adversely affected Redmond has begun to stabilize – however, a recovery has only slightly begun and projections are that it is not expected to begin in earnest for a few more years. Notwithstanding these conditions, it is possible that as the economy sees improvement that some of these approved projects could move forward within the next few years, thereby providing an economic stimulus to the community.

No Further Extensions – If no further extensions are granted, the permit holders would be required to work within the existing approval timeframe (to July 1, 2013) and within the parameters of the land use approval in order to develop their project. This does not mean that such projects must be completed in entirety prior to the expiration of the timeline. Rather, the project must be begun and proceed with a combination of sufficient time, expense, labor and physical development toward the site specific approval to establish that the project has been initiated and therefore entitled to continue.

Conclusion – Based on the analysis provided above, the City Council initially determined that an additional extension of the “viable” projects would not adversely impact the development pattern in the community – regardless if such extensions were for projects that would otherwise not be allowed under development regulations that have changed. In order to better determine which projects are truly viable, staff suggested to the Council that the responsibility for seeking further extension within this legislative process be placed on the permit holders (as is required of all applicants/permit holders who are originally granted a land use approval – it is their obligation to track the timeline of their permit and seek their allowable extensions within the specified timelines). The City Council authorized staff to send a letter to the permit holder (according to the address and contact information available for each land use approval) and to the property owner (per the most recent tax assessor records) for all the projects that we can determine that are still valid informing them that the City of Redmond is embarking on the legislative extension process, but that a response from them indicating that they would like to participate in such is required. By contacting the applicant/permit holder and the current property owner, the City is making the best attempt possible to allow such individuals the opportunity to participate. Additionally, anyone who was not contacted by letter but believes that their permit may still be valid would be free to contact us to request inclusion in the extension process. It is assumed though that for the reasons discussed previously that not all projects are still viable and that the number of permits further extended would be limited through this process. A copy of the letter sent to the permit holders/property owners is attached (Attachment B).

Lastly, through this process, the City Council could also establish whether or not any further extensions would be contemplated (meaning, that the City Council could clearly establish that this would be the last extension of the approvals that would be considered).

#### **Alternative Courses of Action:**

1. Accept the suggestions provided herein and proceed with the public hearing.
2. Suggest an alternative course for further extending the land use approvals.

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*Attachments:*

*Attachment A – Draft Code Text Amendment*

*Attachment B – Letter to Permit Holders/Property Owners*

**Recommendation/Suggested Motion:**

A specific motion is not required. A public hearing before the Planning Commission will be scheduled for this matter for May 21, 2013.

James J. Lewis, Planning Manager

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*Attachments:*

*Attachment A – Draft Code Text Amendment*

*Attachment B – Letter to Permit Holders/Property Owners*

**DRAFT City of Redmond Development Code Text Changes – Extension of Valid Land Use Approvals**

**8.1620 Additional Approval Time Extension.** Notwithstanding sections 8.1605 and 8.1610, all City approved land use permits **as listed in Section 8.1620 (1) below**, including ~~permits that have received an extension of time, that were due to expire after July 1, 2014~~ **2013** per Ordinance No. ~~2009-08~~ **2011-04**, are hereby extended to July 1, ~~2013~~ **2015**. ~~Land use permits that are approved and take effect after July 1, 2010, shall comply with section 8.1605 (i.e. a two year approval) unless the applicant applies for and receives an extension of time granted in accordance with section 8.1610. Permits which have been automatically extended by this regulation may not apply for an additional extension of time in accordance with section 8.1610. Sign permits, building permits, temporary permits, Measure 37 permits, Measure 49 permits, a land use permit to which a specific condition of approval that regulates the duration and terms of approval has been attached, or any other City issued permit that is not a land use permit are hereby excluded from this automatic extension of time.~~

- (1) *Upon notification by valid permit holders that they wish to participate in this extension proposal, a final list of Land Use Approvals referenced by City of Redmond File Number will be included in this section with adoption of the Ordinance by the Redmond City Council.*



**CITY OF REDMOND**  
Community Development Department

**ATTACHMENT B**

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April 1, 2013

Name  
Address  
City, State, Zip

**RE: City of Redmond - Land Use Approval Extensions (City File #\_\_\_\_\_)**

Greetings:

You are receiving this letter because you were either an applicant for a previous land use application which was approved by the City of Redmond and/or was still valid between January 1, 2006 and July 1, 2010 or, you are an owner of property to which the land use approval applies (see the City of Redmond file number listed above). This land use approval is still currently valid due to previous extensions of time initiated and approved by the Redmond City Council. Without the previous extensions approved by the City, the approval would have otherwise expired. The land use approval is now set to expire July 1, 2013.

At the direction of the City Council, all applicants and property owners to which the previously extended land use approvals apply are being contacted regarding an additional 2-year extension (until June 30, 2015). The City Planning Division will ultimately be processing the extensions via a Development Code Text Amendment which includes a finite list of land use approvals referenced by City of Redmond file number. In order for your land use approval to be extended, you are required to submit a letter to the City Planning Division indicating that you want the land use approval to be included as part of this extension process. Failure to submit a letter making the request will result in the expiration of the land use approval on July 1, 2013.

Notwithstanding the opportunity for further extension of the land use approval, we do know that some of the previously extended projects are no longer viable for a variety of reasons, including the fact that some properties that have already been developed with other approved uses. On this basis, this letter to you does not require any action on your part if the land use approval is no longer desired or possible.

If you do wish to extend the land use approval (by City file number listed above), please submit a letter making a request to be included in the City extension process (include the City file number, property address/tax map and lot number, and your contact information) by May 10, 2013, to:

City of Redmond  
Attn: James Lewis  
716 SW Evergreen Avenue  
Redmond, OR 97756

If you have any questions, please feel free to contact me at 541-923-7724.

Sincerely,

James J. Lewis, Planning Manager



**DRAFT**

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**REDMOND URBAN AREA PLANNING COMMISSION**  
**Minutes**

Tuesday, March 19, 2013

Council Chambers, 777 SW Deschutes Avenue, Redmond, Oregon

**Commissioners Present:** Chair Anne Graham, Vice-Chair Dean Lanouette, Evan Dickens, Bea Leach, Lori McCoy, Gretchen Stauffer (absent: *Eric Porter*)

**City Staff:** Heather Richards, *Community Development Director*; James Lewis, *Planning Manager*; Scott Woodford, *Associate Planner*; Cameron Prow, *TYPE-Write II*

**Visitors:** None

*(scribe CP's note: The minutes were created from an audio record and notes taken at the meeting.*

*The three digits after the motion title shows the number of Commissioners voting in favor/against/abstaining.)*

**I. CALL TO ORDER**

Chair Graham opened the meeting at 6:30 p.m. with a quorum present.

**II. CITIZEN COMMENTS (None)**

**III. PUBLIC HEARINGS**

**A. TA-12-3, Text Amendment to Redmond Development Code – Architectural Design Standards for Single-Family Dwellings and Duplexes; Fences; and Street Trees**

Chair Graham read the hearing procedures into the record and stated that they would apply to all three public hearings at tonight's meeting. No Commissioner disclosed pre-hearing contacts, ex parte observations, or conflicts of interest on TA-12-3. No one challenged the Planning Commission for bias, prejudgment, or personal interest on TA-12-3.

Chair Graham opened the hearing at 6:36 p.m.

Mr. Lewis presented the staff report including Commissioner changes from the March 5, 2013, meeting. He acknowledged receiving and forwarding correspondence to Commissioners prior to tonight's hearing and reported discussing the proposed amendments with *Central Oregon Builders Association (COBA)*.

Chair Graham invited public comment at 6:39 p.m., then closed the hearing when no testimony was offered.

Commissioners' deliberation included COBA's concerns about Section 8.0141(5)(B)(1).

**Motion 1 (6/0/0):** Commissioner Lanouette moved to recommend approval of TA-12-3, Redmond Development Code amendments, to amend Article I, Sections 8.0140, 8.0141, and 8.0340, and Article IV, Section 8.3035(5)(K), of the City of Redmond Development Code to Redmond City Council as modified by staff. Commissioner Leach seconded the

motion which passed unanimously.

- B. TA-13-1, Text Amendment to Redmond Development Code – Article V, Signs  
No Commissioner disclosed pre-hearing contacts, ex parte observations, or conflicts of interest on TA-13-1. No one challenged the Planning Commission for bias, prejudice, or personal interest on TA-13-1.

Mr. Woodford presented the staff report and explained staff-proposed changes to the public hearing draft in Sections 8.4105(7) and 8.4105(9)(E) due to concerns raised by the City's code enforcement officer.

Chair Graham opened the hearing and invited public comment at 7:05 p.m., then closed the hearing when no testimony was offered.

Commissioners' deliberation included concerns about code enforcement.

**Motion 2** (6/0/0): Commissioner Dickens moved to recommend that Redmond City Council approve the text amendments (TA-13-1) to Article III, Chapter 8.4000 of the City of Redmond Development Code, to add a definition for commercial flags and to provide standards for their use, allow for the use of permanent banners and create standards for their use, modify the standards for temporary signs to restrict the number of days certain types of temporary signs can be used, and require public or nonprofit organizations to comply with the same standards as a for-profit business, subject to staff-proposed modifications to Section 8.4105(7) and Section 8.4105(9)(E). Commissioner Stauffer seconded the motion which passed unanimously.

- C. TA-13-2, Text Amendment to Redmond Development Code – Articles I, II, III, and IV, Code Enforcement  
No Commissioner disclosed pre-hearing contacts, ex parte observations, or conflicts of interest on TA-13-2. No one challenged the Planning Commission for bias, prejudice, or personal interest on TA-13-2.

Ms. Richards presented the staff report and explained that the proposed text amendments were intended to clarify the existing code for consistency in enforcing the Redmond Development Code and to correct ambiguity about which section of the code applies in enforcement situations.

Chair Graham opened the hearing and invited public comment at 7:09 p.m., then closed the hearing when no testimony was offered.

**Motion 3** (6/0/0): Commissioner McCoy moved to recommend that Redmond City Council approve the text amendments (TA-13-2) to Article I, Zoning Chapter 8.0805; Article II, Chapters 8.1025 and 8.1725; Article III, Chapters 8.2700, 8.2705, 8.2710, 8.2715, and 8.2720; and Article IV, Chapter 8.3180, of the City of Redmond Development Code to allow the City's Code Compliance program to enforce compliance with the development code. Commissioner Dickens seconded the motion which passed unanimously.

#### IV. COUNCIL LIAISON COMMENTS (None)

#### V. APPROVAL OF MINUTES

**Motion 4** (6/0/0): Commissioner Dickens moved to approve the February 19, 2013, minutes as written. Commissioner Leach seconded the motion which passed unanimously.

**VI. STAFF COMMENTS**

Mr. Lewis explained the purpose and duties of a Commissioner liaison. Mr. Woodford summarized the goals of the US 97 Corridor Study Committee.

Chair Graham recommended that liaisons be appointed during public meetings and not by e-mail.

Commissioner Stauffer volunteered for and was appointed to serve as the official liaison to the Southwest Area Plan. Commissioner Dickens volunteered for and was appointed to serve as liaison to the Dry Canyon Master Plan Committee and Commissioner Leach withdrew as liaison from that committee. Commissioner McCoy volunteered for and was appointed to serve as liaison to the South US 97 Corridor Study Committee.

Commissioner Stauffer asked staff to e-mail each committee's meeting details to all Commissioners. Commissioner Dickens said Commissioners should let staff know if they plan to attend a committee meeting in order to assure that a quorum of Commissioners is not present.

Ms. Richards announced that the City is no longer contracting for park planning services. Existing staff will facilitate the public processes for the Dry Canyon Master Plan and bicycle/pedestrian planning. The City plans to use contractors for graphics work. She is still recruiting youth to participate on the Planning Commission. Many of the youth she has talked to have indicated more interest in project-specific items with finite timeframes.

Mr. Lewis said that the City Council public hearing process on the development code amendments would probably start in April 2013.

**VII. COMMISSIONER COMMENTS**

Chair Graham commended all those involved in returning direct air service between Redmond and Los Angeles. This achievement will be a big boost to economic development. Commissioner Dickens seconded Chair Graham's comment.

Commissioner Stauffer reported that the first meeting she attended of the Southwest Area Plan Committee was well attended and very rewarding. Ms. Richards said it was exciting to see youth participating on that committee.

Commissioner Leach commented on an article published in last Saturday's edition of *The Bulletin* about the changes in Redmond.

**VIII. ADJOURN**

The next meeting is scheduled for Tuesday, April 2, 2013.

With no further business, Chair Graham adjourned the meeting at 7:27 p.m.

APPROVED by the Redmond Urban Area Planning Commission and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

\_\_\_\_\_  
Anne Graham, Chair