



CITY OF KIRKLAND
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MEMORANDUM

To: Kurt Triplett, City Manager
From: Marilynne Beard, Deputy City Manager
Date: March 5, 2015
Subject: KIRKLAND 2035 UPDATE #17

RECOMMENDATION:

City Council receives an update on the activities and plans being considered in the "Kirkland 2035 Your Voice.Your Vision.Your Future." initiative.

BACKGROUND DISCUSSION:

This the 17th in a series of updates for the City Council and the public that describes recent and planned activities taking place to complete major plan updates and to involve the public. This update will focus on the sequencing and timing of tasks that need to be completed in order to adopt major plans by the end of 2015. Much work has been accomplished to date and the City Council has already adopted a number of master plans and studies that support the Comprehensive Plan.



Tasks to be Completed

The remaining tasks are interrelated to the Comprehensive Plan update in that they are incorporated in whole or in part to the Comprehensive Plan document or they provide important underlying policies for Comprehensive Plan elements. For instance:

- The Transportation Master Plan (TMP) will become the Transportation Element of the Comprehensive Plan.
- The Parks, Recreation and Open Space Plan (PROS) will provide the goals, policies and narrative for the Parks and Recreation Element of the Comprehensive Plan.
- The underlying impact fee policies will be incorporated into the TMP and the PROS plan while actual impact fee rate schedules and ordinances will be adopted following adoption of all other plans (including the Comprehensive Plan). The Comprehensive Plan includes the Capital Facilities Plan that defines which projects impact fees can fund.
- Finally, the Capital Improvement Program and Capital Facilities Plan serve different purposes but must be consistent with each other and with the Comprehensive Plan and underlying plans from which projects were generated.

Most of the remaining tasks must go through multiple review processes with advisory boards, the City Council and the public. Some of the public involvement activities, such as public hearings, are required by law. Others, such as open houses, are intended to be more interactive and informational. Timely adoption of the Comprehensive Plan is required to comply with the Growth Management Act and to maintain eligibility for state grant programs.

The timeline illustrated in Attachment A describes the sequence and planned timing of City Council meetings and public outreach events that will occur over the coming eight months to complete all outstanding tasks.

- Parks, Recreation and Open Space Plan – Initial Council review of the PROS Plan was completed in 2014. Park impact Fee policies will be presented to the City Council in April. Following Council direction, Parks impact fee policies will be incorporated in the PROS Plan narrative. Once the policy language is added, the PROS Plan can be adopted. Parks projects to be included in the Capital Improvement Program (CIP) and the Capital Facilities Element (CFP) are being reviewed by the Park Board and will come forward to the Council when those two documents are prepared later this year.
- Transportation Master Plan – The TMP has been presented to the City Council in multiple meetings held over the past year, beginning with a review of the underlying goals and policies, an introduction of a multi-modal approach to concurrency and impact fees, and an overview of the project categories with examples of capital projects for each category. At the February 17, 2015 City Council meeting, staff presented draft concurrency and level of service approaches and requested Council direction. The next TMP Council study session will be held on April 21, 2015 when it is expected that the Council will have a draft TMP document to discuss. Again, specific projects for inclusion in the CIP and CFP will be developed based on Council direction provided for the overall

plan. The TMP will be adopted concurrently with the Comprehensive Plan.

- Capital Facilities Plan – The Capital Facilities Plan (CFP) is a six year list of infrastructure projects needed to support the growth in population and jobs assumed in the Comprehensive Plan. The CFP is developed based on level of service standards and the Capital Improvement Program (CIP). The CFP is adopted as part of the Comprehensive Plan but will be reviewed at about the same time as the CIP in July.
- Capital Improvement Program – The CIP includes projects that are emerging from the master plans (e.g. PROS, TMP, and Surface Water Master Plan). This six year plan is in the process of being developed at the staff level. The CIP also includes projects such as information technology investments and replacement and repair projects that are not related to level of service or capacity and not included in the CFP. Overall policy direction was discussed with the Council at the February 20 retreat and a resolution formally adopting the policy direction will be presented at the March 17 City Council meeting. The draft CIP will be presented to the City Council in July with adoption scheduled for December.
- Impact Fees – Impact fees provide a source of funding for capacity projects included in the CFP. The policy basis is included within the Comprehensive Plan, but the fees themselves are adopted separately and after the Comp Plan has been adopted. Preliminary review of impact fee policies will be presented in April and in the Fall, with actual fee ordinances presented later in the year.
- Comprehensive Plan – Review of Comprehensive Plan elements has been taking place over the past several months, beginning with the adoption of an updated vision statement and continuing with drafts of the land use element and others. As the Planning Commission completes their review of drafts the Commission's recommendations are forwarded to the City Council for review. Outstanding sections of the Comprehensive Plan that will come before the City Council over the next 7 months include:
 - Neighborhood Plan Updates and new plans for Finn Hill and Kingsgate (Finn Hill plan will be completed after adoption of the Comprehensive Plan)
 - Citizen amendment requests for zoning changes
 - Human Services element
 - Environment element
 - Implementation strategies and definitions

The current versions and proposed amendments are posted on the City's K2035 website.

- Totem Lake Planned Action Ordinance – The planned action ordinance for Totem Lake is proceeding on a parallel track to the Comprehensive Plan, although it is not adopted as a component of the Comp Plan. The ordinance is expected to be presented to the City Council in November 2015.

Planned Public Outreach

In addition to the Kirkland 2035 public outreach already completed, additional activities are planned through 2015.

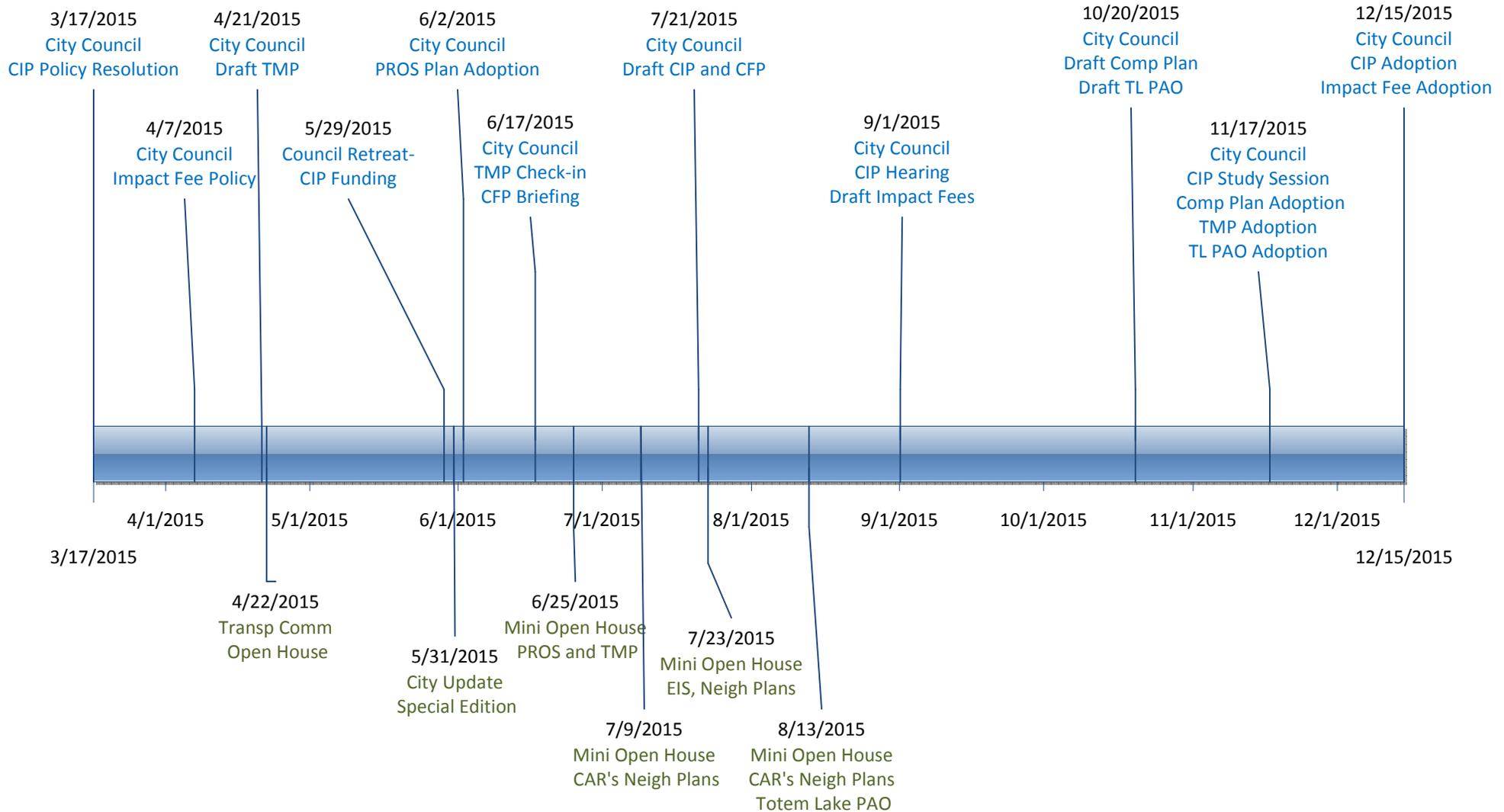
- A series of required public hearings before the Planning Commission will be held on the outstanding Comprehensive Plan elements, citizen amendment requests, Environmental Impact Statement, Totem Lake Planned Action Ordinance and the Capital Facilities Plan.
- A series of "mini open house" events will be held in June, July and August just prior to Planning Commission hearings to provide further education and answer questions on the elements coming before the Planning Commission that evening. Opportunities to comment on the CIP projects will also be included with the open houses.
- A special edition of City Update will be mailed to all Kirkland households and businesses in May. The special edition will focus on accomplishments to date, summarizing key concepts and the process to the finish, including opportunities for public input.

At this point, the focus for public outreach is to communicate how public input received to date is reflected in draft plan documents. Planning staff continue to meet with neighborhood associations about their plans and citizen amendment requests in their area. Additional public outreach around the CIP process will occur throughout the summer and fall to inform the Council's final action in December.

Summary

As mentioned earlier, much work has been accomplished to date. The Planning and Community Development Department developed a schedule of remaining meetings and milestones that culminate in adoption of the Comprehensive Plan before the end of 2015 (Attachment B). Continued forward progress toward completion of the Comprehensive Plan and all of the related activities will require that staff, boards and commissions, the Houghton Community Council and the City Council work through their respective tasks as close to the proposed schedule as possible.

City Council Schedule



Public Outreach

(in addition to Planning Commission hearings)

COMPREHENSIVE PLAN UPDATE
SCHEDULE FOR SEPT 2014- DEC 2015

03/07/15

(Schedule Subject to Change)

PC = Planning Commission, HCC = Houghton Community Council, CC= City Council

MEETING DATES FOR GROUPS	TOPIC	PLANNER
SEPT 9 – SRH/BT	South Rose Hill/Bridle Trails Plans with Assoc.	Coogan
OCT 14 – SRH/BT	South Rose Hill/Bridle Trails Plans with Board	Coogan
NOV 10 – Juanita	North Juanita Plan with Association	Coogan/T. Swan
NOV 17 – NRH	North Rose Hill Plan with Association	Lieberman-Brill
NOV 17 – MB	Moss Bay Plan with Association	McMahan
NOV 19 Highlands	Highlands Plan with Association	Lieberman-Brill
DEC 8 – MB	Moss Bay Plan with Board	McMahan
DEC 18 – PC	Retreat	Stewart/Swan
2015		
JAN 8 – PC	Environment Element Moss Bay Neighborhood Plan Waddell CAR Nelson/Cruikshank CAR	Barnes McMahan McMahan McMahan
JAN 20 – CC Briefing	Vision, Introduction, General Chapters Economic Development, Community Character	Swan Coogan
JAN 22 - Norkirk	Norkirk Plan with Board	Lieberman-Brill
JAN 22 – PC	Totem Lake Plan	Collins
FEB 3 – CC Briefing	Land Use Element Housing Element	McMahan Nelson
FEB 4 Norkirk	Norkirk Plan with Assoc.	Lieberman-Brill
FEB 12 – PC	South Rose Hill/Bridle Trails Neighborhood Plan NE 85 th Street Neighborhood Plan Juanita Neighborhood Plan Newland CAR	Coogan Coogan Coogan Coogan
	Work Program	Stewart
FEB 17 – CC study session	TMP/Transportation Element study session	Godfrey
FEB – 18 Kingsgate	Kingsgate Neighborhood Plan with Association	Swan
FEB 26 – PC	North Rose Hill Neighborhood Plan Griffis CAR Basra CAR Walen CAR	Lieberman-Brill Lieberman-Brill Lieberman-Brill Collins
MARCH 3 - CC	Joint meeting with the Planning Commission (non-Comp Plan item)	
MARCH 12 – PC	MRM CAR Evergreen Healthcare CAR Totem Commercial Center CAR Econ Develop/Community Character follow-up	Ruggeri Collins Collins Coogan
MARCH 17 – CC Briefing	Moss Bay, Juanita, South Rose Hill, Bridle Trails, NE 85th Street subarea Neighborhood Plans Nelson/Cruikshank, Waddell and Newland CARs	McMahan/Coogan
MARCH 23 - HCC	Environment Element Introduction, rest of Vision Chapter Bridle Trails Neighborhood Plan Update (portion) Public Services/Utilities (Climate Commitments)	Barnes Swan Coogan Lieberman-Brill

MARCH 24 – Everest	Everest Plan with Neighborhood Association	Ruggeri
MARCH 26 – PC Start at 6pm	Norkirk Neighborhood Plan Norkirk 7 CARs Highlands Neighborhood Plan Public Services & Utilities (Climate Commitments) Land Use Element follow-up	Lieberman-Brill Lieberman-Brill Lieberman-Brill Lieberman-Brill McMahan
April 7 – CC Briefing	Environment Element	Barnes
APRIL 16 – PC (instead of 4/9)	Everest Neighborhood Plan Morris CAR Rairdon CAR Astronics CAR Totem Lake follow-up	Coogan Collins Collins Collins Collins
April 21 – CC Briefing	None	
APRIL 23 – PC	Transportation Element (cont.) MRM New Kingsgate Neighborhood Plan Human Services Element Capital Facilities Element (except CFP tables) Implementation Strategies and Definitions Appendix C: Move to KMC Council briefing follow-up: Intro, General	Godfrey/Swan Ruggeri Swan Swan Swan Swan/All Swan Swan
APR 27 – HCC	Parks (final), Transportation (final), Human Services Capital Facilities Element (except CFP tables) Implementation Strategies and Definitions	Cogle/Godfrey/Swan Swan Swan Swan/All
MAY 5 – CC Briefing	Highland & North Rose Hill Neighborhood Plans Griffis, Barsa and Walen CARs Public Services & Utilities Elements	Lieberman-Brill Lieberman-Brill/Collins Lieberman-Brill
MAY 14 – PC	Totem Lake Plan and related code amendments Parks Element (cont.)	Collins Cogle/Godfrey/Swan
MAY 19 – CC Briefing	Transportation Element Everest Neighborhood Plan MRM CAR Norkirk Neighborhood Plan and CARs	Godfrey/Swan Coogan Ruggeri Lieberman-Brill
MAY 28 – PC	Comp Plan wrap up, including Council briefings	
JUNE 2 – CC Briefing	Park Element Human Services Element Implementation Strategies and Definitions New Kingsgate Plan	Cogle/Swan Swan Swan/all Swan
JUNE 11 – PC	Wrap up of plan	Swan
	Finn Hill Neighborhood Plan scope of work	Shields
JUNE 16 – CC Briefing	Totem Lake Neighborhood Plan Totem Lake CARs Capital Facilities Element (not including CFP charts)	Collins Collins Swan
JUNE	60 day Notice to Department of Commerce	
JUNE	Issue Draft EIS (15 days before hearing)	
JUNE 25 – prior to PC meeting	OPEN HOUSE on 6/25 hearing items	Same as 6/25
JUNE 25 – PCC/TC/HCC Joint Hearing <i>Tentative date</i>	Joint Hearing on Element Chapters (except CFP) Bridle Trails Plan HCC /TCC Recommendations Hearing on MRM CAR Hearing on Everest Neighborhood Plan	All Coogan Ruggeri Ruggeri

	Kingsgate Plan Deliberation and Recommendation	Coogan/Swan
JULY 9 – prior to PC meeting	OPEN HOUSE on 7/9 hearing items	All
JULY 9 – PC <i>Tentative date</i>	Draft EIS Hearing (cont) Hearing on Newland, Waddell Nelson/Cruikshank, CARs Hearing on Moss Bay, South Rose Hill, Juanita, NE 85 th Street, Everest Neighborhood Plans Deliberation and Recommendation	Shields McMahan/Coogan
JULY 21 – CC	Draft Capital Improvement Program (CIP)	
JULY 23 – prior to PC meeting	OPEN HOUSE on 7/23 hearing items	
JULY 23 – PC <i>Tentative date</i>	Draft EIS Hearing Hearing on Norkirk, North Rose Hill & Highlands Hearing on Norkirk and North Rose Hill CARs PC deliberation and recommendation Capital Facilities Plan – review tables	Shields Lieberman-Brill Swan
JULY 27 – HCC	Capital Facilities - review tables	Swan
AUG 13 – prior to PC meeting	OPEN HOUSE on 8/13 hearing items and COMMUNITY MEETING on Totem Lake Planned Action EIS	Collins and Swan
AUG 13 – PC <i>Tentative date</i>	Hearing on Totem Lake Neighborhood Plans Hearings on Totem Lake CARs Hearing on Totem Lake Planned Action EIS Joint Hearing on CFP tables (unless HCC waives it) HCC recommendation on CFP tables (unless waived) PC deliberation and recommendation	Collins Swan
AUG 27 – PC	Wrap up of recommendation	
SEPT	Final EIS issued	
OCT 20 – CC	Council Study session	All
NOV 17 – CC	Council Final Plan adoption & Planned Action EIS ordinance (except Capital Facilities Plan/CFP)	All
DEC – CC	Council adoption of Capital Facilities Plan	Swan
DEC TBD - HCC	Jurisdictional Approval	

<p>Planning Commission meetings are held at Kirkland City Hall. Meetings usually start at 7pm, but some meetings may start earlier due to number of items on the agenda. See Planning Commission web page for agendas and staff memos at end of day Friday before meeting.</p>	<p>Staff Contact information: Dorian Collins, Senior Planner dcollins@kirklandwa.gov 425-587-3249. Janice Coogan, Senior Planner jcoogan@kirklandwa.gov 425-587-3257 Joan Lieberman-Brill, Senior Planner jlieberman-brill@kirklandwa.gov 425-587-3254 Jeremy McMahan, Planning Supervisor jmcmahan@kirklandwa.gov 425-587-3229 Angela Ruggeri, Senior Planner aruggeri@kirklandwa.gov 425-587-3256 Teresa Swan, Senior Planner, Comp Plan Update Manager tswan@kirklandwa.gov, 425-587-3258 Eric Shields, Planning Director/SEPA Official eshields@kirklandwa.gov 425-587-3226 Paul Stewart, Deputy Planning Director 425-587-3227, pstewart@kirklandwa.gov</p>	<ul style="list-style-type: none"> ➤ Finn Hill Plan: 2015-2016 separate process. ➤ Lakeview (JC), Houghton (AR), Market (JC) Plans are recent plans and may not need to be revised except for maps. Staff is working with the neighborhoods to determine if updates are needed.
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