



CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

MEMORANDUM

Date: February 6, 2013

To: Kurt Triplett, City Manager

From: Paul Stewart, Deputy Planning Director
Eric Shields, Planning Director

Subject: City Council and Planning Commission Joint Meeting and 2013-2015 Planning Work Program (PLN13-00010)

Recommendation

Staff recommends the City Council conduct the annual joint meeting with the Planning Commission to address the following:

- Review of 2012 projects and lessons learned from the Central Houghton/Everest Business District process.
- Review of the proposed 2013 – 2015 Planning Work Program and direct staff to bring back a final work program for adoption.
- Discuss the upcoming Comprehensive Plan update
- Discuss other topics as appropriate with the Planning Commission

Background

The annual joint meeting between the City Council and Planning Commission is scheduled for the February 19th, 2013 study session meeting. The primary purpose is to review the proposed Planning Work Program. In addition, it is an opportunity for the Commission to update and check-in with the Council on their activities and projects. At the joint meeting, staff is requesting direction on the proposed work program. Based on that direction, staff will bring back a resolution adopting the work program at the March 19, 2013 regular Council meeting.

The Planning Commission held its annual retreat on December 13, 2012. That packet can be viewed at the following link: [Planning Commission Retreat](#). There were four main discussion topics:

- Review of the Central Houghton Business District Process
- Community Engagement Strategies (facilitated by Deputy City Manager Marilynne Beard)
- Discussion on the proposed Planning Work Program (including the update to the Comprehensive Plan); and
- The list of miscellaneous Zoning Code Amendments.

The Commission met again on January 14th and, by motion, recommended approval of the proposed 2013-2015 Planning Work Program.

For the Joint Meeting staff would recommend the following format:

- 1) Introduction (Staff)
- 2) Opening Remarks (Planning Commission Chair Mike Miller)
- 3) Lessons Learned from the Houghton/Everest Plan (Commissioner Jay Arnold)
- 4) Planning Work Program (Planning Commission Vice Chair Jon Pascal)
- 5) Miscellaneous Zoning Code Amendments (Eric Shields)
- 6) Comprehensive Plan Update (Commission Chair Mike Miller)
- 7) Other discussion topics of interest

Review of 2012 Projects (See Attachment 1)

2012 Projects

In 2012, the Planning Commission met 24 times (same as 2011) including a joint study session with the City Council. Four of those meetings were joint meetings or hearings with the Houghton Community Council (HCC). On several occasions, the Chair or Vice Chair also appeared at City Council meetings on behalf of the Planning Commission to transmit the Commission's recommendation and respond to Council questions. The Commission completed work on the following projects:

- Green Codes
- 2012 Miscellaneous Code Amendments
- Commercial Code Amendments
- Totem Lake Code Amendments
- Residential Suites Code Amendments
- 2012 City Initiated Comprehensive Plan Amendments
- Howard and Parker Private Amendment Requests

Houghton/Everest Plan

In mid-2012, the City began work on the Houghton/Everest Neighborhood Center (Central Houghton Business District). Study sessions with the Planning Commission and HCC started in July. A joint meeting with the HCC occurred in September. By late October it was evident that there were considerable concerns from area residents on the appropriateness of the proposed changes and the compressed schedule. A more comprehensive, extensive effort would have required additional resources, staffing and time that wasn't available given the pending effort to begin the update on the Comprehensive Plan in 2013.

Staff, the HCC and the Planning Commission recommended that further work on the plan and zoning be deferred until sometime after the completion of the Comprehensive Plan update. The City Council concurred and the Planning Work Program was amended by the City Council on October 16, 2012 to remove that task from the work program.

At the November 15 meeting, the Commission expressed an interest in a review or debriefing of that process and lessons learned. Attachment 2 is a memo from Angela Ruggeri, Senior Planner and project manager on that task, outlining staff perspectives

on the process. At the joint meeting, Jay Arnold would like to share the thoughts and observation of the process with the City Council.

Planning Work Program (Attachment 3)

Overview of Proposed 2013-2015 Planning Work Program

At the joint meeting, Vice Chair Jon Pascal will present the Commission's recommendation to the Council on the proposed Planning Work Program. The work program sets forth the major long range planning tasks and projects as well as the staffing levels and schedule. Staffing levels are noted as FTE's or "full time equivalent" employees.

The work program shows nine major long range planning categories with individual tasks within each category. **Attachment 3** is the Proposed 2013-2015 Planning Work Program. (Note: Attachment 4 is the currently adopted work program as amended and approved by the City Council on October 16, 2012.)

GMA Comprehensive Plan Update – Task 1.0

The major focus for the Planning Commission for the next two years will be on completing the GMA required Comprehensive Plan update. The update process is underway with the City Council's review of the approach at their February 8 Council retreat. The Planning Commission, who will be the lead advisory Commission on the update, will receive a similar briefing at their February 14 meeting. The joint meeting is an opportunity for the Council to provide direction to the Commission as appropriate and for the Council and Commission to discuss the general approach, clarify roles and responsibilities and share expectations. Attachment 5 is the general work program and schedule for the Comprehensive Plan Update. More information was included in the [February 8th Council retreat packet](#).

Private Amendment Requests (PAR's) – Task 2.0

Task 2.1 is the Private Amendment Request by MRM Kirkland, LLC (434 Kirkland Way). They have requested to change the Comprehensive Plan and zoning for a mixed use development to allow residential along with retail and office and increase the allowed height. This was originally scheduled to be reviewed in 2012, but MRM agreed to postpone it to 2013. The process to review this PAR is currently underway.

December 1, 2012 was the deadline for submitting private amendment request applications for consideration in 2013. Every two years application are accepted for a threshold review determination by the Planning Commission and City Council to determine which, if any, applications are to be further studied. The City received the following applications:

Evergreen Health Medical Center (13014 120 Ave. NE). Request is to add properties owned by Evergreen Health north of the hospital into the Evergreen campus master plan and to have consistent zoning.

- Chaffey Building Group (Approximately 14467 Simonds Rd. NE – 95th Ave. NE and Simonds Road). Request to change the Comprehensive Plan and zoning from RSA 4 to higher density.
- Mark Colon (11451 98th Ave. NE). Request to change Comprehensive Plan and Zoning Regulation to allow a drive through facility.

The threshold review process is underway with the Planning Commission scheduled to consider the requests and make a recommendation on March 14 with City Council review and action on April 16.

Economic Development (Task 3.0)

These tasks focus on the Totem Lake Urban Center. Task 3.1 consists of an evaluation of the potential for a **transfer of development rights program** (TDR) in Totem Lake and Task 3.2 is an analysis of potential **infrastructure financing tools** to support future growth and a TDR program.

King County created the program in 1999 to direct development away from rural and resource lands into urban areas. The program allows property owners in these areas (sending areas) to sell development rights to property owners in urban growth areas (receiving areas). King County and the cities of Issaquah, Bellevue, Seattle and Redmond have TDR programs in place. TDR programs are authorized through state legislation.

In September, 2012 Kirkland entered into an agreement with King County to develop a County-to-City TDR program for the Totem Lake Urban Center. The project would also evaluate a variety of infrastructure financing tools to pay for the capital needs and amenities to support the increased growth as a result of TDRs.

The project is funded through a grant from EPA (\$50,000 through King County) and city funds (\$34,500). The City issued a Request for Proposals (RFP) and has selected a consulting team to prepare a scope of services and professional services agreement. The scope will include:

- A general **market analysis** to determine the likely future demand for certain development types in the Totem Lake Urban Center (e.g. residential, commercial, office, retail, high-tech, etc.) and to look at the appropriate TDR commodity to incentivize the purchase of a TDR credit (e.g. additional height, floor area, etc.)
- An **economic analysis** to determine the TDR transfer or exchange rate and the potential market for TDRs.
- An assessment of the feasibility of local **infrastructure financing tools** to apply in Totem Lake such as the Landscape Conservation and Local Infrastructure Program (LCLIP) and Local Revitalization Program (LRF) or other funding sources.

A report will be prepared by the consultant along with recommendations and a draft TDR interlocal agreement and ordinance for consideration by the City Council. The project is expected to be completed by the end of 2013 and will be used by the City to guide potential amendments to the Comprehensive Plan and Totem Lake Plan.

Zoning Code Amendments - Task 4.0 (See Attachment 6)

There are several sub-tasks under this heading. Each year staff proposes a bundle of possible code amendments. A listing of the potential amendments is noted in Attachment 6. In 2012, several sets of amendments are proposed. The amendments are arranged by groups (A through I):

- *Group A - Subtask 4.1:* This would occur in the first of the year. The amendments in this group are minor amendments that would be reviewed under the fast track procedures – Process IVA. These do not involve substantive issues and are not reviewed by the Planning Commission. A roster of these potential amendments will be submitted to the Council for review in late March or early April.
- *Group B – Subtask 4.2: (Commercial Codes – Phase 2):* These are amendments that were lower priority and deferred for future consideration as part of the 2011-2012 Commercial Codes project. Some of these items would extend the recently adopted regulations to additional zones while others would consider additional topics. These amendments would be reviewed in the first half of 2013. The Planning Commission is scheduled to discuss the scope of these amendments at its February 14 meeting.
- *Group C – Subtask 4.3:* These are more substantive amendments and include mostly moderate and major issues. These follow Process IV whereby the Planning Commission conducts the study sessions and the public hearing prior to making a recommendation to the City Council. These amendments would be reviewed in the middle or the second half of 2013.

The City has heard from two interested parties regarding specific code amendments. At the February 5 Council meeting, an individual addressed the Council regarding rounding of density. That item is on the Group C list. Attachment 7 is a request from Galen Page representing a client who is looking to locate a day care center and would like to see a reduction in required yards (setbacks) from 50' to 20'. This is also included on the list for consideration.

- *Group D – Subtask 4.4: (Parking):* This group includes a review of various City parking standards. One impetus is the upcoming completion of King County Metro's Right Size Parking study (<http://metro.kingcounty.gov/up/projects/right-size-parking>). In collaboration with numerous public and private partners, including the City of Kirkland, the County has conducted the most comprehensive study of actual multi-family parking demand in the region. That data and predictive modeling will be publicly available through a web based tool in early

2013. Staff hopes to coordinate a demonstration for the Planning Commission with Metro. These amendments would be reviewed later in 2013.

- *Groups E through I:* These are proposed items to be considered at a future date. Group E are another bundle of miscellaneous code amendments. Group F consists of issues around critical areas (Subtask 7.2). The work program shows these being considered following the Comprehensive Plan update beginning in 2015. Group G (Subtask 4.6) consist of sign code items. Given the work program focus on the Comprehensive Plan update and the other groups of code amendments above this is noted as a place keeper for future consideration if and when resources are available.

Task 4.7 is a potential reformatting of the Zoning Code. It is noted on the work program as a place keeper for now dependent upon the availability of staffing and resources to accomplish this.

Task 4.8 is a review of the residential suites standards to see if any revisions are appropriate. This item was added at the direction of the Council following the Planning Commission review of the work program.

Subarea Plans – Cross Kirkland Corridor Master Plan (Task 5.0)

The only subarea plan noted on the work program is the Cross Kirkland Corridor Plan. This effort is being managed by Public Works but involves a cross-departmental team (including Planning staff). It is expected this project will be completed in 2014. This effort may also impact land use and the Totem Lake plan.

The City has received a letter (Attachment 8) from the Finn Hill Neighborhood Association requesting the City work with the Association in 2013 develop a neighborhood plan for the neighborhood. This is not currently shown on the Planning Work Program. With Planning Commission and staff resources committed to working on the Comprehensive Plan update it will be difficult to fit this into the work program for 2013-14. Part of the Comprehensive Plan update will also address approaches to neighborhood plans prior to undertaking the next neighborhood plan effort. In addition, other neighborhoods (e.g. Everest) have expressed interest in having their plan updated sooner rather than later. Staff would be available to meet with representatives from the Association to see what their interests and issues are and determine if there are ways to possibly incorporate these into the overall Comprehensive Plan update.

Housing (Task 6.0)

Housing preservation would entail an inventory of potential properties, contacting property owners to gauge interest and exploring options for preservation of existing housing. This has been on the work program as a place-keeper until resources are available for this effort.

There are a number of on-going staff efforts on housing including working with ARCH (A Regional Coalition for Housing) on the Housing Trust Fund, funding programs, and education.

Natural Environment/Sustainability (Task 7.0)

These tasks consist of a variety of sustainability and environmental stewardship efforts. The City has completed a draft Urban Forestry Management Plan (Task 7.1) that is out for public comment and will be finalized and implemented in 2013 and beyond.

Following the Comprehensive Plan update, the City will need to update its Critical Area Regulations (wetlands, streams, etc.) – primarily in Chapter 90 of the Zoning Code (Task 7.2).

In 2003 the City adopted a Natural Resources Management Plan. The City has in place a “Green Team” consisting of representatives from several City departments that meet on a monthly basis to coordinate stewardship and sustainability activities and programs throughout the City and implement the plan.

Over the past year the team has defined its role and mission/vision. The Green Team has representation on the King County Climate Change Collaborative of which Kirkland is a founding member. This Collaboration will help Kirkland further implement actions identified in the Climate Action Plan that was adopted by the City Council in April 2009. Further, the Green Team is using a performance based protocol to address and prioritize actions to help achieve the City Council’s Environmental Goals.

Summary and Policy Question

Based on the discussion at the joint meeting and City Council direction, staff will prepare a final 2013-2015 Planning Work Program for adoption by resolution at the March 19th regular Council meeting.

For 2013 the major work program tasks are:

- Comprehensive Plan Update
- MRM Private Amendment Request (work on other PAR’s to be determined)
- Totem Lake focus (TDR, financing tools, Action Plan, Comp Plan update)
- Several bundles of Zoning Code amendments

Generally staff resources are available to undertake the tasks as proposed. As noted, the Comprehensive Plan update will be a major focus over the next two years that will involve several departments, key boards and commissions, the Houghton Community Council, the City Council and the public at large. Having been through this process before, staff is trying not to underestimate the time and resources required to make this a successful endeavor.

Policy questions for the Council on the Work Program are:

- Does the proposed work program reflect the priority tasks that the staff and the Planning Commission should be addressing in 2013?
- Is the timing and sequencing of the tasks appropriate?
- Are there any other items or topics of interest to discuss with the Planning Commission at the joint meeting?

Attachments

1. 2012 Planning Commission Agenda Items
2. Review of the Houghton/Everest Shopping Center Plan
3. Proposed 2013-2015 Planning Work Program
4. Adopted 2012-2014 Planning Work Program
5. Comprehensive Plan Update Work Program
6. Zoning Code Amendment List
7. Letter from Galen Page
8. Letter from Finn Hill Neighborhood Association

Planning Commission Agenda Topics for 2012

Attachment 1

Meeting Date	Topic	Meeting Type
January 12 Joint Meeting with HCC	<ul style="list-style-type: none"> • Green Codes 	Hearing
January 12	<ul style="list-style-type: none"> • Totem Lake Zoning • 2012 Miscellaneous Zoning Code Amendments • BN Zone Moratorium 	Study Session Study Session Study Session
January 26	<ul style="list-style-type: none"> ▪ Planning Work Program 	Retreat
February 9	<ul style="list-style-type: none"> ▪ Green Codes ▪ Commercial Code Amendments 	Study Session Study Session
February 23	<ul style="list-style-type: none"> ▪ Commercial Code Amendments 	Study Session
March 8	<ul style="list-style-type: none"> ▪ Commercial Code Amendments ▪ 2012 Miscellaneous Zoning Code Amendments ▪ Planning Work Program 	Study Session Study Session Study Session
March 22	<ul style="list-style-type: none"> ▪ Totem Lake Code Amendments 	Study Session
April 3 Joint Meeting with City Council	<ul style="list-style-type: none"> ▪ Green Codes ▪ Commercial Codes Briefing 	Study Session Study Session
April 26	<ul style="list-style-type: none"> ▪ 2012 Miscellaneous Zoning Code Amendments 	Study Session
May 10	<ul style="list-style-type: none"> ▪ 2012 Miscellaneous Zoning Code Amendments 	Study Session
May 24	<ul style="list-style-type: none"> ▪ Totem Lake Zoning Code Amendments 	Hearing
May 31	<ul style="list-style-type: none"> ▪ Commercial Zoning Code Amendments 	Study Session
June 14 Joint Meeting with HCC	<ul style="list-style-type: none"> ▪ 2012 Miscellaneous Zoning Code Amendments 	Hearing & Study Session
June 28	<ul style="list-style-type: none"> ▪ Commercial Code Amendments 	Hearing
July 12	<ul style="list-style-type: none"> ▪ 2012 Miscellaneous Zoning Code Amendments 	Study Session
July 19	<ul style="list-style-type: none"> ▪ Commercial Code Amendments ▪ Houghton/Everest Neighborhood Center 	Study Session Study Session
August 9	<ul style="list-style-type: none"> ▪ Houghton/Everest Neighborhood Center 	Study Session
August 23	<ul style="list-style-type: none"> ▪ Residential Suites Zoning Code Amendment 	Study Session
September 13 Joint Meeting with HCC	<ul style="list-style-type: none"> ▪ Houghton/Everest Neighborhood Center 	Study Session
September 27	<ul style="list-style-type: none"> ▪ 2012 City Initiated Comprehensive Plan Amendments ▪ Parker Private Amendment Request ▪ Howard Private Amendment Request ▪ Houghton/Everest Neighborhood Center 	Study Session Study Session Study Session Study Session
October 4	<ul style="list-style-type: none"> ▪ Residential Suites Zoning Code Amendment 	Hearing
October 25	<ul style="list-style-type: none"> ▪ Howard Private Amendment Request ▪ Parker Private Amendment Request 	Study Session Study Session
November 8 Joint Meeting with HCC	<ul style="list-style-type: none"> ▪ 2012 Comprehensive Plan Amendments 	Hearing
November 15	<ul style="list-style-type: none"> ▪ Howard Private Amendment Request ▪ Parker Private Amendment Request 	Hearing Hearing



CITY OF KIRKLAND
Planning and Community Development Department
 123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

MEMORANDUM

Date: December 6, 2012

To: Planning Commission

From: Angela Ruggeri, AICP, Senior Planner
 Paul Stewart, AICP, Deputy Planning Director

Subject: Houghton/Everest Neighborhood Center – Lessons Learned

The City Council directed staff and the Planning Commission to complete work on the Houghton/Everest Neighborhood Center as part of the 2012 Work Program. The policy work for the Central Houghton half of the neighborhood center was included in the Central Houghton Neighborhood Plan that was completed in 2011. The Everest Neighborhood Plan has not been updated since the late 1980's.

The project originally had a 6 month timeline. After hearing the concerns of residents in both the Everest and Central Houghton Neighborhoods, the City Council decided it was best to complete the required update to the City's Comprehensive Plan prior to conducting any subarea planning such as the Houghton/Everest Neighborhood Center Plan.

A discussion of "Lessons Learned" from this process is included below.

Public Notice:

Staff began the process by e-mailing the Central Houghton and Everest Neighborhood Group chairs to ask for suggestions on getting the word out to their neighborhoods. Planning Commission meeting packet notices were also sent to the chairs and to KAN. An information letter was mailed to all property owners, residents and business owners in the study area during the summer. We also put up public notice signs, and a webpage and listserv were started in September. We held an open house and a series of neighborhood meetings to discuss people's concerns in addition to the regular Planning Commission and Houghton Community Council meetings on the topic.

Lessons Learned:

Start early, tell everyone and make sure the neighborhood receives the notices!!

We made the assumption that informing the Neighborhood Associations would get the word out. Since we did this in the summer, it was slow to happen and didn't reach many people. Also, there are some neighborhood groups (like Everest) that weren't very active.

A postcard to all residents announcing the project should be sent at the very start. People may or may not take notice, but at least we will be sure that all have been notified. We used to do this for neighborhood projects but had to stop because of budget constraints. In hindsight, it is worth the cost.

Our noticing process was well beyond code requirements and did eventually reach the concerned group of residents.

Public Participation:

Staff has found over the years that there is not much public participation unless there is a specific project and citizens are concerned about it. We will be working on new ways to get people involved as part of our overall Comprehensive Plan update process that will begin in 2013.

Lessons Learned: If citizens think something is going to be built, they are more likely to be involved (the conceptual drawings are what ultimately captured citizen interest).

Comprehensive Plan changes and even changes to the Zoning Code do not usually catch most citizens' interest. We did hear at the neighborhood meetings for the Houghton/Everest Neighborhood Center that people wanted to participate, but many didn't want to come to a lot of meetings. Others said the meetings were a good way to get the discussion going.

Another lesson is to allow adequate time to involve people from the beginning of the process. In this case, we assumed that the policies adopted in the Central Houghton Neighborhood Plan were an agreed upon starting point for the whole business district. In hindsight, we needed to take more time to involve all stakeholders and more or less restart the visioning for the business district before proceeding ahead with regulations.

Graphics:

The City hired Makers, an urban design consulting firm to develop conceptual drawings to represent the ideas discussed for the neighborhood center. Many citizens thought that a developer was planning to build what was shown in the drawings. They did not believe that the drawings were conceptual even when staff explained that they were.

Lessons Learned: Conceptual drawings get people involved, but can have negative impacts.

Drawings are easier for most people to interpret than a written description of a predicted result. The problem in this case was that people did not understand that the drawings were conceptual and were distrustful of staff's intentions. Maybe if there had

been a number of meetings before the drawings were released, there would have been a better understanding of how the drawings were to be used.

Business Districts Located in Multiple Neighborhoods:

Houghton/Everest Neighborhood Center is located in two neighborhoods. In the past, we have done the neighborhood plans and the business district plan, as well as the applicable zoning changes all at the same time. Since Central Houghton and Lakeview neighborhoods were done together, and Everest was not included, it was decided to wait on the Houghton/Everest Neighborhood Center zoning changes. Then there was a decision by the City Council not to do more neighborhood plans.

Lessons Learned: Complete business district plans and zoning at the time that the neighborhood plans for the neighborhoods where the business district is located are done.

We did the Central Houghton and Lakeview Neighborhood Plans together because of their proximity to one another. It made sense at the time, but now it seems we should have also included Everest and the neighborhood center. This would have meant a change in the allocation of staff time and resources which may have caused other problems, however.

Alternatively, do the business district plan separately from either neighborhood plan. This would allow participants from both neighborhoods to be involved from the beginning to the same degree.

Neighborhood Plans:

The City Council made a decision to defer work on neighborhood plans, and to focus on business districts when reviewing the 2012 Work Plan. This contributed to the decision to work on the Houghton/Everest Neighborhood Center this year. We will be looking for ways to deal with the neighborhood plans in the future as part of the Comprehensive Plan update that will begin in 2013.

Lessons Learned: The neighborhood plans are important to the neighborhoods.

We have found that a neighborhood plan takes approximately 2 years to complete. We will be considering ways to do this faster and better in the future, but it should be recognized that citizens consider these plans important.



Kirkland Department of Planning and Community Development

Comprehensive Plan Update Program and Related Projects

COMP PLAN UPDATE PROGRAM	2013 (by month)												2014 (by month)												NOTES	
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
INITIAL APPROACH & COUNCIL DISCUSSION <ul style="list-style-type: none"> City Council Retreat CC & PC Joint Meeting 	█																									
DEVELOP WORK PROGRAM, SCHEDULE AND STAFFING <ul style="list-style-type: none"> Form interdepartmental team Staff kickoff meetings PC & CC review work program 	█												◇ PC & CC review											Planning Commission & City Council review work program and schedule.		
DATA COLLECTION AND MAPPING <ul style="list-style-type: none"> Update Community Profile Capacity analysis GIS Mapping Housing Needs Assessment 	█												█												Capacity analysis may need to be revised based on land use plan.	
COMMUNITY OUTREACH <ul style="list-style-type: none"> Develop public outreach program (CC & PC to review) Neighborhood U on GMA Issues and Interest Scoping Develop informational materials Continuous public involvement events 	█																								◇ PC & CC review	Planning Commission and City Council review and approve public outreach program.
COMMUNITY VISIONING <ul style="list-style-type: none"> Confirm or revise vision statement and framework goals 	█																								PC review & ◇ CC confirm	
REVIEW OF COMPREHENSIVE PLAN ELEMENTS <ul style="list-style-type: none"> Prepare issue papers for each element (Land Use, Transportation, Housing, etc.) ID potential plan amendments ID potential zoning amendments Review by Planning Commission PC check in with City Council 							█												◇ Check in with City Council	Issue papers would address GMA requirements, identify outdated policies, and provide initial discussion on proposed goal and policy direction.						
NEIGHBORHOOD PLAN APPROACHES <ul style="list-style-type: none"> Council retreat discussion Neighborhood Outreach Update issue paper Address with Comp Plan 	█																		◇ Check in with City Council							
SEPA COMPLIANCE <ul style="list-style-type: none"> RFP for consulting services Scoping Develop alternatives Impact analysis Prepare draft EIS Prepare Final EIS 							█													EIS to be prepared in conjunction with the Transportation Master Plan.						
TRANSPORTATION MASTER PLAN <ul style="list-style-type: none"> RFP for consulting services Incorporate into EIS process Identify network, projects and costs Conduct LOS analysis & transportation modeling effort. Prepare final plan 	█																									Effort to be led by Transportation Commission and close coordination with Planning Commission. Land use to be supported by transportation system and LOS approach. TMP becomes Transportation Element of Comprehensive Plan
PARKS, RECREATION AND OPEN SPACE PLAN (PROS PLAN) <ul style="list-style-type: none"> Public involvement Technical analysis LOS consideration 	█																									Effort to be led by Park Board. PROS Plan forms basis for Parks, Recreation & Open Space element of the Comprehensive Plan.
PREPARE UPDATED DRAFT COMPREHENSIVE PLAN ELEMENTS <ul style="list-style-type: none"> Draft Goals, policies, maps, etc. Draft Transportation Master Plan Draft EIS Draft code and map changes 													█													Review of draft elements at study sessions.
FINAL PLAN REVIEW <ul style="list-style-type: none"> Planning Commission and HCC review, hearings and recommendation CC review, revision & adoption HCC final action 													█												City Council Action ◇	Planning Commission & HCC review, conduct public hearings and transmit a recommendation to the City Council. City Council review and provide direction on any revisions. Final adoption by City Council and HCC final action.
RELATED PROJECTS	2013 (by month)												2014 (by month)												NOTES	
TOTEM LAKE STUDY (TDR, MARKET) <ul style="list-style-type: none"> Market Analysis Infrastructure Finance Tools Draft TDR Program ID potential amendments 	█																		City Council Review ◇	Analysis will provide basis for possible changes to Totem Lake.						
CROSS KIRKLAND CORRIDOR PLAN <ul style="list-style-type: none"> Prepare goals and vision Develop guidelines & principles Identify alternatives & cost estimates Prepare plan 	█																									Incorporated into Transportation Master Plan. Effort led by Public Works.

SECTION NUMBER	PLANNER	DATE ADDED	GROUP	REVIEW YEAR	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	Attachment 6	POLICY LEVEL	HCC ?
			A			2013 MISCELLANEOUS - PROCESS IVA			
KMC 1.12.50.e.	NCC	06/21/12	A	2013	Municipal Code	Change violation" appeared" to violation "occurred."		0_None	Yes
KZC 5. ...	JSM	07/23/12	A	2013	Ch 5 – Definitions	Delete references to UBC or change to Title 21, IRC or IBC. E.g. 5.10.210		0_None	Yes
KZC 15.10.10..	JLB	11/14/12	A	2013	Ch 15 - SF Residential	Correct references to equestrian regulations in special reg. 5 for RS and RSX zones		0_None	No
118.20...	ERS	09/04/12	A	2013	Ch 118 - Hazard pipelines	Make chapter applicable within 500' (rather than 150" to match high consequence use regs.		0_None	No
KZC 115....	ERS	09/04/12	A	2013	Ch 5 - Definitions	Clarify that adjoining measured from property line of low density use in low density zone.		0_None	Yes
#REF!	ERS	09/25/12	A	2013	Ch 170 - Code Enforce	Clarify that Comp. Plan is not a development regulation		0_None	Yes
KZC 5.10.7.20.	ERS	10/26/12	A	2013	Ch 5 - Definitions	Change Burlington Norhtern ROW to Cross Kirkland Corridor. Check other sections too.		0_None	Yes
KZC 3.30.10..	ERS	10/02/12	A	2013	Title 3 Admin & Personell	Eliminate Planning Director as member of the DRB		0_None	No
KZC	NCC	11/08/12	A	2013	Multiple zones	Delete reference to HCC in zones not in Houghton:17.10.010.		0_None	No
KZC 100.50...		06/30/10	A	2013	Ch 100 – Signs	Change 'NE 106th Street' to 'Forbes Creek Drive' (Updegrave 4/12/05)		0_None	Yes
40....	JLB	12/04/12	A	2013	Multiple Zones	BN & BC zones add reference to Chapter 105 for entertainment uses. Also TL 4,5 & 6		0_None	Yes
KZC 115.80...	TJS		A	2013	Ch 115 Miscellaneous	Add notation that links subdivision lot size provisions to legal building site		0_None	Yes
KZC 100....		06/30/10	A	2013	Ch 100 – Signs	Interp 85-6. Center ID sign may only ID development. Signs not seen off site are excluded		1_Minor	Yes
KZC 100.65...		06/30/10	A	2013	Ch 100 – Signs	Interp 86-16. Signs may be above roof line if on a parapet.		1_Minor	Yes
KZC 100.115...		06/30/10	A	2013	Ch 100 – Signs	Interp. 92-4. Fuel price signs may be > 20' if they use allotment from permitted isgn area.		1_Minor	Yes
KZC 100.115...		06/30/10	A	2013	Ch 100 – Signs	Interp 95-4- Temp. commercial sigs may not have name of business unless permanent sign not yet installed. Signs may be up for maximum of 60 days or end of event whichever 1st.		1_Minor	Yes
KZC 95.23.4.b.	DRN	07/19/12	A	2013	Multiple Zones	Change appeals to follow Process I appeals process (per similar situations).		1_Minor	Yes
KZC 51.8...		12/12/12	A	2013	Ch 25 PR & PRA zones	Exempt detached dwellings from horizontal façade regulations per RM zone. Also for MSC zones		1_Minor	No
KZC 48.15...	TJS	09/25/12	A	2013	Ch 48 - LIT zone	Add schools as permitted use per interpretation 09-2		1_Minor	No
145.60...	TJS	12/17/12	A	2013	Ch 145 - Process I	Clarify that in order to appeal, comments must be submitted in the designated comment period.		1_Minor	
KZC 127.25...	NCC	11/27/12	A	2013	CH 127 - Temporary Uses	Simplify regulaions for homeless encampments and allow temporary homeless shelters.		2_Moderate	Yes
			B			2013 COMMERCIAL ZONES			
KZC 115.23.1..	ERS	10/25/10	B	2013	Multiple Zones	Revise regulations for ground floor uses consistent with recent revisions for BN and BC zones.		3_Major	Yes
KZC 25.10.50.80.	ERS	06/30/10	B	2013	Multiple Zones	In commercial/ mixed use zones (including RM), setbacks, buffers & min. lot size are often different for different uses. Consider standardizing to makes it easier to change usse in existing buildings.		2_Moderate	Yes
KZC 25.10.60..	ERS	12/06/11	B	2013	Ch 25 – PR & PRA Zones	Clarify permitted commercial uses. May also apply to RM zone		1_Minor	Yes
KZC	ERS	10/25/10	B	2013	Multiple Zones	Correct special regs. for mini- schools & day care centers that reference out of date state statutes.		0_None	Yes
KZC 45....	ERS	06/30/10	B	2013	Ch 45- BC & 1 & 2 Zones	Consider deleting storage services and auto sales from BC zone or require retail frontage?		2_Moderate	Yes
KZC	ERS	06/30/10	B	2013	Multiple Zones	Use consistent terminology for gas stations & auto repair. Combine repair with sales, where		0_None	Yes
KZC	ERS		B	2013	Multiple Zones	Make rules for residential & assisted living lobies consistent.		1_Minor	Yes
KZC	ERS		B	2013	Multiple Zones	Make ground floor rules for assisted living consistent with other residential use regulations.		1_Minor	Yes
KZC 25.100...	ERS	02/01/13	B	2013	Multiple Zones	Consider setbacks for schools/ day cares in PR & MSSC zones to be same as other commercial		2_Moderate	Yes
KZC 105.60...	TJS	07/28/11	B	2013	Ch 105 – Parking/Ped	Clarify whether posts within garages are allowed to encroach into parking stalls.		2_Moderate	Yes
			C			2013 MISCELLANEOUS PROCESS IV			
KZC 115....	JSM	06/30/10	C	2013	Ch 115 – Miscellaneous	Allow averaging of lot coverage & shared common open space in zero lot line MF projects		2_Moderate	Yes
KZC 15....	ERS	12/01/13	C	2013	Ch.15 - RS zones	Consider setbacks for schools/ day cares in RS zones. Also RSX and RSA.		2_Moderate	Yes
KZC 135....	PDS	06/30/10	C	2013	Ch 135 – ZC Text Amend	Clarify what constitutes City initiated KZC amendment.		2_Moderate	Yes
KZC 70....	JSM	10/30/12	C	2013	CH 70- Holmes Pt Overlay	Allow clustering/ aggregation of undisturbed area in short plats and subdivisions		2_Moderate	No
KZC 115.125...	ERS	07/13/12	C	2013	Ch 115 – Miscellaneous	Restore King Co. rules for rounding of units in RSA zones. Consider allowing in other RS zones		2_Moderate	Yes
KZC 115.3...	ERS	06/30/10	C	2013	Ch 115 – Miscellaneous	Amend horizontal façade regs. Either: elimiinate entirely, revise dimensions, don't apply across ROW, or add flexibility.		2_Moderate	Yes
KZC 115.43...	ERS	03/01/12	C	2013	Ch 115 – Miscellaneous	Eliminate or simplify garage setback regulations.		2_Moderate	Yes
KZC 114....	PES	12/05/12	C	2013	Ch 114 - Low Impact Dev.	Allow lots with LID standards to be part of a conventional subdivision.		2_Moderate	Yes

SECTION NUMBER	PLANNER	DATE ADDED	GROUP	REVIEW YEAR	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	Attachment 6	POLICY LEVEL	HCC ?
KZC 115.23...	ERS	06/30/10	C	2013	Ch 115 – Miscellaneous	Eliminate or revise MF common open space requirements (also see interpretation).		3_Major	Yes
KZC 95....	NCC	12/18/12	C	2013	Ch 95-Trees & Landscape	Add time limit for tree permits and notifications		1_Minor	Yes

SECTION NUMBER	PLANNER	DATE ADDED	GROUP	REVIEW YEAR	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	Attachment 6	POLICY LEVEL	HCC ?
			D			2013 PARKING			
KZC	ERS	09/20/12	D	2013	Multiple Zones	Amend MF parking requirements based on "right size parking" study.		3_Major	Yes
KZC 105.103.3.c.	JLS	01/01/12	D	2013	Ch 105 – Parking/ Ped	Consider removing the public notice for parking modifications.		2_Moderate	Yes
KZC	JLS	06/21/12	D	2013	Multiple Zones	Should parking requirement for restaurant and retail be the same to allow flexible use of space?		3_Major	Yes
KZC 105.18.1.d.	ERS	06/30/10	D	2013	Ch 105 – Parking/ Ped	Clarify or limit the requirement to provide pedestrian connections to all adjacent properties, or provide a modification option.		2_Moderate	Yes
KZC 115.115.5.b.d	ERS	06/30/10	D	2013	Ch 115 – Miscellaneous	Restrictions on parking in front yards are different for different uses. Why should office and MF be different in same zones? (ES email 08/02/06)		1_Minor	Yes
			E			MISCELLANEOUS - POTENTIAL IN FUTURE YEARS			
KZC 115.42...	ERS	04/01/12	C	2013	Ch 115 – Miscellaneous	Eliminate single family FAR or consider alternatives.		3_Major	Yes
KZC	ERS	11/04/10	E	TBD	Multiple Zones	Review the process for zoning decisions (e.g. I, IIA, etc.) & reduce where appropriate.		2_Moderate	Yes
KZC 115.85.2..		06/30/10	E	TBD	Ch 115 – Miscellaneous	Review/ revise Rose Hill Business District lighting standards and consider city-wide.		2_Moderate	Yes
KZC 115.7...	ERS	06/30/10	E	2013	Ch 115 – Miscellaneous	Clarify whether ADUs are allowed in detached units within condominium plats.		2_Moderate	Yes
KZC 115.90...	DMG	11/21/12	E	2013	Ch 115 – Miscellaneous	Limit lot coverage exception for area under eaves and cantilevers		2_Moderate	Yes
KZC 142.35.3.c.	JGR	07/21/10	E	TBD	Design Guidelines	Update design guidelines. May need new guidelines for residential, mixed-use, &/or retail dvlpmnt		3_Major	Yes
KZC 115.115.2.a.1	JLB	10/25/12	E	2013	CH 115 - Miscellaneous	Delete statement about height being same as in underlying zone. Unnecessary and confusing.		0_None	Yes
KZC 60.77.10..	NCC	11/08/12	E	2013	Multiple zones	Delete reference to HCC in zones not in Houghton: 60.77.010, 60.67.010, 60.182.010.		0_None	No
KZC	ERS	10/25/10	E	2013	Multiple Zones	Correct special regs. for mini- schools & day care centers referencing out of date state statutes.		0_None	Yes
			F			CRITICAL AREAS UPDATE			
KZC 90.30...	SMG	02/08/11	F	2015	Ch 90 – Drainage Basins	Add definitions for "bulkhead" and "rock toe" in streams.		1_Minor	Yes
KZC 90....		06/30/10	F	2015	Ch 90 – Drainage Basins	If improved environment conditions are created that result in greater buffer requirements on neighboring properties, could those greater requirements be reduced?		3_Major	Yes
KZC 90....	DMG	06/30/10	F	2015	Ch 90 – Drainage Basins	Review and Reduce approval processes consistent with reasonable use level of decision		2_Moderate	Yes
KZC 90....		06/30/10	F	2015	Ch 90 – Drainage Basins	Eliminate definitions that are common with definitions applicable throughout entire code		1_Minor	Yes
KZC 90....		06/30/10	F	2015	Ch 90 – Drainage Basins	Allow reduced setbacks with minimal process where necessary to reduce wetland/ stream impacts.		3_Major	Yes
KZC 90.140.5..		06/30/10	F	2015	Ch 90 – Drainage Basins	Add criterion limiting disturbance of Type 1 wetlands (suggested by Council member)		3_Major	Yes
KZC 90.140.6..		06/30/10	F	2015	Ch 90 – Drainage Basins	Allow modification of garage width standards with reasonable use permit.		2_Moderate	Yes
KZC 90.140.8..		06/30/10	F	2015	Ch 90 – Drainage Basins	Eliminate or revise so lapse date is same as for underlying review process (Process I or IIA)		1_Minor	Yes
KZC 90.20.5..		06/30/10	F	2015	Ch 90 – Drainage Basins	Clarify "normal or routine maintenance or repair." See e-mail from Desiree 12/10		2_Moderate	Yes
KZC 90.45.3..		06/30/10	F	2015	Ch 90 – Drainage Basins	Allow stormwater outfalls to extend into wetlands		2_Moderate	Yes
KZC 90.55.4..		06/30/10	F	2015	Ch 90 – Drainage Basins	Allow off-site mitigation in another drainage basin for essential public facilities		3_Major	Yes
KZC 90.20.4..		12/08/10	F	2015	Ch 90 – Drainage Basins	Exempt electrical and other utility lines connecting existing lines in sensitive areas & buffers.		2_Moderate	Yes
KZC 90....		12/08/10	F	2015	Ch 90 – Drainage Basins	Codify Int. 08-4		1_Minor	Yes
KZC 90.90.1..	WDB	07/01/10	F	2015	Ch 90 – Drainage Basins	Clarify where stream buffer is measured from (2.5 storm line?)		1_Minor	Yes
KZC 90. ...	TJS	09/01/11	F	2015	Ch 90 – Drainage Basins	Incorporate adequate provisions to qualify for FEMA/ESA Biological Opinion Option 2		2_Moderate	Yes
KZC 90....	ERS		F	2015	Ch 90 – Drainage Basins	Consider extending the lapse of approval for reasonable use permits		1_Minor	Yes

SECTION NUMBER	PLANNER	DATE ADDED	GROUP	REVIEW YEAR	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	Attachment 6	POLICY LEVEL	HCC ?
KZC			G			SIGN CODE			
KZC 100....			G	2013	Ch 100 – Signs	Interp. 90- 3. Major nonconform. signs must be removed when underground tanks removed.		1_Minor	Yes
KZC 100....			G	2013	Ch 100 – Signs	Interp. 94-1. Changing message centers limited to time & temp. unless approved in master plan.		1_Minor	Yes
KZC 100....		06/30/10	G	2013	Ch 100 – Signs	Interp 95-3. Colors and patterns associated with business counted as sign area.		1_Minor	Yes
KZC 5.10.550..		06/30/10	G	TBD	Ch 5 – Definitions	Clarify "multi-use complex" for consistency w/ 100.4.3.b. Delete requirement for exterior entrance		1_Minor	Yes
KZC 100.15.1..	ERS	01/14/11	G	TBD	Ch 100 – Signs	Don't exempt public service government signs from all of chapter100 - e.g. electronic readerboards.		1_Minor	Yes
KZC 100.115...		06/30/10	G	TBD	Ch 100 – Signs	Amend temporary off-site sign regs. Don't regulate by message per Supreme Ct case. Regulate RE signs same as others - restricting location, number, hours. Consider political & public event signs.		2_Moderate	Yes
KZC 162.35.5.b.	DBC	06/30/10	G	TBD	Ch 100 – Signs	Minor nonconforming signs - Is a new sign a 'structural alteration'? Is a new, less nonconforming sign permitted? Delete 'minor' in first paragraph b.3.		2_Moderate	Yes
KZC 100....		06/30/10	G	TBD	Ch 100 – Signs	Create criteria to allow for deviations from sign code to be reviewed at a planner level.		2_Moderate	Yes
KZC 100....		06/30/10	G	TBD	Ch 100 – Signs	Reduce height of monument signs. Liberalize dimensions for sign base.		2_Moderate	Yes
KZC 100....		06/30/10	G	TBD	Ch 100 – Signs	Increase signage for larger sites?		2_Moderate	Yes
KZC 100....		06/30/10	G	TBD	Ch 100 – Signs	Allow reduced setback for ground mounted signs subject to criteria		2_Moderate	Yes
KZC 100.115...	ERS	06/30/10	G	TBD	Ch 100 – Signs	Under marquee signs - allow larger & allow for sign category A & probably B (8/11/04 ES email)		2_Moderate	Yes
KZC 100.35.3.c.	JGR	06/30/10	G	TBD	Ch 100 – Signs	Allow for two monument signs along streets with long frontage and more than one entrance		2_Moderate	Yes
KZC 100.52. ..		06/30/10	G	TBD	Ch 100 – Signs	Prohibit cabinet signs in other business districts (citizen suggestion). Also for consistency with design guidelines/regulations?		2_Moderate	Yes
KZC 162.35.5..		06/30/10	G	TBD	Ch 100 – Signs	Major nonconforming signs & amortization (billboards). Need to address constitutional issues.		2_Moderate	Yes
KZC 162.35.5.a.1		06/30/10	G	TBD	Ch 100 – Signs	Make cabinet signs in CBD and JBD major nonconforming		2_Moderate	Yes
			H			NONCONFORMANCE REGULATIONS			
KZC 5.10.570..	DMG	06/30/10	H	TBD	Ch 5 – Definitions	City owned property should comply with the non-conformance provisions of the code		2_Moderate	Yes
#REF!		06/30/10	H	TBD	Ch 162 - Nonconform.	Int. 83-11 (may also affect 115.80) - Nonconforming lots held in common ownership		2_Moderate	Yes
KZC 162.35.2.a.	JSM	06/30/10	H	TBD	Ch 162 - Nonconform.	Look at definition of 'use' (e.g. office use)		2_Moderate	Yes
KZC 162.35.2.b.1		06/30/10	H	TBD	Ch 162 - Nonconform.	Be less restrictive on structural alterations for nonconforming uses. See 'master list' for more info.		2_Moderate	Yes
KZC 162.35.2.b.3	PDS	06/30/10	H	TBD	Ch 162 - Nonconform.	Develop criteria for allowing change of nonconforming use. Alternatively, consider not allowing change of nonconforming use. (8/10/04 PS email). Group with 162.9 and 10.		2_Moderate	Yes
KZC 162.35.3..		06/30/10	H	TBD	Ch 162 - Nonconform.	Clarify criteria for structure expansion: measured by all structures on property per Int. 90-4		2_Moderate	Yes
KZC 162.35.5.d.		06/30/10	H	TBD	Ch 162 - Nonconform.	Delete 10 years time period and replace with Director discretion with criteria		2_Moderate	Yes
KZC 162.35.7..	AAR	06/30/10	H	TBD	Ch 162 - Nonconform.	Allow some structural alterations in nonconforming setbacks, e.g. instalation of windows & doors (see Angela's email)		2_Moderate	Yes
KMC 162.35.8.a.		06/30/10	H	TBD	Ch 162 - Nonconform.	Clarify that 50% replacement threshold applies to improvement being altered per Int. 85-4		2_Moderate	Yes
			I			NEIGHBORHOOD PLAN ISSUES			
KZC 45..08		02/01/11	I	TBD	Ch 45– BC & 1 & 2 Zones	JUANITA: Increase allowable height in BC 1 zone as per BC 2 zone.		2_Moderate	No
KZC 45..09		06/30/10	I	TBD	Ch 47 –BCX Zone	BRIDLE TRAILS: Rename BCX zone to Bridle Trails Business District Zone		0_None	No
48....		06/30/10	I	TBD	Ch 48- LIT Zone	NORKIRK: Delete auto sales in neighborhood unless requires a Comprehensive Plan amendment		2_Moderate	No



PAGE & BEARD
ARCHITECTS, PS

910 Market Street
Kirkland, WA 98033

T 425.827.7850
F 425.827.7014
info@pageandbeard.com
www.pageandbeard.com

RECEIVED
DEC 20 2012
AM PM
PLANNING DEPARTMENT
BY _____

December 20, 2012

Eric Shields, Planning Director
City of Kirkland, Planning and Community Development
123 Fifth Avenue
Kirkland, WA. 98033

Re: Request for Zoning Code Modification or Interpretation

ISSUE:

The current City of Kirkland Zoning Code should be modified to reduce the required side and rear yard setbacks for Schools and Day Care Centers that accommodate 50 to 125 students. Schools and Daycare Centers have been defined as "Community Facilities" and are a compatible and allowable use within a single family residential zone.

CURRENT CODE REQUIREMENT:

In the current Residential Single Family Zones (RS, RSA and RSX) a school or daycare center with 13 to 49 students or children is required to have a 20 foot building setback from all property lines (Front, Side and Rear).

In the current Residential Single Family Zones (RS, RSA and RSX) a school or daycare center with 50 or more students or children is required to have a 50 foot building setback from all property lines (Front, Side and Rear).

This interpretation should be modified to allow a medium size School and Daycare Center with 50 to 125 students or children to have the same 20 foot building setback as the 13 to 49 students facility provided that a more restrictive landscape buffer or screening requirement be implemented.

A 50 foot building setback, on all sides, should only apply to large Schools and Daycare Centers with over 125 students or children and those that do not provide increased landscape buffers and sufficient screening.

The 50' setback, on all sides, should only apply to Schools and Daycare Centers with more than 125 students or children.

Other allowed uses in the RSX zone, such as Churches, are only required a 20' building setback. These structures generally have a much larger scale and footprint than a small to medium size School or Daycare Center.

INTERPRETATION:

In other zoning classifications a School or Daycare Center is classified as a "Community Facility" See Zoning Code Interpretation No. 09-2

A 50 foot building setback requirement for a local, nonprofit, daycare center serving the residence of the surrounding residential community should not be subject to such excessive building setback requirements. A small to medium size (50 to 125 student), School or Daycare Center is a compatible use to its residential neighbors. A School or Daycare use is occupied during normal business hours 5 days per week when most, single family, residential homes are not occupied. The impact of a small to medium size School or Daycare use is negligible and is also considered a "Community Facility" as defined within the City of Kirkland zoning code

The Department of Early learning (DEL) licensing restricts group size for licensed childcares to 20 children, maximum, in any given area at one time, indoors or outdoors. This, group size, restriction makes the impact of small and medium sized daycare center virtually the same. The maximum number of children in the outdoor or indoor play area at one time can not exceed 20 kids.

The City of Kirkland Planning Department and the City Council should consider a minor modification to Section 17.10 USE ZONE CHART to reflect the reduced building setbacks for small to medium sized Schools and Daycare Centers in Single Family Residential Zones to 20 foot on all sides with more restrictive landscape buffers and screening.

APPLICABLE CODE SECTION:

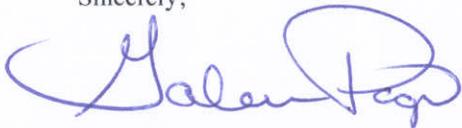
The zoning code defines Community Facility as:

“A use which serves the public and is generally of a noncommercial nature. Such use shall include food banks, clothing banks and other nonprofit social service organizations; nonprofit recreational facilities; and nonprofit performance arts centers”

ANALYSIS:

In May, 2009 the City Council determined that a School meets the definition of a “Community Facility Use and directed that this interpretation be drafted.

Sincerely,



Galen Page, Principal Architect
Page & Beard Architects, PS

PROJECT DATA

PROPOSED DEVELOPMENT CRITERIA:	
School Building Area:	5,500 Sq. Ft.
Theater/Gym Area:	1,500 Sq. Ft.
TOTAL BUILDING AREA:	7,000 Sq. Ft.
Playground Area:	1,500 Sq. Ft.
12 Car Parking lot:	3,500 Sq. Ft.
TOTAL OUTDOOR AREA:	5,000 Sq. Ft.
Number of Employees:	(10) - Teachers & Staff
NUMBER OF CHILDREN:	
Pre-School & Kindergarten Age - (4 Classrooms)	49 Children
1st Grade through 4 th Grade - (4 Classrooms)	49 Children
TOTAL CHILDREN:	98 Children
RS ZONING:	
ESTIMATED PROPERTY SIZE:	32,000 to 36,000 Sq. Ft.
Code Review Process:	Process IIA, Chapter 150 KZC
Setbacks for 49 or less Students	Setbacks 20' Front, 20' Sides, 20' Rear
Setbacks for 50 or more Students	Setbacks 50' Front, 50' Sides, 50' Rear
Playground Setbacks for 49 or less Students	Setbacks 10' Front, 10' Sides, 10' Rear
Playground Setbacks for 50 or more Students	Setbacks 20' Front, 20' Sides, 20' Rear
MAXIMUM LOT COVERAGE:	70%
MAXIMUM HEIGHT OF STRUCTURE:	25 Feet
LANDSCAPE CATEGORY:	D
REQUIRED PARKING:	10 -12 SPACES
DROP OFF/LOADING ZONE:	Yes
LIT, RH, PLA, ZONING:	
ESTIMATED PROPERTY SIZE:	20,000 to 24,000 Sq. Ft.
Code Review Process:	Non Required
Setbacks for 49 or less Students	Setbacks 20' Front, 0' Sides, 0' Rear
Setbacks for 50 or more Students	Setbacks 20' Front, 0' Sides, 0' Rear
Playground Setbacks for 49 or less Students	Setbacks 10' Front, 10' Sides, 10' Rear
Playground Setbacks for 50 or more Students	Setbacks 20' Front, 20' Sides, 20' Rear
MAXIMUM LOT COVERAGE:	80%
MAXIMUM HEIGHT OF STRUCTURE:	25 Feet
LANDSCAPE CATEGORY:	C
REQUIRED PARKING:	10 -12 SPACES
DROP OFF/LOADING ZONE:	Yes

PROJECT INFORMATION

CLIENT:	Northlake Academy – Pre-School
ADDRESS OF OWNER:	315 – 3 rd Avenue South Kirkland, WA. 98033
OWNER CONTACT:	Sue Werner, sjwags@me.com 425-889-4444 Office, 425-749-9447 Cell
ARCHITECT CONTACT:	Galen Page, President, page@pageandbeard.com Page & Beard Architects, PS 425-827-7850 Office, 425-466-8971 Cell
REALTOR:	Brenda Nunes, LEED AP, GREEN, brenda@brendanunes.com Keller Williams Kirkland 425-785-6286 Office

PROJECT DESCRIPTION:

The existing Northlake Academy Pre-School occupies approximately 5,200 sq. ft. of heated space in the Unitarian Church on the corner of State Street and 3rd Avenue South in Kirkland. They also utilize about 1,400 sq. ft. of outdoor playground area. The pre-school has two 700 sq. ft. classrooms, three 490 sq. ft. classrooms, one small kitchen, four separate toilet rooms, office space, storage rooms, laundry area and a theater/gym.

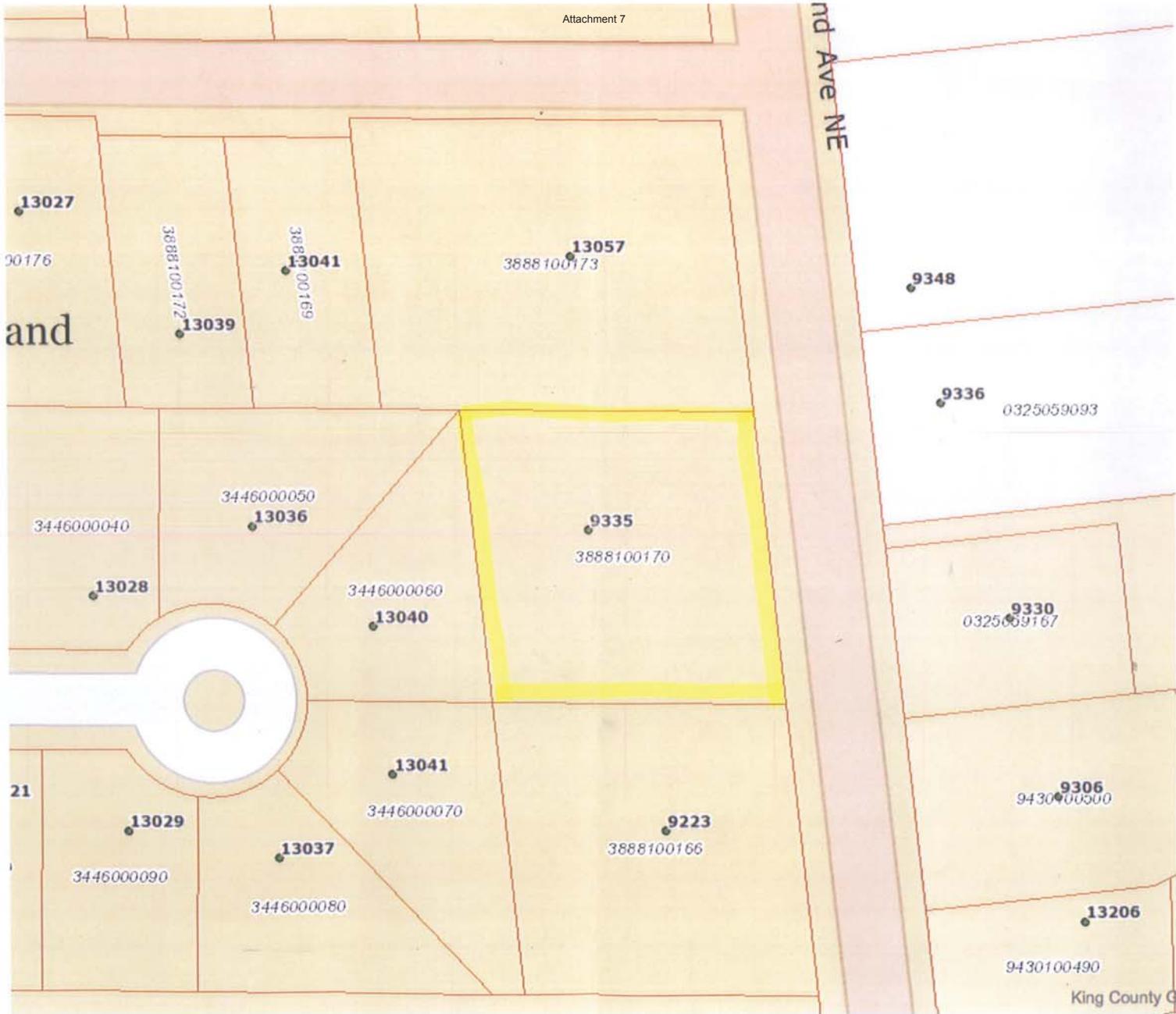
The current lease is expiring in February 2014. The pre-school is looking for a new location in Kirkland. They would like to find a property close to their current location that will accommodate the current and future needs of their business. It has been estimated that they will need a facility of about 8,200 sq. ft. +/- They would prefer a single story, 8,200, sq. ft. +/- building with an adjacent large playground and a site that would accommodate about 10 to 12 vehicles with a pick up and drop off area. They are also considering properties with existing structures and land improvements. The pre school's proximity to other compatible uses, such as churches, and other large developments, is also a consideration for shared parking opportunities.

RECEIVED

NOV 26 2012

____ AM _____ PM
PLANNING DEPARTMENT
BY _____

nd Ave NE



and

21



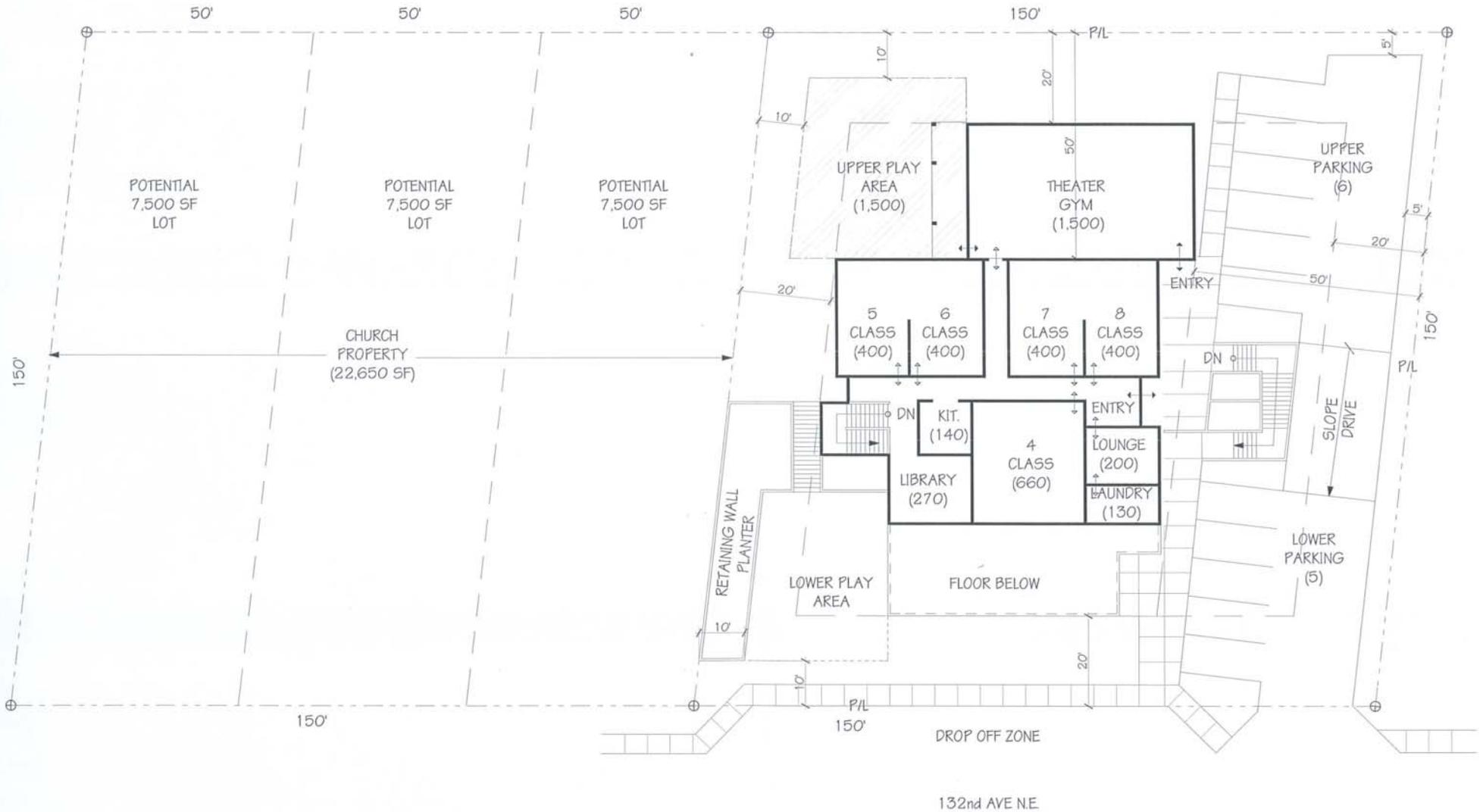


SCHOOL / DAYCARE USE

EXISTING SITE DIAGRAM

SCALE: 1" = 30'



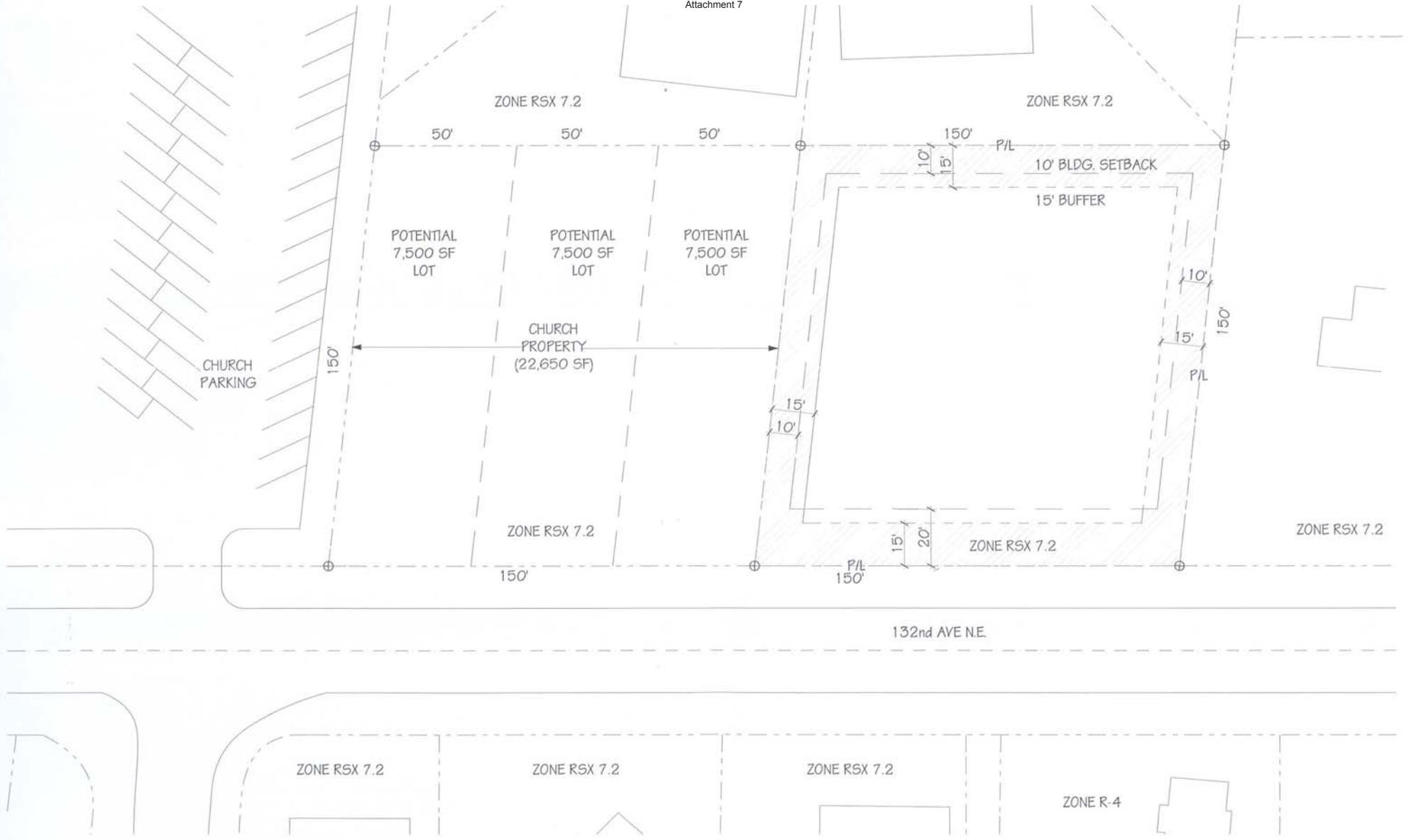


SITE DIAGRAM UPPER FLOOR

(SECOND FLOOR = 5,500 SF)

SCALE: 1" = 20'



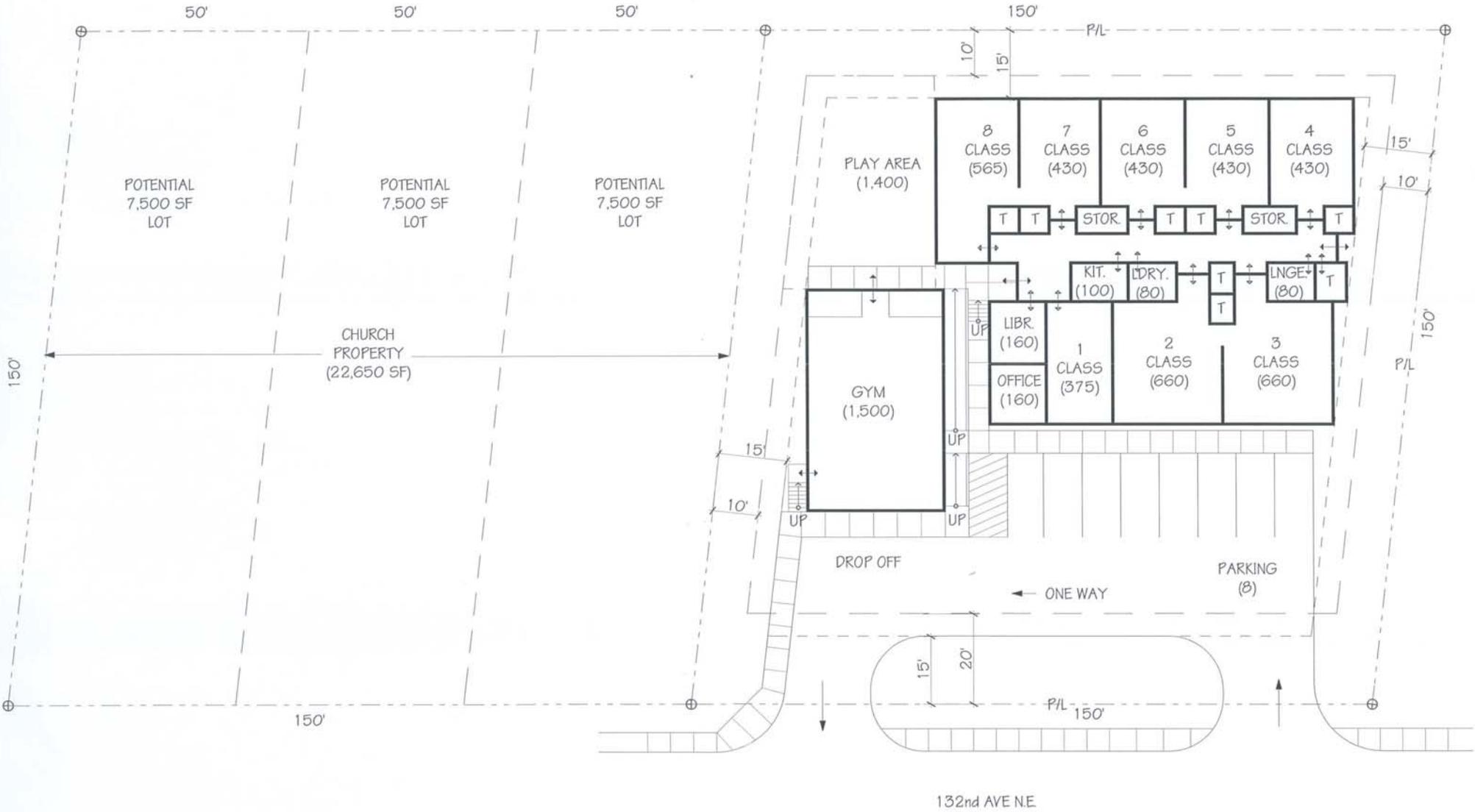


COMMUNITY FACILITY USE

EXISTING SITE DIAGRAM ALTERNATE #2

SCALE: 1" = 30'





SITE DIAGRAM MAIN FLOOR ALTERNATE #2

(6,200 SF + 1500 SF)

SCALE: 1" = 20'





February 5, 2013

City Council
City of Kirkland
123 Fifth Avenue
Kirkland WA 98033-6189

RE: Finn Hill Neighborhood Plan

Dear Council Members:

I am writing on behalf of the Finn Hill Neighborhood Alliance (FHNA) to encourage the City of Kirkland to work with FHNA in 2013 on an expedited neighborhood plan for Finn Hill. Our community's highest priority is to develop an effective plan for Finn Hill before further zoning changes are made in the neighborhood.

FHNA has urged both the City Council and the Planning Commission to prepare a neighborhood plan for Finn Hill since it was annexed in June 2011. The need for a Finn Hill plan is pressing for several reasons: Finn Hill is the city's largest single neighborhood; it contains large tracts of land that remain undeveloped; it is comprised of many sensitive areas and limited transportation infrastructure; and the area has never benefitted from a planning process in which citizens have had meaningful input. The immediate need for a plan has been highlighted by recent land use actions that Finn Hill residents have questioned: the effort to select a suitable location for a new fire station, the revision of housing density limits in the Inglewood Business District, and the redefinition of the Holmes Point Business District as a result of the Howard private amendment request.

As the Planning Commission has noted, it is difficult to assess the impact of proposed zoning changes in a neighborhood in the absence of a comprehensive plan for the area. More particularly, a Finn Hill plan is critical for the proper resolution of two matters the City will face in the near future: the Chaffey private amendment request, affecting a large parcel of forested hillside on Simonds Road, and the Juanita Drive Corridor Study.

FHNA recognizes that the neighborhood planning process is not easy and that it consumes a significant amount of City resources. We know that the City has struggled to complete timely updates for the neighborhood plans that it prepared before annexation, a challenge that has been exacerbated now that Kirkland has absorbed three new neighborhoods. We are aware as well that the City is launching a

Comprehensive Plan Update project that will require the commitment of several Planning Department staff members for the next two years.

Clearly, the City needs to develop an approach that will allow it to prepare and revise neighborhood plans on a regular basis, even as it tackles major projects like a Comprehensive Plan Update. FHNA would like to work with City staff on creating a new model of collaborative planning, using Finn Hill as the planning area and stressing the principal issues that interest our community: long-term land use trends (residential and commercial), transportation, and open space. We think FHNA can relieve a significant portion of the administrative burden that City staff has previously shouldered in the neighborhood planning process by assuming the responsibility to publicize and organize meetings, prepare and disseminate minutes, and move the discussion forward in an orderly fashion. We are confident that we have the experience and the volunteer resources to do this.

We expect that we would need to work with Planning Department staff, the City Manager, Planning Commissioners and interested City Council members to outline a process that has a well-defined scope of work, list of responsibilities, schedule, and milestones that clearly specify what City resources will be required.

However, we do have initial ideas on how the process can be designed. In our view, it should begin with an educational stage that will acquaint our community with critical facts concerning our current zoning regime and transportation assets. Our hope is that City staff can summarize these matters effectively at one or two community meetings, following which FHNA would disseminate the essential elements of staff presentations to residents who are unable to attend those meetings. These meetings will help the community to understand what level of housing and commercial development is expected and what traffic volumes have been projected for the Finn Hill community, why those plans were created, and what constraints they impose on planning and land use decisions in the future.

With this information in hand, Finn Hill residents would be prepared to advance to a second step in the process, that of understanding how the neighborhood might develop in the future, given expected population trends. By the time the Finn Hill process reaches this second phase, in the latter part of 2013, we expect that the Comprehensive Plan Update will have advanced to a point where the City can present a general view of the population growth that Finn Hill may need to absorb over the next twenty years.

The Finn Hill community should then be able to articulate how it would like to handle development demands, knowing that it will need to make intelligent trade-offs among factors relating to residential density, commercial amenities, open space, and efficient transportation. We realize that this step in the planning process will be the most challenging. However, we believe Finn Hill can complete it efficiently if community members have a good grasp of current planning (step one), understand the requirements of the Comprehensive Plan (step two), and frame their discussions in the final phase in terms of essential values and principles, as opposed to addressing specific solutions (such as revisions to particular zoning regulations or the design of specific arterials). Our objective would be to complete the plan by the end of 2014.

As noted above, these are FHNA's initial thoughts about a Finn Hill neighborhood or subarea planning process. However, we recognize we have little expertise in community planning and we approach the initiative with both humility and a willingness to consider other alternatives – so long as we can plot a

Letter to Kirkland City Council
February 5, 2013

course toward having a useful neighborhood plan in the near future. We are ready to engage with the City Manager and Planning Department staff, as well as Planning Commissioners and City Council Members, in creating a subarea plan process that will work not only for Finn Hill, but might well serve as a model for other areas of the City.

At this point, we would appreciate the Council's endorsement of our offer to work with the City on a Finn Hill plan and allocation of necessary resources, with the goal of starting the process by the middle of the year and completing it by the end of 2014, without overburdening City staff.

Thank you for your consideration of our views. Please let us know how we may proceed with our proposal.

Submitted on behalf of the FHNA Board of Directors,



Scott Morris
President

cc: Kurt Triplett
Planning Commissioners
Eric Shields
Paul Stewart
FHNA Board of Directors