

FRAMEWORK FOR DOWNTOWN REDEVELOPMENT GUIDE

REDMOND, OREGON

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The following provides the structure for a redevelopment guide for Downtown Redmond. The Redevelopment Guide is intended to be a tool to educate downtown property owners about the City of Redmond's redevelopment process. The product is envisioned as a highly-graphic brochure or booklet with straightforward terminology and diagrams. The target audience is the typical property owner; not the experienced developer. The goal of the product is to demystify the redevelopment process so that property owners feel comfortable with the process of improving or redeveloping their property. The Guide can also educate property owners about the benefits of good redevelopment, like higher property values, active streetscapes, and community pride.

The following framework describes proposed content for the Guide. The intent is that the City of Redmond will expand upon the information and lay it out in a graphically-rich booklet once the land use review processes and development code have been finalized. Information provided, below, in *italics* is used to further clarify the intent of the sections.

Framework for Downtown Redmond Redevelopment Guide

1. Introduction

- a. Short introduction about Downtown Redmond and the benefits of good development
 - i. Focus on mixed use, pedestrian oriented development
 - ii. Insert photos and/or graphics of great places

- b. Graphic diagramming the steps in the redevelopment process (*see example diagram on page 7*)
- c. Zoning framework of Downtown Redmond
 - i. Insert map of Downtown Redmond that clearly shows zoning, overlay zones, and historic buildings. Include information that will help property owners locate their property easily, including street names and familiar landmarks (i.e. parks, water, public services, etc.)

2. Redevelopment Process

This section brings the example diagram to life, taking the typical property owner step-by-step through the redevelopment process. The steps are briefly outlined below but will need modification / enhancement as the City restructures its code and development review process.

A. Concept

This section may be best treated in a Question & Answer format. These are some of the questions that should be asked and answered to lead the property owner to the right resources.

1. What is the zoning for my property?
 - a. Zoning determines what uses can be developed on the property with special regulations addressing dimensional standards, parking, lot coverage, noise, and off-street parking and loading. Each zone has different standards and regulations. Zoning districts in Downtown Redmond include X, XX, and XX.
 - b. See Article 1. "Zoning Standards" in Chapter 8 of the Redmond Code.
2. What are the site development standards for the project I want to put on my property?
 - a. Site design standards are found in Article 1. – "Zoning Standards" and in Article IV – "Site and Design Review Standards", Section 8.3035 "Design Review Criteria"
 - b. A small site plan drawn to scale is the primary tool for gathering information from planning staff about the site and the proposed project.
3. How do I know if my proposed development an allowed use?
 - a. Each zoning district lists three categories of uses: uses allowed outright, conditional uses permitted, and accessory uses. If your proposed development is not listed as a use allowed outright or a conditional use permitted, it is not allowed.

4. What if my property is in an overlay district?
 - a. Overlay districts are established to preserve the unique character of existing areas for future use and development. Downtown Redmond has X overlay districts: downtown architectural design overlay and...(complete if applicable).
 - b. Downtown Architectural Design Overlay: See "Downtown Architectural Design Standards" document and Article X, Section XX.XXXX in the Redmond Code for procedures.
5. How can I find out the history of my property and if there are deed restrictions, CCRs, liens, easements, etc.?
 - a. Explain where to go to find this information. List contacts, addresses, telephone numbers and web sites, if available online.

B. Design Development

This section should start with brief narrative outlining the first four bullets below. Sample narrative could include:

"Now that you have done most of the background work, you're ready to start designing and preparing site plans of your property. Once you have a preliminary plan and an idea of what elements are going to be a part of it, you'll want to get cost estimates for the work and secure financing. Public financing in the form of tax credits, grants, or seed money may be available to you. Programs available to Redmond property owners include..."

1. Develop schematic design based on background work
2. Public financing programs
 - a. Storefront improvement program?
 - b. Seed money?
 - c. Urban renewal?
3. Does it pencil out?
4. Have you secured financing?

C. Approval Process

This section will require additional diagrams to communicate multiple land use review processes (yet to be determined by the City). If a "fast-track" process is implemented, demonstrate which projects qualify and how. This section will need to be enhanced as the City finalizes its position on which land use processes to implement.

1. Pre-Application Conference
 - a. Briefly explain the benefits of a pre-application conference, how long it takes, and what the property owner should prepare for the meeting.
2. What options do I have for site and design review? *(This may change if a "fast track" land review process or alternative process is implemented by the City of Redmond.)*
 - a. Explain what type of development needs a site and design review, what a land use review entails, and approximately how long it is going to take
 - b. Is it an administrative or quasi-judicial decision?
 - c. Who are decisions appealed to?
3. Submit final plans for land use review, if applicable.

At this point, all land use considerations should have been evaluated as described above as part of the site and design review. The land use review should encompass review of the basic development standards of the zone.

D. Permitting Process

This section should start with brief narrative outlining what Fire Life Safety requirements are and the benefits of building permits (safety, consumer protection, etc.) It should also discuss system development charges (SDCs) by defining what they are, who imposes them, and what the fees are used for. If the City has a SDC waiver incentive program, this should be discussed as well.

1. Briefly define Fire Life Safety and reference where property owners can find the Building Code
2. System Development Charges are one time fees assessed to development and changes in use; the fees cover the cost for transportation facilities, infrastructure and open spaces needed to serve the new development. Explain what the system charges for (i.e. transportation – roads, sidewalks, traffic signals, etc.)
 - a. Water?
 - b. Parks?
 - c. Transportation?
 - d. Environmental services (sewer)?
 - e. Others?

E. Fees

This section is to help property owners complete a rough calculation of permitting and review fees. Fees should be briefly explained (e.g. who charges them and what they cover) and displayed in a brief chart as simply as possible. Fee ranges should be used to remain "user-friendly" and directions should be included to check the detailed fee schedule online or at City Hall.

1. Land Use Application and Review fees
2. Permitting fees
3. Development fees (SDC)
4. Other fees

F. Construction

Use narrative to talk about the construction process and include photographs of building projects and "before and after" photographs of projects in the Downtown area.

G. Certificate of Occupancy

1. Explain what a Certificate of Occupancy is and when it is issued.

Questions and Comments Pertaining to the Guide

Major Project

- What is the threshold for a Pre-Application Conference?
- Consider the appointment of a Process Manager for projects over a certain (pre-determined) scale or that have a sufficient level of complexity. This person would be charged with coordinating both the development and building permitting process.
- Provide applicants with the opportunity to present their project to Planning Commission and or City Council during one of their work sessions. This will help build trust and interest in the project.

Background Work

- Do not require a project applicant to submit civil and right of way improvements to the Community Development Department. Requiring these submittals as part of the land use review process is an unnecessary step that potentially slows down getting the building approved by the Community Development Department. These submittals are more appropriate for getting a building permit.

Design Development

- Can a small project or addition without overlays be reviewed administratively, over the counter, as opposed to going through a formal land use review process? This approach is currently supported by the practice of the Community Development Director reviewing project's administratively and eliminating the need for requiring a public notice and/ or public hearing for select projects.
- Can projects go through the land use review and a building review process concurrently?
- Encourage the comprehensive review of the base development standards as part of the review of any overlay zone (ex. Design overlay) as a means of expediting the land use review process.

Overview of the Redevelopment Process for the City of Redmond

REDEVELOPMENT IDEA

I'm a property owner downtown and I want to...

