CITY OF KIRKLAND
CITY COUNCIL

Amy Walen, Mayor • Penny Sweet, Deputy Mayor • Jay Arnold • Dave Asher
Shelley Kloba • Doreen Marchione • Toby Nixon • Kurt Triplett, City Manager

Vision Statement

Kirkland is an attractive, vibrant and inviting place to live, work and visit.
Our lakefront community is a destination for residents, employees and visitors.
Kirkland is a community with a small-town feel, retaining its sense of history,
while adjusting gracefully to changes in the twenty-first century.

123 Fifth Avenue • Kirkland, Washington 98033-6189 • 425.587.3000 • www.kirklandwa.gov

AGENDA
KIRKLAND CITY COUNCIL MEETING
City Council Chamber
Tuesday, May 6, 2014
6:00 p.m. – Study Session
7:30 p.m. – Regular Meeting

COUNCIL AGENDA materials are available on the City of Kirkland website www.kirklandwa.gov**.** Information regarding specific agenda topics may also be obtained from the City Clerk's Office on the Friday preceding the Council meeting. You are encouraged to call the City Clerk's Office (425-587-3190) or the City Manager's Office (425-587-3001) if you have any questions concerning City Council meetings, City services, or other municipal matters. The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425-587-3190. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Council by raising your hand.

EXECUTIVE SESSIONS may be held by the City Council only for the purposes specified in RCW 42.30.110. These include buying and selling real property, certain personnel issues, and litigation. The Council is permitted by law to have a closed meeting to discuss labor negotiations, including strategy discussions.

ITEMS FROM THE AUDIENCE provides an opportunity for members of the public to address the Council on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. (Items which may not be addressed under Items from the Audience are indicated by an asterisk*.) The Council will receive comments on other issues, whether the matter is otherwise on the agenda for the same meeting or not. Speaker's remarks will be limited to three minutes apiece. No more than three speakers may address the Council on any one subject. However, if both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the Council.

1. *CALL TO ORDER*

2. *ROLL CALL*

3. *STUDY SESSION*

   a. North East King County Regional Public Safety Communications (NORCOM)/ Eastside Public Safety Communications Agency (EPSCA) Update

4. *EXECUTIVE SESSION*

5. *HONORS AND PROCLAMATIONS*

   a. Art Education Month Proclamation

6. *COMMUNICATIONS*

   a. *Announcements*

   b. *Items from the Audience*

   c. *Petitions*

7. *SPECIAL PRESENTATIONS*

   a. Community Emergency Response Team (CERT) Spring 2014 Graduation

   b. Introducing Erin Devoto, Public Works Superintendent

QUASI-JUDICIAL MATTERS Public comments are not taken on quasi-judicial matters, where the Council acts in the role of judges. The Council is legally required to decide the issue based solely upon information contained in the public record and obtained at special public hearings before the Council. The public record for quasi-judicial matters is developed from testimony at earlier public hearings held before a Hearing Examiner, the Houghton Community Council, or a city board or commission, as well as from written correspondence submitted within certain legal time frames. There are special guidelines for these public hearings and written submittals.

ORDINANCES are legislative acts or local laws. They are the most permanent and binding form of Council action, and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after the ordinance is published in the City's official newspaper.

RESOLUTIONS are adopted to express the policy of the Council, or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

PUBLIC HEARINGS are held to receive public comment on important matters before the Council. You are welcome to offer your comments after being recognized by the Mayor. After all persons have spoken, the hearing is closed to public comment and the Council proceeds with its deliberation and decision making.

8. CONSENT CALENDAR

a. Approval of Minutes: April 15, 2014

b. Audit of Accounts:

Payroll $

Bills $

c. General Correspondence

d. Claims

e. Award of Bids

f. Acceptance of Public Improvements and Establishing Lien Period

g. Approval of Agreements

h. Other Items of Business

(1) Resolution R-5048, Authorizing the City Manager to Sign the 2014 Amendment to the Agreement for Sewage Disposal Between the City of Kirkland and King County.

(2) Resolution R-5049, Approving the Subdivision and Final Plat of Willows Bluff and Setting Forth Conditions to Which the Subdivision and Final Plat Shall be Subject. (Department of Planning and Community Development File No. SUB12-00382).

(3) Ordinance O-4441, Relating to Business License Exemptions for Community Program Vendors.

(4) Human Services Advisory Committee Resignation

(5) Report on Procurement Activities

9. PUBLIC HEARINGS

10. UNFINISHED BUSINESS

a. Cross Kirkland Corridor Update

b. Disbursement of Waste Management Event Funds

c. Preliminary 2013 Street Maintenance and Pedestrian Safety Levy Accountability Report

d. Resolution R-5050, Authorizing Additional Analysis of Sites and Uses to be Considered for a Potential Facility to Provide for the Recreation and Aquatic Needs of Residents and Authorizing the Parks and Community Services Department to Solicit Additional Resident Input.

NEW BUSINESS consists of items which have not previously been reviewed by the Council, and which may require discussion and policy direction from the Council.

11. NEW BUSINESS

a. Ordinance O-4442 and its Summary, Relating to Zoning and Land Use and Amending the Kirkland Zoning Code With Respect to Allowed Uses and Development Standards for Properties Adjoining the Cross Kirkland and Eastside Rail Corridors Including Amendments to the Following Zoning Code Chapters: 20, 25, 45, 48, 55, 56, 60, 90, 105, and 115; and Approving a Summary Ordinance for Publication, File No. CAM14-00269.

b. Community Development Block Grant Options

c. Juanita Drive Master Plan Corridor Study - Review Draft Plan

d. Association of Washington Cities (AWC) Voting Delegates

12. REPORTS

a. City Council Reports

(1) Finance and Administration Committee

(2) Planning, and Economic Development Committee

(3) Public Safety Committee

(4) Public Works, Parks and Human Services Committee

(5) Tourism Development Committee

(6) Regional Issues

b. City Manager Reports

(1) City Council Meeting with the Market Neighborhood

(2) City Council Financial Retreat Draft Agenda

(3) Calendar Update

ITEMS FROM THE AUDIENCE Unless it is 10:00 p.m. or later, speakers may continue to address the Council during an additional Items from the Audience period; provided, that the total amount of time allotted for the additional Items from the Audience period shall not exceed 15 minutes. A speaker who addressed the Council during the earlier Items from the Audience period may speak again, and on the same subject, however, speakers who have not yet addressed the Council will be given priority. All other limitations as to time, number of speakers, quasi-judicial matters, and public hearings discussed above shall apply.

13. ITEMS FROM THE AUDIENCE

14. ADJOURNMENT

Council Meeting: 05/06/2014
Agenda: Study Session
Item #: 3. a.

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: City Council

From: Kurt Triplett, City Manager

Date: April 29, 2014

Subject: COUNCIL UPDATE ON EPSCA AND NORCOM

RECOMMENDATION:

That the City Council is introduced to Scott Hatfield, Executive Director of the Eastside Public Safety Communications Agency (EPSCA), and Thomas Orr, Executive Director of the North East King County Regional Public Safety Communications Agency (NORCOM), and receives updates from each Director on the status of the organization and major policy issues that impact the City of Kirkland.

BACKGROUND DISCUSSION:

Kirkland is a founding member of both EPSCA and NORCOM. The two organizations are related, but independent. EPSCA oversees the emergency radio system for Police and Fire for East King County, including Kirkland. NORCOM is the 911 Dispatch Center for Police and Fire in North East King County, including Kirkland. Both organizations are critical to the effective operations of the Kirkland Police and Fire Departments and the safety of Kirkland's residents. The Executive Directors will provide more information about each organization at the study session. The budgets and structures of each organization are approved by the legislative bodies (Councils or Fire Commissions) of the partner agencies. However, the daily operations of each organization are managed by Executive Directors and governed by Governing Boards which consist of the Chief Executive Officer of each organization. EPSCA partners are all cities, and the EPSCA Board includes the City Managers of Bellevue, Kirkland and Mercer Island, and the Mayors of Redmond and Issaquah. NORCOM partners are both cities and Fire Districts and therefore the Board includes consists of City Managers and Fire Chiefs.

For 2014, the Kirkland City Manager was elected as the Chair of the Governing Boards of both EPSCA and NORCOM.

The Kirkland City Council has not had a detailed presentation from either EPSCA or NORCOM in several years. Both organizations are currently involved in major regional discussions that could have implications for the financing, structure and governance of EPSCA and NORCOM. Therefore the City Manager felt now was appropriate to reintroduce the agencies to the City Council and provide the Council with an update on the major issues facing each organization.

EPSCA

Scott Hatfield is the Executive Director of EPSCA. Scott has been a member of the Public Safety community all of his adult life, starting out as an EMT in Mentone Indiana in 1994. In 2000 Scott moved his family to Texas and began as a 9-1-1 dispatcher. He rose through the ranks to become the Director of Communications for Bastrop County, Texas and managed both the 800MHz radio system and County Dispatch Center. In 2009 Scott was given the opportunity to move to the Pacific Northwest to become the Executive Director of EPSCA. Since then Scott has lead EPSCA through multiple large scale projects such as implementation of three new radio system sites, negotiations of a radio rebanding contract and project management that has provided EPSCA Public Safety agencies over $500,000 worth of new radio equipment at no cost to the agencies. Scott is currently is working with King County regional partners to replace the County Wide 800 MHz Radio system through a potential 2015 countywide ballot measure.

The original EPSCA interlocal agreement was entered into in 1992 by the cities of Bellevue, Kirkland, Mercer Island and Redmond. Issaquah joined a year later. The purpose of EPSCA is to coordinate on a sub-regional basis the operation of the radio communications infrastructure serving East King County as it connected to the newly funded King County regional 800 MHz Network. The regional Network was originally funded by a voter-approved levy, and is overseen by a "Regional Communications Board" (RCB) consisting of representatives from EPSCA, Seattle, ValleyCom, King County and the Port of Seattle. Scott represents EPSCA on the RCB.

The original 1992 Agreement states in part that "The Agency shall be and is hereby created as a separate legal entity as authorized by RCW 39.34.030." EPSCA has been operating in most respects as a separate legal entity, writing checks, signing contracts, and so forth. However, in the years since the 1992 Agreement was adopted, legal thinking evolved in terms of the how to accomplish "separate legal entity" status. The simplest form to accomplish this goal, and that providing the most clarity in terms of decision making and best legal protection to member cities, is the nonprofit corporation form. In 2013 the City Council and all other EPSCA partners approved the Interlocal Agreement necessary to transition EPSCA to a nonprofit corporation.

EPSCA only has three full time employees (including the Executive Director), which are loaned from the City of Redmond to EPSCA. The cost of these employees is reimbursed by EPSCA to Redmond. More information from EPSCA's website is included as Attachment A, and the website address is www.EPSCA.com

The major issue facing EPSCA is the potential 2015 countywide ballot measure to replace all 800 MHz emergency radios in King County, including those of EPSCA principals and subscribers. There are many financial and technical challenges associated with the ballot measure. In addition, King County prefers that a new ballot measure be accompanied by a transition of governance to a new independent countywide regional emergency radio entity. The county's preferred model would sunset the four radio agencies, including EPSCA, and have all new radios, towers and existing EPSCA assets transferred to the new entity, which would then manage and maintain the system. As Chair of EPSCA, the Kirkland City Manager is part of these regional negotiations and will provide an update at the Study Session.

NORCOM

NORCOM is a multi-discipline, multi-jurisdictional 911 Public Safety Answering Point (PSAP) and Emergency Communications Center that serves 14 fire agencies and 5 law enforcement agencies in North East King County. With an annual budget of $11 million, NORCOM is responsible for emergency communications for an area that covers 1,400 square miles and an estimated population of 700,000 people. In FY2012, NORCOM received and dispatched over 190,000 Police, Fire, and EMS incidents.

Thomas Orr currently serves as the Executive Director for NORCOM. Prior to his 2012 appointment as the NORCOM Executive Director, Tom served as the Executive Director for the Law Enforcement Support Agency (LESA) - a joint City-County agency that provided emergency communications, records, and information technology operations for 15 police agencies, courts, prosecutors, and various components of local, state and federal agencies. LESA served a population of over 790,000 in the urban, suburban, and rural areas of Pierce County, Washington including Mt. Rainier and Tacoma. Tom is also an attorney, a certified Labor Negotiator, a pilot and has had a long and distinguished military career. He is currently a Navy Captain in the U.S. Navy Reserves. A complete bio for Tom is included as Attachment B.

NORCOM is a much larger organization than EPSCA and the operations and policy issues are harder to summarize. Therefore the 2013 NORCOM Annual Report that provides extensive background on NORCOM is included as Attachment C.

More information on NORCOM may also be found on the website www.norcom.org.

The major issues facing NORCOM include the continued challenges implementing New World software for NORCOM Police agencies, implementing new Fire agency technology systems including Tri-tech Computer Assisted Dispatch and Tri-tech Mobile, and a regional E-911 sustainability discussion led by King County. Both the NORCOM Executive Director and the Chair of the NORCOM Board are heavily involved in these regional 911 discussions.

The purpose of the Study Session is to introduce the Council to the Executive Directors and provide an overview of each organization and major issues facing EPSCA and NORCOM. The Council may wish to schedule future presentations from EPSCA or NORCOM as result of the discussions.

Eastside Public Safety Communications Agency

Eastside Public Safety Communications Agency (EPSCA)

The Eastside Public Safety Communications Agency (EPSCA) an emergency regional radio access service provider operation, was established on May 26, 1992, by an Interlocal Agreement, pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, among the Cities of Bellevue, Redmond, Kirkland and Mercer Island (Principals), municipal corporations organized under the laws of the state of Washington. The Interlocal Agreement was amended June 10, 1993, to include the City of Issaquah as an additional principal in EPSCA's governance. The duration of this agreement was for ten years, The Executive Board extended the agreement four different times, since the end of the original agreement, in open regular meetings, through April 1, 2013. Effective March 1, 2013, the Agency was restructured as a nonprofit organization pursuant to Interlocal Cooperation Act, Chapter 39.34 RCW and Nonprofit Corporation Act, Chapter 24.06 RCW, until deemed otherwise by a majority vote of the EPSCA Principals. Majority vote is as outlined in the Interlocal Agreement (ILA) and other governing documents voted on and approved by the Executive Board in regular open public meeting(s).

EPSCA began principal operations of the 800 MHz radio system in December 1995.

EPSCA is governed by an Executive Board (Board), which is composed of the Chief Executive Officers of the Principals. The Executive Board is responsible for review and approval of all budgetary, financial and contractual matters.

An Operations Committee (Committee), composed of the Police Chief and Fire Chief of each Principal, reports to the Board and oversees budget preparation, rates, revenues, expenditures, policies and other operational issues. This Committee also includes representation from non-Principal EPSCA user agencies.

EPSCA has developed an Eastside radio communications system which is integrated with a regional radio communications network. Its capital funding derives from a September 15, 1992 voter-approved King County excess property tax levy of $57,016,764. EPSCA's portion of the levy was $10,004,469.

Operating revenues derive from fees charged to the Principals for communications services and from subscriber fees for communications services.

EPSCA is dedicated to the conservative reliable management of the area wide Public Safety Radio Communications system. Our goal is to provide the highest possible quality of customer service to our public safety and general government customers in a cost effective timely manner. We strive to make available the most up to date advanced technology in an interoperable environment to allow our first responders the voice and data communications they need to effectively do their job in a safe expedient manner.

Eastside Public Safety Communications Agency MS PSEPS P O Box 97010, Redmond, WA 98073-9710

Attachment B

THOMAS R. ORR

Thomas Orr currently serves as the Executive Director for NORCOM - a multi-discipline, multi-jurisdiction 911 Public Safety Answering Point (PSAP) and Emergency Communications Center that serves 14 fire agencies and 5 law enforcement agencies. With an annual budget of $11 million, NORCOM is responsible for emergency communications for an area that covers 1,400 square miles and an estimated population of 700,000 people. In FY2012, NORCOM received and dispatched over 190,000 Police, Fire, and EMS incidents.

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In addition to serving as the Executive Director for NORCOM and LESA, Tom has been an attorney for over thirty years with eleven years of service as a Legal Advisor and City Attorney to police departments in Colorado and Washington State; and over ten years of private practice with an emphasis on labor and employment law, and representation of private businesses in commercial litigation. He is a member of the U.S. Supreme Court Bar and the state bars of Washington and Colorado. He graduated, cum laude, from the University of Washington with a B.S. degree in society and justice, and graduated, magna cum laude, from Seattle University Law School. He was eighth in his law school class, served as managing editor of the Law Review, and received the American Jurisprudence and American Bar Association awards for Outstanding Academic Achievement.

In addition to his legal training, Tom has been certified in Labor Relations Management by the University of Wisconsin; graduated from Advanced Police Legal Advisor training at the Federal Law Enforcement Training Center in Glynco, GA; and completed advocacy training with the National Institute for Trial Advocacy. Prior to becoming an attorney, he graduated third overall in his class at the Washington State Police Academy, and served eight years as a police officer and police sergeant with the Seattle Police Department, including tours of duty in patrol, traffic, SWAT, and the Office of the Chief of Police. Prior to entering law enforcement, he completed four years of philosophical and pre-theological studies at a Roman Catholic monastery.

In addition to his local public service, Tom has served for 22 years as a commissioned officer in the U.S. Navy Reserve, and currently has the rank of Navy Captain. He has held three commands and is currently the Commanding Office of a specialized intelligence unit in Los Angeles. He has served in extensive active duty assignments at sea and ashore including a combat tour in Afghanistan as the Director of Intelligence for the Joint Coordination Center located at FOB Torkham near the Khyber Pass. In that capacity, he was responsible for sensitive ISR operations and counter-intelligence in direct support of ongoing combat operations in the tribal regions of Afghanistan bordering Pakistan. He has received numerous personal and service awards including a Bronze Star following completion of his tour of duty in Afghanistan; and earned his Naval Aviation Observer wings while assigned to Fighter Composite Squadron Thirteen, a Navy Adversary Fighter Squadron co-located with the Navy's TOPGUN school at the Naval Strike and Air Warfare Center in Fallon, Nevada.

He resides locally with his wife, Pamela, and youngest son Nicholas (13). Pamela, also a former Seattle police officer, now works as an assistant underwriter for a major insurance company in the Seattle area. His oldest son, Thomas, double majored in Economics and Accounting at Central Washington University in Ellensburg, Washington and now works locally as a CPA for BDO USA. Director Orr enjoys running and has completed three marathons. He is also a youth baseball coach, and is a certified scuba diver and licensed private pilot.

2013 Annual Report

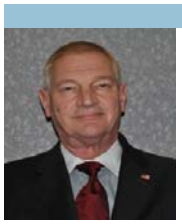
Presented to the Principals Assembly

April 11, 2014

NORTH EAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY

NORCOM
PO Box 50911
Bellevue, WA 9815

Phone: 425-577-5680
Fax: 425-577-5701



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DEPUTY DIRECTOR

2013 was a year full of challenges and opportunities for NORCOM, with many achievements and accomplishments. Permanently established in 2013, the duties and responsibilities of the position of Deputy Director include the management and oversight of all day-to-day operational aspects of NORCOM with the exception of Technology and Finance. The Deputy Director is responsible for the functions of Operations, Training, Human Resources, Accreditation, Facilities, Continuity of Operations, and Quality Assurance. The position has ten (10) direct reports.

OPERATIONS and TRAINING

To better assist in the day-to-day operation of the call-receiving/dispatch function, as well as span-of-control, one (1) Team Supervisor was re-purposed to function as an Administrative Supervisor, working a typical 40-hour week Monday through Friday. Among its many duties, this position serves NORCOM as the Terminal Access Coordinator, or TAC, and as such, maintains compliance with FBI and WSP rules, regulations and policies/procedures for the ACCESS system primarily used in law enforcement. ACCESS stands for "A Central Computerized Enforcement Service System," and given its law-enforcement sensitive data, is subject to strict rules, including triennial audits. This position provides an opportunity for a senior supervisor to work in an elevated capacity with more responsibility with exposure to projects of a more complex nature, providing in-house opportunity for career development.

A thorough assessment of the alpha-paging system was conducted in 2013, for the purpose of providing NORCOM with a detailed equipment inventory, current status and end-of-life estimates. This information will serve as the basis for an annual preventive maintenance program and will assist in budget planning for end-of-life system components.

All FCC licenses, previously held by the City of Bellevue have been transferred to NORCOM. The transfer of these licenses establishes NORCOM as the entity responsible to maintain, and repair the alpha-paging transmitters on nine (9) transmission towers throughout our service area. In concert with the license transfers, NORCOM successfully negotiated leases with King County – where no such leases had been in place for several years – at an annual cost of five-hundred dollars ($500) per year at each of the four (4) transmitter sites on county-owned property. The establishment of the leases affords NORCOM unfettered access to the sites for equipment inspection or repair.

Call volume for 2013 remained fairly consistent as in prior years, with NORCOM dispatchers receiving 253,478 total calls (on all lines), resulting in 181,518 police, fire or medical calls being dispatched. In contrast, the number of agency inquiries declined. (An inquiry is the process by which an agency or citizen can lodge a complaint, or inquire as to why or how a certain response was managed). In 2013, there were a total of 53 such inquiries, compared to 73 in 2012 and 125 in 2011. The reduction is in part

due to the responsiveness of NORCOM's training program, which addresses mistakes, anomalies or judgment issues in a variety of ways, all of which have proven effective.

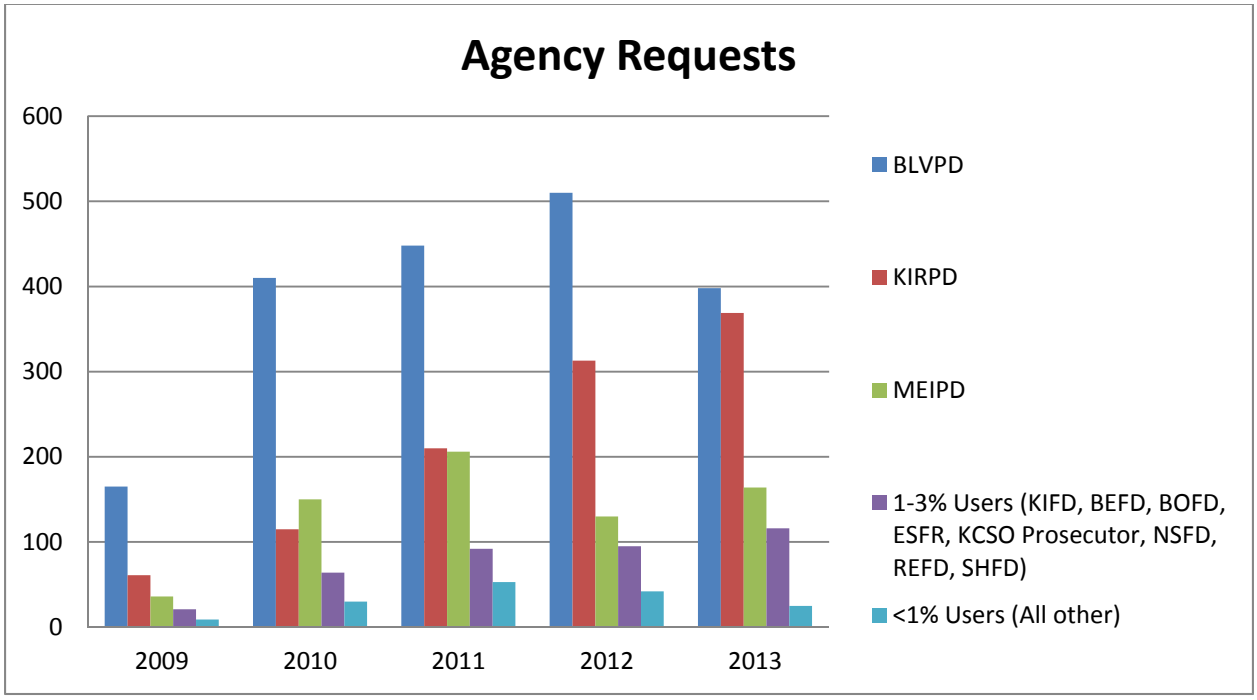
Two (2) new Cross Teams were formed in 2013 – an SOP, and an Employee Recognition Cross Team. Gwen Pilo chairs the Employee Recognition Cross Team which meets regularly to refine and enhance our existing recognition program with excellent results.

Melissa Crawford, our Administrative Supervisor, chairs the SOP Cross Team, consisting of nine (9) dispatchers volunteering their time to review and edit each operations-based policy and procedure in order that each conforms to best-practice, agency need, and CALEA standards (for future accreditation efforts).

PUBLIC RECORDS and QUALITY ASSURANCE REVIEW

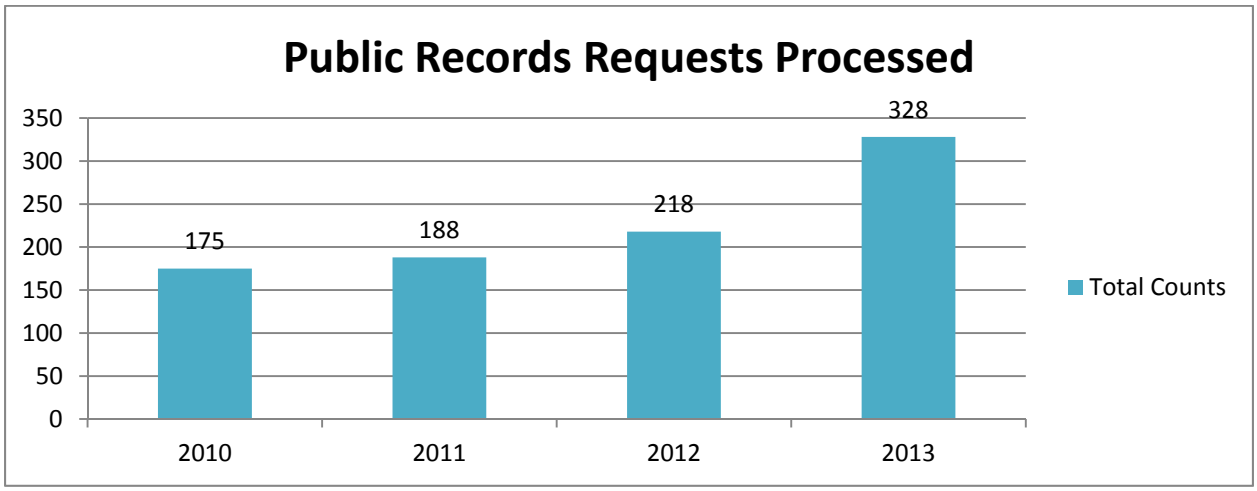
Agency Requests

In 2013, NORCOM responded to 1,072 requests for data, audio recordings, or computer aided dispatch (CAD) logs from participating and subscriber agencies, as well as surrounding law enforcement agencies, to include the King County Sheriff's Office, Federal Bureau of Investigation, and various city police departments and/or city prosecutors.



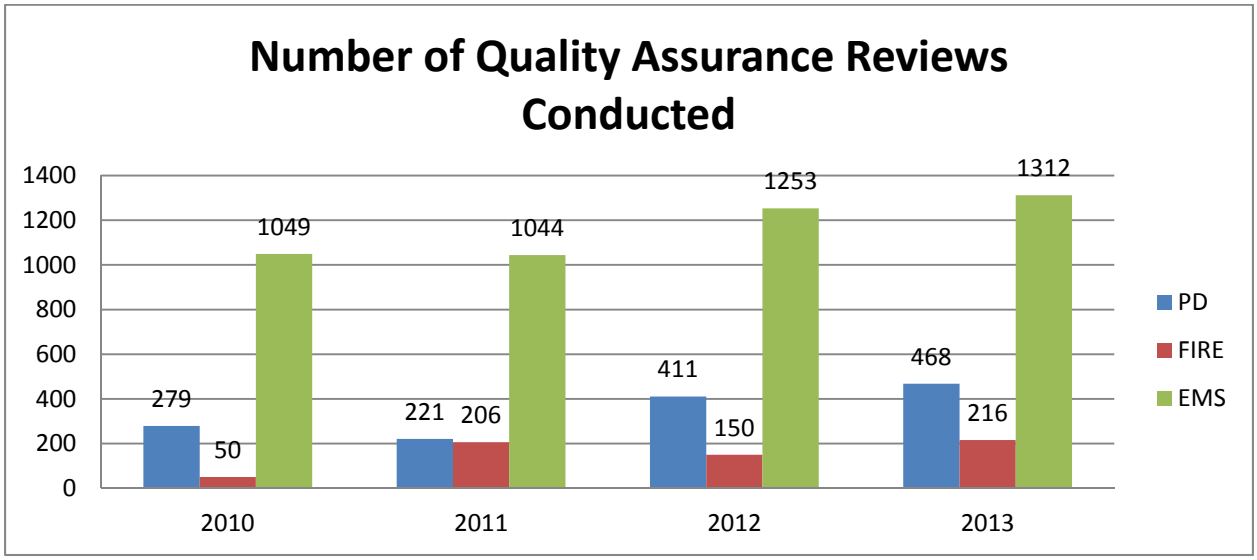
Public Disclosure Requests

In 2013, NORCOM responded to 328 public disclosure requests. The complexity of these requests range from providing a single copy of a computer aided dispatch (CAD) log to more in-depth collation, review, and compiling of responsive records over the span of a few months.



Quality Assurance

NORCOM's Quality Assurance and Public Records Specialist reviews calls to ensure compliance with procedure, training, and expectations. In 2013, 1,996 quality assurance reviews were conducted on police, fire, and medical calls. An impressive 99.60% of those calls reviewed met or exceeded standards.



PROMOTIONAL TESTING

Four (4) telecommunicators were promoted in 2013 to the positions of Team Supervisor (3) and Training Coordinator (1). The testing process was revamped to assure objectivity and fairness. The process was "appeal-free", with no candidates filing an appeal or objection of any type. Upon exhausting the promotional eligibility list, staff began designing another promotional testing process which was issued in early 2014. The significant change to the new process was the addition of a written test, with a 90-day study period.

CONTRACT NEGOTIATIONS

The Supervisor group organized in 2012 and joined the Public Safety Employees Union (Local 519), necessitating the negotiation of a collective bargaining agreement in 2013. Negotiations were amiable and collegial, concluding with an agreement in only six (6) sessions. The total overall package was settled for a net increase of 2.54% over the then current supervisor package, with 1.72% of the overall increase associated to a new item linked to a Fair Labor Standards Act (FLSA) requirement.

The Work Ahead:

- Formation of additional cross teams: Performance Expectations and Feedback, Recruitment and Retention, and, Career Track Program
- Publish a Request for Qualifications (RFQ) for a communications engineering firm for the provision of services and consultation for the effective and enhanced communications operations, given the communication tools and equipment currently deployed or anticipated to be deployed at NORCOM in the future.
- Conduct a promotional process to establish a standing eligibility list for the position of supervisor.
- Prepare for and effectively utilize, next generation 911 technology, as appropriate.
- Establish, train and be prepared to deploy, a Tactical Dispatch Team to disasters as requested.

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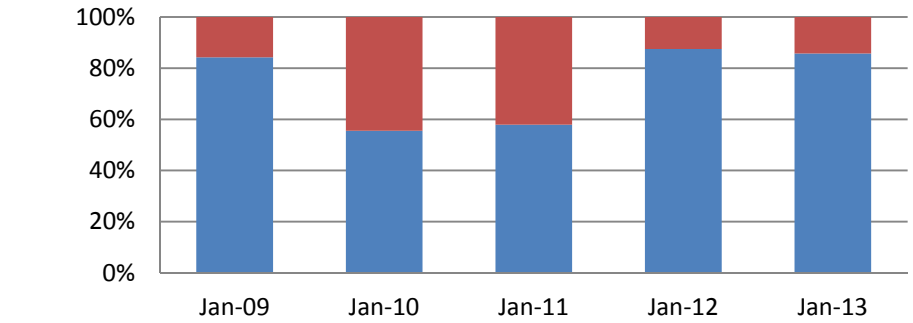
TRAINING COORDINATOR

Many changes came to NORCOM's Training Division in 2013, chiefly predicated by a new Executive Director's change of vision and the appointment of a new Training Coordinator, with a redefined scope of responsibility for that role. In addition to overall coordination of the Training Program, the Training Coordinator was given direct supervision over the 12 Communications Training Officers that administer one-on-one training for the Telecommunicator group. The result has been a more agile and focused Training Division that is able to react to the immediate needs of the agency, such as training new hires with or without a traditional academy format, and being prepared to train the Telecommunicator group on new technologies such as Smart 911. The Training Division has been able to accomplish these changes while increasing satisfaction and prosperity in both the group of trainers and the group of trainees. These results are readily visible in retention in the trainer and trainee groups as well as the training section of the 2013 Employee Survey. As NORCOM transitions to an agency that is fully staffed on a long term basis, the Training Division will be able to move its focus from new hire training to continuing education, making the agency as a whole ready for both known and unknown challenges that lie ahead.

NEW HIRE TRAINING

NORCOM hired 14 Telecommunicators in 2013, each of whom received 400 hours of classroom training covering such topics as geography, police and fire agency structure, police, fire and EMS call processing, stress management, liability, and technology. 85% (12 out of 14) of the new hires in 2013 were able to complete their initial training and are taking emergency calls on their own when they are not training on radio dispatch positions.



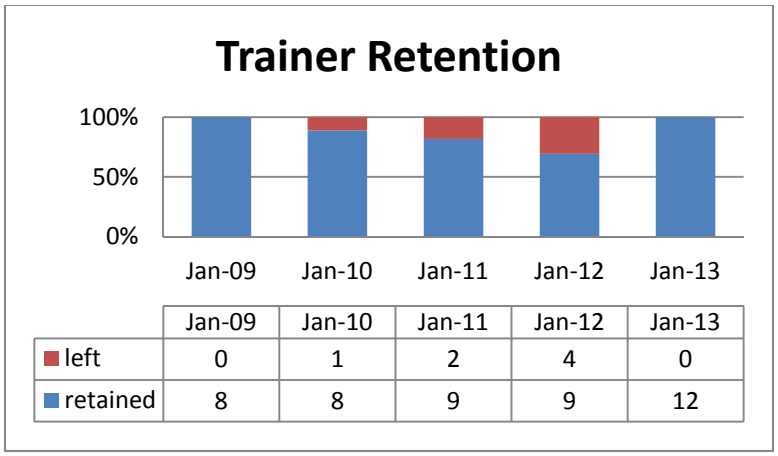
	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13
failed	3	12	8	2	2
completed	16	15	11	14	12

For trainees that were struggling in 2013, the Training Division sought more exhaustive means to ensure each individual was being exposed to as many perspectives and situations as possible in an effort to maximize their opportunities for completing their training. This in turn increased the average number of hours to fully train a Telecommunicator by 28% (771 training hours up from 604 training hours). However this change also resulted in a dramatic increase in retention. The Training Division retained 92% (22 of 24) of Telecommunicators who started training in 2013, up from 78% from previous years (11 out of 51 total Telecommunicators left during the training process prior to 2013).

year	training hours	length in days	retention
Jan-09	499.31	408	84%
Jan-10	704.33	551	56%
Jan-11	541.78	480	58%
Jan-12	670.58	525	88%
Prior to 2013 Average	603.74	491	69%
Jan-13	771.37	556	92%

In addition, changes were made to the way trainers were rotated, resulting in a much more efficient pacing. The pace yielded a 12% reduction in the amount of time a trainee waits between training from one position to the next. Although the average number of training hours saw a 28% increase, the actual calendar time a trainee takes to complete their training only increased by 13% (556 days for those that completed training in 2013, up from 491 days for those completing training prior to 2012).

The changes made to new hire training have resulted in the report of much higher quality of life and job satisfaction for both the group of trainers and the group of trainees. The significant increase in training retention is related to the fact that not a single trainer has left the training program in 2013. Also the 2013 Survey rated training in general as one of the highest overall categories and every single statement received a positive score.



	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13
left	0	1	2	4	0
retained	8	8	9	9	12

CONTINUING EDUCATION

In addition to new hire training, the Training Division is also responsible for continuing education for fully trained Telecommunicators. Continuing education in 2013 included a total of approximately 7 hours of training from King County Emergency Medical Services including an in person class and online modules covering Obstetrics/Gynecology, Chest Pain, and Diabetics.

In June of 2013 the Training Division implemented a Weekly Reader program providing a new topic each week along with a quiz. This program has been very successful in reminding the Telecommunicator group about some of the more complicated and idiosyncratic parts of the job that are not encountered on a regular basis. The Weekly Reader encourages collaboration to complete the work and is a fully inclusive program allowing anyone interested in spreading knowledge to write a Weekly Reader of their own.

Telecommunicators also participated in NORCOM partner agency drills on a voluntary basis, including an Active Shooter Drill with Bellevue Police and Fire, and a multi-agency Confined Space Rescue on Mercer Island. Telecommunicators also receive additional voluntary training at the Criminal Justice Training Commission and the King County E911 Headquarters on interpersonal communications, dealing with stress, and working together as a team.

The Training Division has also prepared training for upcoming advances in technology including Smart 911, Rapid Responder, and Language Link.

MOVING FORWARD

In 2014 NORCOM continues to transition into an agency that is fully staffed. This redirects new hire training to be more focused on smaller class sizes and personalized individual training. The Training Division as a whole will be freed up to work on continuing education such as High Risk/Low Frequency Simulations.

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ACCREDITATION, FACILITY & CONTINUITY OF OPERATIONS

The Accreditation, Facility, and Continuity of Operations position includes work in each of those elements as well as performance measurement, recognition, and support of the operations section.

ACCREDITATION
NORCOM withdrew from the CALEA Accreditation process in 2012 in order to focus on issues related to the ICRM system. The agency will be moving forward with accreditation in 2015. In the interim, the AFC Manager is involved in Standard Operating Procedure (SOP) review with keen attention to CALEA requirements.

FACILITY
Facility issues are routed through the AFC Manager. This has included enhanced lighting in the main NORCOM hallway, rapid response to maintenance concerns, and a central point of contact for anything related to the NORCOM facility. Visitors to NORCOM will now see a patch board proudly displaying the participating agencies and service area and a photo board of all NORCOM team members.

CONTINUITY OF OPERATIONS
Continuity of Operations is an effort to ensure that essential functions continue to be performed during a range of emergencies. Establishing NORCOM's essential functions is the first step towards ensuring that those functions can be continued throughout, or resumed rapidly after, a disruption of normal activities. Evacuation planning is part of a Continuity of Operations Plan. NORCOM will be working over the next year to establish agency essential functions and responses to ensure those functions continue should an emergent event occur.

CALL PROCESSING

Incoming calls may come to NORCOM through 911, 7 digit emergency, or business lines. NORCOM has consistently met or exceeded the 911 call answer standard as required by King County E9-1-1 (90% of 9-1-1 telephone calls will be answered within 10 seconds or less during each hour of a calendar quarter). NORCOM's average call answer time for 911 calls in 2012 was 98.59%. In an effort to ensure 911 and other emergency calls are answered quickly, NORCOM has established a secondary phone queue into which calls can be transferred after an initial screening by call receivers. Calls determined to be non-emergency are transferred to this queue and answered by designated call receivers. During specific periods of high call volume (4th of July, storm activity, etc.), NORCOM makes use of a "surge" queue into which all non-emergency calls related to that specific event are transferred. All NORCOM Telecommunicators are trained as emergency call receivers and secondary/surge calls are processed by members of the Telecommunicator team.

2013	**NORCOM Phone Actions**				
	911 Calls	911 Answer %	7 digit EMER	Secondary Queue	Business
January	11,985	99.06%	6,322	2,734	1,803
February	10,838	99.11%	5,805	2,449	1,556
March	11,794	99.19%	6,230	2,625	1,682
April	11,929	99.44%	6,094	2,630	1,685
May	13,171	99.06%	7,085	2,958	1,757
June	13,511	98.47%	7,250	3,024	1,734
July	14,667	98.83%	8,099	3,344	1,808
August	12,889	97.72%	7,437	2,886	1,603
September	12,409	98.89%	7,460	2,677	1,564
October	12,303	98.39%	7,098	2,588	1,643
November	12,626	96.67%	6,315	2,188	1,550
December	12,606	98.25%	7,603	2,285	1,567
Totals	**150,728**	**98.59%**	**82,798**	**32,388**	**19,952**

- 911 Calls = Landline, Wireless, & VoIP Calls
- 911 Answer % = % of hours 911 calls were answered 90% of the time within 10 seconds
- 7 digit EMER = 425-577-5656 (alarm companies, transfers from agency phones, public safety agencies)
- Secondary Queue = Calls originate via 911 or 7 digit EMER, screened, determined to be non-emergency, and transferred to this queue
- Business = 425-577-5600 (officers, family members, etc.)

2013 911 Answer Time, Process Time, Agent Occupancy Rate				
	AVG 911 Answer Time	AVG 911 Process Time (mins)	Total 911 Process Time (mins)	Agent Occupancy Rate
JANUARY	0:00:04	0:02:20	466:18:59	62.68%
FEBRUARY	0:00:04	0:02:20	423:15:00	62.98%
MARCH	0:00:04	0:02:15	443:43:29	59.64%
APRIL	0:00:04	0:02:25	482:10:14	66.97%
MAY	0:00:04	0:02:27	540:43:12	72.68%
JUNE	0:00:04	0:02:25	545:29:13	75.76%
JULY	0:00:04	0:02:13	542:21:13	72.90%
AUGUST	0:00:04	0:02:13	479:00:26	64.38%
SEPTEMBER	0:00:04	0:02:17	472:23:40	65.61%
OCTOBER	0:00:04	0:02:21	481:56:33	64.78%
NOVEMBER	0:00:04	0:02:15	421:33:37	59.38%
DECEMBER	0:00:04	0:02:20	492:03:57	66.14%
Totals		0:02:19	5790:59:33	66.16%
Average 911 Answer Time: time it took in seconds from the moment the call is presented to the PBX for queuing until the call was picked up by the Call Receiver.				
Average 911 Process Time: time in seconds from the moment the ANI is detected and the query for ALI begins to the moment the CR hangs up (including answer time, call taker answer time, hold time, and talk time.				
Total 911 Process Time: sum in seconds of total 911 process time				
Agent Occupancy Rate: percent of time in month when call receivers were physically processing 911 calls (does not include 7 digit emergency, business, or outgoing calls)				

CALL DISPATCHING

While callers are still speaking with call receivers, NORCOM dispatchers are notified of the call and information is relayed to field personnel. Calls are prioritized and dispatched to field personnel quickly with additional information provided as units are enroute. NORCOM uses computer-aided-dispatch (CAD) to track call and dispatch information. Calls requiring police and fire response can be processed and dispatched at the same time through the immediate access to information in the New World (for law enforcement) and TriTech (for fire agencies) CAD systems.

2013 All Priority Police Calls					
	All Incidents with a unit Dispatched - NORCOM Initiated	Traffic Stops – NORCOM Assistance	Officer Initiated Incidents	Incidents without a unit assigned **	TOTAL CAD Calls
Bellevue PD	44,630	7,833	594	30,781	83,838
Clyde Hill PD	1,440	620	686	383	3,129
Kirkland PD	29,637	23,523	339	16,069	69,568
Medina PD	2,050	1,194	974	408	4,626
Mercer Island PD	6,326	4,432	72	3,351	14,181
TOTAL	**84,083**	**37,602**	**2,665**	**50,992**	**175,342**

** Calls without a unit dispatched include E911 Check Calls, Info Documentation/Broadcast. These are not billable calls for service.

Police Priority 1/Priority 2 Call Received to Call Dispatched (Goal <1 min) – 2013 Average = :56											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1:00	:52	:57	1:05	1:06	:53	:42	:51	:58	1:00	:59	:52
Police Priority 3 Call Received to Call Dispatched (Goal <3 mins) – 2013 Average = 1:59											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2:09	1:55	1:50	2:00	1:53	2:10	1:51	1:51	2:16	1:54	2:05	1:56
Police Priority 4/Priority 5 Call Received to Call Dispatched (Goal <1 hr) – 2013 Average = 18:38											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
25:33	17:40	16:54	17:24	18:54	18:41	18:21	16:47	18:37	17:58	18:42	18:10

Procedures for dispatch processes are established by NORCOM in conjunction with police & fire representatives through the Fire Service Board & Police Service Board. These boards have established service levels which NORCOM strives to maintain. Included in the chart above and below are incident volume and response time information.

2013 Priority 0-5 Fire Emergency & Non-Emergency Calls			
	Priority 0-4 CAD Incidents	Still Alarms	Priority 5 (NON-EMER) CAD Incidents	Total CAD Incidents
Bellevue Fire	11,733	75	1,679	13,487
Bothell Fire	4,203	31	513	4,747
Duvall Fire	614	47	111	772
Eastside Fire & Rescue	7,110	101	1,075	8,286
Fall City Fire	361	13	83	457
Kirkland Fire	5,905	41	908	6,854
Mercer Island Fire	1,727	34	343	2,104
Northshore Fire	2,445	36	350	2,831
Redmond Fire	5,526	53	739	6,318
Shoreline Fire	6,006	46	785	6,837
Skykomish Fire	253	11	10	274
Snoqualmie Pass Fire	285	6	14	305
Snoqualmie Fire	814	12	80	906
Woodinville Fire	2,565	32	393	2,990
TOTAL	**49,547**	**538**	**7,083**	**57,168**

% of Emergency Fire/EMS call received to call dispatched (Goal=90% in 60 seconds or less) 2013 Average = 88%											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
88%	87%	88%	87%	87%	86%	87%	88%	88%	87%	88%	89%

% of Emergency Fire/EMS call received to call dispatched (Goal=99% in 90 seconds or less) 2013 Average = 96%											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
96%	95%	96%	96%	95%	95%	95%	96%	96%	95%	96%	97%

CAD Incident by Year Updated 12/31/2013

This chart includes all calls entered into the CAD system with a unit dispatched on them (NOT calls for service by budget definition)

	2010	2011*	2012	2013	Total Calls (3 years)	3 Year Average of Police Calls	3 Year Average of All Calls (P/F)
Bellevue PD	64425	73673	54113	53057	180843	43.47%	30.99%
Clyde Hill PD	3073	2880	2829	2746	8455	2.03%	1.45%
Kirkland PD	44863	62925	63787	53499	180211	43.32%	30.88%
Medina PD	2434	2034	3670	4218	9922	2.38%	1.70%
Mercer Island PD	11705	13035	12745	10830	36610	8.80%	6.27%
Police Totals **	**126500**	**154547**	**137144**	**124350**	**416041**	**100.00%**	**71.28%**

*** Police Calls include only calls with a unit dispatched on them*

	2010	2011	2012	2013	Total Calls (3 years)	3 Year Average of Fire Calls	3 Year Average of All Calls (P/F)
Bellevue Fire	13141	12652	13357	13487	39496	23.57%	6.77%
Bothell Fire	4456	4243	4513	4747	13503	8.06%	2.31%
Duvall Fire	801	739	776	772	2287	1.36%	0.39%
Eastside Fire	7943	7661	8127	8286	24074	14.36%	4.12%
Fall City Fire	480	416	505	457	1378	0.82%	0.24%
Kirkland Fire	6323	6510	6998	6854	20362	12.15%	3.49%
Mercer Island Fire	2242	2120	2153	2104	6377	3.80%	1.09%
Northshore Fire	2866	2514	2802	2831	8147	4.86%	1.40%
Redmond Fire	6598	6150	6342	6318	18810	11.22%	3.22%
Shoreline Fire	6730	6355	6769	6837	19961	11.91%	3.42%
Skykomish Fire	323	280	295	274	849	0.51%	0.15%
Snoqualmie Pass Fire	236	278	311	305	894	0.53%	0.15%
Snoqualmie Fire	801	778	802	906	2486	1.48%	0.43%
Woodinville Fire	3285	3019	2963	2990	8972	5.35%	1.54%
Fire Totals **	**56225**	**53715**	**56713**	**57168**	167596	**100.00%**	**28.72%**

*** Fire Calls include only calls with a unit dispatched on them*

*** 2011 includes calls entered into New World & TriTech - some overlap exists.**

This chart includes all calls entered into the CAD system with a unit dispatched on them.
NOT calls for service by budget definition.

CRITICAL INCIDENTS IN 2013

03/09/2013 – WOFD – Aircraft Crash - http://seattletimes.com/html/localnews/2020525278_planecrashxml.html

03/10/2013 – BLVPD/BEFD – Suicide at West Coast Armory - http://seattle.cbslocal.com/2013/03/14/man-commits-suicide-at-wash-gun-safety-class/

04/10/2013 – BLVPD - Standoff – http://www.king5.com/home/911-dispatcher-shares-insight-into-Bellevue-standoff-202642341.html

05/06/2013 – KIRPD/KIFD - Fatality MVA involving Sound Transit - http://www.komonews.com/news/local/One-killed-in-Sound-Transit-bus-crash-in-Kirkland-206378001.html?tab=gallery&c=y&img=2

06/28/2013 – SHFD – Surface Water Rescue – http://www.shorelineareanews.com/2013/06/boat-capsizes-off-saltwater-park-three.html

07/26/2013 – ESFD – Wild land Fire – http://sammamish.patch.com/groups/police-and-fire/p/firefighters-combat-brush-fire-on-mt-si

09/12/2013 – BLVPD/BEFD - Fatality MVA -
http://www.komonews.com/news/local/State-Patrol-suspects-meth-in-deadly-Bellevue-crash-223617821.html

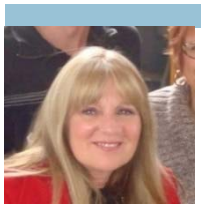
11/04/2013 – BEFD - Residential Structure Fire (Mariner's Felix Hernandez) -
http://blogs.seattletimes.com/mariners/2013/11/04/fire-crews-on-scene-of-blaze-at-felix-hernandezs-home-in-bellevue/

11/05/2013 – BEFD - Hampton Greens Multi-Family Structure Fire -
http://www.kirotv.com/news/news/crews-battle-2-alarm-bellevue-apartment-fire/nbhq8/

11/07/2013 – BEPD – Immigration Protest -
http://www.komonews.com/news/local/Seattle-mayors-wife-among-dozens-arrested-at-immigration-protest-231046001.html

11/16/2013 – KIFD – 10-year-old performs CPR –
http://www.kirotv.com/news/news/911-dispatcher-talks-10-year-old-through-cpr-help-/nb8wx/

12/24/2013 –ESFR/SQFD – Confined space rescue of an 8-year-old boy on Rattlesnake Ridge -
http://www.livingsnoqualmie.com/helicopter-hoists-child-rattlesnake-ridge-area-christmas-eve-fall-crevasse/



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HUMAN RESOURCES

The Human Resources Business Unit is comprised of a Human Resources Specialist and the HR Manager. This business unit is responsible for a wide scope of work that includes:

- Recruitment, selection and promotional processes
- Coaching and guidance provided to Management staff regarding employee relations
- Research and interpretation as it relates to Standard Operating Policies and the contractual bargaining agreements
- Policy development and modifications
- Review of proposed personnel actions
- Review and tracking of all employee evaluations
- Compensation studies
- Grievance tracking
- Protected leave administration
- Position description development/modifications and job task analysis
- Gathering of data and analysis of resulting metrics as they relate to HR function

The work of the Human Resources Business Unit reflects both an emphasis on the overall needs of NORCOM personnel: *the human side*; and an objective measurement of that work through a variety of metrics: *the business side.*

The Human Resources Business Unit continues to emphasize NORCOM's cultural values, C.A.R.E.S (Cooperative, Accountable, Respectful, Excellent, and Supportive) and makes every effort to reflect these values in our day-to-day interactions with NORCOM personnel and our many outside contacts. This business unit is responsible for a unique collection of deliverables that range from initial contacts with applicants, selection processes, and on-boarding; to the continuing attention to personnel throughout their NORCOM career.

2013 was a busy year for our business unit. We conducted a number of selection and promotional processes, for both internal and external candidates. These processes were conducted for Operations and Technology business units, including two Team Supervisor processes (promotional opportunities); Training Coordinator and CTO processes, one Member of Technical Services (MTS) - Telephony and the Information Technology Director.

We also focused on the development of tactical and strategic plans to ensure NORCOM continues to hire talented and skilled individuals. For example, we are anticipating the public's ability and interest in text-to-911 technology, which may include photo attachments. This means we must tailor our selection process to find applicants with the ability to process calls with the added element of visual evidence.

The work in 2013 included a new emphasis on employee performance reviews, adding not only the preliminary review of draft work, but the overall coordination of all reviews. This process ensures personnel receive meaningful and relevant reviews in a timely manner, to coincide with decisions on pay increases.

There are several committees that interface with the work of this unit including: the Health and Wellness Committee, the Safety Committee, and the Activities Committee. The HR Manager and the HR Specialist participate in these meetings and provide guidance and input as appropriate. In 2013, we saw an even more engaged group of participants in these committees.

An abbreviated list of projects and activities overseen by these committees include:

- Water, Wheels, Walking Challenge
- Ski, Sled, Skate Challenge
- Adopted families for the holidays, both Thanksgiving and Christmas
- The "Hammy" food drive – a summer time food drive that includes a friendly competition with one or more other communication centers; NORCOM was the winner of the coveted Hammy Award this year, collecting 1,434 contributions
- A Pet food drive
- National Night Out

The Human Resources business unit organizes and participates in other venues that continue to reach in to the communities we serve. Some of those activities include career fairs, individual work with students from local universities, bus advertisements, and Open Recruitment Night.

Taking a look inward, we coordinated NORCOM sponsored flu shots, at no cost to NORCOM employees. Additionally, a trial program introducing the use of "yoga balls" as an alternative, core strengthening seat, was conducted and very well received.

With a continued interest in employee development and engagement, the Human Resources business unit sponsored several opportunities. "Talk Time" was an opportunity for all interested personnel to get together with Supervisors and Managers in an informal manner, providing the opportunity to talk about a wide range of issues, questions, and sometimes, speculations on the future and how that might look for NORCOM. Additionally, the HR Manager along with the AFC Manager, Sheryl Mullen, conducted a workshop on preparing to promote. This was the second time this workshop was presented and was again very well received. Four participants of these workshops have since been promoted to Team Supervisor.

KEY ACCOMPLISHMENTS

- Participation in the negotiations of a first contractual bargaining agreement between NORCOM and the Public Safety Employees Union (PSEU Local 519) for the NORCOM Team Supervisors
- Myers Briggs (MBTI) communications training continues to provide valuable insight for our employees and their Supervisors and Managers; MBTI is most often used for the determination of training assignments, conflict resolution, team dynamics, communication strengthening and stress identification and management.
    - 20 MBTI reports were administered and interpreted
    - 14 MBTI Stress Management reports were issued
    - 20 facet comparisons were developed and delivered to training teams; facet comparisons highlight where trainer/trainee are compatible in their communication style and where there are potential challenges
- Recruitment, selection, and on-boarding for total of 14 new Call Receivers participating in 3 academies during 2013
- Recruitment, selection and on-boarding for a new member of the Information Technology Services (ITS) business unit
- Recruitment and selection process for an Information Technology Director
- 2 promotional processes for Team Supervisor, resulting in the promotion of 3 employees in 2013 and 2 additional in 2014
- Selection process for Training Coordinator; successful candidate vacated a Team Supervisor position and created an opportunity for another employee to become a Team Supervisor
- Conducted the CTO selection process for employees interested in becoming trainers
- Worked with two outside coaches for the further development of NORCOM personnel in a range of areas including communications skills training and transition to supervisor

The following metrics will further illustrate the work of the Human Resources Business unit in 2013.

HUMAN RESOURCES BUSINESS UNIT METRICS:

Retention Metrics:

Retention Report-2013

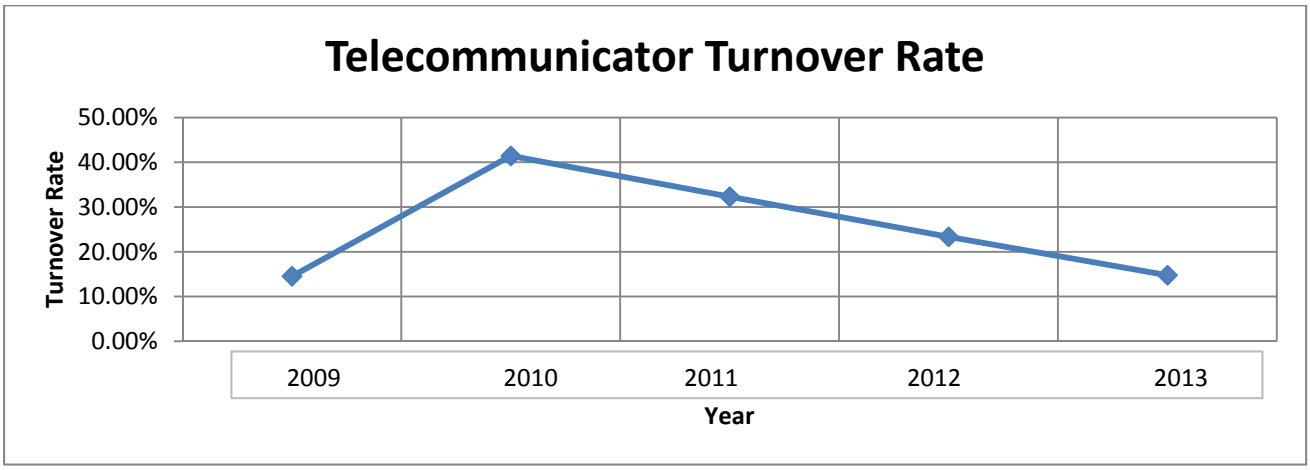
Department	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Actual Jul-13	Actual Aug-13	Actual Sep-13	Actual Oct-13	Actual Nov-13	Actual Dec-13	Average # Down
Administration (Authorized 11 FTE's)	11	11	11	11	11	11	11	11	11	11	11	11	0
Supervisors (Authorized 6 FTE's)	3	2	2	6	6	6	6	5	5	5	5	5	1.33
Technology (Authorized 9 FTE's)	6	8	7	8	8	8	8	9	9	9	9	9	.83
Telecommunicator (*Authorized 60FTE's)	60	59	58	54	55	55	60	61	60	60	60	60	1.58

Summary of Authorized FTE's:

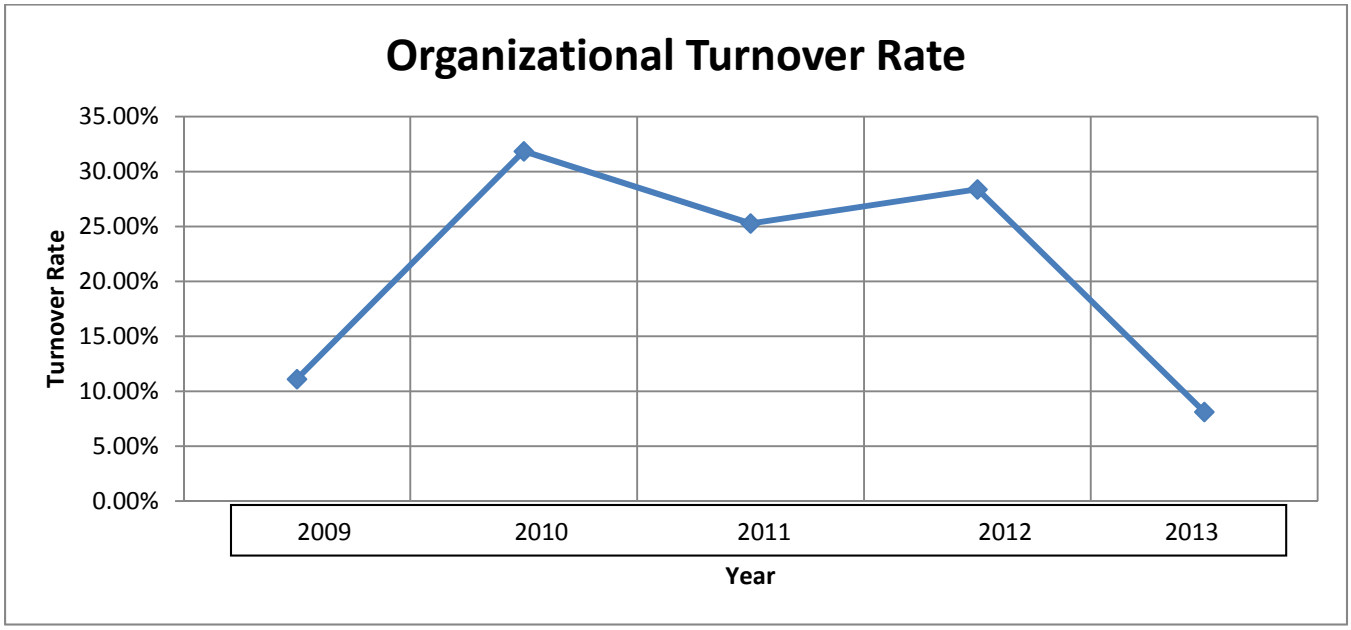
Telecommunicator Authorized FTE's vs. Actual FTE's			
Year	**Average Headcount**	**Authorized FTE's**	**% of Authorized FTE's**
2009	55.66	66	84.34%
2010	58.16	69	84.29%
2011	59	72	81.94%
2012	58.39	72 (Jan-Mar)→ 70 (Apr-Dec)	81.09% → 83.41%
2013	58.5	60	97.50%
Overall Average	57.942	N/A	85.42%

Turnover Metrics:

Telecommunicator Workgroup						
	Calculating the Average Turnover Rate	Year				
		2009	2010	2011	2012	2013
A	total number of employees at the highest staffing level for that year	62	70	65	60	61
B	Number of new hires that failed to complete the probationary period	5	11	17	4	2
C	Number of experienced employees who left for any reason	4	18	4	10	7
D	Turnover Rate (Turnover= B + C / A)	14.52%	41.43%	32.31%	23.33%	14.75%
E	Retention Rate (Retention = 1-Turnover) x 100	85.48%	58.57%	67.69%	76.67%	85.25%



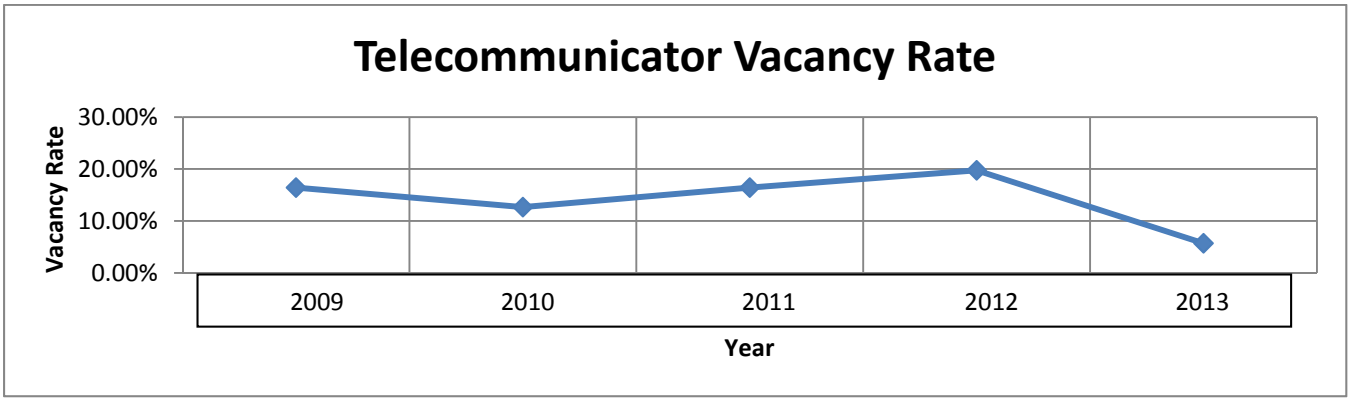
Organizational						
	Calculating the Average Turnover Rate	Year				
		2009	2010	2011	2012	2013
A	total number of employees at the highest staffing level for that year	81	91	87	81	86
B	Number of new hires that failed to complete the probationary period	5	11	17	4	2
C	Number of experienced employees who left for any reason	4	18	5	19	5
D	Turnover Rate (Turnover= B + C / A)	11.11%	31.86%	25.28%	28.39%	8.13%
E	Retention Rate (Retention = 1-Turnover) x 100	88.89%	68.14%	74.72%	71.61%	91.87%

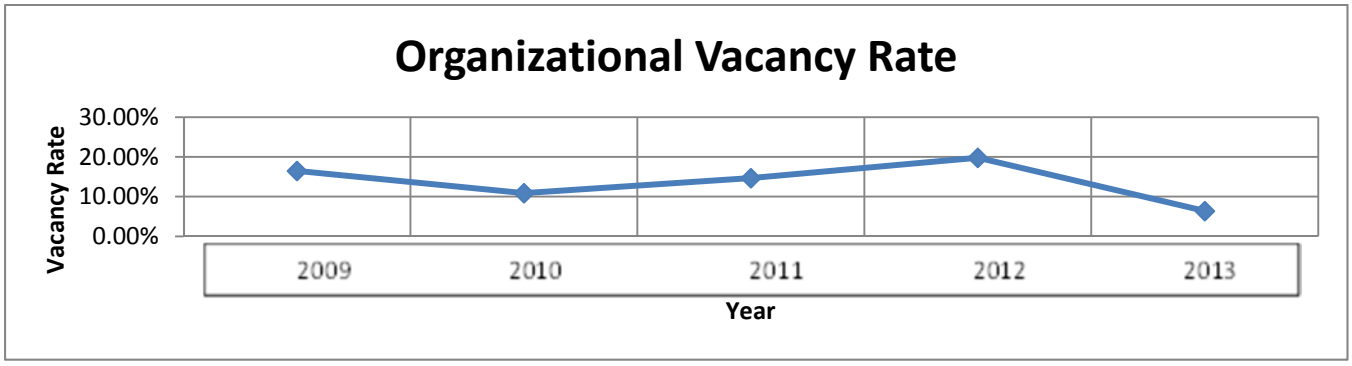


Vacancy Metrics:

Vacancy rates reflect the number of vacant positions divided by the number of approved positions (FTEs) if we were at full staffing.

YEAR	APPROVED FTE'S	TELECOMMUNICATOR	ORGANIZATION
2013	60	5.69%	6.37%
2012	72 (Jan-Mar)→ 70 (Apr-Dec)	19.75%	19.79%
2011	72	16.43%	14.65%
2010	69	12.68%	10.87%
2009	66	16.43%	16.49%





Hiring & Testing Metrics:

During 2013 we hired or promoted for the following vacancies:

Position Vacancy	Number Hired
Members of Technical Staff	2 on Assignment
Team Supervisor	4
Telecommunicators (CRA12 & CRA13)	14
Training Coordinator	1
Executive Assistant (title change)	1
Member of IT-Telephony	1

Recruitment and selection for the position of Telecommunicator was conducted for 2 Call Receiver Academies: CRA12, CRA13, coupled with one rehire and one individual hire.

The Telecommunicator position is the most time intensive of the selection processes. In 2013, we had 498 applicants who completed the following number of tests and evaluations:

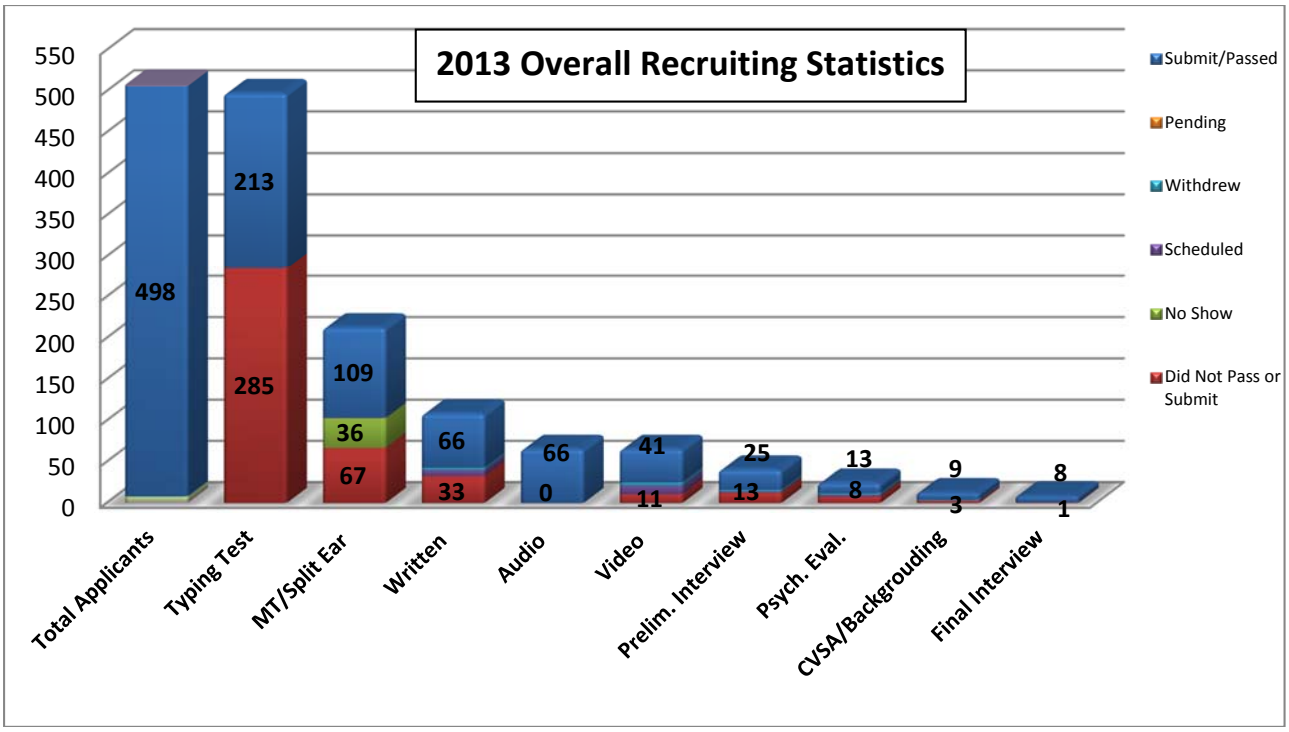
498 applicants processed (through 11/2013), resulting in:

- 176 Multiple task/split ear exams administered
- 99 written exams administered
- 66 audio exams administered
- 52 Ergo metric video exams administered
- 38 preliminary interviews – successful candidates go on to:
  - One hour site visits
  - Psychological evaluations
  - Computerized Voice Stress Analysis (CVSA)
  - Complete backgrounding

Academies typically run in January and July at the conclusion of a selection process that includes:

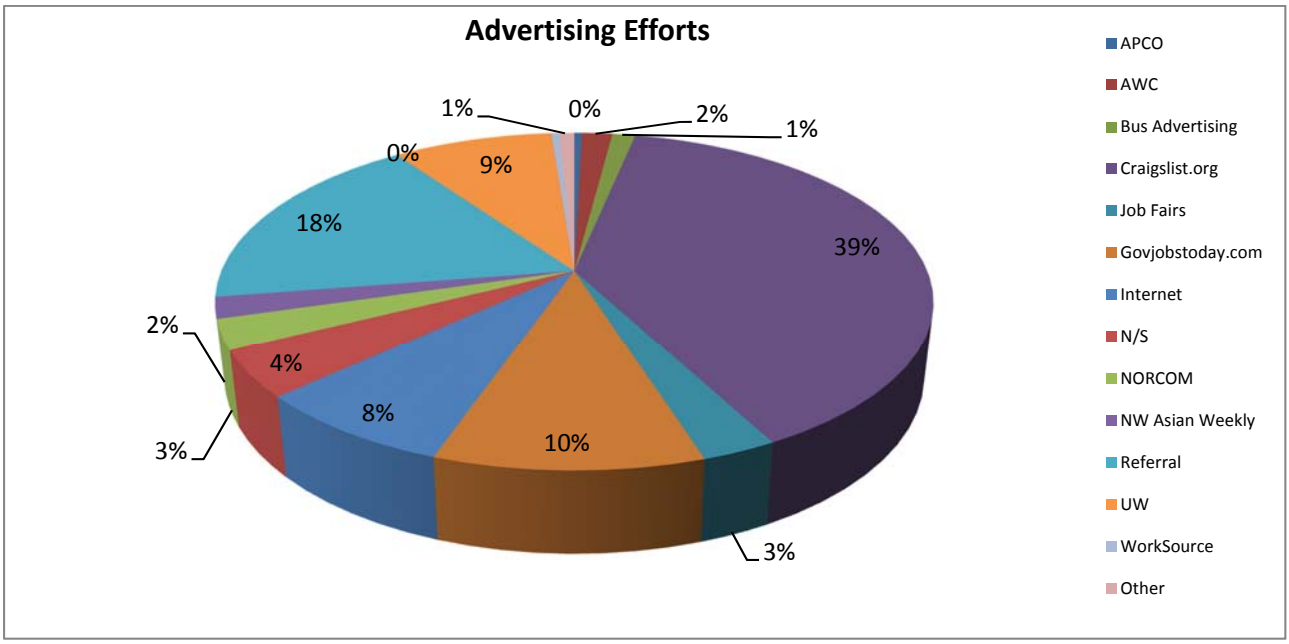
- Application on line through GovJobsToday
- Submittal of a third party typing certificate
- Four skills tests
- Preliminary Interview
- Psychological evaluation
- Computerized Voice Stress Analysis (CVSA)
- Site Visit
- Backgrounding via a Personal History Statement and Triple I
- Final Interview

Post offer, candidates take a physical that includes an audiogram and drug test and get fingerprinted. This is a rigorous selection process that has resulted in successful academies. Average academy success rate for 2013 was 92%.



Advertising Metrics:

We continue to affirmatively reach out in our recruitment efforts using a variety of tools including career fairs, bus advertisements, Open Recruitment Night, job postings in numerous locations and electronic postings in 10 -15 areas at any given time.



Exit Interview Metrics:

Exit Interview Data					
Reason for Leaving	**2009**	**2010**	**2011**	**2012**	**2013**
*Pursue School	1	1	1	1	
*Pursue Another Field	0	4	1	2	2
*Pursue Another Communications Center	2	1	1	1	2
*Working Conditions	1	1	0	2	
*Stay at Home	0	1	1	2	
*Moving	0	6	0	3	
*Retired	0	0	0	2	1
*Family/Personal	0	1	1	1	
Voluntary Quits	4	18	5	19	5
Terminations	5	11	17	4	
Discontinuation of Training					2
Promotions	0	0	0	3	3

Personnel Allegation Metrics:

2013 Personnel Allegations					
Allegation	**Sustained**	**Exonerated**	**Unfounded**	**Disposition Pending**	**Total**
Violation of Rules & Regulations	14	0	1	0	15
Unsatisfactory Job Performance	10	0	0	0	10
Overall Total					25

Details:

Rules and Regulations:

- 5 Counseling Memos – tardiness
- 3 Counseling Memos – unscheduled leave
- 1 Counseling Memo – negative comments
- 1 Counseling Memo – ACCESS certification
- 1 Verbal Warning – tardiness
- 1 Written Warning – personal phone calls
- 1 Suspension – 2 days – ACCESS violation
- 1 Suspension – 3 days – conduct

Unfounded:

- 1 Investigation- Unlawful Harassment

Job Performance:

- 1 Counseling Memo – addressing error
- 1 Counseling Memo – citizen complaint
- 2 Counseling Memos – Data service errors
- 1 Counseling Memo – CBD guidelines
- 1 Counseling Memo – call processing
- 1 Verbal Warning – attention to detail
- 1 Verbal Warning – responder safety
- 1 Written Warning – responder safety
- 1 Suspension – 1 day – air closure

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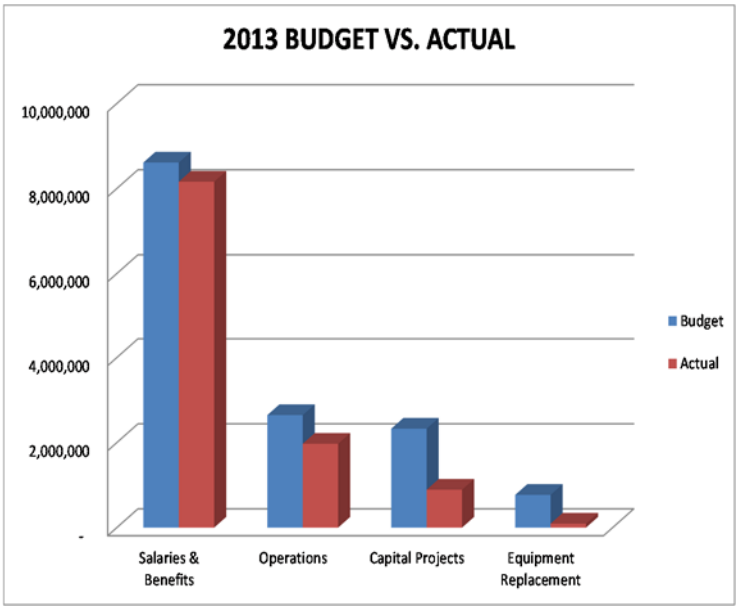
FINANCE

The Finance Business Unit provides fiduciary support to other business units and has primary responsibility for day-to-day management of NORCOM's financial assets and resources including budget monitoring, accounts payable, payroll, accounts receivable, investments, and fixed assets. Additionally, the Finance Business Unit oversees the development of the annual budget, prepares the annual financial statements, coordinates employee benefits, centralized services, and risk management.

NORCOM is required to file financial statements each year with the Washington State Auditor's office and is subject to annual audits. The financial statements of NORCOM are prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

NEW FINANCIAL SYSTEM

In 2013, NORCOM completed the implementation and conversion to a new financial system. Late in 2012, Springbrook Software was selected as the successful vendor in a RFP process that took most of the year to complete. The new system accounts for expenses at the fund level which allows monthly reports to be generated quicker and with less manual work. Managers now have access to budgetary reports for their departments and can monitor their expenses easier and without having to wait for finance to issue the monthly reports.



The new system also allows managers to input their budget directly into the system, instead of submitting excel spreadsheets for finance to enter. This greatly reduces workload redundancy. The 2015 budget process will be the first year NORCOM uses the new system for budgeting.

2013 EXPENDITURES

The 2013 Budget was approved with a decrease of 0.66% in the operating funds. This was accomplished by making significant changes to the Operations staffing model. In 2012, a staffing analysis was performed for Operations and Information Technology Services and it was determined NORCOM could cut 7 operational FTE's from the 2013 budget and not impact service levels. Two of the FTE's were shifted to Information Technology Services and the remaining 5 were cut from the budget.

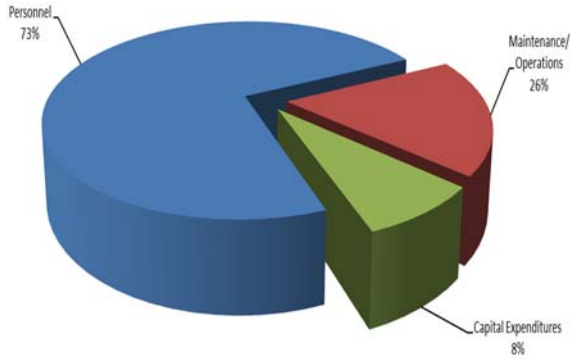
During 2013 continued staffing analysis was done using the APCO Retains formula and the recommendation was made to cut 5 additional operational FTE's from the budget in 2014. This decision was approved in August 2013 and the positions were not filled in 2013.

NORCOM ended 2013 within budget and is now in the process of determining how unspent funds from 2013 should be applied in 2014. Once the most important areas of need are identified, the Governing Board will be presented with a proposal to amend the 2014 budget. The graph at the right shows the 2013 Budget vs. Actual broken down by major category.

Expenditures by category are displayed below.

EXPENDITURES BY CATEGORY

Personnel	8,160,530
Maintenance/Operations	2,067,183
Capital Expenditures	892,632
Total	$ 11,120,345

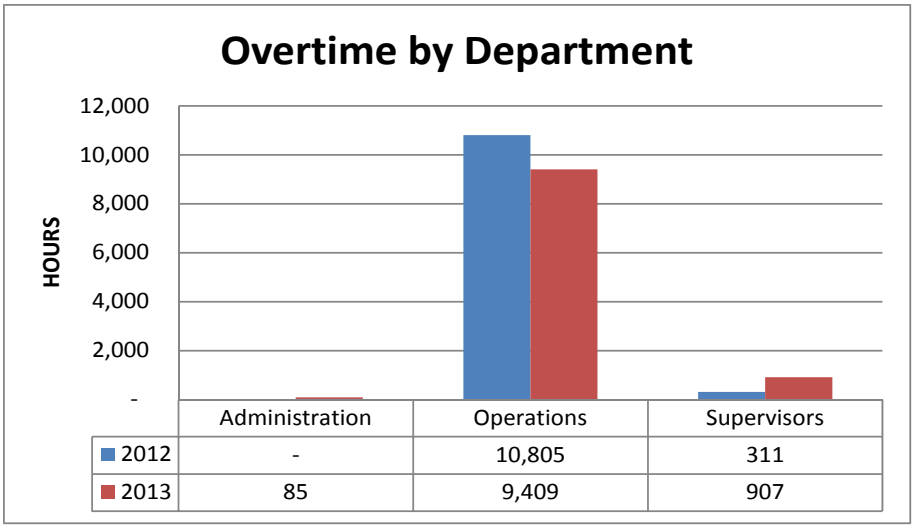


Actual expenditures for Salaries & Operations
were 0.04% less than budgeted, due to deferring payment on a software maintenance contract ($440,000) until the software company fixed several problems within the software. The reduction in operational FTE's resulted in overtime expenses ($329,429) almost equivalent to the savings from vacant positions ($401,121).

OVERTIME BY DEPARTMENT

The overtime hours logged by each department eligible to earn overtime is displayed to the right.

In 2012, Supervisors were classified "exempt" until August when the Governing Board approved Resolution 50 changing the status of the Supervisors from "exempt" to "non-exempt" and eligible to earn overtime.



	Administration	Operations	Supervisors
2012	-	10,805	311
2013	85	9,409	907

Telecommunicator overtime was due to vacant or untrained telecommunicator FTE's. The overtime listed above equates to approximately 7.5 FTE's, a reduction from 2012 (OT equivalent to 9.5 FTE's).

COMMUNICATIONS STAFFING MODEL AND NET AVAILABLE WORK HOURS

The staffing analysis performed in 2012 for the Communications Business Unit determined NORCOM could cut 7 Communications FTE's from the 2013 budget and not impact service levels. The analysis continued into 2013 using detailed payroll information for each Telecommunicator to refine the estimate used in 2012 and the decision was made during the 2014 budget process to reduce FTE's from 65 to 60 with 2 over hires.

Net Available Work Hours (NAWH) decreased in 2013 for both Call Receivers; from 1,349 to 1,243, and Dispatchers; from 1,433 to 1,283. This was due primarily to Telecommunicators being off floor for Training, Conferences and Special Duty assignments (2012 averaged 150, 2013 increased to 272).

The charts below follow the APCO Retains methodology to determine Net Available Work Hours for 2013. When applied to NORCOM's staffing model, 28 Call Receivers and 40 Dispatchers are required to cover NORCOM's current positions. This is an increase from 26 Call Receivers and 36 Dispatchers in 2012. NORCOM will continue to analyze staffing requirements over the long term to determine the optimal staffing level.

Call Receivers

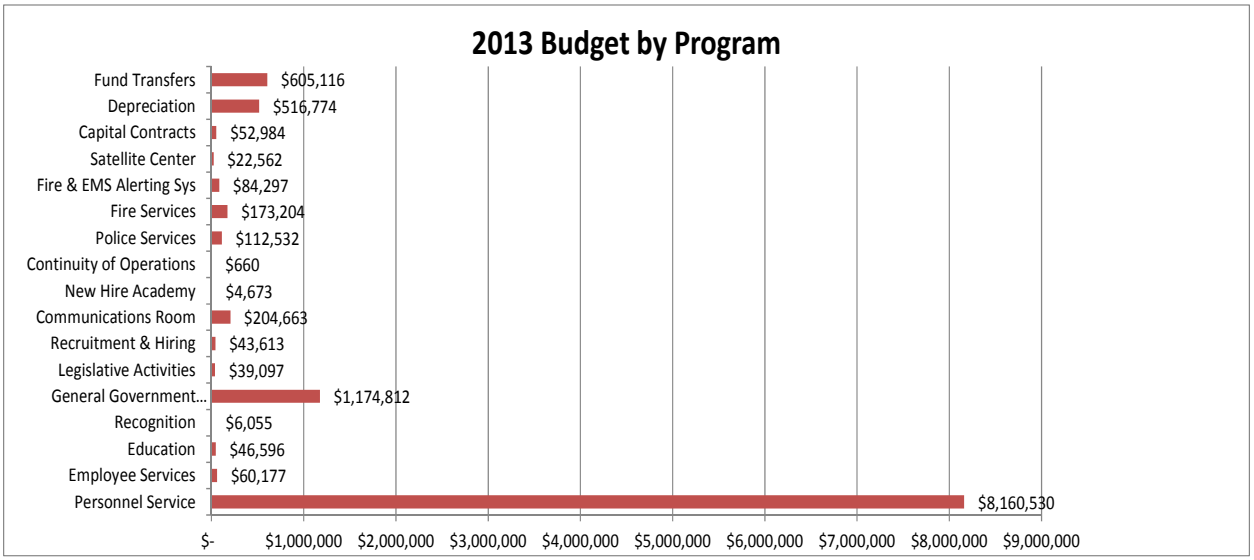
Working Hours available per year		1,748
Less:		
Vacation & Comp Time	113	
Holidays	61	
Training, Conferences, Spec. Duty	264	
Administrative Leave	5	
Sick time, Bereavement	58	
LWOP, OJI, JD	5	
Total hours not available		505
Available hours per employee per year		1,243
Hours in a year (365 days x 24 hours)		8,760
Staffing ratio		
(Hours in year/Hours available)		7.05
Calculating the Number of Dispatcher's Required		
Dispatcher Positions Required on Watch		4.00
Times Staffing Ratio:		7.05
Dispatcher's Required to be employed		**28.20**

Dispatchers

Working Hours available per year		1,822
Less:		
Vacation & Comp Time	121	
Holidays	66	
Training, Conferences, Spec. Duty	281	
Administrative Leave	5	
Sick time, Bereavement	62	
LWOP, OJI, JD	5	
Total hours not available		539
Available hours per employee per year		1,283
Hours in a year (365 days x 24 hours)		8,760
Staffing ratio		
(Hours in year/Hours available)		6.83
Calculating the Number of Dispatcher's Required		
Dispatcher Positions Required on Watch		5.83
Times Staffing Ratio:		6.83
Dispatcher's Required to be employed		**39.80**

BUDGET BY PROGRAM

With the implementation of the new financial system, NORCOM is now able to track expenses by program. In the chart below, each program of the operating budget that expenses can be directly attributed to is presented. This method allows for better tracking of the services NORCOM offers and the cost of those services.



CAPITAL PROJECTS – Integrated Communications & Records Management (ICRM) Project

The Capital Projects Fund was created to track projects lasting more than a year. The Integrated Communications and Records Management (ICRM) project began in 2008 with an initial budget of $5,065 million, and was scheduled to be completed in 2010.

Due to setbacks in the development of critical software, a professional services contract for project management was signed with Online Business Systems (OBS) in 2012 and NORCOM restructured management and oversight of the ICRM project. A Steering Committee was formed to help with project decisions and direction and the Governing Board authorized the Executive Director to enter into an agreement with Foster Pepper for special counsel to support NORCOM.

Late in 2012, NORCOM initiated dispute resolution with New World Systems with respect to delays in delivery of the software, as well as defects in the software that has been delivered. The contract provides for dispute resolution in such instances. Dispute resolution that took place in 2013 was unsuccessful. The next step is non-binding mediation which has been scheduled in Detroit, MI on March 3, 2014.

As a result of the delivery delays and defects, the NORCOM Governing Board engaged in a strategic reassessment of the entire project. Online Business Systems conducted an Alternative Strategies Assessment (ASA) in an effort to assist NORCOM in identifying a new roadmap for the ICRM project. The result of the ASA acknowledged the viability of a new path for Fire Computer Aided Dispatch (CAD), mobile and Records Management System (RMS), instead of the original Integrated CAD/Mobile/RMS that was to be shared with Police. The ICRM vendor, New World Systems, proposed a change in contract whereby New World Systems would no longer be the provider for the Fire portion of the ICRM system. Since that time, NORCOM and New World Systems have been working towards this model.

This change from an integrated Police/Fire CAD/Mobile/RMS system to two separate tracks has prompted reorganization within the ICRM program, new stakeholder groups, and a new method for identifying and approving projects.

The ICRM program is now defined as a collection of several projects that have related goals and shared resources. Projects are identified within the new Fire and Police Stakeholder groups and presented to the Executive Director, IT Director, IT Program Manager and Finance Manager for prioritization based on available personnel and funding resources.

The chart below shows what has been spent to date on ICRM projects and the amount remaining on the New World Systems contract at the end of 2013. Of the $925,020 remaining, $274,509 is for Police, $172,974 is for Fire, $422,385 is for enhancements and the remainder represents taxes applied to the original contract.

New World Systems Contract		Spent to Date	Increase from Change Orders	Remaining Commitment
	2008	$ 521,072		$ 2,927,902
	2009	$ 972,809		$ 1,955,093
	2010	$ 830,976	$ 155,702	$ 1,279,819
	2011	$ 712,174	$ 381,966	$ 925,020
	2012	$ -	$ -	$ 925,020
	2013	$ -	$ -	$ 925,020
Total Spent at 12/31/12		$ 3,037,031		

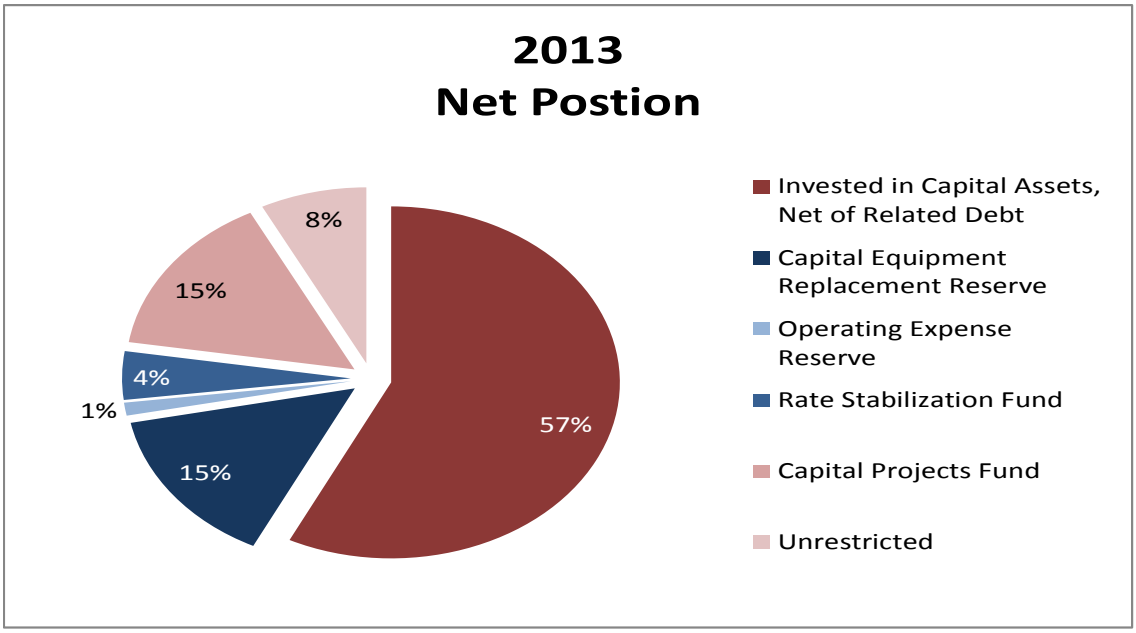
Other Expenses	
Consumable Goods	$ 535
Small Tools & Equipment	$ 20,381
Computer Equipment	$ 962,926
Travel & Lodging	$ 16,125
Training	$ 10,866
Advertising	$ 486
Professional Services & Project Consulting	$ 1,878,337
GIS Consulting	$ 417,914
Software Licensing	$ 202,413
Total Spent at 12/31/12	$ 3,509,983

	$ 6,547,014

At the end of 2013, $7.8 million was budgeted and $6.5 million has been spent.

NET POSITION & CAPITAL ASSETS

NORCOM's Net Position at the end of 2013 is $9.5 million. The largest portion of NORCOM's Net Position is invested in Capital Assets. Capital Equipment Reserves ($1,377,742), Operating Expense Reserve ($112,307), and the Rate Stabilization Fund ($421,141) equal 20% of the Net Position. 15% of Net Position is designated for the Integrated Communications & Record Management Project. The breakdown of NORCOM's Net Position is depicted in the graph below.

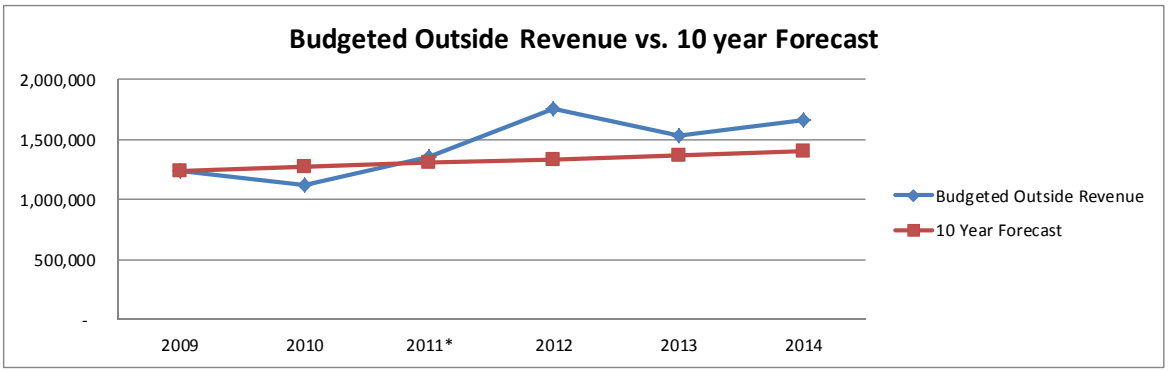


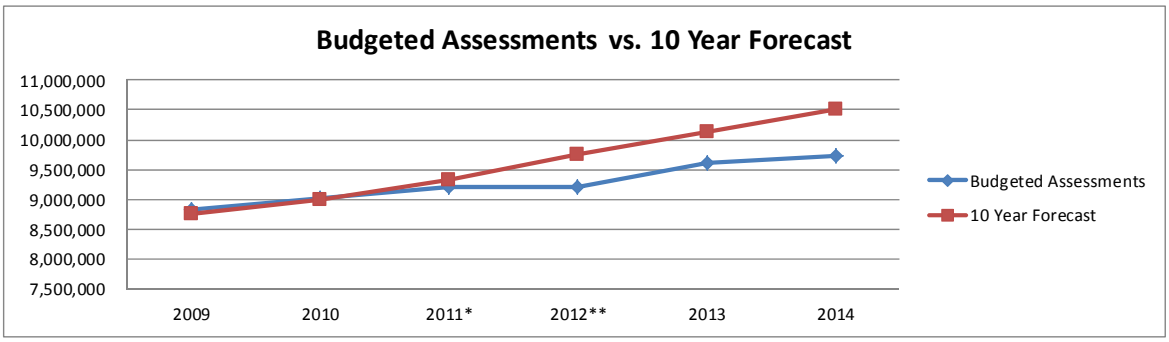
A summary of NORCOM's Capital Assets at December 31, 2013 is shown below:

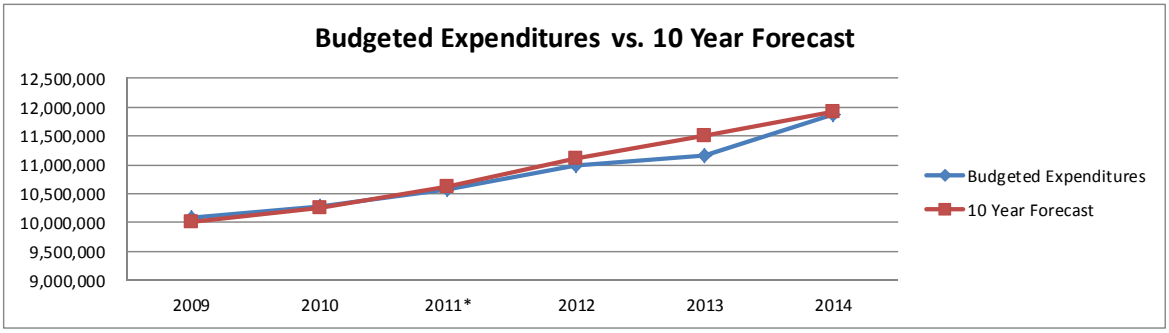
	Beginning Balance as of 1/1/2013	Additions	Deletions	Ending Balance as of 12/31/2013
Capital Assets, not being depreciated:				
Work in progress	$ 3,798,563	$ -	$ 61,245	$ 3,737,318
Capital assets, being depreciated:				
Machinery and Equipment	3,897,938	114,229	-	4,012,167
Less: Accumulated Depreciation	(1,795,625)	(516,774)	-	(2,312,399)
Capital Assets, being depreciated net	$ 2,102,313	$ (402,545)	$ -	$ 1,699,768
Total Capital Assets, net	$ 5,900,876	$ (402,545)	$ 61,245	$ 5,437,085

BUDGET TO FORECAST COMPARISON

Ever mindful of the economic situation, the NORCOM team always looks toward the future to identify service levels and customer needs, while focusing on efficiency and cost savings. Below are charts that compare the Business and Services 10 year forecast prepared at the inception of NORCOM's formation to NORCOM's actual performance the first 6 years of operations.







SMOOTHING & IMPACT TO USER FEES

During the formation stages of NORCOM it was found that Bellevue was subsidizing the dispatch operation and many agencies would not be able to afford the full cost of doing business. Bellevue agreed to a fixed dollar amount ($5.5 million) paid over a period of 7 years (Smoothing Period), allocated 30% to police and 70% to fire, and applied to agency fees based on their call volume. The amount Bellevue pays, known as "smoothing", decreases each year. The chart below shows the amount of smoothing to be allocated in each year.

SMOOTHING PERIOD	2009	2010	2011	2012	2013	2014	2015	2016	TOTAL SMOOTHING
	$ 575,000	$ 1,117,500	$ 996,000	$ 832,000	$ 694,500	$ 580,000	$ 484,500	$ 220,500	$ 5,500,000
Smoothing - Police - 30%	172,500	335,250	298,800	249,600	208,350	174,000	145,350	66,150	
Smoothing - Fire - 70%	402,500	782,250	697,200	582,400	486,150	406,000	339,150	154,350	

The following depicts an estimate of the smoothing allocation for each agency in the years to come:

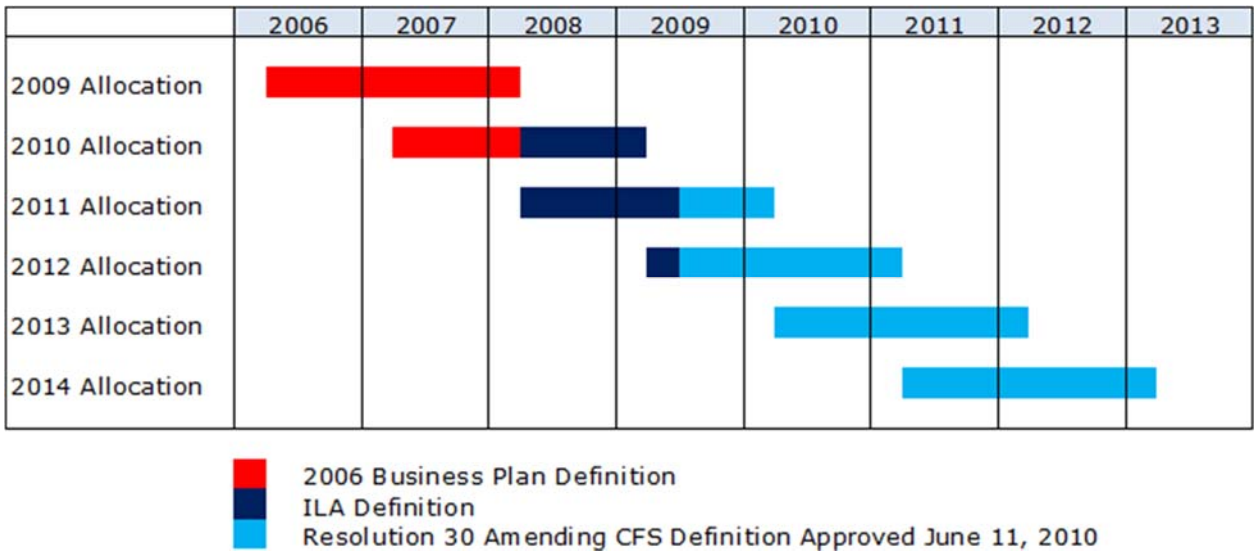
SMOOTHING PERIOD	2009	2010	2011	2012	2013	2014	2015	2016
Credit Police								
Bellevue	$ 345,053	$ 335,250	$ 298,800	$ 249,600	$ 208,350	$ 174,000	$ 145,350	$ 66,150
Clyde Hill	(16,616)	(17,778)	(13,641)	(4,891)	(4,937)	(4,199)	(3,507)	(1,596)
Kirkland	(233,593)	(223,435)	(204,160)	(204,473)	(160,598)	(136,094)	(113,685)	(51,739)
Medina	(21,969)	(22,168)	(16,364)	(5,724)	(5,514)	(5,075)	(4,239)	(1,929)
Mercer Island	(72,875)	(71,868)	(64,635)	(34,512)	(37,302)	(28,633)	(23,918)	(10,885)
SMOOTHING PERIOD	**2009**	**2010**	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**
Credit Fire								
Bellevue	$ 805,124	$ 782,250	$ 697,200	$ 582,400	$ 486,150	$ 406,000	$ 339,150	$ 154,350
Bothell	(71,015)	(72,161)	(66,573)	(53,747)	(45,234)	(37,970)	(31,718)	(14,435)
Eastside Fire & Rescue	(136,133)	(140,254)	(129,225)	(99,849)	(82,745)	(69,776)	(58,287)	(26,527)
KCFD # 27 Fall City	(11,341)	(10,202)	(8,003)	(5,987)	(4,689)	(4,129)	(3,449)	(1,570)
KCFD # 45 Duvall	(14,979)	(14,758)	(13,589)	(10,234)	(8,018)	(6,482)	(5,415)	(2,464)
KCFD # 50 Skykomish	(5,092)	(5,415)	(5,063)	(3,314)	(2,484)	(2,068)	(1,727)	(786)
Kirkland	(110,564)	(109,126)	(97,654)	(81,915)	(67,908)	(59,966)	(50,092)	(22,797)
Mercer Island	(34,613)	(36,287)	(34,430)	(27,959)	(23,499)	(18,944)	(15,825)	(7,202)
Northshore Fire	(50,396)	(50,871)	(44,115)	(34,838)	(28,220)	(23,031)	(19,239)	(8,756)
Redmond	(156,131)	(136,731)	(116,943)	(108,398)	(89,854)	(72,603)	(60,649)	(27,602)
Shoreline Fire	(138,839)	(129,993)	(116,943)	(107,187)	(89,646)	(75,370)	(62,960)	(28,653)
Snoqualmie	(12,569)	(12,220)	(11,172)	(9,942)	(8,381)	(6,853)	(5,725)	(2,605)
Snoqualmie Pass Fire & Rescue	(4,852)	(4,531)	(3,740)	(3,175)	(2,978)	(2,778)	(2,321)	(1,056)
Woodinville Fire & Rescue	(63,692)	(59,701)	(49,750)	(35,854)	(32,494)	(26,029)	(21,743)	(9,896)

BILLABLE CALLS FOR SERVICE

The participating agencies provide the majority of operating revenue to NORCOM. The method of allocating this revenue source is defined in the Interlocal Agreement, Appendix A. NORCOM's budget is allocated into two separate cost pools – 50% of the operating budget is allocated to police and 50% of the operating budget is allocated to fire. The 50/50 split was determined by an average of two factors – the staffing allocated to each Charged Operation (Police or Fire) and the volume of calls attributed to each Charged Operation.

The annual average Billable Calls for Service are determined based on the number of Billable Calls for Service for the Charged Operation over the two-year historical Call Calculation Period. The Call Calculation period is defined as the first calendar quarter of the preceding budget year, and the 7 calendar quarters preceding that.

Call Calculation Period



The percentages are applied to the current approved budget, less revenue from all other sources.

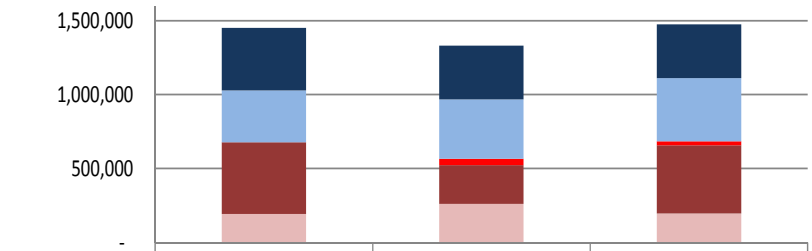
Subscriber User Fees are calculated at 106% of the User Fee that an agency would pay if it were a Principal.

Data consistent with business plan assumptions was used to determine cost allocations for the 2009 budget year. In 2008, until NORCOM went live in July of 2009, Calls for Service data was not available consistent with the ILA definition; mutual aid calls were counted and Advance Life Support (ALS) calls were charged to each agency involved in the call. After a year of significant analysis, the Governing Board approved Resolution 30 in June of 2010 amending the Calls for Service definition using the “one call, one bill” philosophy.

OTHER REVENUE

The King County E-9-1-1 office collects excise taxes for wireline, wireless, and VoIP services. All Public Safety Answering Points (PSAP) in King County receive quarterly distributions from the King County E-9-1-1- office if call answering standards set by the office are met. These funds are used to help offset the cost of operations and are transferred to the operating fund as needed.

The distribution for the last three years is summarized in the chart to the right.



	2012	2013	2014
Total	$1,451,887	$1,330,835	$1,474,801
Equipment	423,000	362,250	362,250
IT & NG Costs	351,629	403,745	428,501
VOIP	-	40,707	26,939
Annual Wireline	485,322	262,648	460,085
Annual Wireless	191,936	261,485	197,026

E-9-1-1 revenues have decreased due to the outdated wireline formula used to determine NORCOM's portion. Over the years, phone usage has evolved from primarily wireline to primarily wireless service. This significant change has negatively impacted the way E-9-1-1 revenue is distributed. King County has begun the process of reviewing this formula in 2014.

COST PER CALL - A New Metric

Beginning with the 2012 Annual Report, NORCOM began reporting on a national metric known as "Cost Per Call". This phrase is a term of art and must be distinguished from what is commonly referred to at NORCOM as "Cost Per Call". Historically, NORCOM has used this phrase to refer to the Costs Billed to Agencies for Dispatched Calls.

The national metric of "Cost Per Call" or CPC is quite different and quite important particularly for evaluating center performance vis-à-vis other similar centers. CPC is a common measure of operational efficiency that is used throughout the spectrum of call centers from small to large. This metric also is commonly used to compare one center to another in benchmarking. CPC can simply be a labor cost per call, or it can be a fully loaded rate that includes wage rates in addition to telecommunications, facilities, and other costs.

In determining how to calculate CPC, it is critical to define the variables used and to use them consistently in conducting comparisons with other centers or in evaluating how well the center is using financial resources over time. Although each center will have different equipment and software, each center is providing the same basic service. CPC therefore provides a measure of how efficient that center vis-à-vis other centers is with respect to its staffing as well as its maintenance and operations.

Monitoring cost per call allows management to determine where to spend valuable funds on technology and process improvement, and to spot trends that necessitate further inquiry and action.

Distinction between Total Call Volume and individual Call Types

In order to be an effective measure of call center efficiency, CPC must account for the total volume of calls handled by a communications center. As with all primary emergency communication centers, NORCOM handles a mix of emergency 9-1-1 calls and non-emergency calls. Call takers triage all these calls and route them according to established protocols and procedures. Thus, the use of total calls for CPC analysis is the best means to capture the entire call center workload and is therefore the most appropriate measure to include in CPC calculations as opposed to a focus on just 9-1-1 calls or just non-emergency calls. Singling out only one type of call does not provide a full assessment of a call center's performance over time and does not provide for a full comparison to the entire operations of other centers. That said, NORCOM also analyses CPC for 9-1-1 calls as a secondary facet of its CPC analysis.

Distinction between "Cost per Call for Service" and "Cost Per Call"

As mentioned in the opening paragraph on this topic, CPC must be distinguished from methodologies by which many multi-agency communication centers bill for their services. Often, such centers bill agencies based on "Calls for Service" or "Calls Dispatched" (the terms "calls for service" and "calls dispatched" are not always synonymous). In addition, all types of call centers report the number of "Calls for Service" or "Calls Dispatched" to the agencies they serve for those agencies' use in their own reporting and analysis.

Unfortunately, unlike CPC, there is no common agreement or universally accepted definition of what constitutes a "Call for Service." For example, some centers define "Calls for Service" to be the sum total of all CAD entries made in response to 9-1-1 calls, traffic stops by police officers, and on-view incidents by police officers. Other centers may not include all these categories or may include other categories. For centers that both bill on a "Calls for Service" basis and also monitor performance and conduct comparative analysis based on "CPC," it is important not to confuse the two or misunderstand the basic differences between them and their correct application.

A key point is that "Calls for Service" are not a valid basis to conduct comparative analysis between call centers because of the lack of uniformity in how a call for service is defined.

NORCOM has just begun the process of analyzing CPC. Current budgeting only allows for a "raw" calculation of CPC because the "operations" cost center presently includes all NORCOM costs including costs for direct services such as IT that are not related to 911 operations. In 2013, NORCOM Telecommunicators handled 316,657 calls. Budgeted operating expenditures in were $10,740,449; therefore, NORCOM's "raw" CPC for 2013 was $33.92. This is an overstated number that requires further analysis.

Cost per Call			
	2011	2012	2013
Total Expenditures	$ 10,664,946.00	$ 10,977,408.00	$10,740,449.00
Total Workload Calls	406,285	374,436	316,657
Cost per Call	$ 26.25	$ 29.32	$ 33.92

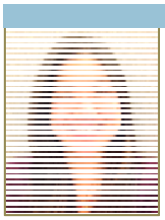
In 2014 NORCOM will identify cost centers for communications, administration and information technology services in order to better define CPC for the communications center. The 2011-2013 operating budget reported above is for NORCOM as a whole and includes all cost centers. Therefore, caution must be taken to assure an apples-to-apples comparison with other 911 call centers. This is particularly true if comparisons are being made to all centers that are part of a general fund operation such as a city fire or police department. Budgets for these centers are traditionally understated because of the difficulty in accounting for administrative, technology and operational costs not reflected in their line item but provided for by the general fund agency.

2013 ACCOMPLISHMENTS

- Received Washington Finance Officers Association (WFOA) Distinguished Budget Award for 2013 Annual Budget;
- Completed implementation of Springbrook Financial Software;
- Trained business unit managers to better understand the new finance system and improved access to their financial information;
- Worked with Project Manager to implement Joint Integrated Project Prioritization Process resulting in a detailed two-year project plan. This Joint Integrated Prioritized Tasking List Will be maintained and developed into a six-year project plan.

2014 INITIATIVES

- Monitor the operational needs of both police and fire/EMS stakeholders and the impacts of the staffing model that has been adopted and funded in the operations budget.
- Work with consultant to analyze current Rate Model Structure to determine if formula should be changed.
- Continue work with Health Insurance Benefits advisory committee to evaluate health insurance options and make recommendations that will mitigate costs and provide the best value to the employees of NORCOM.
- Continue work with Information Technology, Technology Committee, and Finance Committee to develop and implement Service Level Agreements between the agencies and NORCOM.
- Work with Police and Fire Stakeholder groups and Information Technology to create a six-year Joint Integrated Prioritized Tasking List.
- Continue to track Net Available Work Hours for Telecommunicators.



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INFORMATION TECHNOLOGY AND SERVICES

Introduction

NORCOM's Information Technology and Services (ITS) unit not only provides technology support, services and solutions to the 911 Communication Center, but also operates to provide direct IT services to NORCOM's participating Police, Fire and Emergency Medical Service agencies. There was significant investment in time in 2013 to move from a reactive to a proactive stance for handling internal and agency projects; to standardize and document processes and procedures; to improve on internal and external communications, and to strengthen the focus on professional development.

NORCOM is privileged and proud to partner with its agencies in providing and supporting business driven technologies.

ITS Mission Statement

The Information Technology mission is to deliver technology solutions and services to meet the needs of our Communications Center, Police agencies, Fire agencies and internal business units.

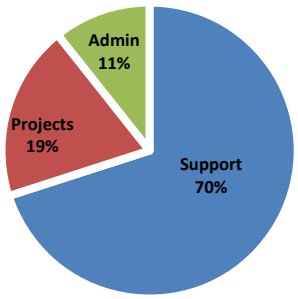
Our goals are to:

- Exceed the expectations of our customers.
- Improve efficiencies through automation and application of new technology.
- Provide responsive and proactive services to our public safety community.
- Continually improve on our quality of support, technical skills, processes, and documentation.
- Collaborate with other public safety entities to provide additional value to our agencies and citizens.

Services and Support

The ITS unit is responsible for a broad range of technologies and applications. ITS provides 24/7 support for all critical systems. NORCOM is unique in that it provides end-to-end support through the entire life cycle of an incident from its inception with a 911 call to reports, evidence, prosecution, jail, and records management. ITS provides hardware and software support for its public safety applications such as the 911 phone systems, Police and Fire Computer Aided Dispatch (CAD) systems, Police and Fire mobile data computers (MDCs), Police and Fire Records Management Systems, Corrections, Fire Station Alerting, radios, pagers, and numerous interfaces.

Technical Resource Efforts
July -December 2013



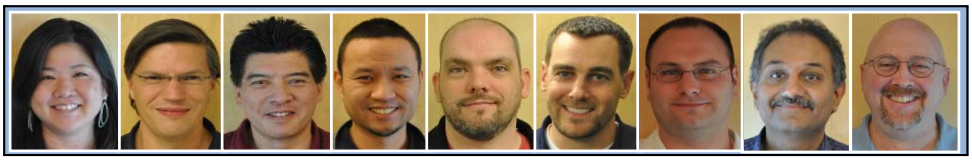
Data Source-Toggl

In addition, ITS provides support to its agencies' projects that require resources from NORCOM. Some examples include:

- An agency implementing an application that pulls data from a NORCOM system where configuration changes or testing a data feed may be required.
- An agency that increases its service area through a new contract or annexation.
- Building or renovation of a new Fire Station that requires relocation of the alerting system to a temporary location.
- Total IT support and project management for agencies lacking sufficient resources.
- Direct IT services to agencies that are not directly related to 911 center operations, such as maintenance of mobile computers installed in police and fire vehicles; maintenance of paging systems, etc.

Staffing

The ITS business unit is authorized 10 full-time employees that support, manage, and maintain the day-to-day operational needs of its public safety users and the systems they use, as well as to manage, implement, and support new projects.



2013 Accomplishments

- Service Level Agreement – A draft Service Level Agreement (SLA) was developed with the collaboration of the Technology Committee, Finance Committee and Agency representatives. The objective of developing an SLA is to fairly account for all services provided by IT, particularly those not directly related to 911 operations.
- Established Data Sharing and Exchange Agreements with our agencies' GIS providers and King and Snohomish County E911 agencies.
- TriTech Stabilization – This project consisted of four major elements: 1) Server hardware replacement; 2) building a new system environment; 3) migration off of the City of Bellevue network; and 4) a major software upgrade.
- 2014-2015 Project Roadmap. This project roadmap was the output of a larger analysis and prioritization of projects conducted by a consultant and included the participation of the Communications Center, Fire agencies, Police agencies, Technology committee and Finance committee.
- Coplogic implementation. Coplogic is an online citizen police reporting program that enables citizens to file police reports online for certain crime types.

- Statewide Electronic Collision & Ticket Online Records (SECTOR) Interface to the Police Records Management system. The interface populates processed tickets, collision reports and dispositions from Washington State Department of Transportation (WSDOT) and the Administrative Office of the Courts (AOC) into the agency's records management system improving the accuracy of the data, eliminating duplication of effort.
- Technical Training Lab—A modest technical training laboratory was built to further practice, develop and build on the knowledge acquired through training classes. The lab also serves as a test bed for possible technical solutions without affecting or altering the Production, Training or Test environments that are used by the Communication Center and agency users.
- Microsoft Office migration from Office 2007 to Office 2010.

2013 Highlights

- Established regularly scheduled GIS data exchanges and updates. GIS data is obtained from agency GIS departments, Permits departments (to keep up with new and closing businesses) and King and Snohomish County's E-911 agencies.
- Developed and documented GIS update processes for two CAD systems - Police CAD and Fire CAD.
- Reconstructed all NCIC forms to address NIBRs requirements, provide user efficiencies and ease of use.
- Updated all Police Mobile Field Reporting forms to be National Incident-Based Reporting System (NIBRS) compliant.
- Bothell Fire Department – New Mobile Data Computer (MDC) installations.
- Snoqualmie Fire Department – New MDC installations.
- Northshore Fire District 16 – MDC replacements.
- Upgraded Zoll Fire Records Management System (RMS). In the interest of helping its Fire agencies, NORCOM offered to host and upgrade their respective Zoll RMS systems. The offer was accepted by six of the 14 agencies: Bellevue Fire Department, Duvall Fire District 45, Mercer Island Fire Department, Snoqualmie Pass Fire District 51 and Skykomish Fire District 50.
- Developed a formal software testing process.
- Communications Protocols – developed policies and procedures for internal and external communications as it relates to Information Technology.
- Change Management Protocols – implemented change management policies and procedures to ensure standardized methods, processes and procedures are used in order to minimize the impact of any related incidents.
- Enhanced Documentation standards – NORCOM significantly enhanced its documentation standards with the development of forms and templates, a central repository, a format for sharing information and process for keeping the information up-to-date.
- Implemented a Project Projection Tool - NORCOM Information Technology and Services is now using a Project Projection Tool to assist in project planning and technical resource management. The benefit this tool brings to NORCOM ITS is the ability to look at different configurations of projects and resources to determine project requirements in terms of staff, total hours and cost. This tool is a key component to NORCOM's project prioritization process by which projects are vetted, approved, scheduled, and monitored through to completion.

- Enhanced subject matter expertise with the addition of a Telephony expert. Zeb Middleton comes to us with 15 years of telephony experience and broad knowledge in Information Technology.

Technical Support Services

The bulk of ITS resource efforts are spent in day-to-day operational support. This includes the network infrastructure, security, systems, applications and hardware that users require to fulfill their operational duties.

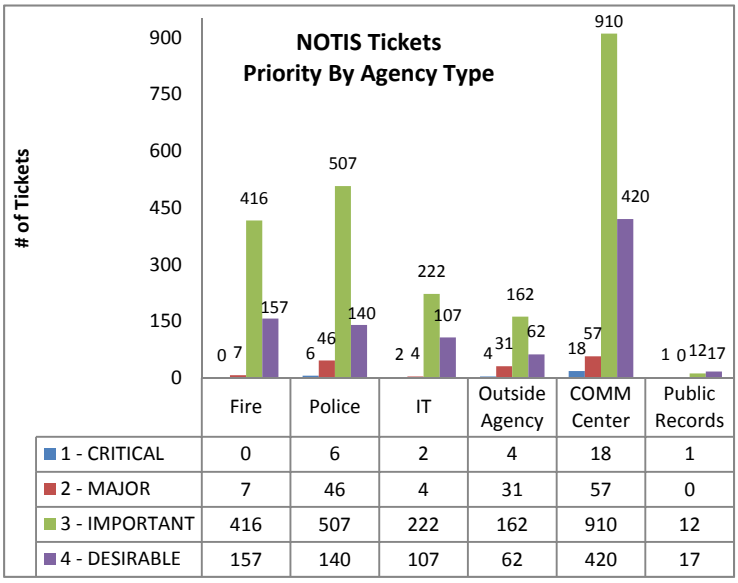
ITS Service	Description
Help Desk	
Agency Support	End user support of NORCOM based software applications and related hardware.
Application Maintenance & Support	Upgrade, maintenance, and support of applications and interfaces for Communications, Police, Fire and NORCOM administration.
Mobile Computer Hardware	Support relating to mobile data computers (MDC) in Police and Fire vehicles.
Fire Alerting	Support relating to Locution and Paging.
Police Alerting	Support for Paging.
Reporting	Agency special report requests
Public Disclosure	Public disclosure data gathering
Infrastructure and System Administration	
Network/Server	Network & Server infrastructure support and maintenance.
Telephony	Phone Systems and related technologies
Radio Infrastructure	Radio support for Fire, Police and Dispatch.
GIS Services	
GIS Maintenance and Services	Support and maintenance of GIS data, layers and maps. GIS service requests.

Data Source-NOTIS

NORCOM Online Ticket Issue System (NOTIS) is an internet-based ticket tracking system used to track reported issues. NOTIS was implemented in 2010; since then there has been a 145% increase in registered users bringing the total registered to 769.

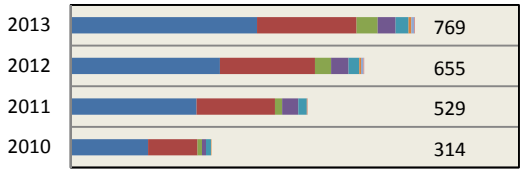
The numbers:

- 1600+ users
- 294 Police and Fire mobile data computers
- 769 Registered users in NOTIS
- 3,308 Service tickets opened -- 13.2% increase over 2012.
- 90% of Service tickets closed -- 7.6% increase in closures over 2012.



	Fire	Police	IT	Outside Agency	COMM Center	Public Records
1 - CRITICAL	0	6	2	4	18	1
2 - MAJOR	7	46	4	31	57	0
3 - IMPORTANT	416	507	222	162	910	12
4 - DESIRABLE	157	140	107	62	420	17

Registered Users in NOTIS System



	2010	2011	2012	2013
Fire	173	281	333	416
Police	110	175	212	222
NORCOM	10	16	36	47
Project	9	36	39	40
IT	11	19	24	29
NORCOM - IT	1	1	4	6
Outside Agency	0	0	5	6
Public Records	0	1	2	2

Geographic Information Systems

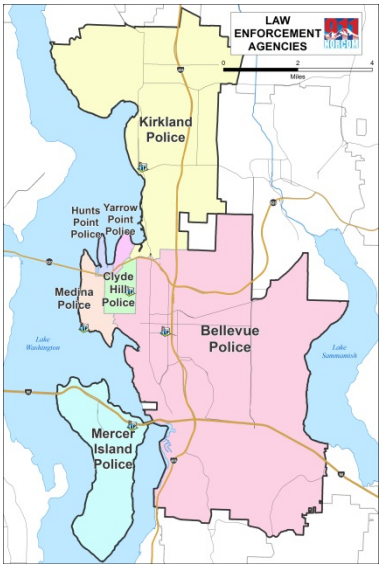
2013 marked the first year where NORCOM had a full time Member of Technical Staff focusing on GIS. This allowed NORCOM to establish working relationships with internal and external agencies and to improve the quality of the many public safety GIS layers. In the public safety arena, where seconds count and lives are affected, NORCOM's first commitment is to maintain the most accurate GIS data possible. We want to ensure that our first responders arrive at their call destinations in the timeliest manner possible by providing accurate address and street data.

As part of that commitment, NORCOM GIS works closely with our partnering and regional agencies to obtain and incorporate the most up-to-date GIS data on a frequent update cycle.

NORCOM matches its address data against the King County E-911 address database to measure GIS data accuracy. For the Police service area, the match rate is 99.6% and the Fire service area has a 99.2% match rate. NORCOM's address accuracy match rate is excellent by GIS standards.

Some interesting facts:

- GIS currently supports and maintains geographic datasets for two CAD systems.
- GIS maintains over 600,000 address points.
- Total road miles in NORCOM Boundary: Approx. 4,000
- Total road miles maintained: Approx. 8,000
- Total number of map layer datasets maintained: 25

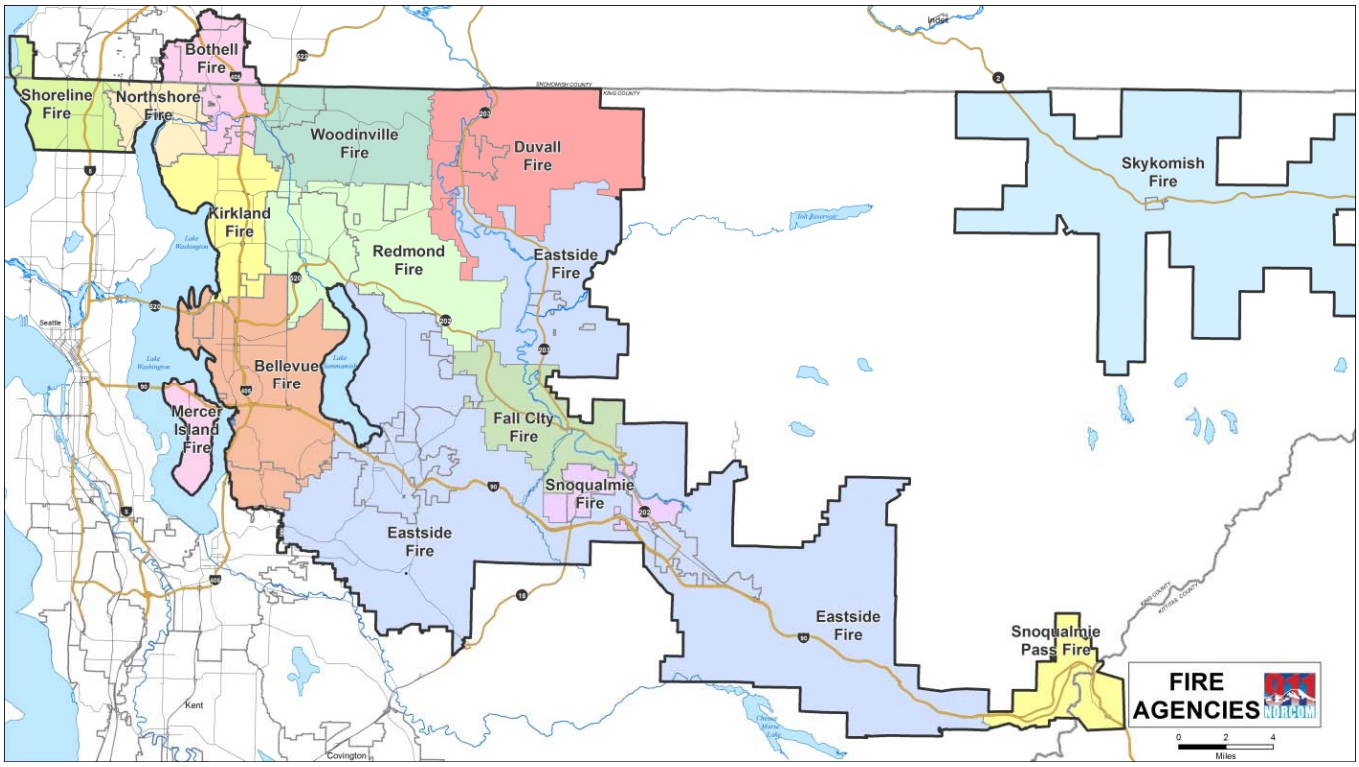


Police Services

- Total address points: 92,884
- Total square miles: 62
- Total road miles: 1044

Fire Services

- Total address points: 273,686
- Total square miles: 620
- Total road miles: 3992



Security Breach

In late December 2013, a security breach of a File Transfer Protocol (FTP) server was discovered. The initial assessment was that the purpose of the breach was to forward SPAM email. During the time of the breach; however, there was data on the server from three of NORCOM's participating Fire agencies: Duvall Fire District 45, Skykomish Fire Department and Snoqualmie Pass Fire & Rescue that contained medical response information and personnel data. Given the remote possibility that the data may have been accessed, NORCOM's top priorities were to identify and analyze the depth of the breach and to immediately notify potentially affected persons.

At the close of 2013, NORCOM was working closely with the United States Secret Service's Electronic Crimes Task Force and the Bellevue Police Department in support of a criminal investigation. NORCOM also was actively involved in working with potentially affected parties to protect their privacy and credit.

Memberships and Committees

ITS participates in a number of committees and memberships to collaborate with agencies and stay informed with what is happening in the region. This is in alignment with our goal to *"collaborate with other public safety entities to provide additional value to our agencies and citizens."* A few are listed below.

- Community Connectivity Consortium. The Consortium coordinates, acquires, operates and manages the sharing and building of regional fiber connectivity between government agencies, hospitals, schools, universities and PSAPs.
- King County E-911 Technical/IT/Map Users' Group.
- Public Safety Technology Committee (PSTC) Fiber/Wireless Subcommittee. This subcommittee is the single interface between the participating cities and SERS in developing /discussing fiber connectivity between King and Snohomish counties.
- Puget Sound Regional Interoperability Executive Committee (PSR-IEC) Committee. The PSR-IEC is a three county organization chartered by the UASI Core Group to plan improvements to public safety communications networks in the UASI area.
- PSAP CAD Interoperability Subcommittee
- New World Northwest Regional Users Group.
- New World Mobile Advisory Group.
- New World Law Enforcement Records Advisory Group.
- Advanced Authentication working group – To evaluate and recommend an Advanced Authentication solution to use among NORCOM agencies.

2014 ITS Initiatives

- Locution client server replacements.
- Security Enhancements.
- Telestaff upgrade.
- TriTech dispatch client computer replacements.
- Build a TriTech test environment.
- New Fire Mobile implementation.

- Advanced Authentication.
- GIS database consolidation. The goal is to have one geo-database used by New World CAD and TriTech CAD.
- ArcGIS for Server. ArcGIS would allow NORCOM to share geographic information system (GIS) resources with participating agencies as web services. NORCOM would have capabilities to host GIS resources and allow client applications, such as web mapping applications and mobile devices, to use and interact with the resources.
- Disaster Recovery Planning.
- NetMotion Server Consolidation and Upgrade.

ICRM REPORT

At its initial formation in 2007, NORCOM's first and highest priority was to buy a single software solution for its single dispatch center serving both police and fire. The system is referred to as the Integrated Communications and Records Management (ICRM). The key to NORCOM was integration. NORCOM published an RFP for an "Integrated Public Safety System" in November of 2007; the RFP's stated purpose was "for the design and implementation of an integrated" computer software system.

In December 2008, NWS signed a contract with NORCOM to deliver that fully integrated software system for police and fire computer assisted dispatch (CAD) together with an integrated communications records management system (RMS) (CAD, RMS, and related interfaces are collectively referred to as ICRM). Since that time, NORCOM has paid NWS approximately $4.3 million dollars of the total contract amount of $6.45 million. Six years have passed and NWS has yet to deliver a fully functional integrated ICRM. Since December 2009, NWS has delivered defective software followed by promises to fix the software with another release that would come months later. This pattern has repeated itself at least four times with each release containing significant defects. NORCOM expended significant additional funds related to project management and development that NWS failed to provide under its contract with NORCOM.

The following is a condensed chronology of NWS deliveries and failures under the Agreement. There are references to various different NWS software releases (e.g., "10.0"), and service packs ("SP") to attempt fixes to the earlier releases. The reference to "Priority" or "P" is to priority levels of needed fixes to comply with Agreement terms (for example, P1 more critical than P3).

- Failure to meet the original delivery date for Police CAD Go Live in December 2009.
- Failure to meet the original delivery date for Fire CAD Go Live in June 2010.
- Failure to meet the rescheduled July 2011 Go Live date.
- Failure of the delivered software during the September/October 2011 Go Live.
- Failure to meet a promised May 29, 2012 date to deliver software that would allow NORCOM to Go Live (10.0 RC7).
- Failure to meet a promised August 28, 2012 date to deliver software that would allow NORCOM to Go Live (10.0 RC9).
- Failure to meet a promised October 29, 2012 date to deliver software that would allow NORCOM to Go Live (10.0 SP1).
- Failure to meet a promised February 26, 2013 date to deliver software that would provide a stable and fully functional platform for police and provide the full code necessary for Fire to Go Live in late June 2013. (10.0 SP2). There were a number of hot fixes applied to address production problems shortly after deployment. These hot fixes were later included in 10.0 SP2.2. NORCOM confidence was too low to move forward with 10.0 SP3, as it appeared that this latest (GA) build would result in more production problems. A number of meetings with NWS took place to address the critical production issues. To date, 94 Priority 1 & Priority 2 defects have been logged since the February 26, 2013 Deployment. 21 Priority 2 defects remain unresolved. Overall, 289 defects have been logged since the February 26 Deployment. 120 defects remain unresolved.

- June 11, 2013 - 10.0 SP2.2 deployed to NORCOM production to address critical production issues.
- July 16, 2013 - NORCOM and NWS meet in last Level One meeting under Agreement dispute resolution process. NWS suggests that parties agree that NWS continue with police and that NORCOM pursue other options for fire. Both parties begin discussions designed to result in amended Agreement.
- July 30, 2013 - 10.0 SP2.3 deployed to production to address critical production issues.
- September 17, 2013 - 10.0 SP2.4 deployed to production to address critical production issues.
- September 19, 2013 - Meeting with NWS; NWS indicated 10.0 SP2.5 would be available for testing in late 2014.
- October 31, 2013 - NWS confirms delivery of 10.0 SP2.5 targeted for December 12.
- November 7, 2013 - Meeting with NWS (followed by email confirmation on November 14); NORCOM advised that NORCOM would forego 10.0 SP2.5 in return for NWS release of 10.2. NWS agreed to the exchange in the meeting and asked NORCOM to confirm that it would accept the change by email.
- November 14, 2013 - NWS advises NORCOM that 10.2 GA would be available to NORCOM in mid-December, and discussed high-level plans for testing and follow-up remediation with 10.2. SP1 with which NORCOM would move to Production (target late Q1 / early Q2 2014, pending positive test results for 10.2 SP1).
- December 3, 2013 - NWS confirms delivery of 10.2 GA to NORCOM for December 10.
- December 9, 2013 - NWS advises NORCOM of delay for 10.2 GA to December 11.
- December 10, 2013 - NWS advises NORCOM that NORCOM would be advised on December 12 of when 10.2 GA available.
- December 12, 2013 – NWS advises NORCOM that there is no update as to when 10.2 GA available and verbally indicates it will not provide version 10.2 as previously promised.

Overall in 2013, the Integrated Communications and Records Management (ICRM) Program realized some successes amongst a vast number of challenges. Highlights of the year include:

- February 2013 New World Systems (NWS) Police Go Live and Resolution of Production issues
- Alternative Strategies Analysis (ASA) and the change in direction for Fire system solutions
- Formation of new stakeholder groups
- Joint Prioritization process
- Active Project Status
- Projected resolution rate of problems associated with NWS and delivery of software fixes

February 2013 New World Systems (NWS) Police Go Live and Resolution of Production issues

2013 began with the intense testing of a major NWS release in preparation for a move to Production to address a number of Production issues and implement some software improvements for NORCOM's Police Dispatch and Police agencies. Positive test results of the release lead to approval to move the release to Production on February 26; however, in the days, weeks, and months that followed in 2013, a total of 281 new software issues were identified across the NWS suite – with 91 of those being Priority 1 and 2 issues. To address these issues, NORCOM worked with NWS to plan a series of small, NORCOM-specific builds that were implemented over a period between June and September. At the end of 2013, 114 issues remain unresolved – 20 of which are Priority 2 issues.

Issue Priority	Open	Resolved
P1	0	10
P2	20	61
P3	45	44
P4	49	52
Total	114	167

2013 NWS Production Issues

Alternative Strategies Analysis (ASA) and alternate vendor for Fire system solutions

In May, NORCOM began the Alternative Strategies Analysis (ASA) to identify and evaluate alternative strategies for ICRM system solutions. Over a series of workshops that included technology, operational, and management representatives from NORCOM and NORCOM agencies, 21 alternative strategies were identified, scored and ranked to a short list of 11 strategies, which were analyzed at a deeper level of detail – including overall cost and effort, complexity, potential value, and confidence in the solution. The results of the ASA analysis were presented to the Governing Board in July and a decision was made to pursue default against New World Systems for its failure to fulfill the Agreement. In response, New World proposed and NORCOM agreed to consider an approach whereby NWS would continue to provide Police-related systems but NORCOM would seek non-NWS solutions for Fire-related systems.

Formation of new stakeholder groups

The decision to pursue a course of splitting Police and Fire system solutions meant that the ICRM Program governance structure headed by a single Steering Committee for both Fire and Police was no longer the best-fit organizational structure. This drove the formation of separate governance groups for Fire and Police. These business-driven groups with a bias towards action – termed Stakeholder Groups – are comprised of Fire/Police/NORCOM executive (Chiefs, Deputy Chiefs, and Executive Director), NORCOM IT Management, Technology Committee representation, and Finance Committee representation. The mandate for the Stakeholder Groups is to identify, prioritize, and provide oversight to ICRM and other major NORCOM projects.

Joint Prioritization process

Another major impact of the Governing Board's decision was that Police and Fire would now be competing for NORCOM resources to implement the separate systems. Therefore, first order of business for the Stakeholder Groups was to identify and prioritize all of their respective ICRM and other major projects. This prioritization process also included NORCOM ITS projects as these projects were also supported by the same resources supporting the Police and Fire projects in addition to supporting the day-to-day activities required to keep NORCOM operational. The results of the Joint Prioritization process was a 2-year Strategic Project Plan – presented in the following lists.

The Fire projects that are currently included in the 2-year plan are as follows:

- Fire Mobile-CAD Solution Selection
- TriTech CAD Test Environment
- Fire Mobile-CAD Implementation
- TriTech CAD Upgrade
- Fire RMS Strategy

The Police projects that are currently included in the 2-year plan are as follows:

- Police CAD Stabilization
- 10.x GA Upgrade
- Fill in RMS Gaps
- Bellevue Field Reporting
- LINX Interface

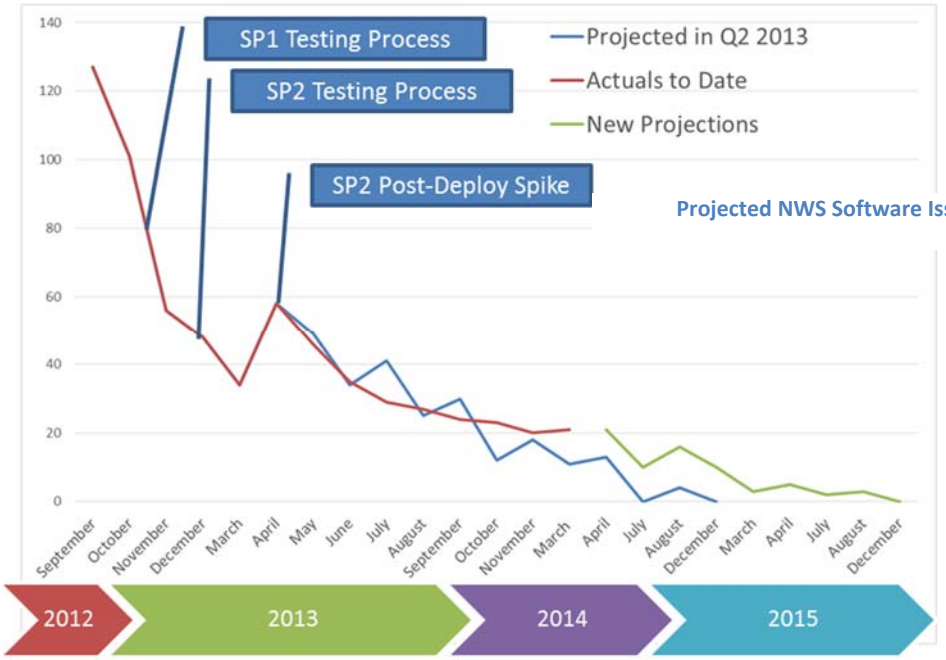
Active Project Status

At the end of 2013, the active ICRM projects included Fire Mobile Solution Selection and 10.x GA Upgrade.

- Fire Mobile Solution Selection – A Request for Proposal was posted in the Fall that resulted in the selection of TriTech as the Apparent Successful Vendor for NORCOM's Fire Mobile solution. At the end of 2013, formal contract negotiations were in progress.
- 10.x GA Upgrade – As a result of the Dispute Resolution Process between NORCOM and NWS, NWS unilaterally chose not to deliver version 10.2 on December 11, 2013 as previously agreed by them. NORCOM deemed this to be in bad faith and mediation, the final step prior to instituting litigation, has been scheduled for first quarter 2014.

Projected resolution rate of problems associated with NWS

In order to provide expectations to NORCOM stakeholders regarding a realistic timeline for a stable police-only NWS software suite, NORCOM conducted an analysis of software issue identification and resolution rates and patterns to identify an overall trending pattern. This trending pattern was then projected forward resulting in the following projection for defect-free, all-requirements-met NWS police software:



Projected NWS Software Issue Resolution Trends

The considerations for the accuracy of these trends include:

- Only have 10.0 SP1 and SP2.x releases upon which to base this model: Accuracy is "-1 year / + 6 months"
- QA Process and Environment (NORCOM and NWS): Improvements may lead to a shortening of the above projection
- Number and complexity of releases: Complex releases may lead to a lengthening of the above projections
- Number of P1 and P2 issues in the releases: The number of issues that would be resolved in the future releases in the above projection has NOT been confirmed with NWS
- Historical failures by NWS to meet promised deadlines and/or to deliver product free of defect.

RECOGNITION

911 centers often function as the "silent partner" assisting police officers and fire fighters responding to life-threatening emergencies. Often 911 personnel do not get closure on calls they handle as they must rapidly move on to the "next" emergency call. Thus, the important contributions made by telecommunicators, information technology experts, and administrative staff often go unrecognized by the public. In an effort to assure that these "heroes" are recognized, NORCOM has established a Recognition Cross Team to determine and coordinate methods for recognition of all team members.

Service Awards

NORCOM recognized 3 employees for 5 years of service in 2013. They were:

Gwen Pilo, Finance Manager
Susan Beisheim, Human Resources Manager
Sheryl Mullen, AFC Manager

A 5 year recognition coin was created and presented to these three team members. 2014 will see a large number of people recognized for 5 years of service as NORCOM hits its 5 year anniversary of "go-live" on July 1, 2014.

2013 Annual Awards

Annual awards for 2013 will be presented at the 2014 Principal's Assembly/Governing Board meeting. Those awards include the following:

King County Emergency Medical Services - Emergency Medical Dispatchers of the Year

Megan Hestir – Telecommunicator
Exemplary Handling of an EMS Incident

Ethan Trimble - Telecommunicator
Sustained Exemplary Performance

NORCOM Employees of the year

Josh Randall
Telecommunicator

Sandy Hogue
Supervisor

Ed Whitford
Information Tech
And Services

Heather Wong
Administration

NORCOM Special Recognition Awards

Melissa Crawford
Team Supervisor

Edison Award for Innovation

NORCOM Team Award
Employee Recognition Cross Team

Gwen Pilo
Finance Mgr

Heather Wong
QA/PR Specialist

Heather Facer
HR Specialist

Sandi Hogue
Team Supervisor

Becky McCracken
Telecommunicator

Deanna Carkeek
Telecommunicator

Traci Caliguri
Telecommunicator

Ed Whitford
Information Services
& Technology

Katy Gilbert
Team Supervisor

2013 Employees of the Quarter

Throughout 2013, recognition cards were received for NORCOM team members. These came from fellow NORCOM personnel as well as participating agency personnel. Employees of the Quarter were selected from those recognition cards. The 2013 Employees of the Quarter were recognized at Governing Board and Joint Operations Board meetings.

1st Quarter
Mike Prill – Technology
Melissa Crawford – Supervisor
Billy Marshaleck - Telecommunicator

2nd Quarter
Nathan Way - Technology
Amanda Kolling - Supervisor
Katy Gilbert - Telecommunicator
Heather Facer – Administration

3rd Quarter
Greg Shelton – Technology
Roky Louie – Training Coordinator
Stacy Montemayor – Telecommunicator

4th Quarter
Mike Prill - Technology
Sandy Hogue - Supervisor
Kat Morrison – Telecommunicator
Charlene Inman - Administration

NORCOM
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Bellevue, WA 9815

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Fax: 425-577-5701

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Bellevue, WA 98015

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E-mail: torr@norcom.org

MESSAGE FROM THE EXECUTIVE DIRECTOR

Welcome to NORCOM 911! This report is intended to serve both the needs of those who regularly interact with NORCOM as well as members of the general public, particularly those taxpayers we strive to serve throughout North East King County. Whether you have a casual interest in NORCOM or are seeking detailed information, this report is intended to provide you with the information you need to understand our mission, services and performance.

Already on its way to significant improvement in 2012, the continued development in trust and confidence between Labor and Management was NORCOM's most significant accomplishment in 2013. Building on the common core values reflected in NORCOM's C.A.R.E.S pledge, everyone at NORCOM worked hard to live those values. This resulted in dramatic improvements as measured by an independent follow-up survey of all NORCOM employees. 81% of all staff participated in the follow-up to the survey administered in 2012.

The original survey of 2012 resulted in an Action Plan to address some of the more significant concerns raised at that time. We structured the follow-up survey in 2013 to measure the effectiveness of changes we made to address those concerns. It was gratifying to see that the survey responses indicate that significant progress and improvements have been made at NORCOM since the 2012 survey. Key questions regarding work environment, communication and decision making asked if improvements had occurred in the past year. The results showed a strong improvement in each of those areas. In addition, when compared to any 2012 average ratings for the same survey statements, virtually all averages increased, some markedly.

A lot of the improvement is due to our continued commitment to the NORCOM C.A.R.E.S. cultural values program – a program designed by NORCOM's own employees. The survey confirmed that an overwhelming majority of employees have taken C.A.R.E.S seriously and are committed over the long term. Of course, we are not perfect and more work remains. As one of the employee comments in the survey observed: "*I think it takes time for a culture to shift. We aren't there yet, but we are surely better today than we were yesterday*." For 2014, all of us at NORCOM have pledged to live our commitment and to foster our values through positive reinforcement for those modeling the values and holding ourselves accountable when we do not follow the C.A.R.E.S..

An entirely new policy on Workplace Bullying is just one great example of our continued efforts to address culture in 2013. The policy had its roots in the 2012 survey responses and was jointly developed by the Labor Management Committee over several month. Although workplace bullying can be found in any private or public industry, all of us at NORCOM wanted to make it clear that this kind of behavior is simply not acceptable at NORCOM. It is contrary to C.A.R.E.S and other important policies already in place at NORCOM. Based on comments in the first employee survey and elsewhere, it was clear that we could do more to stop bullying. This SOP not only helps better define bullying but also further details the accountability step that had previously been lacking. NORCOM is proud to be on the leading edge of addressing this issue not only among the 6,600 911 centers throughout the nation, but also amongst public and private sector organizations.

Turning to technology for a moment, 2013 started with high hopes that New World Systems would finally deliver on its long overdue contractual commitment to deliver a fully Integrated Communications Records Management System (ICRM) - a single robust system that would serve all of our police and fire agencies. Unfortunately, 2013 ended with the recognition that New World had failed to deliver a fully- functional, defect-free system for police; and had yet to deliver any system for fire. As more thoroughly detailed in the ICRM section of this Annual Report, NORCOM and New World have moved towards having another vendor provide a Fire solution while New World focuses on delivering a fully functional police system. Unfortunately, this means that NORCOM will be required to use separate Computer Aided Dispatch Systems for Fire and Police. This is not ideal. Indeed, it is only because of our highly-skilled and dedicated employees that NORCOM is able to excel in its mission using two entirely different systems.

The technical issues with ICRM presented direct challenges to the partnerships and relationships so essential to the success of consolidated agencies such as NORCOM. NORCOM members faced these challenges head on through a series of Strategic Advances, facilitated by The Edge Consulting Group. The Advance agenda was successful in that the Governing Board collaborated and deliberately declared its commitment to maintain NORCOM as a consolidated center and set NORCOM's strategic goals for the near-term. The end result was that NORCOM came through the challenge much stronger in terms of collaboration and cooperation.

Thomas R. Orr, Executive Director
NORCOM

MESSAGE FROM THE GOVERNING BOARD CHAIR

Over the past year the Governing Board has worked closely with our Executive Director to assess organizational needs to allow all of the current participating agencies to continue on a path toward efficiency and operational stability.

At this time, NORCOM has shifted direction away from the goal of a single Integrated Computer Aided Dispatch (CAD) and Records Management (ICRM) system, as the software vendor has not been able to develop and implement the system as expected. This decision led us to initiate a process to develop and evaluate alternative strategies and to prioritize projects.

Other major areas of Board focus include: Ratification of Supervisor labor agreement; Providing input on the King County PSAP Consolidation report; Implementing Workplace Cultural Changes in response to Employee surveys; Initiating a Rate Study; and Responding to a Security breach.

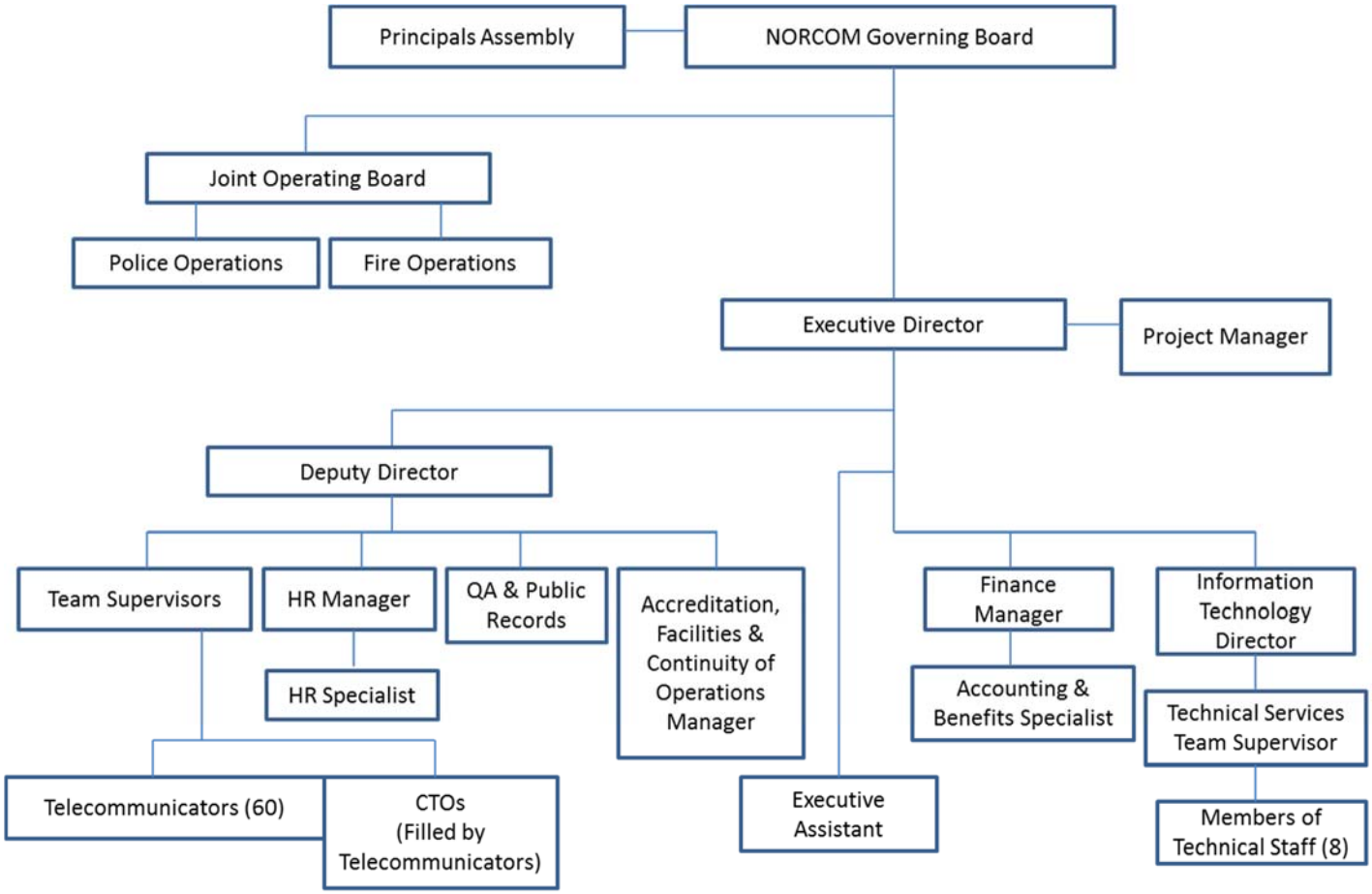
Chris J. Connor, Fire Chief
King County Fire District 27

MESSAGE FROM THE TREASURER

NORCOM has a history of sound financial performance, including clean audits and accountability reviews. The Finance Committee supports the Treasurer in the oversight of all financial records and reviews the budget. The Committee meets monthly to review activity and discuss issues, conducts quarterly accountability reviews of selected activities, and provides support and expertise to the NORCOM Finance Manager.

Tracey Dunlap, Director of Finance & Administration
City of Kirkland

ORGANIZATIONAL CHART



Updated 02/12/2014

PRINCIPAL REPRESENTATIVES

Claudia Balducci Mayor City of Bellevue	Bruce Dodds Councilmember City of Clyde Hill	Bob Stowe City Manager City of Bothell
Jerry Smith Commissioner Duvall Fire Department	Eric Hollis Commissioner Fall City Fire Department	Eileen Barber Board Chair Eastside Fire & Rescue
Penny Sweet Deputy Mayor City of Kirkland	Bruce Bassett Mayor City of Mercer Island	Michael Luis Mayor City of Medina
Don Ellis Board Chair Northshore Fire Department	James Knisley Chief Skykomish Fire Department	Ken Callahan Chairman Shoreline Fire
Bob Jeans Councilmember City of Snoqualmie	Tim Osgood Board Chair Woodinville Fire & Rescue	Jay Wiseman Fire Chief Snoqualmie Pass Fire Department

GOVERNING BOARD REPRESENTATIVES

Brad Miyake Interim City Manager City of Bellevue	Bob Van Horne Fire Chief City of Bothell	Bill Archer Police Chief City of Clyde Hill	Kurt Triplett City Manager City of Kirkland	Matt Cowan Fire Chief Shoreline Fire
Noel Treat City Manager City of Mercer Island	Bob Larson City Administrator City of Snoqualmie	David Burke Fire Chief Duvall Fire District #45	Jay Wiseman Fire Chief Snoqualmie Pass FD	Chris Connor Fire Chief Fire District 27
Jim Torpin Fire Chief Northshore FD	Michael Sauerwein City Manager City of Medina	Lee Soptich Fire Chief Eastside Fire & Rescue	Greg Ahearn Deputy Fire Chief Woodinville Fire & Rescue	James Knisley Fire Chief Skykomish Fire District #50

JOINT OPERATING BOARD REPRESENTATIVES

FIRE OPERATIONS

Mike Eisner Fire Chief Bellevue FD
Helen Ahrens-Byington Deputy Fire Chief Kirkland FD
James Knisley Fire Chief Skykomish FD #50
Wes Collins Deputy Chief of Planning Eastside Fire & Rescue
Russ Albertson Deputy Fire Chief Redmond Fire
Jim Torpin Fire Chief Northshore FD
Greg Ahearn Deputy Fire Chief Woodinville Fire & Rescue

Jim Roepke Deputy Fire Chief Bothell FD
Steve Heitman Deputy Fire Chief Mercer Island FD
Jay Wiseman Fire Chief Snoqualmie Pass FD
Chris Connor Fire Chief Fire District 27
Tim Dahl Assistant Chief Shoreline FD
Mark Correira Fire Chief Snoqualmie FD

POLICE OPERATIONS

Mike Johnson Deputy Chief Bellevue PD
Bill Archer Police Chief Clyde Hill PD
Mike Ursino Police Captain Kirkland PD
Dan Yourkoski Interim Police Chief Medina PD
Ed Holmes Police Chief Mercer Island PD

NORCOM BACKGROUND

Public safety dispatch in northeast King County was characterized by extensive replication of administrative and operating structures within a relatively small geographic area. Prior to NORCOM's formation, there were seven different police dispatch agencies (Bellevue, Issaquah, Bothell, Kirkland, Mercer Island, Redmond and the King County Sheriff's Office) that served the area.

NORCOM's formation in late 2008 and start of operation on July 1, 2009 consolidated the 9-1-1 call answering and emergency radio communications service previously provided by Bellevue, Kirkland, and Mercer Island police and established an experienced management team and operation with the sole mission of answering 9-1-1 calls and dispatching police, fire and EMS service providers in northeast King County.

STATEMENT OF OPERATING VALUES & PRINCIPALS

Prior to NORCOM's formation, its Steering Committee prepared a Statement of Operating Values and Principles for the development and operation of a regional dispatch agency. In the spirit of those values and principles, the Steering Committee completed work on a Business and Services Plan and Technology Strategy that serve as the foundation for NORCOM's operation. The key elements of this plan:

- Defined services to be provided;
- Recommended a governance model;
- Defined the relationship between subscribers to and owners of the regional agency, including a recommended fee structure;
- Described the appropriate model for the administration;
- Identified the location of the agency and the principles for a lease agreement;
- Quantified staffing levels and a cost estimate for implementation of the regional agency;
- Identified a technology strategy for completely integrated Computer-Aided Dispatch, Records Management, and Mobile technology for NORCOM;
- Identified start-up and transition costs associated with implementation;
- Prepared an Interlocal Agreement, By-Laws and Articles of Incorporation forming NORCOM; and
- Developed an implementation plan, including next steps and a recommended timeframe.
-

In 2010 NORCOM began the process of implementing performance measures by identifying what the priorities as a dispatch agency are and tying those priorities to the Operating Principals and Core Values that support the Mission.

MISSION

The core mission of NORCOM is to provide high quality emergency service communications to the public for emergency medical services, fire and police. NORCOM carries out this mission by receiving calls for service; dispatching resources in response to such calls; tracking and coordinating information flow and resources to assist responders; initiating records for all emergency events; and enhancing effectiveness, efficiency, coordination and interoperability of emergency service providers.

GOALS OF REGIONALIZED DISPATCH

LEVEL OF SERVICE

NORCOM is achieving a number of goals through the regionalization of dispatch services. First and foremost are the advances in communications among NORCOM's participants that are made possible through a collaborative approach. Improved communications services depend on the collaboration of NORCOM's member agencies. NORCOM's operating services boards meet regularly to define and refine shared service protocols and to collaborate on level of service improvements. Response times are being enhanced because of the elimination of the transfer of Fire/EMS calls between dispatch agencies. Both police and fire services are developing their respective integrated records management systems (RMS), so that first responders will have real time access to regional information through a single records system. Member agencies are also realizing level of service improvements with the implementation of integrated Computer-Aided Dispatch (CAD), mobile, and RMS.

EFFICIENCY & COST AVOIDANCE

There are a number of efficiencies associated with regional dispatch. Rather than duplicating administrative structures and facilities at multiple dispatch centers, NORCOM allows for member agencies to realize economies of scale. NORCOM's initial efficiencies are modest because fire dispatch operations were previously consolidated under a contract model. Over time, as NORCOM attracts additional partners, it is anticipated that the operations will become more cost-efficient.

Long-term cost avoidance is an important factor in regionalization. Emergency communications center and emergency service technology supporting fire and police is becoming increasingly complex and expensive to maintain and replace. By sharing the costs of technology among NORCOM's partner agencies, regionalization eliminates the need to acquire and maintain multiple technology systems. Over the long-term, NORCOM's partners avoid costs associated with technology replacement at multiple communications centers, and at each agency.

HIGHER DEGREE OF DECISION-MAKING & CONTROL

NORCOM offers its partner agencies a higher level of decision-making and control over dispatch functions. Under the NORCOM governance model, all participants have a voice and vote. The voting procedures give both the smaller and the larger jurisdictions the ability to meaningfully shape the operational and policy decisions made by NORCOM. Elected officials from each of the partner agencies also play an important oversight role for the organization.

GREATER CERTAINTY & ABILITY TO CONTROL COSTS

The NORCOM partnership model also offers its member jurisdictions greater certainty to determine the nature and cost of future dispatch operations. Absent NORCOM, the agencies that previously contracted with Bellevue and Kirkland for dispatch services would have paid higher contract costs without the ability to control the overall budget. This full cost recovery contract approach would have significant disadvantages – most notably higher costs without the decision-making control over operations and budget.

GOVERNANCE

The NORCOM governance model establishes NORCOM as a separate legal entity formed as a non-profit corporation whose members are public agencies and governed by a board on which all Principals are represented.

GOVERNANCE BOARDS & PRINCIPALS ASSEMBLY

The basic NORCOM structure is quite similar to many other multi-jurisdictional communications center operations. Specifically, there is a Governing Board on which all Principals participate, and which oversees the Agency's policies and budgets. The Governing Board is composed of the Chief Executive Officer from each Member agency (i.e., City Manager of a city formed as a council-City Manager city; the Fire Chief of a Fire District; or in case of a "strong-mayor city," the Mayor).

To provide oversight, each Principal has designated one member of its legislative body to represent it at the annual Principal's Assembly. The purpose of the Assembly is to receive the Annual Report and to:

- **Review the activities for the previous calendar year**
- **Present the work program and significant events for the upcoming calendar year**
- **Present a financial management report**
- **Report on performance benchmarks of NORCOM activities**

Principal Assembly representatives advise the Governing Board on these issues.

In addition, there are two operational advisory boards—one for fire and EMS agencies, and a second for police agencies. On these Service Boards sit representatives from both "Principal" and "Subscriber" agencies. The Service Boards provide advice to the Governance Board and to the Executive Director of the agency. The two service boards meet regularly both separately, and together as a united Joint Operating Board.

VOTING

NORCOM's significant financial and operational decisions require a Supermajority Vote, which means securing affirmative votes of: (1) not less than two-thirds of all Members of the Governing Board in number; **and** (2) not less than two-thirds of the Weighted Vote of all Members of the Governing Board. Supermajority vote decisions include approval of the annual budget and user fees and the addition of a new principal.

For routine operational decisions, the NORCOM Governing Board strives to operate by consensus. Otherwise (except for decisions that require a supermajority vote) all Board decisions require a simple majority vote for approval; *unless a* Governing Board Member, in advance of a vote, calls for a two-prong majority vote, in which case the item shall require a majority vote by number and a majority vote by weight for approval.

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Ellen Miller-Wolfe, Economic Development Manager
Philly Hoshko, Special Projects Coordinator

Date: April 30, 2014

Subject: May, 2014 Arts Education Month Proclamation

RECOMMENDATION**:**

That the Mayor proclaims May 2014 as Arts Education Month.

BACKGROUND DISCUSSION:

Arts Education Month is a state-wide celebration of the creative endeavors taking place in our schools and community arts organizations. It is sponsored by ArtsED Washington. ArtsED Washington is a non-profit that works to ensure that all students in Washington State have access to a complete education that includes the arts. ArtsED Washington has invited the City of Kirkland and the Cultural Arts Commission to participate in the celebration to show how arts are making a difference in education.

The Cultural Arts Commission would like the City to proclaim the month of May as "Arts Education Month," to bring awareness to the value of arts education and show support to Kirkland's outstanding art organizations and art educators.

Kirkland is pleased to have many stellar art organizations that have youth education programs. These include the Kirkland Performance Center, the Kirkland Arts Center, Studio East, the International Ballet Academy, and many more.

Melissa Nelson, art educator and Chair of the Cultural Arts Commission, will be present at the May 6, 2014 Council meeting to receive the proclamation.

A PROCLAMATION OF THE CITY OF KIRKLAND

Designating May, 2014 as Arts Education Month in Kirkland, Washington

WHEREAS, the arts, including dance, music, theatre, and visual arts, are defined as a core subject in Washington State's definition of basic education, and considered an essential component of the complete and balanced education for all students; and

WHEREAS, learning in and through the arts enables students to develop critical thinking and problem solving skills, imagination and creativity, discipline, alternative ways to communicate and express feelings and ideas, and cross-cultural understanding, which supports academic success across the curriculum as well as personal growth outside the classroom; and

WHEREAS, imagination and creativity are increasingly understood as critical capacities needed for success in the 21st century workforce; and

WHEREAS, the arts can transform our schools into havens of creativity and exploration – places where students want to learn, teachers want to teach, and all members of the learning community are more engaged and motivated; and

WHEREAS, high quality school-based arts education involves a wide range of partners, including School Boards, district administrators, educators, parents, artists and arts organizations, community members, and local businesses and organizations, whose collective endeavors toward equitable provision of arts learning for all students we celebrate and promote; and

WHEREAS, we support art education initiatives and applaud the efforts and dedication of Kirkland-based art organizations and art educators including the Kirkland Arts Center, Kirkland Performance Center, Studio East, the International Ballet Academy and many others.

NOW, THEREFORE, I, Amy Walen, Mayor of Kirkland, do hereby proclaim the month of May, 2014 as Arts Education Month and call on all citizens to join us in recognizing the important role of the arts in education for all students.

Signed this 6th day of May, 2014

_____

Amy Walen, Mayor

Council Meeting: 05/06/2014
Agenda: Special Presentations
Item #: 7. a.

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Pattijean Hooper, Ph.D., Manager, Office of Emergency Management

Date: April 30, 2014

Subject: Community Emergency Response Team #17 Graduation

The Community Emergency Response Team Training (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in: disaster preparedness, fire safety, disaster medical operations, light search and rescue, the incident command system, and disaster psychology.

The members of CERT class 17 are ready for graduation. But before that commences there should be a moment for accolades. On behalf of the City of Kirkland, we should thank each for making the time to prioritize this important civic engagement activity. CERT training supports the goals of the Office of Emergency Management and more importantly all community members!

In today's world, schedules are full and occupied with school, work, family, and many options for volunteering. That these community members chose to educate themselves to help others in times of need speaks volumes to their values and commitment to community building. The information learned can assist neighbors, visitors, the workplace, and even professional responders in times of crisis. Although we never hope to have to call on these skills; in a time of need CERT training will help Kirkland respond and recover from the incident at hand.

This CERT class was trained by community volunteers and firefighters. Thanks to firefighter Ed Kinney, and lead trainer Christina Brugman, and the volunteer instructional staff: Jen Mahan, Todd Bancroft, and Janice Christian. Guest Speakers for the class included Caroline Whalen, Mike Ryan, and Bob Morrisson. It is important to acknowledge the enthusiasm and commitment of this CERT instructional team. The resources and capabilities of this team keeps CERT alive and well and serving the Kirkland community.

The Kirkland Seventh Day Adventist Church generously donated the space to provide this training for each of the 8 classes CERT conducted. The facility was an excellent venue for participants. We sincerely appreciate the church's support.

At the City Council meeting, Pattijean Hooper, the Emergency Manager will explain the CERT program, ask the graduates to stand and read each graduates name. CERT graduates will shake hands with the Mayor, and then the Council members. The group will leave and assemble in the Peter Kirk Room downstairs where they will receive helmets (with graduation tassels); CERT backpacks, and attend a reception in the teams honor.

Community Emergency Response Team Training Class # 17 (Spring 2014)		
First name	**Last name**	**Neighborhood**
Sanaa	Abuthuraya	North Rose Hill
Suzanne	Bachelor	Juanita
Jim	Boril	Juanita
Robert	Brown	Lakeview
Marcie	Bullock	Juanita
Mike	Fine	Finn Hill
Kyle	Henry	Juanita
John	Janssen	Highlands
Cyril	Kerns	Juanita
Alex	Koloskov	Totem Lake
Margit	Moore	Moss Bay
Mary	Osness	Central Houghton
Grace	Pabst	Evergreen Hill / Kingsgate
John	Pabst Jr.	Evergreen Hill / Kingsgate
Don	Sayler	Finn Hill
Marcia	Stein	North Rose Hill
Nate	Thies	Central Houghton
Kate	Thorlakson	Everest
McKenzie	Vega	Highlands
Kyle	Warnick	Evergreen Hill / Kingsgate

Council Meeting: 05/06/2014
Agenda: Special Presentations
Item #: 7. b.

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Pam Bissonnette, Interim Public Works Director

Date: April 24, 2014

Subject: New Staff Introduction: Erin Devoto

RECOMMENDATION:

That Erin Devoto be introduced to the City Council as Kirkland's new Public Works Superintendent in charge of maintenance and operations, and of the Maintenance Center.

BACKGROUND AND DISCUSSION:

Staff is pleased to introduce Erin Devoto as Kirkland's new Public Works Superintendent. Erin comes to Kirkland with a rich and unique background in both the private and public sectors, including roles as Director of Construction and Maintenance for FAO Schwartz in New York and Barclay Dean Construction in Seattle; Building Official, City of Issaquah; Director of Facilities Management and Capital Programs, Seattle Center; Director of Planning and Development for Seattle Parks; and most recently Director of Information Technology for the City of Seattle (See Attachment A for her resume). Erin lives on the eastside in Bellevue.

Erin started her career as one of the first women concrete and structural steel inspectors in Seattle. She has worked as a construction manager for a borough in Alaska. Unusual work interests her such as the replacement of 400 pilings under the Seattle Aquarium pier while keeping the Aquarium open. She is excited about coming to Kirkland to return to her chosen career of operations and construction of public facilities. But she also brings great capacity in technology, which will be needed as the City approaches upgrading maintenance systems like Hansen and continues to grow Kirkland's Intelligent Transportation System.

Public Works is extremely happy that Erin has decided to join the team. The position of Public Works Superintendent existed in the past, but has not been part of the organization in over ten years. Recreating it was a recommendation of the Public Works Leadership Team and it was accomplished by repurposing the Deputy Director position. Erin will be shaping the role to meet current needs. Kirkland is much larger than a decade ago through annexation in 2011. Much of the PW increased work load has been in the area of Operations and Maintenance. An upgrade and enlargement of the City's maintenance facilities to accommodate the larger city and future growth must be accomplished. Regional relationships in water and sewer are driving Kirkland rates and our own utility operations programs. Erin's regional relationships and skills will help work with King County Wastewater and Cascade Water Alliance on such issues. Erin's strengths are well suited to emerging issues in street and sidewalk maintenance risk management, and the long term development and maintenance of the Cross Kirkland Corridor. Her talents and varied, high level experiences make her well suited to what Kirkland needs and we welcome her to the Kirkland Community.

Attachment A

ERIN DEVOTO

PROFILE: Dedicated, energetic and team-oriented leader with proven ability to lead large organizations in the areas of large capital projects and programs, large public initiatives and information technology. Proactive in development of engaging the public in projects and programs, and demonstrated ability to integrate community interests with decisions made by elected officials.

MAJOR ACCOMPLISHMENTS

Executive Management

- Led citywide technology initiatives across a federated organization and developed the modernization strategy for moving the City's IT to a cloud based infrastructure.
- Built the organization to implement two major levy-funded capital development programs at the City of Seattle totaling over $200 million; projects included open space acquisition, new and renovated parks, facilities and community centers. Directed the planning, design, public input, accounting and project management practices for the organization resulting in all projects completed on time and within budget.
- Created and implemented a system to incorporate environmentally sustainable features in the City of Seattle's capital construction and maintenance functions. Built the city's first LEED gold rated facility at Carkeek Environmental Center, and obtained two Gold and one LEED certifications for Community Center Levy projects.

Budget and Policy Management

- Developed project based cost accounting systems resulting in financial accountability for over $175 million capital projects with completion on time and within budget. Strategically managed the risks associated with construction and property acquisition resulting in no construction claims against the City.
- Oversaw the development of planning efforts including the asset management plan, shoreline habitat plans and the Arts Plan for two levies and the Parks' major maintenance plan.
- Developed and implemented successful public outreach strategies with the public and provided strategy for over 1000 public meetings involving 15,000 stakeholders.

Human Resource Management

- Developed employee performance and tracking systems to improve public sector employee accountability. Developed public sector recognition activities to keep morale high for employees working under high public scrutiny and challenging deadlines.
- Created and implemented a companywide safety program to ensure safe workplace environments for both employees and contractors.
- Increased ethnic diversity of staff and WMBE contracting participation across two city departments.

PROFESSIONAL EXPERIENCE

CITY OF SEATTLE

CHIEF TECHNOLOGY OFFICER 2012- Present

DEPUTY DEPARTMENT DIRECTOR, INFORMATION TECHNOLOGY 2007- 2012

Department of Information Technology, City of Seattle Seattle, WA

As Chief Technology Officer, supervise the department consisting of 200 technology employees and set standards and policy for the City's IT services. Responsible for the City's website, Seattle Channel, IT projects, operations of the City's Public Safety Radio System, Telephone System, Data Center, Data Network, Desktop and Mobile Computing. Oversee the City's fiber network and fiber partnership owned by 17 jurisdictions and partners. Develop and administer an annual budget of $65 million. Created the Project Management Office to ensure consistent delivery of IT projects.

DIRECTOR, PLANNING AND DEVELOPMENT 2001 –2007

Department of Parks and Recreation, City of Seattle Seattle, WA

Directed and managed the development program for the City of Seattle's 6000-acre parks system to enhance the quality of life through parks and recreation. Oversee special levy-funded programs totaling more than $200 million including land acquisitions, project planning, site design and engineering, and development of more than 300 projects. Responsible for the planning and renovation of the $30M Seattle Aquarium Project consisting of replacement of over 400 piling while the building was occupied. Manage an annual operating budget of $8 million and supervise 85 employees. Develop legislation to authorize project budgets, partnership agreements, and land acquisitions. Cultivate community involvement processes to implement the decisions of elected officials and community interests. Assist City executives and elected officials in making informed and timely choices. Actively pursue grant and private fundraising such as IAC grants, Starbuck grants. Foster coordination between Seattle School District, Youth Sports and neighborhood interest in programming athletic fields. Worked closely with regulatory agencies, design boards and commissions to coordinate project activities. Oversee large regional park projects such as South Lake Union Park, Magnuson Park and Cal Anderson Park. Created and established maintenance, operation and design standards for park facilities.

OPERATIONS MANAGER 1998 – 2001

Krekow Jennings, General Contractor Seattle, WA

Supervised and provided leadership for the day-to-day operations of a $50 million company including field supervision, project management, safety program, customer service, budget, scheduling, and risk management. Accomplishments include development of company-wide scheduling and cost control practices, objectives and strategies for safety standards, and labor management for 200 employees.

DIRECTOR OF FACILITY MANAGEMENT AND CAPITAL PROGRAMS 1998

Seattle Center, City of Seattle Seattle, WA

Directed the day to day maintenance for the 74 acre campus encompassing over 350 employees representing several labor unions (including skilled trades), managed 10 managers and supervisors. Created maintenance protocols, and led the capital long range planning and development of facilities for Seattle Center. Coordinated programming from Pacific Science Center, Fun Forest, Experience Music Project, Key Arena and festivals with campus daily operations.

DIRECTOR OF CONSTRUCTION 1995-1998

Barclay Dean Construction Seattle, WA

Built the Tenant Improvement Division from $1 million to $10 million in project volume and increased profit margins. Standardized and implemented cost estimating and project management systems to improve project profitability. Trained and developed project management staff in areas of budgeting, scheduling, and construction management. Administered the company safety program to ensure compliance with state and federal regulations.

DIRECTOR OF CONSTRUCTION AND MAINTENANCE 1993-1995

FAO Schwartz Company New York, NY

Managed daily capital, maintenance, and operations for twelve retail facilities to create new facilities and maintain existing. Negotiated lease agreements, construction contracts, development and training for store operations. Directed design, planning, and construction activities for new and renovated stores.

OTHER POSITIONS

- PROJECT MANAGER Foushee Associates, Bellevue WA
- BUILDING OFFICIAL City of Issaquah, Issaquah WA
- PROJECT MANAGER Rogers and Babler, Anchorage, AK
- CONSTRUCTION MANAGER Kodiak Island Borough, Kodiak, Alaska

EDUCATION

University of Washington, Evans School, Masters of Public Administration Degree

University of Washington, Executive Management Certificate Program

University of Oregon, Interior Architecture Major

PROFESSIONAL AFFLIATIONS AND AWARDS

Washington Women in Need, Former Board Member; Fund Development Committee, Program Committee, Event Planning

Seattle Management Association, Project Manager Award

Washington Park Arboretum Board of Directors, Past City of Seattle Representative

Former Member Seattle Center Commission Board of Directors (appointed by Mayor Schell)

Former Member Issaquah Arts Commission (appointed by Mayor)

KIRKLAND CITY COUNCIL REGULAR MEETING MINUTES
April 15, 2014

1. CALL TO ORDER

2. ROLL CALL

ROLL CALL:
Members Present: Councilmember Toby Nixon, Councilmember Shelley Kloba, Councilmember Dave Asher, Councilmember Doreen Marchione, Councilmember Jay Arnold, Deputy Mayor Penny Sweet, and Mayor Amy Walen.
Members Absent: None.

3. STUDY SESSION

a. Transportation Master Plan Update

Joining Councilmembers for this discussion were City Manager Kurt Triplett, Transportation Engineering Manager Dave Godfrey, Transportation Commission Vice-Chair Tom Neir, and Kendra Breiland, Associate, Fehr & Peers.

4. EXECUTIVE SESSION

None.

5. HONORS AND PROCLAMATIONS

None.

6. COMMUNICATIONS

a. Announcements

b. Items from the Audience

John Chelminiak
Ramola Lewis
Birgitta Hughes
Xu Zhou
Glen Buhlmann

c. Petitions

7. SPECIAL PRESENTATIONS

a. Green Kirkland Partnership Update

Green Kirkland Partnership Supervisor Sharon Rodman provided opening remarks and introduced Program Assistant Katie Cava, who reviewed the Program's 2013 accomplishments and 2014 work program.

b. Kirkland 2035 Update #12

Deputy City Manager Marilynne Beard reviewed both the most recent, and upcoming, public involvement activities and progress on the plan updates related to the Kirkland 2035 initiative.

8. CONSENT CALENDAR

a. Approval of Minutes: April 1, 2014

b. Audit of Accounts:
Payroll $2,826,946.97
Bills $2,740,875.44
run #1308 checks #551640 - 551690
run #1309 checks #551694 - 551873
run #1310 checks #551896 - 552063

c. General Correspondence

d. Claims

A claim from Wei Chin (Nikki) Sham was acknowledged via approval of the Consent Calendar.

e. Award of Bids

(1) The construction contract for the 2014 Street Preservation Program, Phase I Curb Ramp and Concrete Repairs Project was awarded to Trinity Contractors Inc., Marysville, WA in the amount of $383,567.00 via approval of the Consent Calendar.

f. Acceptance of Public Improvements and Establishing Lien Period

(1) Work on the Cross Kirkland Corridor (CKC) Rail Removal Project completed by A&K Railroad Materials Inc., of Salt Lake City, UT was accepted via approval of the Consent Calendar.

(2) Work on the Peter Kirk Park Restroom Renovation Project completed by Moon Construction of Shoreline, WA was accepted via approval of the Consent Calendar.

g. Approval of Agreements

h. Other Items of Business

(1) Resolution R-5046, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ESTABLISHING A FORMAL DESIGN PROGRAM TO GUIDE CREATION OF THE EDITH MOULTON PARK MASTER PLAN."

(2) Resolution R-5047, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING APPLICATION(S) FOR FUNDING ASSISTANCE FOR AQUATIC LANDS ENHANCEMENT ACCOUNT PROJECTS TO THE RECREATION AND CONSERVATION OFFICE AS PROVIDED IN REVISED CODE OF WASHINGTON SECTION 79.105.150, WASHINGTON ADMINISTRATIVE CODE CHAPTER 286-42, AND SUBSEQUENT LEGISLATIVE ACTION."

(3) Report on Procurement Activities

Motion to Approve the Consent Calendar.
Moved by Deputy Mayor Penny Sweet, seconded by Councilmember Dave Asher
Vote: Motion carried 7-0
Yes: Councilmember Toby Nixon, Councilmember Shelley Kloba, Councilmember Dave Asher, Councilmember Doreen Marchione, Councilmember Jay Arnold, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

9. PUBLIC HEARINGS

None.

10. UNFINISHED BUSINESS

a. Public Records Legislation Implementation Status Report

City Clerk Kathi Anderson introduced Public Disclosure Analyst Caleb Stewart, who provided an overview of the implementation to date, current status and next steps.

b. 2014 Legislative Agenda Update #5

Intergovernmental Relations Manager Lorrie McKay provided the final update on the 2014 legislative session.

c. Cross Kirkland Corridor Master Plan Update

Transportation Engineering Manager David Godfrey provided background and development of the elements previously presented, and upcoming key dates for review and adoption of the plan.

Council recessed for a short break.

11. NEW BUSINESS

a. King County Waste Water Disposal Agreement

Interim Public Works Director Pam Bissonnette provided Council with a history of services and introduced King County Wastewater Treatment Director Pam Elardo who also responded to Council questions and comment.

12. REPORTS

a. City Council Reports

(1) Finance and Administration Committee

Have not met.

(2) Planning and Economic Development Committee

Chair Arnold reported on progress on the Comprehensive Plan; progress on Neighborhood Plans; different scenarios that might be studied under an Environmental Impact Study; a potential fee for developers using the right-of-way during construction projects; potential changes that may need to be made to the SEPA hearing process in response to a recent Supreme Court decision; potential revisions to code enforcement fines; discussion of the process of developing final regulations for the marijuana retail zones; need to update sign regulations.

(3) Public Safety Committee

Have not met.

(4) Public Works, Parks and Human Services Committee

Chair Kloba reported on Community Development Block Grants; potentially expanding the scope of the Human Services Advisory Council; ways to minimize the need for developers to utilize the right-of-way during construction projects; review of a report of sidewalk maintenance and claims related to sidewalk maintenance.

(5) Tourism Development Committee

Chair Nixon reported on the addition of two new members to the committee; review of the recent online tourism survey and focus groups; review of the committee work plan for 2014; discussion of levels of lodging tax funds to retain in reserve and use of surplus.

(6) Regional Issues

Councilmembers shared information regarding the 4th Annual Mayor's CACHET Award; upcoming Friends of Youth Capital Campaign Projects Event; upcoming King County Regional Law, Safety and Justice Committee meeting; visit to the Sundial Bridge in Redding, California; Kirkland Teen Youth Building (KTUB) Youth Institute; Cascade Water Alliance Public Affairs Committee meeting; King County Committee to End Homelessness meeting and news of a federal grant award of 22.7 million dollars to King County to assist their efforts; King County Housing Development Authority is awarding Kirkland its first Municipal Hero award; Kirkland Performance Center is hosting an invitation-only event to introduce the new director and talk about the direction for the next 15 years; Google Glass briefing to elected officials; King County Regional Water Quality Committee meeting; Kirkland Downtown Association meeting; Kirkland Downtown Association Art Walk; Viva Volunteers Fair; Emergency Management Advisory Committee; Kirkland Business Roundtable; annual City of Kirkland Volunteer Appreciation event; Association of Washington Cities Nominating Committee meeting; Kirkland Housing Dialogue; Developers' Brown Bag; Northend Mayors' meeting; King County Regional Policy Committee meeting; Puget Sound Regional Council Transportation Policy Board meeting; Imagine Housing event; Puget Sound Clean Air Agency meeting; request to appoint a member to the Puget Sound Regional Council Growing Transit Communities Committee; Lake Washington Schools Foundation "Legacy for Learning" annual fundraising luncheon.

Motion to Approve appoint Councilmember Arnold to the Puget Sound Regional Council Transit Oriented Development Advisory Committee (Growing Transit Communities Committee).
Moved by Councilmember Dave Asher, seconded by Councilmember Shelley Kloba
Vote: Motion carried 7-0
Yes: Councilmember Toby Nixon, Councilmember Shelley Kloba, Councilmember Dave Asher, Councilmember Doreen Marchione, Councilmember Jay Arnold, Deputy Mayor Penny Sweet, and Mayor Amy Walen.

b. City Manager Reports

(1) Calendar Update

(2) Updates

Updated on Washington State Department of Retirement Systems policies regarding the Interim Public Works Director; recruitment for new Public Works Director; Deputy City Manager will be acting Public Works Director in the interim; City Manager Triplett was elected as the Chair of the North East King County Regional Public Safety Communication Agency (NORCOM) board and the Chair of the Eastside Public Safety Communications Agency

(EPSCA) Chair Triplett; discussion with Sound Transit about the Interim Trail.

13. ITEMS FROM THE AUDIENCE

None.

14. ADJOURNMENT

The Kirkland City Council regular meeting of April 15, 2014 was adjourned at 10:24 p.m.

City Clerk

Mayor

Council Meeting: 05/06/2014
Agenda: Claims
Item #: 8. d.

CITY OF KIRKLAND
Department of Finance and Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk

Date: April 24, 2014

Subject: CLAIM(S) FOR DAMAGES

RECOMMENDATION

It is recommended that the City Council acknowledges receipt of the following Claim(s) for Damages and refers each claim to the proper department (risk management section) for disposition.

POLICY IMPLICATIONS

This is consistent with City policy and procedure and is in accordance with the requirements of state law (RCW 35.31.040).

BACKGROUND DISCUSSION

The City has received the following Claim(s) for Damages from:

(1) Liane Donald-Scult
6312 NE 130th Pl.
Kirkland, WA 98034

Amount: $2,518.25

Nature of Claim: Claimant states damage to property resulted from basin overflow.

(2) Jagdip Singh
22826 80th Avenue W
Edmonds, WA 98026

Amount: Unspecified Amount

Nature of Claim: Claimant states damage to vehicle resulted from being struck by a City vehicle.

Note: Names of claimants are no longer listed on the Agenda since names are listed in the memo.

Council Meeting: 05/05/2014
Agenda: Other Business
Item #: 8. h. (1).

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Pam Bissonnette, Interim Public Works Director
Bobbi Wallace, Surface and Waste Water Division Manager

Date: April 16, 2014

Subject: King County 2014 Amendment to Agreement for Sewage Disposal

RECOMMENDATION:

It is recommended that City Council approves the attached resolution authorizing the City Manager to sign the King County 2014 Amendment to the Basic Agreement for Sewage Disposal. Background materials and a presentation of the purpose of the amendments and benefits to Kirkland were presented to the Council at the April 15, 2014 Council meeting. No changes were requested by the Council following the briefing and Council authorized staff to bring back the agreement for approval at the May 6, 2014 Council meeting. The materials and attachments included in the May 6 packet are therefore the same as were presented on April 15th.

BACKGROUND AND DISCUSSION:

King County and the City of Kirkland entered into a long-term agreement for sewage disposal services dated May 5, 1961, which was amended for extended services on April 19, 1973, March 19, 1987 and on October 2, 1992. Unlike contracts with the Cascade Water Alliance for water supply, or King County for Solid Waste Disposal, state law authorizes wastewater flow control directly to King County Metro for sewage disposal. This was part of the legislation in the 1960's when Metro was originally established. The practical result of the legislation is that there is no exit for a member agency short of changing state law. King County Wastewater, the successor of the original Metro, does not need contracts from those whom they serve. The contracts have been primarily a financial instrument designed to provide Metro in its infancy the most favorable bond rating. Since merging with King County and receiving the County's full faith and credit behind its bonds, the contracts are not needed from a *financial* standpoint to sell bonds at the lowest cost.

However, the contracts have been a protection for the member agencies because they cover such important issues as uniformity of rates, the setting of growth charges, the limitation of infiltration and inflow into the system, and so on. In addition some agencies that host King County Wastewater facilities, as does Kirkland, have additional contract provisions that address the impacts and operations of these King County facilities.

King County has been attempting to negotiate contract extensions with member agencies for many years. A committee of staff representing the member agencies, including Seattle, has been stymied in negotiations due to competing interests of the member agencies. Kirkland was approached by King County Wastewater to proceed with a contract amendment independent of the committee process. We have spent the last six months negotiating the amendment to the basic contract before the Council.

The amendments to the basic agreement include:

- A provision to cover unforeseen costs resulting from an emergency. This actually occurred in 1999-2000 when the combination of a prolonged drought and an upheaval in the energy industry required King County Wastewater to incur power costs in excess of $10 million above its budget. King County Wastewater is limited by contract to raise rates only once a year, and must be prior to June 30th of each year. To provide for such emergencies, the emergency vote must be by two thirds of the King County Council.

- A provision that sets a connection charge for future customers at ninety-five percent of the costs to provide future customer services in combination with the rates paid by said customers.

- A provision that provides for the amendment of the terms of the sewage disposal agreement with agencies representing ninety percent of the customer base. In the past such amendment required one hundred percent agreement which was extremely difficult to obtain among thirty-five member agencies.

- A provision that if a city, like Kirkland, extends its contract in advance of other members, that city has the option of incorporating any additional terms negotiated by King County with subsequent cities into its basic agreement.

- Extension until July 1, 2056.

The following amendments are specific to the City of Kirkland:

- A provision to explore and partner on the provision of recycled water (non-potable water).

- A provision for various operational issues between the City and County such as backup power at the County's Yarrow Bay Pump Station; use of additives and technologies to remove fats, oils and grease from Kirkland's system; the potential for composting toilettes; odor control at the County's York Pump Station; and inspection of Kirkland's 72-inch stormwater outfall being used as an emergency overflow for the County Park Lane Pump Station, and bathymetry study beyond the outfall area into Lake Washington.

Attachments:
Basic Contract for KC Metro Agreement
Resolution
Amendment to KC Metro Agreement

CITY OF KIRKLAND

MUNICIPALITY OF METROPOLITAN SEATTLE

AMENDMENT TO AGREEMENT
FOR SEWAGE DISPOSAL

THIS AMENDMENT made as of the 2nd day of October, 1992 between the City of Kirkland, a municipal corporation of the State of Washington (hereinafter referred to as the "City") and the Municipality of Metropolitan Seattle, a metropolitan municipal corporation of the State of Washington (hereinafter referred to as "Metro");

WITNESSETH:

WHEREAS, the parties have entered into a long term Agreement for Sewage Disposal dated May 5, 1961, as amended (hereinafter referred to as the "Basic Agreement"); and

WHEREAS, an advisory committee composed of elected and appointed officials in the metropolitan area was appointed by the Metropolitan Council to examine the structure of Metro's charges to its participants; and

WHEREAS, said advisory committee, following extensive research, study and deliberations, has recommended certain changes in the structure of Metro's charges to its participants and implementation of said changes requires amendment of the Basic Agreement; and

WHEREAS, the parties have determined that the recommendations are in the best public interest and therefore desire to amend said Basic Agreement to implement said recommendations;

NOW, THEREFORE, it is hereby agreed as follows:

Section 1. Amendment of Section 5 of the Basic Agreement. Section 5 of the Basic Agreement is hereby amended to read as follows:

"Section 5. Payment for Sewage Disposal. For the disposal of sewage hereafter collected by the City and delivered to Metro the City shall pay to Metro on or before the last day of each month during the term of this Agreement, a sewage disposal charge determined as provided in this Section 5.

1. For the quarterly periods ending March 31, June 30, September 30 and December 31 of each year every Participant shall submit a written report to Metro setting forth:

(a) the number of Residential Customers billed by such Participant for local sewerage charges as of the last day of the quarter,

(b) the total number of all customers billed for local sewerage charges by such Participant as of such day, and

(c) the total water consumption during such quarter for all customers billed for local sewerage charges by such Participant other than Residential Customers.

The quarterly water consumption report shall be taken from water meter records and may be adjusted to exclude water which does not enter the sanitary facilities of the customer. Where actual sewage flow from an individual customer is metered, the metered sewage flows shall be reported in lieu of adjusted water consumption. The total quarterly water consumption report in cubic feet shall be divided by 2,250 to determine the number of Residential Customer equivalents represented by each Participant's customers other than single family residences.

Metro shall maintain a permanent record of the quarterly customer reports from each Participant.

The City's first quarterly report shall cover the first quarterly period following the date when sewage is first delivered to Metro and shall be submitted within thirty days following the end of the quarter. Succeeding reports shall be made for each quarterly period thereafter and shall be submitted within thirty (30) days following the end of the quarter.

2. (a) To form a basis for determining the monthly sewage disposal charge to be paid by each Participant during any particular quarterly period, Metro shall ascertain the number of Residential Customers and Residential Customer equivalents of each Participant. This determination shall be made by taking the sum of the actual number of Residential customers reported as of the last day of the next to the last preceding quarter and the average number of Residential Customer Equivalents per quarter reported for the four quarters ending with said next to the last preceding quarter, adjusted for each Participant to eliminate any Residential Customers or Residential Customer equivalents whose sewage is delivered to a governmental agency other than Metro or other than a Participant for disposal outside of the Metropolitan Area.

(b) For the initial period until the City shall have submitted six consecutive quarterly reports, the reported number of Residential Customers and Residential Customer equivalents of the City shall be determined as provided in this subparagraph (b). On or before the tenth day of each month beginning with the month prior to the month in which sewage from the City is first delivered to Metro, the City shall submit a written statement of the number of Residential Customers and Residential Customer equivalents estimated to be billed by the City during the

next succeeding month. For the purpose of determining the basic reported number of Residential Customers and Residential Customer equivalents of the City for such next succeeding month, Metro may at its discretion adopt either such estimate or the actual number of Residential Customers and Residential Customer equivalents reported by the City as of the last day of the next to the last preceding reported quarter. After the City shall have furnished six consecutive quarterly reports the reported number of Residential Customers and Residential Customer equivalents of the City shall be determined as provided in the immediately preceding subparagraph (a).

(c) If the City shall fail to submit the required monthly and/or quarterly reports when due, Metro may make its own estimate of the number of Residential Customers and Residential Customer equivalents of the City and such estimate shall constitute the reported number for the purpose of determining sewage disposal charges.

3. The monthly sewage disposal charge payable to Metro shall be determined as follows:

(a) Prior to July 1st of each year Metro shall determine its total monetary requirements for the disposal of sewage during the next succeeding calendar year. Such requirements shall include the cost of administration, operation, maintenance, repair and replacement of the Metropolitan Sewerage System, establishment and maintenance of necessary working capital and reserves, the requirements of any resolution providing for the issuance of revenue bonds of Metro to finance the acquisition, construction or use of sewerage facilities, plus not to exceed 1% of the foregoing requirements for general administrative overhead costs.

(b) To determine the monthly rate per Residential Customer or Residential Customer equivalent to be used

during said next succeeding calendar year, the total monetary requirements for disposal of sewage as determined in subparagraph 3(a) of this section shall be divided by twelve and the resulting quotient shall be divided by the total number of Residential Customers and Residential Customer equivalents of all Participants for the October-December quarter preceding said July 1st; provided, however, that the monthly rate shall not be less than Two Dollars ($2.00) per month per Residential Customer or Residential Customer equivalent at any time during the period ending July 31, 1972.

(c) The monthly sewage disposal charge paid by each Participant to Metro shall be obtained by multiplying the monthly rate by the number of Residential Customers and Residential Customer equivalents of the Participant. An additional charge may be made for sewage or wastes of unusual quality or composition requiring special treatment, or Metro may require pretreatment of such sewage or wastes.

4. The parties acknowledge that, by resolution of the Metropolitan Council, Metro may impose a charge or charges directly on the future customers of a Participant for purposes of paying for capacity in Metropolitan Sewage Facilities and that such charges shall not constitute a breach of this agreement or any part thereof. The proceeds of said charge or charges, if imposed, shall be used only for capital expenditures or defeasance of outstanding revenue bonds prior to maturity.

In the event such a charge or charges are imposed, the City shall, at Metro's request, provide such information regarding new residential customers and residential customer equivalents as may be reasonable and appropriate for purposes of implementing such a charge or charges.

5. A statement of the amount of the monthly sewage disposal charge shall be submitted by Metro to each

Participant on or before the first day of each month and payment of such charge shall be due on the last day of such month. If any charge or portion thereof due to Metro shall remain unpaid for fifteen days following its due date, the Participant shall be charged with and pay to Metro interest on the amount unpaid from its due date until paid at the rate of 6% per annum, and Metro may, upon failure to pay such amount, enforce payment by any remedy available at law or equity.

6. The City irrevocably obligates and binds itself to pay its sewage disposal charge out of the gross revenues of the sewer system of the City. The City further binds itself to establish, maintain and collect charges for sewer service which will at all times be sufficient to pay all costs of maintenance and operation of the sewer system of the City, including the sewage disposal charge payable to Metro hereunder and sufficient to pay the principal of and interest on any revenue bonds of the City which shall constitute a charge upon such gross revenues. It is recognized by Metro and the City that the sewage disposal charge paid by the City to Metro shall constitute an expense of the maintenance and operation of the sewer system of the City. The City shall provide in the issuance of future sewer revenue bonds of the City that expenses of maintenance and operations of the sewer system of the City shall be paid before payment of principal and interest of such bonds. The City shall have the right to fix its own schedule of rates and charges for sewer service provided that same shall produce revenue sufficient to meet the covenants contained in this Agreement.

<u>Section 2. Amendment of Section 6 of the Basic Agreement</u>. Section 6 of the Basic Agreement is hereby amended to read as follows:

"Section 6. Responsibility of the City. The City shall be responsible for the delivery to the Metropolitan Sewerage System of sewage collected by the City, for construction, maintenance and operation of Local Sewerage Facilities, and for the payment of all costs incident to the collection of such sewage and its delivery to the Metropolitan Sewerage System.

In addition, the City will undertake continual rehabilitation and replacement of its local sewage facilities for purposes of preventing, reducing and eliminating the entry of extraneous water into such facilities and will expend annually, averaged over five (5) years, an amount equal to two (2) cents per inch of diameter per foot of its local sewage facilities, excluding combined sewers and force mains, for said rehabilitation and replacement. The amount of this expenditure requirement may be increased from time to time by the Metropolitan Council to reflect general inflation. Rehabilitation and replacement projects undertaken pursuant to this section shall be constructed in accordance with criteria adopted by the Metropolitan Council and included in Metro's Rules and Regulations. In the event the City fails to comply with the rehabilitation and replacement expenditure requirements described in this section, the City shall pay such charge as may be determined by Metro for quantities of storm or ground water entering its Local Sewage Facilities in excess of the minimum standard established by the general Rules and Regulations of Metro.

Section 3. Amendment of Basic Agreement to Add a New Section. A new Section 18 shall be added to the Basic Agreement to read as follows:

"Section 18. Future Amendments. The City agrees to amend and hereby concurs in any amendment to this agreement which incorporates any changes in the terms for

sewage disposal and/or payment therefore as may be proposed by Metro and agreed to by those Participants that shall represent, in total, not less than 90% of the Residential Customers and Residential Customer Equivalents then served by the Metropolitan Sewerage System."

Section 4. Effective Date of Amendment. This amendment shall take effect at the beginning of the first quarter following the date first written above with quarters beginning January 1, April 1, July 1, and October 1.

Section 5. Basic Agreement Unchanged. Except as otherwise provided in this amendment, all provisions of the basic agreement shall remain in full force and effect as written therein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

CITY OF KIRKLAND

Terrence L Ellis
City Manager

ATTEST:

City Clerk

MUNICIPALITY OF
METROPOLITAN SEATTLE

~~Gary Zimmerman~~
Chair of the Council

MAY 2 8 1992

ATTEST:

Bonnie Mattson

CITY OF KIRKLAND

MUNICIPALITY OF METROPOLITAN SEATTLE

EXTENSION OF AGREEMENT FOR SEWAGE DISPOSAL

WHEREAS, the City of Kirkland (the "City") and the Municipality of Metropolitan Seattle (the "Municipality") are parties to a certain Agreement for Sewage Disposal (the "Agreement") dated May 5, 1961, as amended, pursuant to which the City delivers to the Municipality for treatment and disposal all the sewage and industrial wastes it collects from its service area; and

WHEREAS, the Agreement expires by its terms on July 1, 2016; and

WHEREAS, it is in the best interests of the City and the Municipality that the expiration date of the Agreement be extended in order to allow the Municipality to sell and issue its sewer revenue bonds with maturities extending beyond 2016;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and in the Agreement, it is hereby agreed as follows:

The Agreement for Sewage Disposal between the City of Kirkland and the Municipality of Metropolitan Seattle dated May 5, 1961, as amended, is hereby extended for a period of twenty years and shall continue in full force and effect until July 1, 2036.

It is further agreed that all other provisions of said Agreement shall remain unchanged, and the Agreement dated May 5, 1961, as amended, as extended herein shall constitute the entire Agreement for Sewage Disposal between the parties.

DATED: This 19th day of March, ~~1985~~ 1987

CITY OF KIRKLAND

By Doris Cooper 11-15-85
Doris Cooper, Mayor

ATTEST:

Janice J. Lewis
Deputy City Clerk

MUNICIPALITY OF METROPOLITAN SEATTLE

By Gary A. Zimmerman
Gary Zimmerman
Chairman of the Council

ATTEST:

Bonnie Mattson
Bonnie Mattson
Clerk of the Council

Executed in 6 counterparts of which this is counterpart No. 4

MUNICIPALITY OF METROPOLITAN SEATTLE

CITY OF KIRKLAND

1st SUPPLEMENTAL AGREEMENT
JOINT USE OF PORTION OF EASTSIDE INTERCEPTOR, SECTION 14

THIS AGREEMENT, made and executed as of this 19th day of June, 1973, between the CITY OF KIRKLAND, a municipal corporation of the State of Washington (hereinafter referred to as the "City"), and the MUNICIPALITY OF METROPOLITAN SEATTLE, a municipal corporation of the State of Washington (hereinafter referred to as "Metro");

W I T N E S S E T H:

WHEREAS, the parties have heretofore entered into a long-term agreement for Sewage Disposal dated May 5, 1961 (hereinafter referred to as the "Basic Agreement"); and

WHEREAS, the parties desire to amend certain portions of the Basic Agreement to reflect changed conditions and policies; and

WHEREAS, Metro has constructed the Eastside Interceptor, Section 14 (hereinafter referred to as the "Interceptor"), to serve as a facility of the Metropolitan Sewerage System; and

WHEREAS, the City desires to use portions of the Interceptor as a Local Sewerage Facility;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is hereby agreed as follows:

Section 1. Definition of Terms. The defined terms used in this contract shall have the meanings set forth in the Basic Agreement. Where manhole numbers are referred to, reference is made to Metro Contract Document 64-10, Schedule 3 for the Eastside Interceptor, Section 14, copies of which are on file with Metro and the City.

Section 2. Amendment of Basic Agreement - Delivery and Acceptance of Sewage. Section 2 of the Basic Agreement is hereby amended to read as follows:

"Section 2. Delivery and Acceptance of Sewage. The City shall deliver to Metro all of the sewage and industrial waste collected by the City and Metro shall accept the sewage and waste delivered for treatment and disposal as hereinafter provided subject to such reasonable rules and regulations as may be adopted from time to time by the Metropolitan Council. Metro shall not directly accept sewage or waste from any person, firm or private corporation which is located within the boundaries of or is delivering its sewage into the Local Sewerage Facility of the City without the written consent of the City."

Section 3. Joint Use of Portions of Interceptor. The City and Metro agree that the Interceptor between Manhole R02-71 and Manhole R02-72 shall serve as both a Metropolitan and a Local Sewerage Facility for such Participants as have authority to provide local service. The City shall have the right to make direct local connections to said sewer for which the City shall pay to Metro, before making said connection, the sum of $8.00 per front foot of property served on each side of the interceptor alignment; that is, a total of $16.00 per front foot of property served if local service is given on both sides of the Interceptor. Said amount represents the estimated cost of providing sewer service by constructing an eight-inch (8") local sewer on the same alignment as the Interceptor throughout that portion where local connections are allowed. Prior to any local connection, the City shall submit to Metro for approval a plot plan indicating the amount of frontage and property to be served, and shall

make payment to Metro of the agreed upon amount. Upon such approval and payment, the City shall own an eight-inch (8") equivalent share of the Interceptor where local service is given on both sides of the Interceptor, and one-half thereof where service is given on only one side. Local connections to the Interceptor may be made by the City in such a manner as shall be approved by Metro. The City shall hold Metro harmless from any loss, cost, charge, liability or expense resulting from or arising out of damage to the Interceptor or to the persons or property of others caused by the making of such connections or the City's failure to observe any covenant of this Agreement.

Section 4. Construction and Maintenance of Local Sewerage Facilities. The City shall construct, operate and maintain at its expense or cause others to construct, operate and maintain at their expense, and in good working order and condition, any side sewers or Local Sewerage Facilities connected to the Interceptor up to and including the tee connection. Metro shall have no responsibility for construction, operation or maintenance of such side sewers or Local Sewerage Facilities.

Section 5. Maintenance and Operation of Interceptor. Metro shall continue to operate, maintain and own all portions of the Interceptor except as otherwise expressly provided herein. The City shall have no responsibility for operation or maintenance of the Interceptor.

Section 6. Amendment to Basic Agreement - Termination. Section 12 of the Basic Agreement is hereby amended to read as follows:

> "Section 12. Effective Date and Term of Contract. This Agreement shall be in full force and effect and binding upon the parties hereto upon the execution of the Agreement and shall continue in full force and effect until July 1, 2016."

Section 7. Basic Agreement Otherwise Unchanged. Except as otherwise provided in this Agreement, all provisions of the Basic Agreement shall remain in full force and effect as written therein.

Section 8. Assignment. Neither of the parties hereto shall have the right to assign this agreement or any of its rights and obligations hereunder nor to terminate its obligations hereunder by dissolution or otherwise without first securing the written consent of the other party, and this agreement shall be binding upon and inure to the benefit of the respective successors of the parties hereto.

Section 9. Execution of Documents. This Agreement shall be executed in six counterparts, any one of which shall be regarded for all purposes as one original.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

CITY OF KIRKLAND

By _____
Mayor William C. Woods

ATTEST:

_____

MUNICIPALITY OF METROPOLITAN SEATTLE

BY _____
C. Carey Donworth
Chairman of the Council

ATTEST:

_____
B. J. Carol
Clerk of the Council

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this 19th day of March, 1973, before me the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared William C. Woods and Tom J. Anderson, to me known to be the Mayor Dir. of Admin. & Fin, respectively, of the CITY OF KIRKLAND, the Municipal Corporation that executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned and on oath stated that they were authorized to execute the said instrument and that the seal affixed is the corporate seal of said corporation.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.

Arthur E. Knutson
Notary Public in and for the State of Washington, residing at Kirkland

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this 19TH day of APRIL, 1973, before me the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared C. CAREY DONWORTH and B. J. CAROL, to me known to be the Chairman of the Council and Clerk of the Council, respectively, of the MUNICIPALITY OF METROPOLITAN SEATTLE, the municipal corporation that executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned and on oath stated that they were authorized to execute the said instrument and that the seal affixed is the corporate seal of said corporation.

Jack A. Hakola
Notary Public in and for the State of Washington, residing at SEATTLE

Executed in 10 counterparts of which this is counterpart No. 10

AGREEMENT FOR SEWAGE DISPOSAL

THIS AGREEMENT made and executed this 5TH day of MAY, 1961, between the CITY OF KIRKLAND, a municipal corporation of the State of Washington, hereinafter referred to as the "City" and the MUNICIPALITY OF METROPOLITAN SEATTLE, a municipal corporation of the State of Washington, hereinafter referred to as "Metro,"

W I T N E S S E T H:

WHEREAS, the public health, welfare and safety of the residents of the City and the residents of the metropolitan area require the elimination of existing sources of water pollution and the preservation of the fresh and salt water resources of the area; and

WHEREAS, growth of population, topographic conditions and preservation of water resources require that certain major sewage disposal works be constructed and operated and that the cities and special districts within the metropolitan area dispose of their sewage in accordance with a comprehensive plan for the metropolitan area; and

WHEREAS, Metro was established by vote of the people in the metropolitan area pursuant to Chapter 35.58 RCW for the purpose of performing the function of metropolitan sewage disposal, has adopted a comprehensive plan for the disposal of sewage from the metropolitan area and intends to develop the facilities needed to carry out such plan and to issue revenue bonds to finance such development; and

WHEREAS, to carry out the purposes of Metro and perform its authorized function and to provide for the disposal of sewage from the City into the metropolitan sewage disposal system it is necessary that a contract be now entered into establishing certain rights and duties of the parties incident thereto;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, IT IS HEREBY AGREED as follows:

Section 1. Definition of Terms. The following words and phrases used in this contract shall have the meanings hereinafter set forth in this section:

(a) The words "Comprehensive Plan" shall mean the Comprehensive Sewage Disposal Plan for the metropolitan area adopted in Resolution No. 23 of the Municipality of Metropolitan Seattle and as same may be hereafter amended from time to time in the manner required by law.

(b) The words "Metropolitan Sewerage System" shall mean all of the facilities to be constructed, acquired or used by Metro as a part of the Comprehensive Plan. The Metropolitan Sewerage System shall generally include sewage disposal facilities with capacity to receive sewage from natural drainage areas of approximately one thousand acres or more. The Metropolitan Sewerage System shall thus include trunk or interceptor sewer facilities extending to a point within each tributary, and natural drainage area, where not more than one thousand acres remain to be served beyond the upper terminus of such trunk or interceptor sewer.

(c) The words "Local Sewerage Facilities" shall mean all facilities owned or operated by the Participant for the local collection of sewage to be delivered to the Metropolitan Sewerage System.

(d) The words "Metropolitan Area" shall mean the area contained within the boundaries of the Municipality of Metropolitan Seattle as now or hereafter constituted.

(e) The word "Participant" shall mean each city, town, county, sewer district, municipal corporation, person, firm or private corporation which shall dispose of any portion of its sanitary sewage into the Metropolitan Sewerage System and shall have entered into a contract with Metro providing for such disposal.

(f) The words "Residential Customer" shall mean a single family residence billed by a Participant for sewerage charges.

Section 2. Delivery and Acceptance of Sewage. From and after July 1, 1962, the City shall deliver to the Metropolitan Sewerage System all of the sewage and industrial wastes collected by it and Metro shall accept the sewage and wastes delivered for treatment subject to such reasonable rules and regulations as may be adopted from time to time by the Metropolitan Council. Metro shall not directly accept sewage or wastes from any person, firm, corporation or governmental agency which is located within the boundaries of or is delivering its sewage into the Local Sewerage Facilities of any Participant without the written consent of such Participant.

Section 3. Construction of Facilities. Metro shall construct, acquire or otherwise secure the right to use all facilities required for the disposal of sewage delivered to Metro pursuant to this Agreement and shall perform all services required for the maintenance, operation, repair, replacement or improvement

of the Metropolitan Sewerage System, including any additions and betterments thereto.

Section 4. Connection of Local Sewerage Facilities to the Metropolitan Sewerage System. Local Sewerage Facilities of the City shall be connected to the Metropolitan Sewerage System at such time as any portion of the Metropolitan Sewerage System shall be available to receive sewage collected by such facilities. Metro shall, at its sole expense, connect those Local Sewerage Facilities of the City which are now in existence or which shall be constructed in accordance with the rules and regulations of Metro prior to the availability of the Metropolitan Sewerage System. Local Sewerage Facilities constructed after the Metropolitan Sewerage System shall have been made available to the area served by such Local Sewerage Facilities shall be connected to the Metropolitan Sewerage System at the expense of the Participant in accordance with the rules and regulations of Metro.

Section 5. Payment for Sewage Disposal. For the disposal of sewage collected by the City and delivered to Metro, the City shall pay to Metro on or before the last day of each month during the term of this agreement, commencing with the month of July, 1962, a sewage disposal charge determined as provided in this Section 5.

1. For the quarterly periods ending March 31, June 30, September 30 and December 31 of each year every Participant shall submit a written report to Metro setting forth (a) the number of Residential Customers billed by such Participant for local sewerage charges as of the last day of the quarter, (b) the total number of all customers billed by such Participant as of such day and (c) the total water consumption during such

quarter for all customers billed by such Participant other than Residential Customers. The quarterly water consumption report shall be taken from water meter records and may be adjusted to exclude water which does not enter the sanitary facilities of a customer. Where actual sewage flow from an individual customer is metered, the metered sewage flows shall be reported in lieu of adjusted water consumption. The total quarterly water consumption report in cubic feet shall be divided by 2,700 to determine the number of Residential Customer equivalents represented by each Participant's customers other than single family residences. The first report shall cover the quarterly period ending December 31, 1960 and shall be submitted on or before March 1, 1961. Succeeding reports shall be made for each quarterly period thereafter and shall be submitted within thirty (30) days following the end of the quarter. Metro shall maintain a permanent record of the quarterly customer reports from each Participant.

2. To form a basis for determining the monthly sewage disposal charge to be paid by each Participant during any particular quarterly period Metro shall ascertain the number of Residential Customers and Residential Customer equivalents of each Participant for each such quarterly period beginning with the July-September quarter of the year 1962. This determination shall be made by taking the sum of the actual number of Residential Customers reported as of the last day of the next to the last preceding quarter and the average number of Residential Customer equivalents per quarter reported for the four quarters ending with said next to the last preceding quarter, adjusted to eliminate any Residential Customers or Residential Customer equivalents whose sewage is delivered to a governmental

agency other than Metro or other than a Participant for disposal outside of the Metropolitan Area.

3. For the period from July 1, 1962 to December 31, 1963, the monthly rate for each Residential Customer and Residential Customer equivalent of the City shall be Two dollars ($2.00) and the monthly sewage disposal charge to be paid by each Participant to Metro shall be obtained by multiplying the number of Residential Customers and Residential Customer equivalents of the Participant as determined in subparagraph 2 of this section by the monthly rate of Two dollars.

4. For each calendar year after the year 1963, the monthly sewage disposal charge payable to Metro shall be determined as follows:

a) Prior to July 1st of each year Metro shall determine its total monetary requirements for the disposal of sewage during the next succeeding calendar year. Such requirements shall include the cost of administration, operation, maintenance, repair and replacement of the Metropolitan Sewerage System, establishment and maintenance of necessary working capital and reserves, the requirements of any resolution providing for the issuance of revenue bonds of Metro to finance the acquisition, construction or use of sewerage facilities, plus not to exceed 1% of the foregoing requirements for general administrative overhead costs.

b) To determine the monthly rate per Residential Customer or Residential Customer equivalent to be used during said next succeeding calendar year, the total monetary requirements for disposal of sewage as determined in subparagraph 4(a) of this section shall be divided by twelve and the resulting quotient shall be divided by the

total number of Residential Customers and Residential Customer equivalents of all Participants ascertained in accordance with subparagraph 2 of this section for the October-December quarter preceding said July 1st; provided, however, that the monthly rate shall not be less than Two dollars ($2.00) per month per Residential Customer or Residential Customer equivalent at any time during the period ending July 31, 1972.

c) The monthly sewage disposal charge paid by each Participant to Metro shall be obtained by multiplying the monthly rate by the number of Residential Customers and Residential Customer equivalents of the Participant determined as provided in Paragraph 2 of this section. An additional charge may be made for sewage or wastes of unusual quality or composition requiring special treatment, or Metro may require pretreatment of such sewage or wastes. An additional charge may be made for quantities of storm or ground waters entering those Local Sewerage Facilities which are constructed after January 1, 1961 in excess of the minimum standard established by the general rules and regulations of Metro.

5. A statement of the amount of the monthly sewage disposal charge shall be submitted by Metro to each Participant on or before the first day of each month during the term of this agreement commencing with the month of July 1962 and payment of such charge shall be due on the last day of such month. If any charge or portion thereof due to Metro shall remain unpaid for fifteen days following its due date, the Participant shall be charged with and pay to Metro interest on the amount unpaid from its due date until paid at the rate of 6% per annum, and Metro may, upon failure to pay such amount, enforce payment by any remedy available at law or equity.

6. The City irrevocably obligates and binds itself to pay its sewage disposal charge out of the gross revenues of the combined water and sewerage system of the City. The City further binds itself to establish, maintain and collect rates and charges for water and for sewage disposal service sufficient to pay all costs of maintenance and operation of the combined water and sewerage system of the City, including the sewage disposal charge payable to Metro hereunder, and sufficient to pay the principal of and interest on any revenue bonds of the City which shall constitute a charge upon such gross revenue. It is recognized by Metro and the City that the sewage disposal charge paid by the City to Metro shall constitute an expense of maintenance and operation of the combined water and sewerage system of the City prior in lien to any water and sewer revenue bonds of the City to be hereafter issued. It is further recognized that the City shall have the right to fix its own schedule of water and sewerage rates and charges, provided that same shall produce revenue to meet the covenants contained in this agreement.

Section 6. Responsibility of Participant. Each Participant shall be responsible for the delivery to the Metropolitan Sewerage System of sewage collected by such Participant, for the construction, maintenance and operation of Local Sewerage Facilities, and for the payment of all costs incident to the collection of such sewage and its delivery to the Metropolitan Sewerage System.

Section 7. Records. Permanent books and records shall be kept by Metro of the rates established, the volumes of sewage delivered and discharged into the Metropolitan Sewerage System wherever such volumes are measured and the number of Residential Customers and Residential Customer equivalents reported by each Participant, in addition to complete books of account showing all costs incurred in connection with the Metropolitan Sewerage

System. Such records shall be maintained beginning with the commencement of operation of any part of the Metropolitan Sewerage System.

Section 8. Development of Metropolitan Sewerage System. It is contemplated that the Metropolitan Sewerage System will be developed in stages and the nature of facilities to be constructed, acquired or used and the time of such construction, acquisition or use shall be determined by Metro, it being contemplated that Metro shall ultimately provide sewage disposal service for the entire Metropolitan Area.

Section 9. Use of Facilities Owned or Operated by the City. Effective July 1, 1962, or such earlier date as may be mutually agreed upon (hereinafter called "takeover date"), Metro shall have the exclusive right to use and the duty to maintain, operate, repair and replace the facilities owned by the City which are described in Exhibit "A" attached hereto and by this reference made a part hereof, subject to the continued availability of such facilities to receive, transport or treat sewage delivered by the City. From and after the takeover date Metro shall acquire, construct, maintain, operate, repair and replace all facilities now or hereafter required for the treatment and disposal of sewage delivered by the City and the City shall make payment for such treatment and disposal as provided in Section 5 of this Agreement.

For the privilege of using the facilities described in Exhibit "A" and for the easement rights hereby granted to Metro by the City of Kirkland as described in Exhibit "B" attached hereto and by this reference made a part hereof, Metro shall pay to the City of Kirkland a total amount of One Hundred Twenty One Thousand Nine Hundred Dollars ($121,900.00) (hereinafter called "amount of reimbursement"). If the City shall construct improvements or additions to the

facilities described in Exhibit "A" with the approval of Metro after the date of this Agreement and prior to the takeover date, the City shall be reimbursed for the actual cost thereof in cash within thirty (30) days following the said takeover date in addition to the amount of reimbursement set forth above. The right of Metro to use facilities designated as "temporary" shall expire six months following the date of completion as determined by Metro of permanent metropolitan facilities adequate to replace such temporary' facilities. The City shall continue to own the facilities described in this Section 9 and shall continue to pay the principal of and interest on any bonds issued to pay in whole or in part the cost of acquisition and construction of such facilities, provided that facilities which are designated as "permanent" shall be conveyed by the City to Metro by quit claim deed upon payment of all presently outstanding revenue bonds or general obligation bonds of the City secured by or issued to acquire or construct said facilities.

The City shall give written notice to Metro prior to June 1, 1961, setting forth the manner in which the amount of reimbursement shall be paid. The City may elect to receive all or any portion of said amount in cash within thirty (30) days following the date of delivery of revenue bonds issued by Metro for the purpose of providing funds therefor and, in any event, not later than July 1, 1962 (hereinafter called "cash payment date") and may elect to receive any portion which is not paid on said cash payment date together with interest thereon at the rate of 4% per annum from said date, in the form of a credit against the City's monthly sewage disposal charge in equal monthly amounts sufficient to amortize such unpaid amount of reimbursement and interest thereon prior

to July 1, 1977. The City may at any time after the cash payment date elect to receive any unpaid portion of the amount of reimbursement in cash with interest at the rate of 4% per annum to date of final payment by giving written notice to Metro at least one year prior to the date such final payment is to be made.

Section 10. Insurance and Liability for Damages. Each Participant with a population of less than 100,000 shall secure and maintain with responsible insurers all such insurance as is customarily maintained with respect to sewerage systems of like character against loss of or damage to the respective sewerage facilities of each and against public and other liability to the extent that such insurance can be secured and maintained at reasonable cost. Any liability incurred by Metro as a result of the operation of the Metropolitan Sewerage System shall be the sole liability of Metro and any liability incurred by the City as a result of the operation of the Local Sewerage Facilities of the City shall be the sole liability of the City.

Section 11. Assignment. Neither of the parties hereto shall have the right to assign this Agreement or any of its rights and obligations hereunder nor to terminate its obligations hereunder by dissolution or otherwise without first securing the written consent of the other party and this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto. In the event that the City should be dissolved, the local sewer facilities owned and operated by the City shall by such act of dissolution be assigned and transferred to Metro subject to any outstanding debts of the City incurred for the construction

or acquisition of such facilities and subject to the obligation of Metro to continue to provide sewer service to the residents served by such local facilities upon payment of the reasonable costs thereof.

Section 12. Effective Date and Term of Contract. This Agreement shall be in full force and effect and binding upon the parties hereto upon the execution of the Agreement and shall continue in full force and effect for a period of fifty years unless prior to the takeover date Metro shall not have entered into a firm commitment for the sale of revenue bonds to finance any portion of the Comprehensive Plan, then in such event only, this Agreement shall be terminated as of said date. Metro shall make every reasonable effort to secure such a commitment prior to said date.

Section 13. Notice. Whenever in this Agreement notice is required to be given, the same shall be given by Registered Mail addressed to the respective parties at the following addresses:

Municipality of Metropolitan Seattle
152 Denny Way, Seattle 9, Washington

City of Kirkland
Kirkland, Washington

unless a different address shall be hereafter designated in

writing by either of the parties.

The date of giving such notice shall be deemed to be the date of mailing thereof. Billings for and payments of sewage disposal costs may be made by regular mail.

Section 14. Execution of Documents. This Agreement shall be executed in ten counterparts, any of which shall be regarded for all purposes as one original. Each party agrees that it will execute any and all deeds, instruments, documents and resolutions or ordinances necessary to give effect to the terms of this Agreement.

Section 15. Waiver. No waiver by either party of any term or condition of this Agreement shall be deemed or construed as a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach whether of the same or a different provision of this Agreement.

Section 16. Remedies. In addition to the remedies provided by law, this Agreement shall be specifically enforceable by either party.

Section 17. Entirety. This Agreement merges and supersedes all prior negotiations, representations and agreements between the parties hereto relating to the subject matter hereof and constitutes the entire contract between the parties concerning the disposal of sewage by the City and acceptance of such sewage by Metro for disposal.

IN WITNESS WHEREOF, the parties hereto have executed

this Agreement as of the day and year first above written.

CITY OF KIRKLAND

By_____
Byron Baggaley
Mayor

ATTEST:

_____
George A. Compton
City Clerk

MUNICIPALITY OF METROPOLITAN SEATTLE

By_____
C. Carey Donworth
Chairman of the Council

ATTEST:

_____
Maralyn Sullivan
Clerk of the Council

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this 5th day of May, 1961, before me personally appeared BYRON BAGGALEY and GEORGE A. COMPTON, to me known to be the Mayor and City Clerk, respectively, of the City of Kirkland, a municipal corporation, and acknowledged the within and foregoing instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute said instrument and that the seal affixed is the corporate seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Ralph I. R[illegible]
Notary Public in and for the State of Washington, residing at Kirkland

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this 27 day of April, 1961, before me personally appeared C. CAREY DONWORTH and MARALYN SULLIVAN, to me known to be the Chairman of the Council and Clerk of the Council, respectively, of the Municipality of Metropolitan Seattle, a municipal corporation, and acknowledged the within and foregoing instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute said instrument and that the seal affixed is the corporate seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Arthur S. Shoney
Notary Public in and for the State of Washington, residing at Seattle

EXHIBIT "A"

TEMPORARY FACILITIES

FACILITY

Sewage treatment plant and associated improvements located on the following described property situated in King County, State of Washington, to wit:

Beginning at the meander corner between Sections 5 and 8, Township 25 North, Range 5 E.W.M., and running thence along section line north 89° 39' 00" east 60.15 feet; thence north 22° 21' 00" west 183.71 feet; thence north 70° 04' 15" east, 496.71 feet to the true point of beginning; thence continuing north 70° 04' 15" east, a distance of 319.13 feet; thence north 0° 21' 00" east a distance of 198.76 feet, thence south 70° 04' 15" west a distance of 319.13 feet; thence south 0" 21' 00" west, a distance of 198.76 feet to the true point of beginning.

EXHIBIT "B"

Description of Permanent Sewage Pumping Station Easement

A perpetual easement for the purpose of installing, constructing, maintaining, operating, repairing and replacing an underground sewage pumping station with all connecting sewer lines, manholes, underground power, telephone, water or other utility lines or pipelines and appurtenances thereto, together with the right of ingress and egress to said station and the right to maintain an access stairway over, upon and under the westerly 10 feet of the easement property, said easement property being located in the City of Kirkland, King County, State of Washington, and more particularly described as follows:

> Th prt of govt lot 5 sect 5 twp 25 N R 5 E W.M. daf Beg at the meander cor betw sects 5 and 8 twp 25 N R 5 E W.M.; th N 89°39'00" E alng the Sly In of sd govt lot 5 a distance of 459.32 ft to the Sly production of the Ely ln of 2nd St; th N 0°21'00" W 273.13 ft to the SEly ln of 1st Ave as cyed to the City of Kirk and by dd recdd under aud file No. 3883807 rec of sd co; th N 70°04'15" E alng sd SEly ln 95.52 ft; th N 89°39'00"E 210.99 ft to the W ln 3rd St as cyed to the City of Kirk in said deed; th N 0°21'00" W 60 ft along th W ln of said 3rd St to the true point of beginning; th S 89°21'00"W 10 ft; th N 0°21'00" W 60 ft;th N 89°39'00"E 10 ft to the W ln of said 3rd St; th N 89°39'00"E 60 ft; th S 0°21'00"E 60 ft; th S 89°31'00"W 60 ft to T.P.O.B.

reserving, however, to the city all right, title and interest which may be used and enjoyed without interfering with the easement rights herein conveyed and, in particular, to continue to use and maintain as a city street the surface of that portion of said property now used for a street following construction or repair of the pumping station thereunder and the restoration by Metro of any street improvements damaged by such construction or repair.

RESOLUTION R-5048

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING THE CITY MANAGER TO SIGN THE 2014 AMENDMENT TO THE AGREEMENT FOR SEWAGE DISPOSAL BETWEEN THE CITY OF KIRKLAND AND KING COUNTY.

WHEREAS, King County and the City of Kirkland entered into a long-term agreement for sewage disposal dated May 5, 1961, as amended and previously extended on April 19, 1973, March 19, 1987, and October 2, 1992, (collectively referred to as the "Basic Agreement"); and

WHEREAS, the County and City have negotiated certain proposed amendments to the Basic Agreement including exploring and partnering on the provision of recycled water; and

WHEREAS, the proposed amendments further include coordination on several operational issues and steps for collaboration; and

WHEREAS, the proposed extension of the Basic Agreement, with the proposed amendments, would be for a period of 20 years or until July 1, 2056; and

WHEREAS, the Council finds that it is in the best interest of the residents of the City of Kirkland to approve the 2014 Amendment to the Agreement for Sewage Disposal;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The City Manager is authorized to sign the 2014 Amendment to Agreement for Sewage Disposal attached as Attachment A to this Resolution and incorporated by reference.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2014.

Signed in authentication thereof this ____ day of _____, 2014.

_____
MAYOR

Attest:

_____
City Clerk

CITY OF KIRKLAND

KING COUNTY

2014 AMENDMENT TO AGREEMENT FOR SEWAGE DISPOSAL

THIS AMENDMENT made as of the _____day of _____, 2014 between the City of Kirkland, a municipal corporation of the State of Washington (hereinafter referred to as "the City") and King County, a political subdivision of the State of Washington (hereinafter referred to as "the County");

A. WHEREAS, the County and the City have entered into a long-term agreement for sewage disposal dated May 5, 1961, as amended and previously extended on April 19, 1973, March 19, 1987 and October 2, 1992 (hereinafter collectively referred to as the "Basic Agreement"); and

B. WHEREAS, the County and City have discussed certain changes to, and a second extension of, the Basic Agreement; and

C. WHEREAS, the County and City have also agreed to coordinate on several operational issues and the steps for collaboration are outlined in Exhibit A to this Amendment. The extension of the Basic Agreement will enable the County to obtain the most favorable bond financing terms for necessary improvements to the region's wastewater treatment system and will, therefore, result in lower sewer rates and sewage treatment capacity charges for the system's ratepayers; and

D. WHEREAS, the City has agreed in principle to the County's proposed extension and amendments to the Basic Agreement which will ensure the continued provision of wastewater treatment services by the County for the benefit of the City's residents; and

E. WHEREAS, the County and the City concur that the below changes and extension of the Basic Agreement are in the best interests of the parties and the ratepayers of both the City and the County;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

Section 1. Amendment of Basic Agreement. Section 5.3 of the Basic Agreement is amended by adding the following new subparagraph (d). The additional charge described in this subparagraph 5.3(d) shall not be made until and unless this new subparagraph (d) is included within the sewage disposal agreements of all other Participants.

"(d) An additional charge may be made to recover unforeseen costs to operate and maintain the metropolitan sewerage system or meet debt requirements if the County Executive declares and the County Council by a supermajority vote (two thirds of members) finds that an emergency exists and the system cannot be adequately maintained, and debt requirements or debt policies met, without such additional charge. The additional charge shall then be effective no earlier than the first day of the fourth month following the emergency declaration described in this subparagraph 3(d) and shall be billed and collected in the same manner as the monthly rate referenced in subparagraph 3(c). The additional charge described in this subparagraph 3(d) may be incorporated into the next rate setting cycle but will otherwise terminate within twelve months of the effective date."

Section 2. Amendment of Basic Agreement. Section 5.4 of the Basic Agreement is amended by deleting the section and replacing it with the following:

"4. (a) The County shall impose a charge or charges (hereinafter the capacity charge) directly on the future customers of a Participant for purposes of paying for capacity in Metropolitan Sewerage Facilities. The proceeds of the capacity charge shall be used only for capital expenditures or defeasance of outstanding revenue bonds prior to maturity. The capacity charge shall be set at a level to ensure that, in combination with the monthly sewer rate described in subsection 3 above, 95 percent of the costs incurred to provide the wastewater conveyance, treatment, and biosolids capacity to serve new customers are recovered from new customers, to the fullest extent permitted by applicable law."

(b) The City shall, at the County's request, provide such information regarding new Residential Customers and Residential Customer Equivalents as may be reasonable and appropriate for purposes of implementing the capacity charge."

Section 3. Amendment of Basic Agreement. The Basic Agreement is amended by deleting Section 18 and replacing it with a new Section 18 as follows:

"Section 18. Amendments. The City agrees to amend and hereby concurs in any amendment to this agreement which incorporates any changes in the terms for sewage disposal and payment therefore as may be proposed by the County and agreed to by at least 90 percent of the Participants and by those Participants that represent, in total, at least 90 percent of the residential customers and residential customer equivalents then served by the Metropolitan Sewerage System."

Section 4. Amendment of Basic Agreement. The Basic Agreement is amended by adding a new Section 19 as follows:

"Section 19. Option to Accept Other Amendments. If the Basic Agreements with any other Participants are amended or otherwise modified to include terms, conditions, or provisions not included in the Basic Agreement or this amendment, the City shall have the option of incorporating said terms, conditions or provisions into its Basic Agreement. The County shall then expedite and approve any amendments to the Basic Agreement as may be necessary and appropriate for such purpose."

Section 5. Amendment of Basic Agreement. The Basic Agreement is amended by adding a new Section 20 as follows:

Section 20. Exploration of providing recycled water to the City of Kirkland.

The City has expressed a desire to explore the use of non-potable recycled water as the Cross Kirkland Corridor is developed. The County agrees to meet and partner with the City on

exploring this sustainable practice and work together to seek any grants that further the goal of increasing use of recycled water and moving forward with feasible projects.

Section 6. Amendment of Basic Agreement. The Basic Agreement is amended by adding a new Section 21 as follows:

Section 21. Operational Issues Requiring Coordination between the City and County. Staff from the City and County have identified shared operational issues and interests as follows:

1. Installation of a permanent back-up power source at WTD's Yarrow Bay Pump Station;
2. Use of additives and other technologies to remove fats, oils and grease from the local sewer system;
3. Potential for use of on-site sewage systems that are not designed to discharge into the sanitary sewer system;
4. Odor control at WTD's York Pump Station discharge; and
5. Inspection of Kirkland's 72-inch stormwater outfall and bathymetry study beyond outfall area.

The City and County intend to work on these items in a cooperative manner as outlined in Exhibit 1 to this Amendment.

Section 7. Extension of Basic Agreement. The Agreement for Sewage Disposal between the King County and City of Kirkland dated May 2, 1961, as amended, is hereby extended for a period of 20 years and shall continue in full force and effect until July 1, 2056. The agreement dated May 2, 1961, as subsequently amended and extended shall constitute the entire Agreement for Sewage Disposal between the parties.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first written above; said agreement to be effective upon execution.

City of Kirkland

By_____

Title_____

Attest:

_____

King County

By_____

Title_____

Attest:

_____

R-5048
EXHIBIT A

The City of Kirkland ("City") and the King County Wastewater Treatment Division of the Department of Natural Resources and Parks ("County") intend to work on the following items in a cooperative manner.

Section 1. Permanent Back-up Power at Yarrow Bay

A generator has been temporarily installed at the County's Yarrow Bay Pump Station to provide a back-up power source that will come on-line should the electrical feeds from two separate substations fail. This generator was installed by the Washington State Department of Transportation ("WSDOT") to comply with the City's permit requirements for WSDOT's SR 520 bridge construction project.

Prior to completion of the SR 520 project, the County agrees, subject to budget approval as appropriate, to purchase the generator from WSDOT or a similar generator that will remain on-site as a back-up power source. The City will assist with its internal permitting to avoid delays through the permit system. The City will also assist the County with any necessary communications efforts to the surrounding community regarding retention of the generator on-site.

Section 2. Use of Additives to Reduce Fats, Oils and Grease (FOG)

Nationally, some sewer agencies are exploring the use of chemical, enzyme, or bacterial substances to break up FOG as it enters sewer lines. Concerns have been raised regarding the impact of additives to sewer pipes or wastewater treatment plant operations. Some emulsifying agents may cause other collection system or treatment plant problems down the line.

The County agrees to work with City staff to explore a possible pilot project for the use of additives or other FOG removing technologies in the city's sewer system, provided the County has the opportunity to review the proposed technology prior to its use.

Section 3. Zero Discharge On-Site Wastewater Treatment Systems

The County strives for energy efficiency in its operations and incorporates sustainable features in many of its facilities. The County also stays abreast of technology developments and trends related to its industry. Technologies are emerging for on-site wastewater treatment systems that are designed not to discharge into the sanitary sewer system, although these buildings may still require a connection to the local sewer. These on-site systems are part of a wide range of opportunities in sustainable building technologies systems or fixtures that do not present a human or environmental health risk.

The County agrees to explore the impact of emerging technologies on the regional sewer system. This may result in establishing new policies to protect the County system if these new technologies overflow into the conveyance system. This may involve charges if outfalls are activated and used.

Section 4. Odor Control at WTD's York Pump Station Discharge

The County will continue to assess its odor control efforts at its York Pump Station discharge, located near the intersection of 120th Avenue NE and NE 116th Street in the City of Kirkland. This will occur through the County's odor control task force and operations and maintenance at that location. The County commits to changing odor control filter medium on a regular cycle and will alert the City's Public Works Operations staff when the medium has been changed out.

Section 5. Stormwater Outfall at Third Street and Central Way

The City and County agree to coordinate, including a cost share of 50 percent, for the inspection (not to exceed total cost of $5,000) of the City's 72-inch stormwater outfall that is located near Third Street and Central Way. The City will lead the effort to complete inspection of the outfall. WTD's cost share for the inspection will not exceed $2,500.

The County will coordinate a bathymetry study (study of the underwater depth of the lake) for the lake area beyond the current outfall location. City will provide all existing information it has on file to date. The County's contribution to this study will not exceed $25,000 and is subject to budget approval as appropriate. The results of the study will be reviewed with the City's Public Works Director to determine if further action is needed.

The County has recently upgraded the downtown pump station in the City of Kirkland with significant improvements to the wet well and pump systems. If an overflow occurs at the pump station within the first two years of full operation, the County agrees to fully address any environmental impacts to the area and will commit to repair the system problem as soon as practicable. The County and City commit to further discussions on solutions to this system if overflows continue to impact the public swimming beach.

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033
425.587-3225 - www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Eric Shields, AICP, Planning Director
Tony Leavitt, Project Planner

Date: April 17, 2014

Subject: Willows Bluff Final Subdivision, File No. SUB12-00382

RECOMMENDATION

City Council approves with conditions the Final Subdivision application for the Willows Bluff Plat. The City Council may do so by adopting the enclosed resolution.

BACKGROUND DISCUSSION

The Willows Bluff Preliminary Subdivision (previously known as the Momco Subdivision) was heard by the City's Hearing Examiner on October 4, 2012. The Hearing Examiner approved the project with conditions on October 10, 2012.

The proposal includes the following elements:

- Subdivision of a parcel comprising 4.69 acres, into 26 lots for single-family residences within a RSA 6 zone;
- Access is to be provided via a new public access road (NE 129th Place). All lots will take access from this new road;
- A SEPA Determination of Non-Significance was issued on August 29, 2012.

The proposal complies with the Final Subdivision Approval Criteria as stated in Attachment 1.

The main conditions include tree retention plan phasing requirements and that as part of the land surface modification, the applicant shall install a public pedestrian walkway from NE 128th Street to the proposed access road, and from the access road, between Lots 7 and 8, to the north property line of the subject property to allow a pedestrian connection with any future development to the north. The recorded mylar of the final plat shall include a public pedestrian easement that encompasses the walkway.

ENCLOSURES

1. Planning Director Recommendation with Enclosures

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

MEMORANDUMADVISORY REPORT
FINDINGS, CONCLUSION, AND RECOMMENDATIONS

To: Eric R. Shields, AICP, Planning Director

From: Tony Leavitt, Associate Planner

Date: March 17, 2014

File: WILLOWS BLUFF FINAL SUBDIVISION, FILE NO. SUB12-00382

I. RECOMMENDATION

Approve the Final Subdivision application for the Willows Bluff Plat.

II. BACKGROUND

A. The applicant is Toll WA LP

B. The site is located at 12820 136th Avenue NE (See Attachment 1)

C. This is a final subdivision application to approve a 26-lot subdivision on a 4.69-acre site in a RSA 6 zone (see Attachment 2). Lots range in size from 5,106 to 7,326 square feet.

III. HISTORY

A. The Preliminary Subdivision (then known as the Momco Subdivision) was heard by the City's Hearing Examiner on October 4, 2012. The Hearing Examiner approved the project with conditions on October 10, 2012 (see Attachment 3).

B. A traffic concurrency test was passed on May 11, 2012 and a SEPA Determination of Non-Significance was issued for the proposal on August 29, 2012.

IV. ANALYSIS

A. Approval Criteria

1. Facts: Section 22.16.080 of the Kirkland Municipal Code discusses the conditions under which the final plat may be approved by the City Council. These conditions are as follows:

   a. Consistency with the preliminary plat, except for minor modifications; and

b. Consistency with the provisions of the Subdivision Ordinance and RCW 58.17.

2. Conclusion: The applicant has complied with all of the conditions that were placed on the preliminary subdivision application by the City's Hearing Examiner. The applicant has submitted a security with the City to cover all remaining public improvements and utilities as required by the preliminary subdivision approval.

V. CHALLENGE, JUDICIAL REVIEW, AND LAPSE OF APPROVAL

A. Section 22.16.070 of the Kirkland Municipal Code states that any person who disagrees with the report of the Planning Director may file a written challenge to City Council by delivering it to the City Clerk not later than the close of business of the evening City Council first considers the final plat.

B. Section 22.16.110 of the Kirkland Municipal Code allows the action of the City in granting or denying this final plat to be reviewed in King County Superior Court. The petition for review must be filed within 21 calendar days of the issuance of the final land use decision by the City.

C. Section 22.16.130 of the Kirkland Municipal Code states that unless specifically extended in the decision on the plat, the plat must be submitted to the city for recording with King County within six (6) months of the date of approval or the decision becomes void; provided, however, that in the event judicial review is initiated per Section 22.16.110, the running of the six (6) months is tolled for any period of time during which a court order in said judicial review proceeding prohibits the recording of the plat.

VI. APPENDICES

Attachments 1 through 3 are attached.

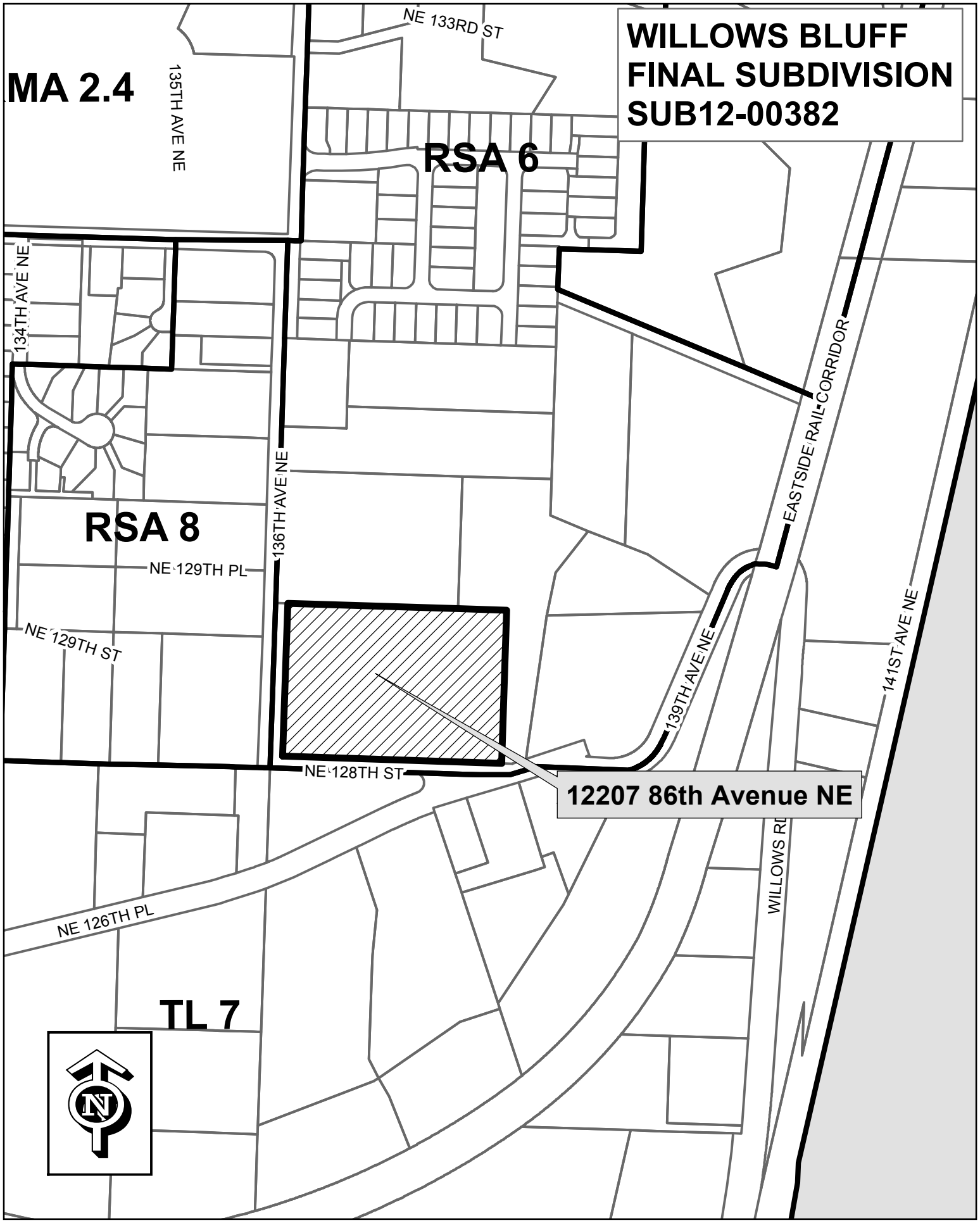
1. Vicinity Map
2. Final Plat
3. Hearing Examiner Decision

Review by Planning Director:

I concur ☒ I do not concur ☐

March 17, 2014

Eric R. Shields, AICP Date


WILLOWS BLUFF
FINAL SUBDIVISION
SUB12-00382
MA 2.4
135TH AVE NE
NE 133RD ST
RSA 6
134TH AVE NE
RSA 8
NE 129TH PL
NE 129TH ST
136TH AVE NE
EASTSIDE RAIL CORRIDOR
139TH AVE NE
141ST AVE NE
NE 128TH ST
12207 86th Avenue NE
WILLOWS RD
NE 126TH PL
TL 7
N

CITY OF KIRKLAND
HEARING EXAMINER FINDINGS, CONCLUSIONS AND DECISION

APPLICANT: Paul Lymberis of Toll WA LP, for Momco Investments LP, Owner

FILE NO: SUB12-00382

APPLICATION:

1. Site Location: 12820 136th Avenue NE

2. Request: To subdivide a 204,356 square foot parcel into 26 lots with access provided via a new access road from 136th Avenue NE.

3. Review Process: Process IIA, the Hearing Examiner conducts a public hearing and makes a final decision on the preliminary subdivision.

4. Key Issues: Compliance with applicable subdivision criteria and development regulations.

RECOMMENDATION:

Department of Planning and Development Approve with conditions

PUBLIC HEARING:

The Hearing Examiner held a public hearing on the preliminary subdivision application on October 4, 2012, in the Council Chambers, City Hall, 123 Fifth Avenue, Kirkland, Washington. A verbatim recording of the hearing is available at the City Clerk's office. The minutes of the hearing and the exhibits are available for public inspection in the Department of Planning and Community Development. The Examiner visited the site following the hearing.

TESTIMONY AND PUBLIC COMMENT:

Tony Leavitt, Project Planner, testified on behalf of the Department of Planning and Community Development, Paul Lymberis testified on behalf of the applicant, Momco Investments LP, and Lon Delma testified on behalf of his father, E.W. Moore, who owns the abutting property to the north of the subject property.

EXHIBITS:

The following exhibits were entered into the record:

Exhibit A	Department's Advisory Report with Attachments 1 through 6
Exhibit B	Revised Development Standards List (replaces Attachment 3 to Exhibit A)
Exhibit C	Plan revisions that show the north portion and labeling for the easement between Lots 7 and 8
Exhibit D	Letter dated October 3, 2012 from Lon Delma to Hearing Examiner
Exhibit E	Sewer service availability letter dated May 10, 2011 from Woodinville Water District
Exhibit F	Kirkland Utility Availability Form dated May 18, 2012 completed by Northshore Utility District

FINDINGS AND CONCLUSIONS:

Having considered the evidence in the record and inspected the site, the Hearing Examiner enters the following:

Findings of Fact:

Site and Vicinity

1. The site is located in the Kingsgate neighborhood and is addressed as 12820 136th Avenue NE. It is 204,356 square feet (4.69 acres) in area and is developed with a single-family residence and several accessory structures.

2. The site is zoned RSA 6, a single-family residential zone with a maximum density of 6 units per acre and a minimum lot size of 5,100 square feet.

3. The site slopes up steeply from 136th Avenue NE to the east property line and the southeast corner of the site. It includes 98 significant trees (6 inches or more diameter at breast height).

4. To the north and east is RSA 6 zoning and single-family development; to the west is RSA 8 zoning and single-family development; and to the south is TL 7 zoning that is developed with an industrial park.

Proposal

5. The applicant proposes to remove the existing single-family residence and accessory buildings and divide the existing parcel into 26 single-family lots, ranging in size from 5,100 to 8,854 square feet in size, with access provided from 136th Avenue NE.

6. The applicant is proposing phased review of tree retention on the property and submitted an arborist report and tree inventory, which were reviewed and confirmed by the City Arborist. There are 73 viable trees on the site. Ten are of High Retention Value, and 63 are of Moderate Retention Value.

7. The Public Works Department has determined that a midblock pedestrian access is necessary from 128th Street because there is no north/south right-of-way east of 136th Avenue NE.

8. The proposed plans, Attachment 2 to Exhibit A, show a pedestrian access easement extending from the cul-de-sac of the proposed access road, across Tract B, to NE 128th Street. Design requirements for the easement are included in Exhibit B.

9. The Public Works Department recommends that the applicant provide a pedestrian connection to the planned subdivision to the north of the subject property by constructing a 10-foot-wide pedestrian easement with an 8-foot-wide walkway between lots 7 and 8. The pedestrian easement would be constructed over a 15-foot-wide storm drainage easement for a 12-inch storm line that would be extended to the north property line, terminating in a catch basin for future extension. *See* Exhibit B, page 9 of 12, and Exhibit C.

10. The applicant has received a letter of water availability from the Woodinville Water District, and a Utility Availability Form completed by the Northshore Utility District concerning the availability of sewer service following an interlocal agreement with the Woodinville Water District. Exhibits E and F.

Comprehensive Plan

11. The Comprehensive Plan Land Use Map designates the subject property for low density residential use, with a density of six dwelling units per acre.

Public Comment

12. The Department received no comments on the proposal during the initial public comment period for the application, which ran from June 29, to July 26, 2012, or prior to the hearing.

13. A written comment from Lon Delma was provided at the hearing. The comment supports approval of the Momco application but seeks assurance that storm and sewer lines will be extended to the north boundary line of the subject property for later use when the adjacent property to the north is developed. Exhibit D.

14. At hearing, the applicant indicated a willingness to work with the adjoining property owner on the matter of extending the sewer line, but Mr. Delma's testimony included an acknowledgement that the Examiner lacks jurisdiction to require the requested extension,

State Environmental Policy Act

15. Pursuant to the State Environmental Policy Act (SEPA), the Department issued a Determination of Nonsignificance for the proposal on August 29, 2012, which was not appealed. *See* Exhibit A, Attachment 4.

Traffic Impacts

16. The application passed Traffic Concurrency on May 21, 2012. The traffic impact analysis for the proposal is included in Attachment 5 to Exhibit A. The Public Works Department concluded that the proposal would not create significant traffic impacts that would require off-site traffic mitigation, but recommended conditions that address road impact fees and the alignment of the intersection of NE 128th Street and NE 126th Place.

Applicable Law

17. KZC 95.30.6.a allows for phased review of tree retention as part of the subdivision process. In phased review, the applicant submits a tree retention plan that addresses only trees affected by known improvements at the time of application, and tree removal is limited to those affected areas. A new tree retention plan is required for each subsequent phase of the project. KMC 95.30.6 also includes tree retention plan modification requirements.

18. Exhibit B includes tree retention and other development standards and requirements for the project.

19. The "Design Requirements" chapter of the Subdivision Code, KMC 22.28, includes a provision on walkways. KMC 22.28.170 provides that if a pedestrian walkway is indicated as appropriate in the Comprehensive Plan or is reasonably necessary to provide efficient pedestrian access to a designated activity center, or if blocks are unusually long, the City may require construction of pedestrian walkways via dedicated rights-of-way, tracts or easements.

20. KZC 105.19.1 states that an applicant for new development may be required to install

> pedestrian walkways for use by the general public on the subject property and dedicate public pedestrian access rights in any of the following circumstances where the walkway is reasonably necessary as a result of the development activity:
>
> a. A pedestrian connection is indicated as appropriate in the Comprehensive Plan or Nonmotorized Transportation Plan; or designated elsewhere in this code; or

b. A walkway is reasonably necessary to provide efficient pedestrian access to a designated activity center of the City or to transit; or

c. A through-block pedestrian pathway where specifically required in Design Districts; or

d. A through-block pedestrian pathway if blocks are unusually long; or

e. Pedestrian access is necessary to connect between existing or planned dead-end streets, through streets, or other pedestrian access.

21. KZC 150.65.3 provides that the Hearing Examiner may approve a Process IIA application only if it is "consistent with all applicable development regulations, and to the extent there is no applicable development regulation, the Comprehensive Plan," and is "consistent with the public health, safety and welfare."

22. KMC 22.12.230 provides that the Hearing Examiner may approve a proposed subdivision only if:

(1) There are adequate provisions for open spaces, drainage ways, rights-of-way, easements, water supplies, sanitary waste, power service, parks, playgrounds and schools; and

(2) It will serve the public use and interest and is consistent with the public health, safety and welfare. The Hearing Examiner shall be guided by the policy and standards and may exercise the powers and authority set forth in RCW 58.17.

23. In a Process IIA, the applicant bears the burden of convincing the Hearing Examiner that the applicant is entitled to the requested decision. KZC 150.50.

Conclusions:

1. Parcel size, zoning and development, neighboring zoning and development, and terrain are not constraining factors in the review of this subdivision application.

2. The proposed subdivision is consistent with the site's zoning, which is consistent with the Comprehensive Plan's designation for the site.

3. SEPA and Traffic Concurrency requirements have been satisfied.

4. Since the block to the east of 136th Avenue NE is unusually long, a midblock pedestrian access should be constructed pursuant to KMC 22.28.170 and KZC 105.19.1.d, as recommended by the Public Works Department. As part of the land surface modification, the applicant should install a public pedestrian walkway from NE

128th Street to the proposed access road, and from the access road, between Lots 7 and 8, to the north property line of the subject property. The recorded mylar of the final plat should include a public pedestrian easement that encompasses the walkway.

5. The proposed subdivision will create infill residential development and is consistent with Comprehensive Plan goals for area in which the subdivision is located.

6. The proposed subdivision complies with KMC 22.12.230 and KZC 150.65. As conditioned, it is consistent with zoning and subdivision regulations and makes adequate provision for open spaces, drainage ways, rights-of-way, easements, water supplies, sanitary waste, power service, parks, playgrounds, and schools. The proposed subdivision will serve the public use and interest and is consistent with the public health, safety and welfare.

DECISION:

Based on the foregoing findings and conclusions, the application for a preliminary subdivision is approved, subject to the following conditions:

1. The subdivision is subject to the applicable requirements contained in the Kirkland Municipal Code, Zoning Code, and Building and Fire Code. It is the responsibility of the applicant to ensure compliance with the various provisions in these Codes. Exhibit B, "Development Standards List," is provided by the Planning and Community Development Department to familiarize the applicant with some of the development regulations that supplement these conditions of approval. Exhibit B does not include all of the additional regulations. The applicant shall comply with all requirements and recommendations included in Exhibit B and with all other applicable regulations. When a condition of approval conflicts with a development regulation included in Exhibit B, the condition of approval shall be followed.

2. The applicant shall comply with the applicable tree retention requirements of Chapter 95 KZC. The applicant shall follow the tree retention conditions outlined in Exhibit B.

3. As part of the land surface modification, the applicant shall install a public pedestrian walkway from NE 128th Street to the proposed access road, and from the access road, between Lots 7 and 8, to the north property line of the subject property. The recorded mylar of the final plat shall include a public pedestrian easement that encompasses the walkway.

Entered this 10th day of October, 2012, pursuant to authority granted by KZC 150.65 and KMC 22.12.230.

Sue A. Tanner, Hearing Examiner

PARTIES OF RECORD:
Paul Lymberis for Momco Investments LP, Applicant
Lon Delma for E.W. Moore
Department of Planning and Community Development
Department of Public Works
Department of Building and Fire Services

APPEALS AND JUDICIAL REVIEW

The following is a summary of the deadlines and procedures for appeals. Any person wishing to file or respond to an appeal should contact the Planning Department for further procedural information.

APPEAL TO THE CITY COUNCIL

Section 150.80 of the Zoning Code allows the Hearing Examiner's decision to be appealed by the applicant and any person who submitted written or oral testimony or comments to the Hearing Examiner. A party who signed a petition may not appeal unless such party also submitted independent written comments or information. The appeal must be in writing and must be delivered, along with any fees set by ordinance, to the Planning Department by 5:00 p.m., _____, fourteen (14) calendar days following the postmarked date of distribution of the Hearing Examiner's decision on the application.

JUDICIAL REVIEW

Section 150.130 of the Zoning Code allows the action of the City in granting or denying this zoning permit to be reviewed in King County Superior Court. The petition for review must be filed within 21 calendar days of the issuance of the final land use decision by the City.

SUBSEQUENT MODIFICATIONS

Modifications to the approval may be requested and reviewed pursuant to the applicable modification procedures and criteria in effect at the time of the requested modification.

LAPSE OF APPROVAL

Under Section 22.16.130 of the Subdivision Ordinance, the owner must submit a final plat application to the Planning Department, meeting the requirements of the Subdivision Ordinance and the preliminary plat approval, and submit the final plat for recording, within four years following the date the preliminary plat was approved or the decision becomes void; provided, however, that in the event judicial review is initiated per Section 22.16.110, the running of the four years is tolled for any period of time during which a court order in said judicial review proceeding prohibits the recording of the plat.

WILLOWS BLUFF

A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER
SECTION 27, TOWNSHIP 26 NORTH, RANGE 5 EAST, W.M.,
CITY OF KIRKLAND, KING COUNTY, WASHINGTON
FILE NO: SUB12-00382

ACKNOWLEDGEMENTS, DECLARATION, DEDICATION, AND RESTRICTIONS (R.C.W 58.17.165)

KNOWN ALL PEOPLE BY THESE PRESENTS THAT WE, THE UNDERSIGNED BEING ALL OF THE OWNERS OF THE LAND HEREBY DECLARE THIS PLAT TO BE THE GRAPHIC REPRESENTATION OF THE SUBDIVISION MADE HEREBY, AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS AND AVENUES NOT SHOWN AS PRIVATE HEREON AND DEDICATE THE USE THEREOF FOR ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY USE THEREOF FOR ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY PURPOSES, AND ALSO THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON THE LOTS SHOWN HEREON IN THE ORIGINAL REASONABLE GRADING OF SAID STREETS AND AVENUES, AND FURTHER DEDICATE TO THE USE OF THE PUBLIC ALL THE EASEMENTS AND TRACTS SHOWN ON THIS PLAT FOR ALL PUBLIC PURPOSES AS INDICATED HEREON, INCLUDING BUT NOT LIMITED TO PARKS, OPEN SPACE, UTILITIES AND DRAINAGE UNLESS SUCH EASEMENTS OR TRACTS ARE SPECIFICALLY IDENTIFIED ON THIS PLAT AS BEING DEDICATED OR CONVEYED TO A PERSON OR ENTITY OTHER THAN THE PUBLIC.

FURTHER, THE UNDERSIGNED OWNERS OF THE LAND HEREBY SUBDIVIDED WAIVE FOR THEMSELVES THEIR HEIRS, AND ASSIGNS AND ANY PERSON OR ENTITY DERIVING TITLE FROM THE UNDERSIGNED ANY AND ALL CLAIMS FOR DAMAGES AGAINST THE CITY OF KIRKLAND, ITS SUCCESSORS AND ASSIGNS WHICH MAY BE OCCASIONED BY THE ESTABLISHMENT, CONSTRUCTION, OR MAINTENANCE OF ROADS AND/OR DRAINAGE SYSTEM WITHIN THIS SUBDIVISION OTHER THAN CLAIMS RESULTING FROM INADEQUATE MAINTENANCE BY THE CITY OF KIRKLAND.

FURTHER, THE UNDERSIGNED OWNERS OF THE LAND HEREBY SUBDIVIDED AGREE FOR THEMSELVES, THEIR HEIRS AND ASSIGNS TO INDEMNIFY AND HOLD THE CITY OF KIRKLAND, ITS SUCCESSORS AND ASSIGNS, HARMLESS FROM ANY DAMAGE, INCLUDING ANY COST OF DEFENSE, CLAIMED BY PERSON WITHIN OR WITHOUT THIS SUBDIVISION TO HAVE BEEN CAUSED BY ALTERATIONS OF THE GROUND SURFACE, VEGETATION, DRAINAGE, OR SURFACE OR SUBSURFACE WATER FLOWS WITHIN THIS SUBDIVISION OR BY ESTABLISHMENT, CONSTRUCTION OR MAINTENANCE OF THE ROADS WITHIN THIS SUBDIVISION, PROVIDED, THIS WAIVER AND INDEMNIFICATION SHALL NOT BE CONSTRUED AS RELEASING THE CITY OF KIRKLAND, ITS SUCCESSORS OR ASSIGNS, FROM LIABILITY FOR DAMAGES, INCLUDING THE COST OF DEFENSE, RESULTING IN WHOLE OR IN PART FROM THE NEGLIGENCE OF THE CITY OF KIRKLAND, ITS SUCCESSORS, OR ASSIGNS.

THIS SUBDIVISION DEDICATION, WAIVER OF CLAIMS AND AGREEMENT TO HOLD HARMLESS IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF SAID OWNER.

IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS.

TOLL WA LP, A WASHINGTON LIMITED PARTNERSHIP,
BY: TOLL WA GP CORP, A WASHINGTON CORPORATION
ITS: GENERAL PARTNER

_____

BY: ERIC H. CAMPBELL
ITS: DIVISION PRESIDENT

ACKNOWLEDGMENTS

STATE OF _____)
) SS
COUNTY OF _____)

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT ERIC H. CAMPBELL IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE SIGNED THIS INSTRUMENT ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE DIVISION PRESIDENT OF TOLL WA GP CORP., A WASHINGTON CORPORATION, THE GENERAL PARTNER OF TOLL WA LP, A WASHINGTON LIMITED PARTNERSHIP TO BE THE FREE AND VOLUNTARY ACT OF SUCH ENTITY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

DATED THIS _____

SIGNATURE _____

TITLE _____

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON,
RESIDING AT _____
MY APPOINTMENT EXPIRES _____

APPROVALS

CITY OF KIRKLAND
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

EXAMINED, REVIEWED, AND APPROVED BY THE CITY OF KIRKLAND PURSUANT TO THE SUBDIVISION PROVISIONS OF TITLE 22 (LAND SUBDIVISION), KIRKLAND MUNICIPAL CODE, THIS ___ DAY OF _____, 20 _____.

_____
DIRECTOR, DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

DEPARTMENT OF PUBLIC WORKS

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2014.

_____
DIRECTOR

TREASURER CERTIFICATE

I HEREBY CERTIFY THAT THERE ARE NO DELINQUENT LOCAL IMPROVEMENT ASSESSMENTS AND THAT ALL SPECIAL ASSESSMENTS ON ANY OF THE PROPERTY HEREIN CONTAINED, DEDICATED AS STREETS OR FOR OTHER PUBLIC USE, ARE PAID IN FULL THIS ___ DAY OF _____, 2014.

_____
TREASURER, CITY OF KIRKLAND

KING COUNTY FINANCE DIVISION CERTIFICATE

I HEREBY CERTIFY THAT ALL PROPERTY TAXES ARE PAID; THAT THERE ARE NO DELINQUENT SPECIAL ASSESSMENTS CERTIFIED TO THIS OFFICE FOR COLLECTION; AND THAT ALL SPECIAL ASSESSMENTS CERTIFIED TO THIS OFFICE FOR COLLECTION ON ANY OF THE PROPERTY HEREIN CONTAINED, DEDICATED AS STREETS, ALLEYS OR FOR OTHER PUBLIC USE, ARE PAID IN FULL.

THIS ___ DAY OF _____, 2014.

_____
MANAGER, FINANCE DIVISION

_____
DEPUTY

KING COUNTY DEPARTMENT OF ASSESSMENTS

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2014.

_____ _____
KING COUNTY ASSESSOR DEPUTY KING COUNTY ASSESSOR

ACCOUNT NUMBER _____

LEGAL DESCRIPTION

THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 27, TOWNSHIP 26 NORTH, RANGE 5 EAST, WILLAMETTE MERIDIAN, IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SUBDIVISION;
THENCE NORTH 89°41'27" EAST ALONG THE SOUTH LINE THEREOF 570 FEET;
THENCE NORTH 00°22'05" WEST 408.44 FEET;
THENCE SOUTH 89°41'27" WEST 570 FEET TO THE WEST LINE OF SAID SUBDIVISION;
THENCE ALONG SAID WEST LINE SOUTH 00°22'05" EAST 408.44 FEET TO THE POINT OF BEGINNING;

EXCEPT THE SOUTH 30 FEET AND THE WEST 30 FEET THEREOF;

(ALSO KNOWN AS THE WEST 540.00 FEET OF LOTS 6 AND 7, BLOCK 172 BURKE & FARRARS KIRKLAND ADDITION TO THE CITY OF SEATTLE, DIVISION NO. 38, UNRECORDED)

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

TITLE EXCEPTIONS

1. THIS PLAT IS SUBJECT TO (A) UNPATENTED MINING CLAIMS; (B) RESERVATIONS OR EXCEPTIONS IN PATENTS OR IN ACTS AUTHORIZING THE ISSUANCE THEREOF; (C) INDIAN TREATY OR ABORIGINAL RIGHTS, INCLUDING, BUT NOT LIMITED TO, EASEMENTS OR EQUITABLE SERVITUDE'S; OR, (D) WATER RIGHTS, CLAIMS OR TITLE TO WATER, WHETHER OR NOT THE MATTERS EXCEPTED UNDER (A), (B), (C) OR (D) ARE SHOWN BY THE PUBLIC RECORDS.
2. THIS PLAT IS SUBJECT TO GENERAL PROPERTY TAXES AND SERVICE CHARGES.
3. THIS PLAT IS SUBJECT TO NOTICE OF TAP OR CONNECTION CHARGES WHICH HAVE BEEN OR WILL BE DUE IN CONNECTION WITH DEVELOPMENT OR RE-DEVELOPMENT OF THE LAND AS DISCLOSED BY RECORDED INSTRUMENT RECORDED JUNE 4, 1981 UNDER RECORDING NUMBER 8106040664.
4. THIS PLAT IS SUBJECT TO ANY SERVICE, INSTALLATION, CONNECTION, MAINTENANCE OR CONSTRUCTION CHARGES FOR SEWER, WATER, ELECTRICITY, OR GARBAGE COLLECTION OR DISPOSAL, OR OTHER UTILITIES UNLESS DISCLOSED AS AN EXISTING LIEN BY THE PUBLIC RECORDS.
5. THIS PLAT IS SUBJECT TO EASEMENTS AND THE TERMS AND CONDITIONS AS RECORDED MARCH ____, 2014 UNDER RECORDING NUMBER 03__14_____, RECORDS OF KING COUNTY, WASHINGTON.
6. THIS PLAT IS SUBJECT TO EASEMENTS AND THE TERMS AND CONDITIONS AS RECORDED MARCH ____, 2014 UNDER RECORDING NUMBER 03__14_____, RECORDS OF KING COUNTY, WASHINGTON.

BASIS OF BEARINGS

HELD N01°32'35"E BETWEEN THE MONUMENTS FOUND AT THE WEST QUARTED AND NORTHWEST QUARTER CORNER OF SECTION 27-26-5 PER CITY OF KIRKLAND CONTROL POINTS 53 AND 47

NOTES

INSTRUMENTATION FOR THIS SURVEY WAS A LEICA 1201 TOTAL STATION. PROCEDURES USED IN THIS SURVEY WERE FIELD TRAVERSE, MEETING OR EXCEEDING STANDARDS SET BY WACS 332-130-080/090.

LEGAL DESCRIPTION AND TITLE EXCEPTIONS DISCLOSED BY TITLE RESOURCES QUARANTY COMPANY SUBDIVISION GUARANTEE NO.: 40125180-1-E DATED _____ __, 2014 AT 8:00 A.M.

RECORDER'S CERTIFICATE:_____

FILED FOR RECORD THIS _____ DAY OF _____, 20___ AT ___ M

IN BOOK _____ OF SURVEYS, PAGE _____ AT THE REQUEST OF AXIS SURVEYING AND MAPPING INC.

_____
MGR. SUPT. OF RECORDS

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF TOLL WA, LP IN MARCH , 2014.

MITCH TS EVANS
CERTIFICATE NO. 38011

STATE OF WASHINGTON
MITCH T.S. EVANS
38011
REGISTERED PROFESSIONAL LAND SURVEYOR
3/7/14

CITY OF KIRKLAND WASHINGTON

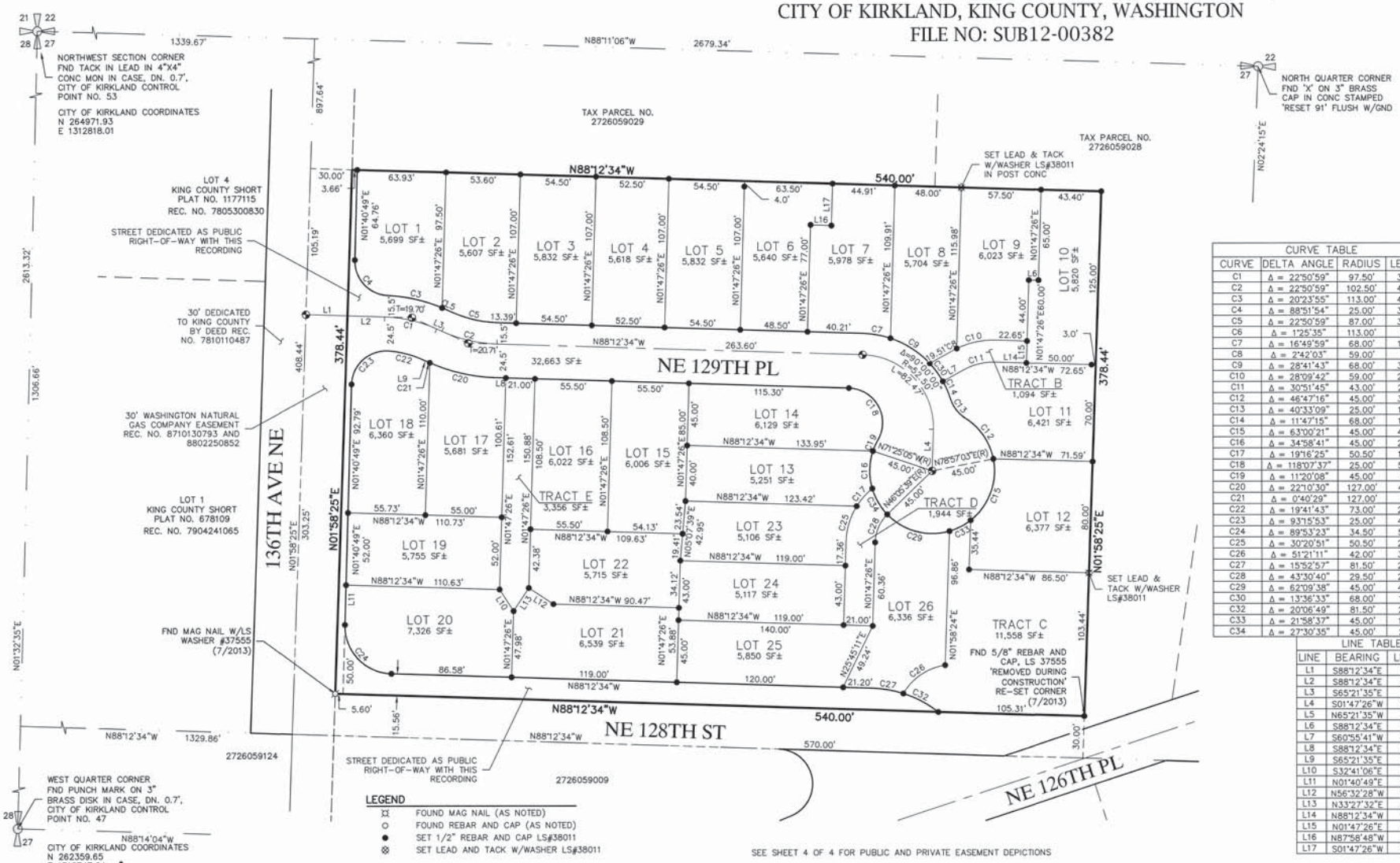
CamWest - A Toll Brothers Company
9720 NE 120th Pl, Suite 100
KIRKLAND, WA
98034

Axis Survey & Mapping
www.axismap.com
13005 NE 126th PL
KIRKLAND, WA 98034
TEL. 425.823-5700
FAX 425.823-6700

JOB NO.	DATE
13-113	3/7/14
DRAWN BY	CHECKED BY
TJO	MTSE
SCALE	SHEET
N/A	1 OF 4

WILLOWS BLUFF

A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER
SECTION 27, TOWNSHIP 26 NORTH, RANGE 5 EAST, W.M.,
CITY OF KIRKLAND, KING COUNTY, WASHINGTON
FILE NO: SUB12-00382



CURVE TABLE			
CURVE	DELTA ANGLE	RADIUS	LENGTH
C1	Δ = 22°50'59"	97.50'	38.88'
C2	Δ = 22°50'59"	102.50'	40.88'
C3	Δ = 20°23'55"	113.00'	40.23'
C4	Δ = 88°51'54"	25.00'	38.77'
C5	Δ = 22°50'59"	87.00'	34.70'
C6	Δ = 1°25'35"	113.00'	2.81'
C7	Δ = 16°49'59"	68.00'	19.98'
C8	Δ = 2°42'03"	59.00'	2.78'
C9	Δ = 28°41'43"	68.00'	34.06'
C10	Δ = 28°09'42"	59.00'	29.00'
C11	Δ = 30°51'45"	43.00'	23.16'
C12	Δ = 46°47'16"	45.00'	36.75'
C13	Δ = 40°33'09"	25.00'	17.69'
C14	Δ = 11°47'15"	68.00'	13.99'
C15	Δ = 63°00'21"	45.00'	49.48'
C16	Δ = 34°58'41"	45.00'	27.47'
C17	Δ = 19°16'25"	50.50'	16.99'
C18	Δ = 118°07'37"	25.00'	51.54'
C19	Δ = 11°20'08"	45.00'	8.90'
C20	Δ = 22°10'30"	127.00'	49.15'
C21	Δ = 0°40'29"	127.00'	1.50'
C22	Δ = 19°41'43"	73.00'	25.09'
C23	Δ = 93°15'53"	25.00'	40.69'
C24	Δ = 89°53'23"	34.50'	54.13'
C25	Δ = 30°20'51"	50.50'	26.75'
C26	Δ = 51°21'11"	42.00'	37.64'
C27	Δ = 15°52'57"	81.50'	22.59'
C28	Δ = 43°30'40"	29.50'	22.40'
C29	Δ = 62°09'38"	45.00'	48.82'
C30	Δ = 13°36'33"	68.00'	16.15'
C32	Δ = 20°06'49"	81.50'	28.61'
C33	Δ = 21°58'37"	45.00'	17.26'
C34	Δ = 27°30'35"	45.00'	21.61'

LINE TABLE		
LINE	BEARING	LENGTH
L1	S88°12'34"E	30.00'
L2	S88°12'34"E	26.66'
L3	S65°21'35"E	4.15'
L4	S01°47'26"W	30.00'
L5	N65°21'35"W	4.15'
L6	S88°12'34"E	7.00'
L7	S60°55'41"W	17.60'
L8	S88°12'34"E	7.07'
L9	S65°21'35"E	4.15'
L10	S32°41'06"E	18.55'
L11	N01°40'49"E	28.84'
L12	N56°32'28"W	21.19'
L13	N33°27'32"E	20.00'
L14	N88°12'34"W	22.65'
L15	N01°47'26"E	16.00'
L16	N87°58'48"W	15.00'
L17	S01°47'26"W	30.06'

CITY OF KIRKLAND WASHINGTON

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FAX 425.823-6700

JOB NO.	DATE
13-113	3/7/14
DRAWN BY TJO	CHECKED BY MTSE
SCALE 1"= 50'	SHEET 2 OF 4

WILLOWS BLUFF

A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER
SECTION 27, TOWNSHIP 26 NORTH, RANGE 5 EAST, W.M.,
CITY OF KIRKLAND, KING COUNTY, WASHINGTON
FILE NO: SUB12-00382

PLAT NOTES

1. ADDRESSING SHALL BE IN ACCORDANCE WITH KIRKLAND BUILDING DIVISION POLICY MANUAL NUMBER 9.001, ASSIGNMENT OF STREET NUMBERS AND ROAD SIGNAGE.
2. UTILITY MAINTENANCE: EACH PROPERTY OWNER SHALL BE RESPONSIBLE FOR MAINTENANCE OF THE SANITARY SEWER OR STORM WATER LINE FROM THE POINT OF USE ON THEIR OWN PROPERTY TO THE POINT OF CONNECTION IN THE CITY SANITARY SEWER MAIN OR STORM WATER MAIN. ANY PORTION OF A SANITARY SEWER OR STORM WATER LINE, WHICH JOINTLY SERVES MORE THAN ONE PROPERTY, SHALL BE JOINTLY MAINTAINED AND REPAIRED BY THE PROPERTY OWNERS SHARING SUCH LINE EXCEPT THAT OWNER OF ANY LOWER LOT SHALL NOT BE RESPONSIBLE FOR THE PORTION ABOVE THEIR CONNECTION. THE JOINT USE AND MAINTENANCE SHALL "RUN WITH THE LAND" AND WILL BE BINDING ON ALL PROPERTY OWNERS WITHIN THIS SUBDIVISION, INCLUDING THEIR HEIRS, SUCCESSORS AND ASSIGNS.
3. PUBLIC RIGHT-OF-WAY, SIDEWALK AND VEGETATION MAINTENANCE: EACH PROPERTY OWNER SHALL BE RESPONSIBLE FOR KEEPING THE SIDEWALK ABUTTING THE SUBJECT PROPERTY CLEAN AND LITTER FREE. THE PROPERTY OWNER SHALL ALSO BE RESPONSIBLE FOR THE MAINTENANCE OF THE VEGETATION WITHIN THE ABUTTING LANDSCAPE STRIP. THE MAINTENANCE SHALL "RUN WITH THE LAND" AND WILL BE BINDING ON ALL PROPERTY OWNERS WITHIN THIS SUBDIVISION, INCLUDING THEIR HEIRS, SUCCESSORS AND ASSIGNS.
4. PER KIRKLAND MUNICIPAL CODE 27.04.060, A CREDIT FOR TRANSPORTATION IMPACT FEES HAS BEEN GRANTED TO THIS SUBDIVISION FOR THE RE-CONSTRUCTION OF NE 128TH AND NE 126TH PL. THIS FEE WILL BE CREDITED AGAINST EACH LOT IN THE SUBDIVISION AT THE TIME OF BUILDING PERMIT REVIEW.
5. UPON THE RECORDING OF THIS PLAT, TRACT B, A UTILITY AND PRIVATE ACCESS TRACT, IS CONVEYED TO THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION (HOA) AND ITS SUCCESSORS IN INTEREST. THE MAINTENANCE OF THE PRIVATE ACCESS DRIVE SHALL BE THE RESPONSIBILITY OF THE WILLOWS BLUFF HOA AND THE COSTS THEREOF SHALL BE BORNE EQUALLY BY THE OWNERS OF LOTS 9 AND 10. SEE EASEMENT NOTE 14.
6. UPON THE RECORDING OF THIS PLAT, TRACT C, AN OPEN SPACE AND PUBLIC STORM DRAINAGE TRACT, IS CONVEYED TO THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION AND ITS SUCCESSORS IN INTEREST. THE MAINTENANCE OF THE OPEN SPACE SHALL BE THE RESPONSIBILITY OF THE WILLOWS BLUFF HOA. SEE EASEMENT NOTE 8 FOR PUBLIC TRAIL EASEMENT LOCATED IN TRACT C AND ASSOCIATED MAINTENANCE RESPONSIBILITIES. SEE EASEMENT NOTE 15 FOR PUBLIC STORMWATER EASEMENT AND VEHICULAR ACCESS EASEMENT LOCATED IN TRACT C AND ASSOCIATED MAINTENANCE RESPONSIBILITIES..
7. UPON THE RECORDING OF THIS PLAT, TRACT D, A UTILITY AND PRIVATE ACCESS TRACT, IS CONVEYED TO THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION (HOA) AND ITS SUCCESSORS IN INTEREST. THE MAINTENANCE OF THE PRIVATE ACCESS DRIVE SHALL BE THE RESPONSIBILITY OF THE WILLOWS BLUFF HOA AND THE COSTS THEREOF SHALL BE BORNE EQUALLY BY THE OWNERS OF LOTS 23-26. SEE EASEMENT NOTE 16.
8. UPON THE RECORDING OF THIS PLAT, TRACT E, A UTILITY AND PRIVATE ACCESS TRACT, IS CONVEYED TO THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION (HOA) AND ITS SUCCESSORS IN INTEREST. THE MAINTENANCE OF THE PRIVATE ACCESS DRIVE SHALL BE THE RESPONSIBILITY OF THE WILLOWS BLUFF HOA AND THE COSTS THEREOF SHALL BE BORNE EQUALLY BY THE OWNERS OF LOTS 19-22. SEE EASEMENT NOTE 17.
9. ALL ROCK AND MASONRY BRICK WALLS CONSTRUCTED WITHIN THIS SUBDIVISION, SPECIFICALLY ADJACENT TO OR ON LOTS 1, 2, 10, 11, AND 12 SHALL BE OWNED AND MAINTAINED BY SAID LOT OWNERS.
10. ALL ROCK AND MASONRY BRICK WALLS CONSTRUCTED WITHIN THIS SUBDIVISION, SPECIFICALLY ADJACENT TO OR ON LOTS 21, 25, 26 AND TRACT C SHALL BE OWNED AND MAINTAINED BY THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION.

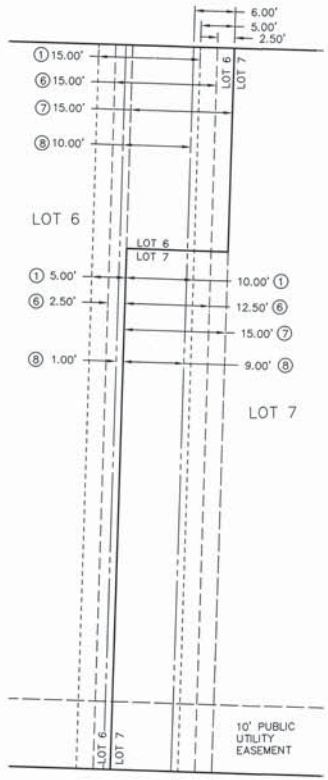
EASEMENT NOTES (SEE SHEET 4 OF 4 FOR GRAPHICALLY DEPICTED EASEMENTS)

1. A PUBLIC EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE NORTHSHORE UTILITY DISTRICT AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOTS 6, 7, 8, 11, 17, 19, 20, 25, 26, AND TRACT B, D AND E GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, OPERATING AND MAINTAINING A PUBLIC SEWER LINE, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES AS RECORDED UNDER A SEPARATE RECORDED EASEMENT, RECORDING NUMBER _____.
2. AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE OWNER(S) OF LOT 9 OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOT 8 GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, OPERATING AND MAINTAINING PRIVATE SANITARY SEWER FACILITIES, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES. THE MAINTENANCE OF THE PRIVATE SEWER FACILITIES AND THE COSTS THEREOF SHALL BE THE RESPONSIBILITY OF THE OWNER(S) OF LOT 9.
3. AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE OWNER(S) OF LOTS 8, 9, 10, 11, 12, AND TRACT B OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOTS 9, 10, 11, 12 AND TRACT B GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, OPERATING AND MAINTAINING PRIVATE DRAINAGE FACILITIES, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES. THE MAINTENANCE AND THE COSTS THEREOF SHALL BE BORNE IN EQUAL SHARES BY THE OWNERS OF THOSE LOTS BENEFITING THEREFROM, EXCEPT THE OWNER OF ANY LOWER LOT SHALL NOT BE RESPONSIBLE FOR THAT PORTION ABOVE THEIR CONNECTION.
4. AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE OWNER(S) OF LOTS 13, 14, 15, 16, 23, 24, 25, 26 AND TRACT D OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOTS 13, 15, 23, 25, 26 AND TRACT D GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, OPERATING AND MAINTAINING PRIVATE DRAINAGE FACILITIES, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES. THE MAINTENANCE AND THE COSTS THEREOF SHALL BE BORNE IN EQUAL SHARES BY THE OWNERS OF THOSE LOTS BENEFITING THEREFROM, EXCEPT THE OWNER OF ANY LOWER LOT SHALL NOT BE RESPONSIBLE FOR THAT PORTION ABOVE THEIR CONNECTION.
5. AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE OWNER(S) OF LOTS 17, 18, 19 AND 22, UNDER, ACROSS AND UPON THAT PORTION OF LOTS 17, 20, 21 AND TRACT E GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, OPERATING AND MAINTAINING PRIVATE DRAINAGE FACILITIES, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES. THE MAINTENANCE AND THE COSTS THEREOF SHALL BE BORNE IN EQUAL SHARES BY THE OWNERS OF THOSE LOTS BENEFITING THEREFROM, EXCEPT THE OWNER OF ANY LOWER LOT SHALL NOT BE RESPONSIBLE FOR THAT PORTION ABOVE THEIR CONNECTION.
6. A PUBLIC EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF KIRKLAND AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOTS 6, 7, 12, 13, 23, 24, 25, AND 26 GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, OPERATING AND MAINTAINING PUBLIC DRAINAGE FACILITIES. TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES.
7. A PUBLIC EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO WOODINVILLE WATER DISTRICT AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOTS 6 AND 7 GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, OPERATING AND MAINTAINING A PUBLIC WATER LINE AND APPURTENANCES. TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES AS RECORDED UNDER A SEPARATE RECORDED EASEMENT, RECORDING NUMBER _____.
8. A PUBLIC EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF KIRKLAND OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOTS 6, 7, AND TRACT C GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF A PUBLIC PEDESTRIAN WALKWAY. MAINTENANCE, REPAIRS, AND RECONSTRUCTION OF THE WALKWAY AND STAIRS WITHIN THE EASEMENT SHALL BE THE RESPONSIBILITY OF THE CITY OF KIRKLAND.
9. A PUBLIC EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF KIRKLAND AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOT 20 GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, OPERATING AND MAINTAINING A CLEAR ZONE SIGHT DISTANCE AREA. TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES.
10. AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE OWNER(S) OF LOT 13 OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOT 23 GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, OPERATING AND MAINTAINING PRIVATE SANITARY SEWER FACILITIES, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS FOR SUCH PURPOSES. THE MAINTENANCE OF THE PRIVATE SEWER FACILITIES AND THE COSTS THEREOF SHALL BE THE RESPONSIBILITY OF THE OWNER(S) OF LOT 13.
11. A PUBLIC EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF KIRKLAND OVER, UNDER, ACROSS AND UPON THAT PORTION OF LOTS 13, 14, 26, AND TRACTS C AND D GRAPHICALLY DEPICTED HEREON FOR THE PURPOSE OF A PUBLIC SIDEWALK. SEE PLAT NOTE 3 REGARDING THE MAINTENANCE OF THE SIDEWALK.
12. AN EASEMENT IS HEREBY GRANTED TO THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION ON LOTS 1 AND 18 AS SHOWN HEREON FOR THE LOCATION OF AN ENTRY MONUMENT AND ASSOCIATED LANDSCAPING. MAINTENANCE AND REPAIR RESPONSIBILITY SHALL BE THE OBLIGATION OF THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION.
13. AN EASEMENT IS HEREBY GRANTED TO THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION ON LOTS 1, 18, 19 AND 20 AS SHOWN HEREON FOR LANDSCAPING. MAINTENANCE AND REPAIR RESPONSIBILITY SHALL BE THE OBLIGATION OF THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION.
14. UPON RECORDING OF THIS PLAT A PRIVATE ACCESS EASEMENT OVER TRACT B IS GRANTED AND CONVEYED TO THE OWNERS OF LOTS 9 AND 10 FOR THE PURPOSES OF INGRESS AND EGRESS. THE MAINTENANCE OF THE PRIVATE ACCESS DRIVE SHALL BE THE RESPONSIBILITY OF THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION AND THE COST THEREOF SHALL BE BORNE EQUALLY BY THE OWNERS OF LOTS 9 AND 10.
15. UPON RECORDING OF THIS PLAT A PUBLIC STORMWATER EASEMENT OVER THE ENTIRE TRACT C IS GRANTED AND CONVEYED TO THE CITY OF KIRKLAND FOR LOCATION AND MAINTENANCE OF A STORMWATER VAULT AND ASSOCIATED PUBLIC STORM DRAINAGE FACILITIES AND A VEHICULAR ACCESS EASEMENT OVER A PORTION OF TRACT C AS GRAPHICALLY DEPICTED HEREON IS GRANTED AND CONVEYED TO THE CITY OF KIRKLAND FOR INGRESS AND EGRESS FOR PURPOSES OF MAINTENANCE AND INSPECTION OF SAID STORMWATER VAULT AND ASSOCIATED STORMWATER FACILITIES. THE MAINTENANCE OF THE VEHICULAR ACCESS DRIVE SHALL BE THE RESPONSIBILITY OF THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION.
16. UPON RECORDING OF THIS PLAT A PRIVATE ACCESS EASEMENT OVER TRACT D IS GRANTED AND CONVEYED TO THE OWNERS OF LOTS 23-26 FOR THE PURPOSES OF INGRESS AND EGRESS. THE MAINTENANCE OF THE PRIVATE ACCESS DRIVE SHALL BE THE RESPONSIBILITY OF THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION AND THE COST THEREOF SHALL BE BORNE EQUALLY BY THE OWNERS OF LOTS 23-26.
17. UPON RECORDING OF THIS PLAT A PRIVATE ACCESS EASEMENT OVER TRACT E IS GRANTED AND CONVEYED TO THE OWNERS OF LOTS 19-22 FOR THE PURPOSES OF INGRESS AND EGRESS. THE MAINTENANCE OF THE PRIVATE ACCESS DRIVE SHALL BE THE RESPONSIBILITY OF THE WILLOWS BLUFF HOMEOWNER'S ASSOCIATION AND THE COST THEREOF SHALL BE BORNE EQUALLY BY THE OWNERS OF LOTS 19-22.
18. UPON RECORDING OF THIS PLAT A PRIVATE ACCESS EASEMENT OVER TRACT E IS HEREBY GRANTED TO LOTS 16 AND 17 FOR THE PURPOSES OF YARD AND HOME MAINTENANCE.

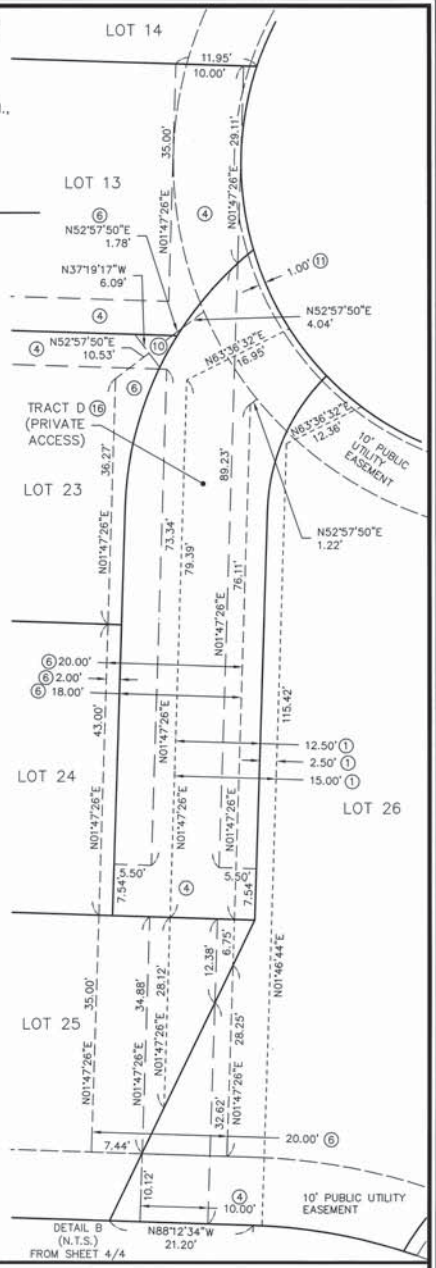
EASEMENT DETAIL LEGEND

(SEE EASEMENT PROVISIONS MADE REFERENCE HEREON)

- (1) PUBLIC SEWER
- (4) PRIVATE STORM DRAINAGE
- (6) PUBLIC STORM DRAINAGE
- (7) PUBLIC WATER
- (8) PUBLIC PEDESTRIAN WALKWAY
- (10) PRIVATE SEWER
- (11) PUBLIC SIDEWALK
- (16) PRIVATE ACCESS



DETAIL A
(N.T.S.)
FROM SHEET 4/4



DETAIL B
(N.T.S.)
FROM SHEET 4/4

MITCH T. S. EVANS
STATE OF WASHINGTON
38011
REGISTERED PROFESSIONAL LAND SURVEYOR
3/7/14

CITY OF KIRKLAND WASHINGTON

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DRAWN BY	CHECKED BY
TJO	MTSE
SCALE	SHEET
N/A	3 OF 4

WILLOWS BLUFF

FILE NO: SUB12-00382

A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER
SECTION 27, TOWNSHIP 26 NORTH, RANGE 5 EAST, W.M.,
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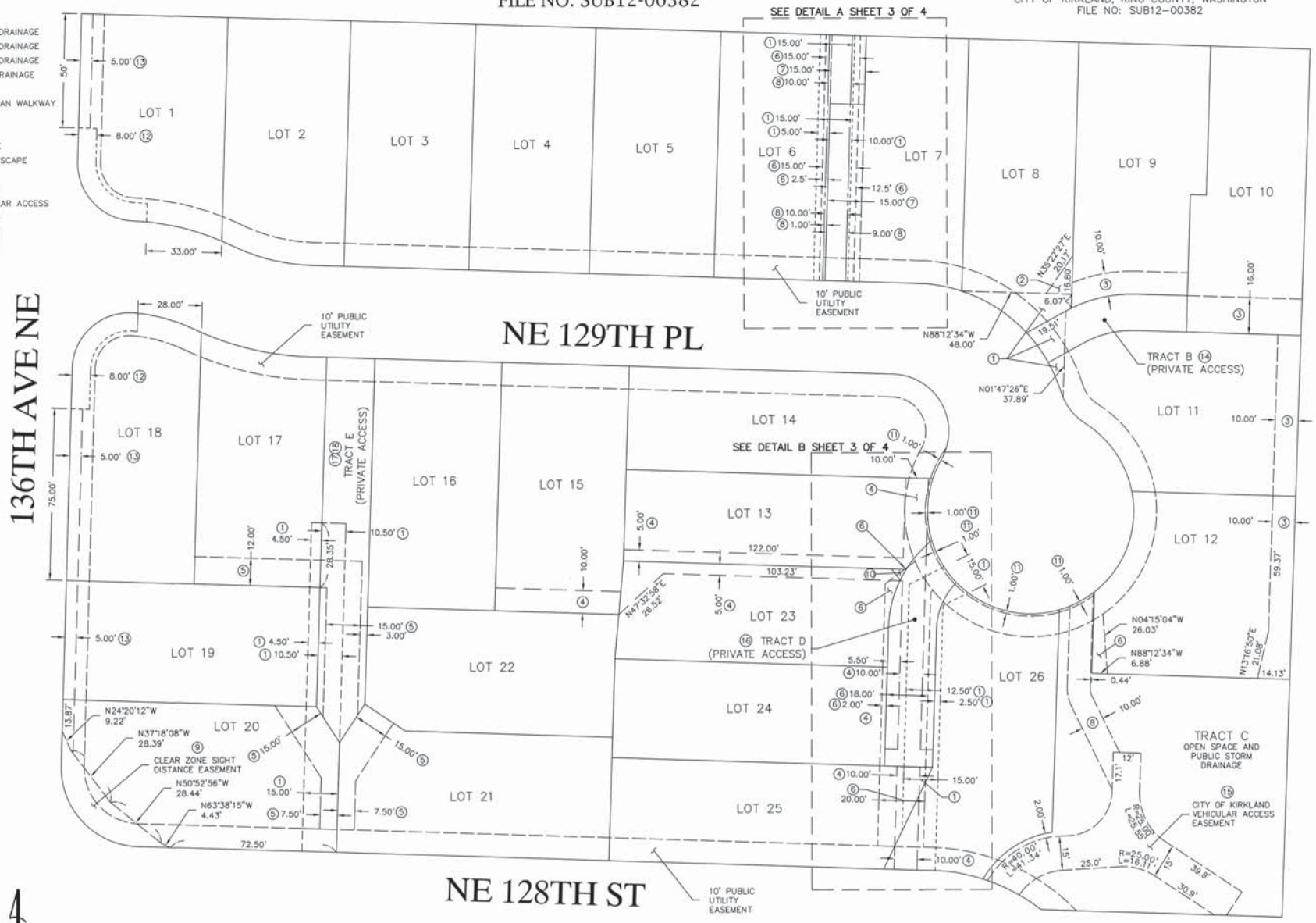
FILE NO: SUB12-00382

EASEMENT LEGEND

(SEE SHEET 3 FOR EASEMENT PROVISIONS MADE REFERENCE HEREON)

1. PUBLIC SEWER
2. PRIVATE SEWER
3. PRIVATE STORM DRAINAGE
4. PRIVATE STORM DRAINAGE
5. PRIVATE STORM DRAINAGE
6. PUBLIC STORM DRAINAGE
7. PUBLIC WATER
8. PUBLIC PEDESTRIAN WALKWAY
9. CLEAR ZONE
10. PRIVATE SEWER
11. PUBLIC SIDEWALK
12. MONUMENT/LANDSCAPE
13. LANDSCAPE
14. PRIVATE ACCESS
15. PRIVATE VEHICULAR ACCESS
16. PRIVATE ACCESS
17. PRIVATE ACCESS
18. PRIVATE ACCESS



GRAPHIC SCALE

30' 15' 0 30' 60'

1"=30'

STATE OF WASHINGTON
MITCH T. S. EVANS
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TJO	MTSE
SCALE	SHEET
1"= 30'	4 OF 4

RESOLUTION R-5049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE SUBDIVISION AND FINAL PLAT OF WILLOWS BLUFF AND SETTING FORTH CONDITIONS TO WHICH THE SUBDIVISION AND FINAL PLAT SHALL BE SUBJECT. (DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT FILE NO. SUB12-00382).

WHEREAS, a subdivision and preliminary plat was approved by the Hearing Examiner on October 10, 2012; and

WHEREAS, the Department of Planning and Community Development subsequently received an application from Toll WA LP, the owner of the real property located within a Residential Single Family RSA 6 zone and described in the application, for approval of the subdivision and final plat; and

WHEREAS, pursuant to the City of Kirkland's Concurrency Management System, KMC Title 25, a concurrency application was submitted to the City of Kirkland, reviewed by the Public Works official, the concurrency test passed, and a concurrency test notice issued; and

WHEREAS, pursuant to the State Environmental Policy Act (SEPA), Chapter 43.21C RCW, and the administrative guidelines and local ordinance adopted to implement SEPA, an environmental checklist was submitted to the City of Kirkland, reviewed by the Kirkland responsible official, and a determination of nonsignificance was issued; and

WHEREAS, the environmental checklist and determination of nonsignificance have been made available and accompanied the application throughout the entire review process; and

WHEREAS, the Director of the Department of Planning and Community Development made Findings, Conclusions and Recommendations and recommended approval of the subdivision and the final plat, subject to specific conditions set forth in the recommendation; and

WHEREAS, the City Council considered the environmental documents received from the responsible official, together with the recommendation of the Director of the Department of Planning and Community Development in open meeting, and

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The Findings, Conclusions and Recommendations of the Director of the Department of Planning and Community

Development, filed in Department of Planning and Community Development File No. SUB12-00382, are adopted by the Kirkland City Council as though fully set forth.

Section 2. Approval of the subdivision and the final plat of Willows Bluff is subject to the applicant's compliance with the conditions set forth in the Findings, Conclusions and Recommendations adopted by the City Council.

Section 3. Nothing in this resolution shall be construed as excusing the applicant from compliance with all federal, state or local statutes, ordinances or regulations applicable to this subdivision, other than as expressly set forth.

Section 4. A copy of this resolution, including the Findings, Conclusions and Recommendations adopted by reference, shall be delivered to the applicant.

Section 5. A copy of this resolution, including the Findings, Conclusions and Recommendations adopted by reference, shall be certified by the City Clerk who shall then forward the certified copy to the King County Department of Assessments.

Passed iby majority vote of the Kirkland City Council in open meeting this___ day of ____, 2014.

Signed in authentication thereof this ____ day of ____, 2014.

_____
MAYOR

Attest:

_____
City Clerk

Council Meeting: 05/06/2014
Agenda: Other Business
Item #: 8. h. (3).

CITY OF KIRKLAND
Department of Parks & Community Services
505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Jennifer Schroder, Director
Michael Cogle, Deputy Director

Date: April 25, 2014

Subject: ORDINANCE RELATING TO BUSINESS LICENSE EXEMPTIONS FOR COMMUNITY PROGRAM VENDORS

RECOMMENDATION:

That the City Council adopts the attached ordinance amending the Kirkland Municipal Code ("KMC") so that vendors at a temporary booth as part of a Community Program permit are not required to have a City of Kirkland business license. The recommendation is for the Council to act on May 6 so that vendors at the two Kirkland Farmer's Markets are not required to get business licenses in 2014.

BACKGROUND DISCUSSION:

Since their adoption, Kirkland's business licensing regulations have specifically excluded temporary booth vendors at special events, including farmer's markets, from having to obtain a City of Kirkland business license. Current language is included below:

> KMC Chapter 7.02.060 No License Required in Certain Circumstances:
> *Activities that are within the term and scope of a city special event permit, Chapter 19.24 (e.g., vendors at a temporary booth who are included under an entity's special event permit, consistent with the term and activity for which the permit was issued);*

In December of 2013 the City Council adopted Ordinance 0-4431 amending Kirkland's special event policies. The new policies in part established a new category of Community Programs which no longer are subject to special event permit requirements. Community Programs are defined as follows:

> KMC Chapter 19.24.010 Definitions:
> *"Community Programs" means activities of an on-going nature which are open to the public and provided free of an admission charge, such as weekly farmer's markets and park performing arts series.*

Since activities such as farmer's markets are no longer considered special events, booth vendors at markets are inadvertently no longer exempt from business license requirements. That was not the intent of the original legislation. A code amendment is required to continue to exempt booth bvendors in Community Programs.

If approved, the attached ordinance would resolve this unintended consequence by specifying that vendors at Community Programs are not required to have a City of Kirkland Business License. Vendors would still be required to obtain other required permits, such as a State master business license, health permits, food handler's permits, etc.

Attachment:

Ordinance Amending KMC Section 7.02.060

.

ORDINANCE O-4441

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO BUSINESS LICENSE EXEMPTIONS FOR COMMUNITY PROGRAM VENDORS.

The City Council of the City of Kirkland do ordain as follows:

Section 1. Kirkland Municipal Code Section 7.02.060 is hereby amended to read as follows:

7.02.060 No license required in certain circumstances.

(a) Employees. The requirement for a separate business license shall not apply to a person in respect to the person's employment in the capacity as an employee, as distinguished from, for example, that of an independent contractor. For purposes of this section, it shall be presumed that a person is not an employee of a business unless that business makes contributions to the state Employment Security Department on behalf of such person. The fact that the business makes industrial insurance contributions on behalf of such worker will not rebut this presumption.

(b) Farmers. No license or registration fee will be required for any farmer, gardener, or other person to sell, deliver, or peddle any fruits, vegetables, berries, eggs, or any farm produce or edibles raised, gathered, produced, or manufactured by such person; provided, that this exemption does not apply to any dairy product, meat, poultry, eel, fish, mollusk, or shellfish (except as otherwise provided with regard to wild-caught salmon and crab under RCW 36.71.090).

(c) Real Estate Agents. For the purposes of this chapter, "real estate agent" means a person who is licensed under Chapter 18.85 RCW and whose license is being retained by a broker licensed as a broker under Chapter 18.85 RCW ("designated broker"). Due to the unique legal controls placed upon the real estate agent/broker relationship, a real estate agent whose license is retained by a designated broker holding a currently valid city of Kirkland business license is not required to have his/her own separate business license if all of the following are true:

(1) The real estate agent engages in no business in Kirkland other than the work with the designated broker; and

(2) The designated broker notifies the city in writing as part of each year's business license renewal of the name of each real estate agent that the city should consider to be the equivalent of an employee of the designated broker for the purposes of this chapter; and

(3) The designated broker includes the real estate agent in counting the number of employees to determine the revenue generating regulatory license fee (RGRL) to be paid for the designated broker's business license and includes the real estate agent's gross receipts in calculating the designated broker's gross receipts for the purposes of this chapter.

(d) No license is required if a person engages in no activities within the city but the following:

(1) Mere delivery of goods;

(2) Activities that are within the term and scope of a city special event permit~~,~~ pursuant to KMC Chapter 19.24 or a community program activity as defined in KMC Section 19.24.010 (e.g., vendors at a temporary booth who are included under an entity's special event or community program permit, consistent with the term and activity for which the permit was issued);

(3) Activities that are within the term and scope of a city-operated and city-managed parks event that would otherwise be exempt if they were conducted pursuant to a special events permit;

(4) Meeting with suppliers of goods and services as a customer;

(5) Attending meetings where the person does not provide training for a fee;

(6) Renting personal property as a customer when the property is not used in the city;

(7) Sale of one's own residence;

(8) Employing a household employee or being a customer of a domestic worker (e.g., babysitters, nannies, health aides, maids, or yard workers); or

(9) Casual and isolated sales.

(e) No license or registration fee will be required for any judge or court commissioner of the Kirkland municipal court or for any person filing a judicial or hearing examiner position for the city of Kirkland.

Section 2. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication, as required by law.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2014.

Signed in authentication thereof this _____ day of _____, 2014.

_____
MAYOR

Attest:

_____
City Clerk

Approved as to Form:

_____
City Attorney

Council Meeting: 05/06/2014
Agenda: Other Business
Item #: 8. h. (4).

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk
Tracey Dunlap, Director, Finance and Administration

Date: April 17, 2014

Subject: Accept Human Services Advisory Committee Resignation

RECOMMENDATION

That Council acknowledges receipt of the resignation of Human Services Advisory Committee youth member Penelope Toland and authorizes the attached correspondence thanking her for her service.

BACKGROUND DISCUSSION

Ms. Toland's resignation notes she is no longer able to participate on the Committee due to time commitment issues. The City Clerk's office will begin a recruitment for this position.

From: Penelope Toland [mailto:potojumps@msn.com]
Sent: Tuesday, April 15, 2014 7:23 PM
To: Leslie Miller
Subject: RE: resignation to the Council needed

Hello,

I regret to inform you that I am resigning from my position on the Human Services Advisory Committee. With my current work schedule along with homework, I am unable to give the job my 100%.

I appreciate your understand and good luck with the future of this committe.

Thanks,
Penelope Toland

D R A F T

May 7, 2014

Ms. Penelope Toland
13318 120th Avenue NE
Kirkland, WA 98034

Dear Penelope,

We have regretfully received your resignation from the Human Services Advisory Committee.

The City Council appreciates your contribution to the Committee, and we thank you for volunteering your time and talent to serve the Kirkland Community.

Best wishes in your current and future endeavors.

Sincerely,

KIRKLAND CITY COUNCIL

By Amy Walen
Mayor

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Barry Scott, Purchasing Agent

Date: April 24, 2014

Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF MAY 6, 2014

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated or known to be in excess of $50,000. The "Process" column on the table indicates the process being used to determine the award of the contract.

The City's major procurement activities initiated since the last report, dated April 3, 2014, are as follows:

	Project	Process	Estimate/Price	Status
1.	Steelcase Furniture for the Kirkland Justice Center	Cooperative Purchasing	$458,314.23	Ordered from OpenSquare of Seattle using University of Washington Contract.
2.	Engineering Consulting Services for Goat Hill Storm Drainage Repair	A&E Roster Process	$51,200.00	Contract awarded to Blueline Group, LLC of Kirkland based on qualifications in accordance with RCW 39.80.
3.	Engineering Consulting Services for 2014 Street Preservation Project	A&E Roster Process	$50,605.00	Contract awarded to HWA GeoSciences, Inc. of Bothell based on qualifications in accordance with RCW 39.80.

4.	Engineering Consulting Services for 2014 Parking Study	A&E Roster Process	$50,000	Contract awarded to Roy Williams Consulting of Portland, OR based on qualifications in accordance with RCW 39.80.
5.	NE 85th Corridor Improvements	Invitation for Bids	$6,500,000-$7,000,000	IFB advertised on 4/17 with bids due on 5/8.
6.	Janitorial Services Contract	Request for Proposals	$174,000-$220,000	RFP issued on 4/16 with proposals due on 4/30.
7.	Moving Services for Kirkland Justice Center	Cooperative Purchase/RFP Process	$50,000 - $75,000	Proposals requested on 4/22 from 3 contractors with contracts with City of Seattle and 1 contractor with a contract with University of WA. Proposals due on 4/28.
8.	Cross Kirkland Corridor Interim Trail	Invitation for Bids	$2,000,000-$2,600,000	IFB issued on 4/29 with bids due on 5/20.
9.	2014 Annual Striping Project	Invitation for Bids	$215,000-$240,000	IFB issued on 4/29 with bids due on 5/13.

Please contact me if you have any questions regarding this report.

Council Meeting: 05/06/2014
Agenda: Unfinished Business
Item #: 10. a.

CITY OF KIRKLAND
Public Works Department
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Pam Bissonnette, Interim Public Works Director
Dave Snider, P.E., Capital Projects Manager
Kari Page, Cross Kirkland Corridor Coordinator

Date: April 23, 2014

Subject: Cross Kirkland Corridor Update

RECOMMENDATION:

It is recommended that the City Council receives an update on the Cross Kirkland Corridor (CKC) Interim Trail construction schedule, the South Kirkland TOD CKC Multi-Modal Bridge Project, Decant Facility, and three small improvement projects on the CKC.

1. Interim Trail Construction Schedule: At their regular meeting of February 4, 2014, City Council received a staff update on the status of anticipated bid/award timing for the Interim Trail construction project. With the favorable resolution of questions concerning Section 106 permitting (historical/archeological resources), staff believed the matter had been fully resolved and no further schedule impacts would be encountered. Subsequently, the funding agency (WSDOT/Federal CMAQ) initiated a "re-set" of the process in order to fully document compliance with the Section 106 requirements. As a result, staff was required to re-submit paperwork which led to an estimated one-month delay before final approval and permit processing is completed by the Federal agency, as is needed before the Project is eligible to be advertised. The February 4 City Council update identified May 6 as the targeted City Council award date for the Interim Trail contract. However, with the added efforts to meet the newest Federal demand, staff is now looking for a bid advertisement and follow-on award recommendation for the City Council meeting of June 3, 2014. With this added delay, construction would begin in late June or early July followed by completion in fall, 2014.

2. South Kirkland TOD CKC Multi-Modal Bridge: As part of the 2013-2018 Amended CIP process, staff created a new CIP project to design and construct an ADA-compliant pedestrian bridge between the recently completed new parking garage at the South Kirkland Park & Ride/Transit Center and the CKC trail. As approved by City Council on December 10, 2013, the South Kirkland Transit Oriented Development /Cross Kirkland Corridor Multi-Modal Connection Project (NM 0084) also provides for the design and construction of an elevator-and-stairway tower near the north corner of the parking garage to achieve the elevation change between the garage and the CKC trail.

The Project is currently funded through a $1.3 million State appropriation administered by the State Department of Commerce and $150,000 in funding through a recent King County budget

adjustment. The State Department of Commerce administration costs for the State appropriation reduced that funding amount to $1.26 million, and the County funding was awarded after the Amended CIP adoption. An Interlocal Agreement with King County will be necessary to take receipt of County funding. A request for $200,000 through a State appropriations budget clarification was not approved during the most recent State legislative session. Consequently, the total external funding for the project budget is currently $1.41 million. Staff is still exploring options for additional external funding sources. Staff will return to City Council with a revised project funding matrix once all external funding amounts and sources are established.

Since being approved by City Council in December, City staff and King County staff are negotiating the conditions of a Memorandum of Understanding between the City and County for this project, which will include securing the required property rights for construction, project management and maintenance. City staff selected KPG, Inc. to lead an engineering team that began the engineering and architectural design in March, 2014.

The current schedule for this elevator tower and pedestrian bridge project shows the engineering and architectural design extending from March 2014 to approximately February 2015. In addition to more conventional permitting requirements, the design phase of the project is anticipated to incorporate cooperative concept and design reviews by the Cities of Bellevue and Kirkland, King County, Sound Transit, and other local community and private interests. The construction phase is anticipated to take approximately six to nine months during 2015. A more accurate and comprehensive construction schedule will be developed once the design is finalized and construction materials and methods are selected.

3. Decant Expansion Project: In February of this year, staff reported to City Council on the progress of a new Kirkland Decant Expansion Project. The new Project was being developed to increase the capacity of the City's existing decant facility in order to help handle the additional maintenance load resulting from annexation. The Decant Expansion Project is a funded CIP project with a combination of City Surface Water Utility funds and a Department of Ecology Stormwater grant for 75% of the estimated $1.26 million project cost.

The City's existing decant facility is located in the Maintenance Center yard and, as reported in February, in order to expand the facility, an administrative lot-line consolidation between the Maintenance Center and the west property line of the CKC would be needed in order to meet building setback requirements in the City's code.

The expanded decant facility will:

- add additional detention/settlement vaults and ultrasonic flow meters to allow for an increase in the permitted daily discharge of waste water from storm system cleaning,
- add water quality improvements to surface water leaving the site and entering the storm system,
- increase the capacity of the solids settling structure for materials cleaned from the storm system, and
- provide a new truck scale to aid in more accurately measuring volumes of material collected, treated and disposed of.

As also reported in February, a final component of the Decant Project was the addition of temporary dry storage along the property line separating the CKC and the Maintenance Center.

The storage facility was planned to be constructed such that it could be dismantled at a later date and removed from the CKC if necessary, and the concept included a green roof of drought-resistant plantings and a "Living Wall" of plantings to camouflage the structure side facing the CKC. Through the design process, however, the cost of this element became too large for the Project's overall budget and has been removed from the overall Project scope.

In another design development issue, a potential soil/water hydrocarbon contamination issue was discovered during soils testing and is currently being investigated further. The initial reports are that the percentage level of contaminant is above required clean-up levels and staff is working with a local geotechnical consultant to develop a new action plan and probable cost of clean-up and/or mitigation. The Project budget does not include funding for contamination clean-up and, as a result, staff will return to City Council with the results of the final assessment together with options for moving forward on any necessary site clean-up and/or mitigation.

4. Milepost markers: The milepost markers requested at the January CKC Brown Bag lunch have been installed every .25 miles from the south end of the CKC at 108th Avenue NE to the north end at Slater Avenue. The twenty-three ¼ mile markers are located at least 10-14 feet from the center line of the existing rail bed to avoid Interim Trail construction conflicts.

Milepost Markers on the CKC

5. Lakeview Elementary School connection: The fenced gravel pathway along the property line between SRM and Lakeview Elementary School has been installed by SRM. This temporary walkway will remain until the permanent trail with landscaping is constructed by SRM in 2015 as part of Google Phase 2.

Trail to Lakeview Elementary School

6. Earth Day CKC litter pick-up event: The Brownie Troop Leader for Troop 40541 attended the March Brown Bag lunch to discuss the Troop's experience with litter on the CKC during their hike. Other lunch participants and staff offered to help the Troop organize a community wide Earth Day CKC litter pick-up event. The event was scheduled for Sunday, April 27 9:30-11:30am. Adopt-a-trail volunteers were invited to help and the Public Works Department administered the necessary waivers, equipment, supplies, and pick-up.

Brownie Troop at City Council meeting

7. Art with salvaged rail material: Local artist Merrily Dicks challenged the Kirkland community to collect miscellaneous rail material remaining on the trail after the rail removal contractor left the site. Ms. Dicks said she would create a sculpture for Kirkland with the discarded material if the community would gather the material. In response and in the interest of keeping the trail green and salvaging the material, buckets were placed at four of the five large CKC signs. After two

months, volunteers collected eight boxes of spikes and plates deposited in the buckets by walkers. Merrily Dicks will be starting the sculpture project this spring and anticipates completion by the Interim Trail opening celebration this fall.

8. Wayfinding signs: The Highlands Neighborhood Associations decided the wayfinding signs were more than their budget could handle this year. The estimate to install two wayfinding signs (one at the top of stairs at 100th Street in Highlands Neighborhood and the other on the CKC where Cotton Hill trail intersects the CKC) is between $500 and $700. The City will await grant opportunities to fund a more comprehensive wayfinding plan and strategy for implementation.

Example of Wayfinding Signs

9. Sound Transit review of the Interim Trail: As part of both the Eastside Rail Corridor Regional Advisory Committee (RAC) process and Sound Transit's transportation easement, Kirkland presented detailed plans for the Interim Trail to Sound Transit for review and comment in February of 2014. On Friday, April 4, Kirkland received two letters from Sound Transit, the first declaring the CKC a "planned easement area" under the Sound Transit easement, and the second "approving" Kirkland's Interim Trail but with several challenging conditions. The timing and content of the letters were unexpected. Taken together, the two letters impact Kirkland's rights on the CKC and potentially create a financial liability for Kirkland to move the Interim Trail at the City's expense if the project proceeds as planned and Sound Transit eventually located a light rail or other transit facility on the Corridor. Kirkland staff do not believe we should have any financial liablility to move and replace the Interim Trail and also disagree with several of the assertions in the Sound Transit letter. Subsequent meetings and phone calls with Sound Transit staff have clarified the issues somewhat, but they are not yet fully resolved. The good news is that Sound Transit did not intend to create financial liability for Kirkland around the Interim Trail and is willing to make that clear in official communications to the City. Other issues may remain in dispute. Sound Transit and Kirkland staff are hoping to have resolution to as many issues as possible by the May 6 Council meeting and an update will be provided as part of the presentation.

10. Surface Transportation Board and Litigation Reserve Update: Ballard Terminal Railroad Co. ("Ballard") filed its request to reactivate the Woodinville to Bellevue portion of the Eastside Rail Corridor with the federal Surface Transportation Board ("STB") in April 2013. Originally, the STB was scheduled to make a final decision on Ballard's reactivation request on January 17, 2014, but in January the STB ruled that the parties should conduct additional discovery and submit briefing on new information submitted by Ballard to the STB. The attorneys for the City, King County and Sound Transit submitted their briefing to the STB on March 6, 2014 and Ballard replied on March 21, 2014. The parties now await a ruling from the STB.

The proceedings before the STB have involved numerous complex factual and legal issues. Extensive discovery, including numerous depositions, have been required to fully assess Ballard's claim that there is demand for freight service and that Ballard has the financial wherewithal to provide freight service. City staff believes that the City, King County and Sound

Transit have made a strong case that there is no legitimate demand for freight service and that Ballard does not have the financial resources to provide freight service.

Through March 31, 2014, the legal fees and costs incurred by the City with respect to Ballard's reactivation request total $441,532. Included in this amount are the fees incurred in connection with Ballard's request for an injunction in Federal District Court, which was dismissed by the Court in June 2013. If the STB denies Ballard's reactivation request, there likely will not be significant additional legal costs to the City unless Ballard appeals. Even if Ballard does appeal, the appeal would be based on factual record developed before the STB and would not involve additional discovery.

While the litigation reserve was replenished as part of the mid-biennial budget update, the most recent legal costs are likely to deplete the balance. A full analysis of the litigation reserve balance will take place in the coming weeks and, if necessary, additional replenishment recommendations will be brought forward as part of the mid-year budget adjustments in June.

Council Meeting: 05/06/2014
Agenda: Unfinished Business
Item #: 10. b.

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Ellen Miller-Wolfe, Economic Development Manager

Date: May 6, 2014

Subject: Disbursement of Waste Management Funding for Community Events

Recommendation
That the City Council provides direction to the City Manager to approve an addendum to the 2014 contract with the Kirkland Downtown Association (KDA) totaling $32,000 to support the production of three Community Events; Concerts in the Park, Celebrate Kirkland (4th of July community celebration and fireworks), and Winterfest (formerly the Holiday Tree Lighting). The $32,000 is provided by Waste Management as discussed below. The Council should also provide direction as to how the $32,000 should be allocated among the three events.

Background
In 2013 the City of Kirkland conducted a comprehensive review of the positive and negative impacts of athletic, artistic and civic events in Kirkland, the role of such events in the quality of life of the community, and special events policies and permitting. As part of this effort, the City surveyed the public regarding the events that were most popular among Kirkland residents and businesses. The events that topped the list were the Summer "Concerts in the Park" series, Celebrate Kirkland, and Winterfest. As a result, the City designated these three events as "Community Events" when it updated the events ordinance.

During the same time period, the City held related conversations regarding community events with the leadership of the Kirkland Downtown Association (KDA). The KDA is a 501c3 organization that is a subset of the Greater Kirkland Chamber of Commerce. The City currently provides $45,000 per year through a contract with the KDA for the management of several events (including the three Community Events) and programs to enhance the vitality of downtown Kirkland. The KDA indicated that the three community events were financially struggling compared to some of the other events that the organization manages. They pointed to the lack of alcohol sales at community events that provides revenue and offsets expenses for other events. They also commented on difficulties covering costs of putting on these Community Events given reduced amount of public funding as well as the problems they were encountering in maintaining a base of volunteers to raise funds, organize and staff the events. The KDA requested additional funds from the City to help these events be successful.

Coming at an opportune time, Waste Management, whose corporate headquarters are in Kirkland, announced this month their commitment of $128,000 ($32,000 per year) over the next 4 years to support local Kirkland community programs and events that educate, inspire and entertain Kirkland families. Waste Management's goal is to help communities become more

sustainable by helping to stabilize the base of support for community events. Waste Management is donating the money to the City of Kirkland specifically to support Community Events as designated by the Council. Under the current ordinance this means the Waste Management funds are available for Celebrate Kirkland, Concerts in the Park, and Winterfest. Waste Management has given discretion for allocating amounts between the events to the City of Kirkland. Waste Management's only requirement is that each event receives some of the money.

While the City Council may opt to spend the $32,000 annual allocation of Waste Management grant funds differently in future years, it is staff's recommendation that for the current year, the funds be re-granted to the KDA through an amendment to its current contract with the City for Kirkland for events management. As per the current contract, the KDA will be reimbursed upon successful production of the events and provision of documentation for approved expenses.

Staff also recommends that the KDA be reimbursed in accordance with the division of funds that the Council selects to ensure that each event receives funding as requested by Waste Management. Two primary options are presented below. The Council may modify either option or proposed a different allocation altogether.

Option 1: KDA recommendation - Approximately equal allocation

Staff met with the KDA which proposed nearly equal allocations as follows:

$10,000 for Celebrate Kirkland
$10,000 for Concerts in the Park
$12,000 for Winterfest

The KDA's rationale for slightly more money to be allocated to Winterfest was that it was easier to fundraise for the first two events and more difficult at the end of the year to generate donations for Winterfest as sponsors tended to be "tapped out."

Option 2: Staff Recommendation - Allocation "proportional" to budget

$16,000 for Celebrate Kirkland
$8,000 for Concerts in the Park
$8,000 for Winterfest

Staff is proposing an alternative allocation more proportional to the overall budget for several reasons. First, Celebrate Kirkland is a much larger and more expensive event than either Concerts in the Park or Winterfest. In addition, Concerts in the Park has historically been more able to cover costs through sponsorships, and Winterfest can be adjusted in size based on available budget. A quick comparison of past budgets for the three events shows that Celebrate Kirkland usually costs over $60,000, while the budgets of Winterfest are closer to $20,000 each. (Budgets vary every year). A truly proportional allocation would suggest therefore that 60% ($19,000) be awarded to Celebrate Kirkland and 40% ($13,000) be split equally between the Concert series and Winterfest. However staff felt that 50% to Celebrate Kirkland and 50% to the other two events was a more consistent with Waste Management's intent in making the donation. Once Council decides on a final allocation, staff will negotiate an addendum with the KDA to provide the additional funding for the events.

Council Meeting: 05/06/2014
Agenda: Unfinished Business
Item #: 10. c.

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Pam Bissonnette, Interim Public Works Director

Date: April 24, 2014

Subject: Prop 1 Streets & Safety Levy Accountability Report

RECOMMENDATION:

It is recommended that City Council 1) receives a status report on the 2013 progress, accomplishments, and implementation of the 2012 Street Maintenance and Pedestrian Safety Levy, and 2) reviews the preliminary 2013 Accountability Report and provides suggestions and comments prior to the final Accountability Report being issued to the public.

BACKGROUND DISCUSSION:

Levy Facts & Approval

The Proposition 1 Levy for City Street Maintenance and Pedestrian Safety was approved by Kirkland voters on November 6, 2012 **(Attachment A)**. Citizens supported using Levy funds to provide a higher level of street maintenance and safety improvements for neighborhood streets and arterials, including resurfacing, pothole repair, pedestrian safety improvements, traffic calming projects, school walk routes, sidewalks and crosswalk improvements. The ballot measure also required an annual Levy Accountability Report to the citizens to demonstrate to the community that the levy tax dollars are being spent in a transparent, accountable and effective manner. The first such Accountability Report is attached to this memo as a preliminary draft. Staff is seeking feedback on content and format so that the final report can be issued this summer.

Accountability & 20-year Targets

The Levy Accountability Report (Report) informs the City Council of annual accomplishments and funding status for 2013, the first year of the program, and provides accountability to the voters. The preliminary Report is included as **Attachment B**. It also documents how Levy funding is increasing the output of annual street maintenance and pedestrian safety improvements significantly beyond what was possible before the Levy was passed. This report will be produced annually with actual project results and financial investment compared to the 20-year target accomplishments identified when the Levy was created, helping the City stay on track to accomplish its goals and improvements. A draft format of this report was presented to the Public Works/Parks/Human Services Council Committee on November 18, 2013, and their comments have been incorporated.

Project funding priorities over a 20-year period were established by the levy as follows:

- Street preservation (approximately $2.6 million/year)
- Safe walk routes to school (approximately $150,000/year)
- Pedestrian and bicycle safety (approximately $150,000/year)

Over the next 20 years, Street Levy funding will augment existing transportation funds and allow the City to resurface, restore, or replace approximately 90% of the 100 lane-mile arterial network. Preventive maintenance (i.e. slurry seal) will be applied an average of 1.5 times to each of the 400 lane-miles of local and collectors streets, and road maintenance and pothole repair will be proactively addressed. The City will be using Levy funds to match state and federal grants for safe walk routes to all 12 elementary schools. This funding has also been used to upgrade all of Kirkland's first generation in-pavement-flashing crosswalks to Rapid Flashing Beacons (RFB's) as well as to install ADA-accessible curb ramps on streets being overlaid.

2013 Accomplishments

Streets Levy revenue has already been leveraged and applied to significant improvements in 2013. The following projects were accomplished using significant Levy direct or leveraged funding.

2013 Curb, Ramp, & Concrete Repairs: This is Phase I of the Annual Street Preservation Program for the maintenance and rehabilitation of the City's street network. The Curb Ramp & Concrete Repairs Project included the installation of 70 new curb ramps as required by the Americans with Disabilities Act. The Project also provided for the replacement of broken concrete curb and sidewalk panels immediately adjacent to the five streets that were resurfaced in 2013, as part of the annual Street Overlay Project - Phase II. Completed at a cost of $426,265, this phase included $200,000 of Levy funding.

2013 Street Overlay Program: Phase II of the Annual Street Preservation Program is substantially complete. Total cost of Phase II is $2,348,067, with $1,559,000 of Levy funding. More than 10 lane-miles of arterials were replaced in the Houghton, Moss Bay, Juanita, Kingsgate, and Finn Hill neighborhoods. This allowed the City to nearly double its normally anticipated overlay results because of the addition of Levy funding.

2013 Slurry Seal Project: This is Phase III of the Annual Street Preservation Program. Slurry seal is a versatile and cost effective way to extend the life of the City's residential streets where there is no significant structural damage to the pavement section. As part of the 2013 Slurry Seal Project, 30 lane-miles of residential streets were treated with slurry seal in four neighborhoods (page 5 Levy Report). As a result of this year's slurry seal project, the average PCI of treated streets increased from 81 to 89 effectively extending the pavement life by approximately 7 to 10 years. Total cost of Phase III Slurry Seal was $487,089, with approximately $200,000 coming from Levy funding.

2013 Crosswalk Initiative: Making a significant step forward in pedestrian safety was a priority for the City after the Levy was passed. Therefore, the City Council approved the use of the Safe Routes to School and Pedestrian Safety Levy revenues for both 2013 and 2014 to expedite

construction of Rapid Flashing Beacons at 15 crosswalk locations throughout the City (see page 13 of the Levy Report).

Leveraging the Levy: One of the less obvious benefits of the Levy is the ability to leverage available funding to obtain state and federal grants. In 2013 two examples included a $86,000 Transportation Improvement Board grant to pay for a sidewalk along 112th Avenue NE and a Washington Traffic Safety grant for additional crosswalk flashing beacons to be installed on 84th Ave NE near schools.

Public Outreach

Outreach efforts have included a new website feature that allows residents to "Suggest-A-Project." Residents used this website feature to suggest more than 200 capital improvement project ideas that could improve safety, transportation, and facilities within the City. (See p. 11 of Levy Report for details.)

In addition, the City is piloting in 2014 the Neighborhood Safety Program. The purpose of this initiative is to re-energize neighborhoods and increase neighborhood safety. The program achieves this by working directly with neighborhood associations to identify potential projects and prioritize them.

Focus Group Results

In response to the questions that emerged during the 2013 Slurry Seal program, staff conducted a pair of focus groups in the fall of 2013 **(Attachment C)**. The purpose of these focus groups was to identify the connection between outreach efforts and Kirkland residents' responses to Slurry Seal. Staff identified several new communication strategies, as well as a general, but qualified, satisfaction with Slurry Seal.

The recommendations in the report were based on a systematic analysis of the focus group transcripts, as well as a broad take-away gleaned during the three-evening effort to recruit residents to the focus groups. Through that recruitment effort, staff interacted on an interpersonal level with more than 100 residents.

Attachment A: Levy Prop 1 Information Flyer
Attachment B: 2013 PW Levy Accountability Report
Attachment C: Focus Group Report on Slurry Seal Outreach

PROPOSITION 1: LEVY for CITY STREET MAINTENANCE and PEDESTRIAN SAFETY

Voter Ballot Measure Fact Sheet

November 6, 2012 General Election

LIKE MANY CITIES, Kirkland is challenged with adequately maintaining its streets and pedestrian safety amenities. The challenge comes from the decrease in local, State and Federal transportation revenues, the increase of construction costs, and the continued growth in traffic. On November 6, 2012, Kirkland voters will be asked to consider Proposition 1: Street Maintenance and Pedestrian Safety Levy.

Proposition 1 would raise $3 million annually to fund arterial and neighborhood street re-pavement and repair, fund sidewalks around schools, enhance crosswalks, and allow for traffic safety measures in neighborhoods. The ballot measure proposes an ongoing property tax levy of 20.4 cents per $1,000 of assessed value. The estimated annual cost is $70.58 for a home valued at $346,000 (the median assessed value of a single family home in Kirkland).

CITY OF KIRKLAND PROPOSITION NO. 1

LEVY FOR CITY STREET MAINTENANCE AND PEDESTRIAN SAFETY

The Kirkland City Council adopted Ordinance No. 4364 concerning a proposition for a street improvement levy rate increase. To fund street maintenance and safety improvements for neighborhood streets and arterials, including resurfacing, pothole repair, pedestrian safety improvements, traffic calming projects, school walk routes, sidewalks and crosswalks, the City's regular property tax levy shall be increased permanently by $.204 per $1,000 of assessed value for collection beginning in 2013 and such amount shall be used for the purpose of computing the limitations for subsequent levies provided under RCW ch. 84.55.

SHOULD THIS PROPOSITION BE:

APPROVED? ..... ☐

REJECTED? ..... ☐

Citizens' Opinion of High Priority City Services

In the City's biennial survey, Kirkland's residents consistently rank public safety as the City's most essential service. In 2012, for example, 93 percent of respondents said fire and emergency medical services were important. Eighty-five percent said the same thing about police services. To maintain these critical services in the face of the 2009-2010 biennial budget reductions, Kirkland's leaders reduced budgets in parks maintenance, roads maintenance, and neighborhood traffic safety. The result for roads—a service 82 percent of respondents said was "extremely important/important"—has been a decline in their condition. In the 2012 survey, respondents said the City needed to improve it street maintenance services. And 75 percent of respondents said they would be willing to support a fee or a tax-increase to improve the condition of the City's roads.

STREET MAINTENANCE: Citizen Survey Results 2012

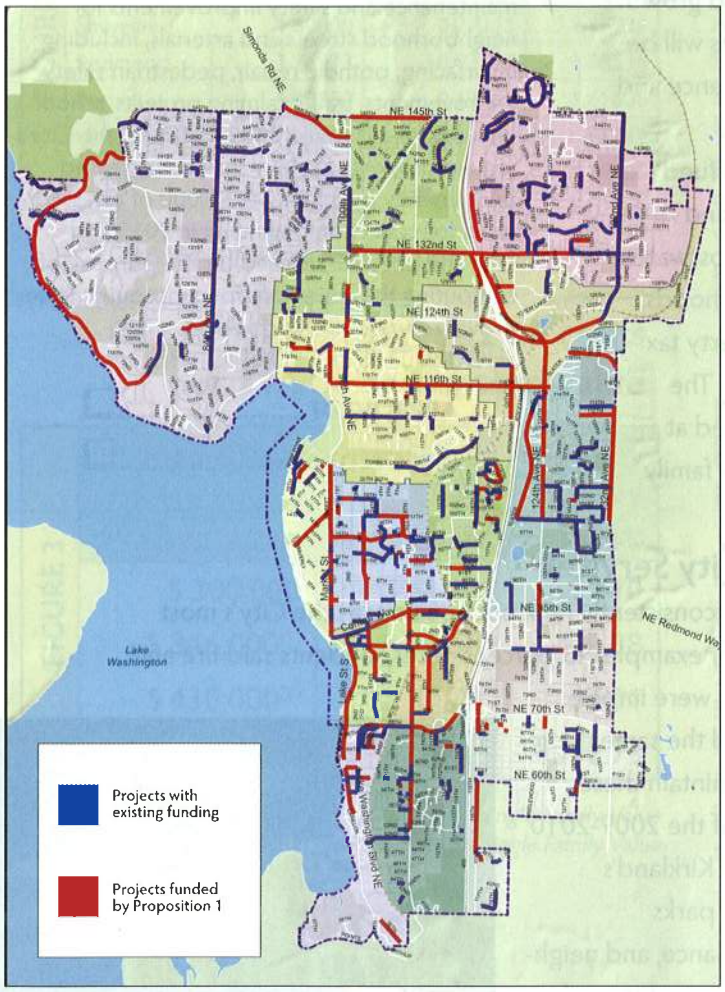
The 2012 "**Citizen Opinions & Priorities**" telephone survey revealed a gap between the importance of maintaining streets compared to citizens' satisfaction with the City maintaining them.

- **Importance:** 82% reflected maintaining streets was extremely important/important
- **Performance:** Street maintenance received the second lowest rating (13th out of 15th services rated)

Kirkland's Street Needs

Kirkland arterials and collector streets are regularly inspected and given a Pavement Condition Index (PCI) rating. Brand new paved roads have a PCI of 100. The PCI lowers over time with normal use. The City's annual street preservation program attempts to maintain all streets at a safe and reliable PCI rating.

Kirkland's overall PCI goal for arterials is 70, but the actual rating is approximately 59. The City invests $2.6 million annually in street preservation; but deferred maintenance (the "backlog") is currently around $39 million. Over the next 20 years, at our current level of funding, the deferred maintenance backlog is estimated to grow to $148 million.



Kirkland's Public Works Department identified the streets highlighted in red as candidates for overlay and reconstruction over the next 20 years. Roads that in need of Slurry Seal, crack seal and other types of surface treatments are not indicated on this map.

Delay is Costly to All Taxpayers

- It costs $1,600 per block to maintain a street with a Pavement Condition Index (PCI) of 80.
- It costs $17,000 per block to resurface a street with a PCI of 50.
- It costs $66,000 per block to rebuild a street whose PCI falls to ten.

Maintaining roads today prevents huge costs in the future.

Kirkland's Pedestrian Safety Needs

Kirkland is well known for its walkability and innovative pedestrian safety initiatives such as pedestrian flags and flashing crosswalks.

The City was the first in the state to adopt a "complete street" ordinance which requires street design to accommodate multiple modes of transportation.

The City's adopted 2009 Active Transportation Plan identifies that nearly 25 percent of Kirkland's roadway network had no sidewalks. It also identifies nearly $120 million of needed sidewalk improvements (2004 inventory), including $2 million for safe routes to schools.

IF APPROVED, PROPOSITION 1 WOULD:

- **Enable nearly every neighborhood street to receive some kind of preservation treatment throughout the next 20 years**
- **Repair potholes and reduce long-term maintenance costs for roads**
- **Reduce the significant backlog of road repairs**
- **Proactively improve the overall safety of Kirkland's road, pedestrian and bicycle network (bike lanes are incorporated with resurfacing of roads)**
- **Add safe walking routes around elementary and middle schools**

PROPOSITION 1: Where Will The Money Go?

Street Maintenance ($2.7 million/year)

- Resurface, restore, or replace approximately 90 (out of the 100) lane-miles of arterial streets
- Conduct preventive maintenance on 650 lane-miles of local and neighborhood streets
- Allow for proactive road maintenance and pothole repair; and thereby reducing costly repairs from road failure and saving taxpayers' money

Examples include resurfacing NE 132nd Street, Totem Lake Boulevard, NE 124th Street, NE 116th Street, and Simonds Road NE.

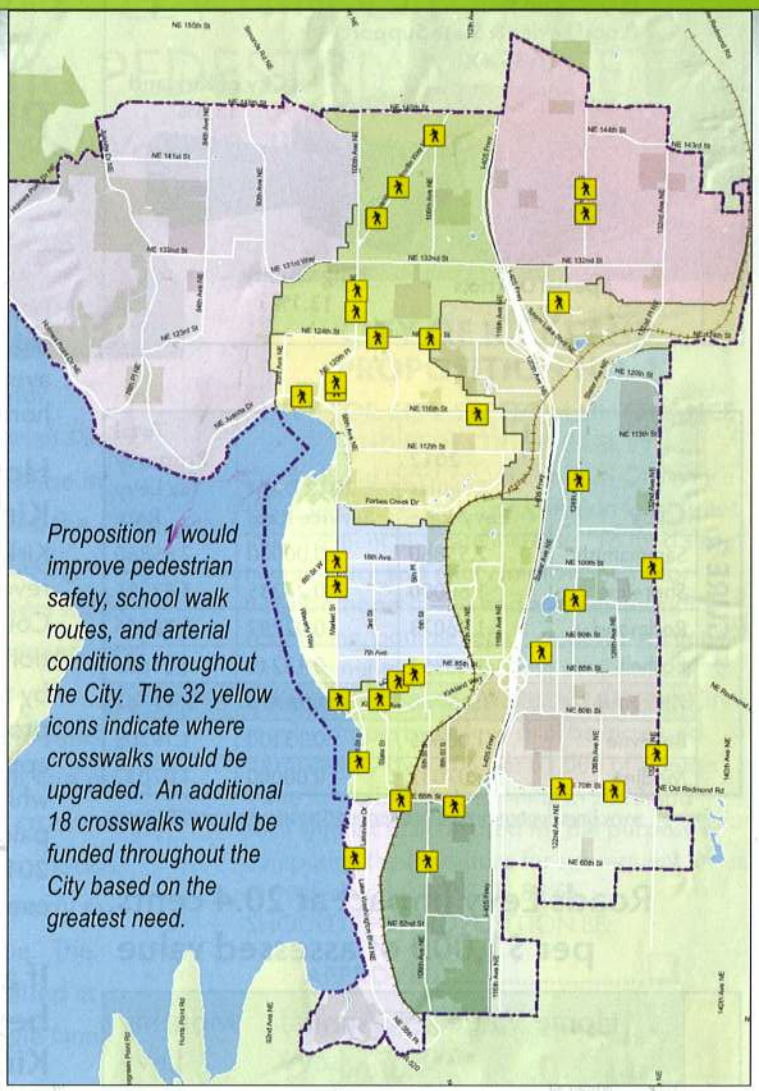
Safe routes to schools ($150,000/year)

- Leverage State and Federal grants to build safe routes near 12 Kirkland elementary and middle schools

Examples include new sidewalks on 84th Avenue NE near Thoreau and Carl Sandburg Elementary Schools, 132nd Avenue NE near Mark Twain Elementary School

Pedestrian safety ($150,000/year)

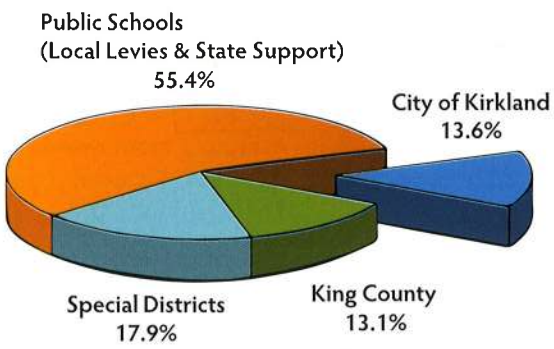
- Upgrade or add up to 50 crosswalks with new highly visible and energy efficient warning lights
- Install approximately 500 new Americans with Disabilities Act wheelchair ramps to meet Federal requirements
- Restripe 230 crosswalks, address neighborhood identified safety improvements, and enhance transit and safety improvements on eight key transit corridors
- Expand the system of pedestrian and bicycle routes that interconnect commercial areas, schools, transit routes, parks, and other destinations
- Install traffic control devices such as speed cushions, and small traffic circles to address safety hazards within Kirkland neighborhoods



Proposition 1 would improve pedestrian safety, school walk routes, and arterial conditions throughout the City. The 32 yellow icons indicate where crosswalks would be upgraded. An additional 18 crosswalks would be funded throughout the City based on the greatest need.

Examples include crosswalk upgrades along Juanita-Woodinville Way, Juanita Drive, 124th Avenue NE, NE 108th Street and NE 68th Street

FIGURE 1



WHERE DO MY PROPERTY TAXES GO?

As shown in the graphic to the left (Figure 1), the City of Kirkland receives about 14% of the total property taxes paid each year. There are 10 taxing districts on a Kirkland property tax bill. The average total property taxes paid on a $346,000 home is $3,647 for all taxing districts.

FIGURE 2

City	2012 Regular Levy Rate	2012 Debt Service Rate	Total Property Tax Levy Rate
Sammamish	2.55860	0.00000	2.55860
Shoreline	1.60000	0.27235	1.87235
Redmond	1.76073	0.02282	1.78355
Bothell	1.48357	0.13249	1.61606
Kirkland	**1.36766**	**0.08976**	**1.45742**
Bellevue	1.06605	0.13100	1.19705
Medina	1.07032	0.00000	1.07032

Source: www.kingcounty.gov/Assessor/Reports/StatisticalReports/2012.aspx

How would Proposition1 affect Kirkland property tax rates?

Kirkland's levy is the total amount of property tax revenue the City can collect in one year. The King County Assessor determines the assessed valuation of your property. The levy rate is determined by taking the total levy and dividing it by the total property value in the City. The rate is then applied to every $1,000 of a property's value, which determines the amount of property taxes paid. The table to the right (Figure 2) shows the 2012 property tax rates in Kirkland and other comparable cities in the area.

Roads Levy Impact at 20.4 cents per $1,000 of assessed value

FIGURE 3

Home Value	Annual Levy Cost:	Monthly Levy Cost:
$ 300,000	$ 61.20	$5.10
$ 346,000(1)	$ 70.58	$5.88
$ 430,000(2)	$ 87.72	$7.31
$ 750,000	$153.00	$12.75

1. *2012 Kirkland Median Single Family Value*
2. *2012 Kirkland Average Single Family Value*

If approved by voters, what would be the cost of Proposition 1 for a Kirkland homeowner?

The ballot measure proposes an ongoing property tax levy of 20.4 cents per $1,000 of assessed value. If approved, it would raise approximately $3 million each year beginning in 2013. The estimated annual cost is $70.58 for a home valued at $346,000 (based upon the median assessed value of a single family home in Kirkland). The impact will vary based on each home's assessed value. See estimated annual cost for a range of home values (Figure 3).

ELECTION DAY IS NOVEMBER 6, 2012

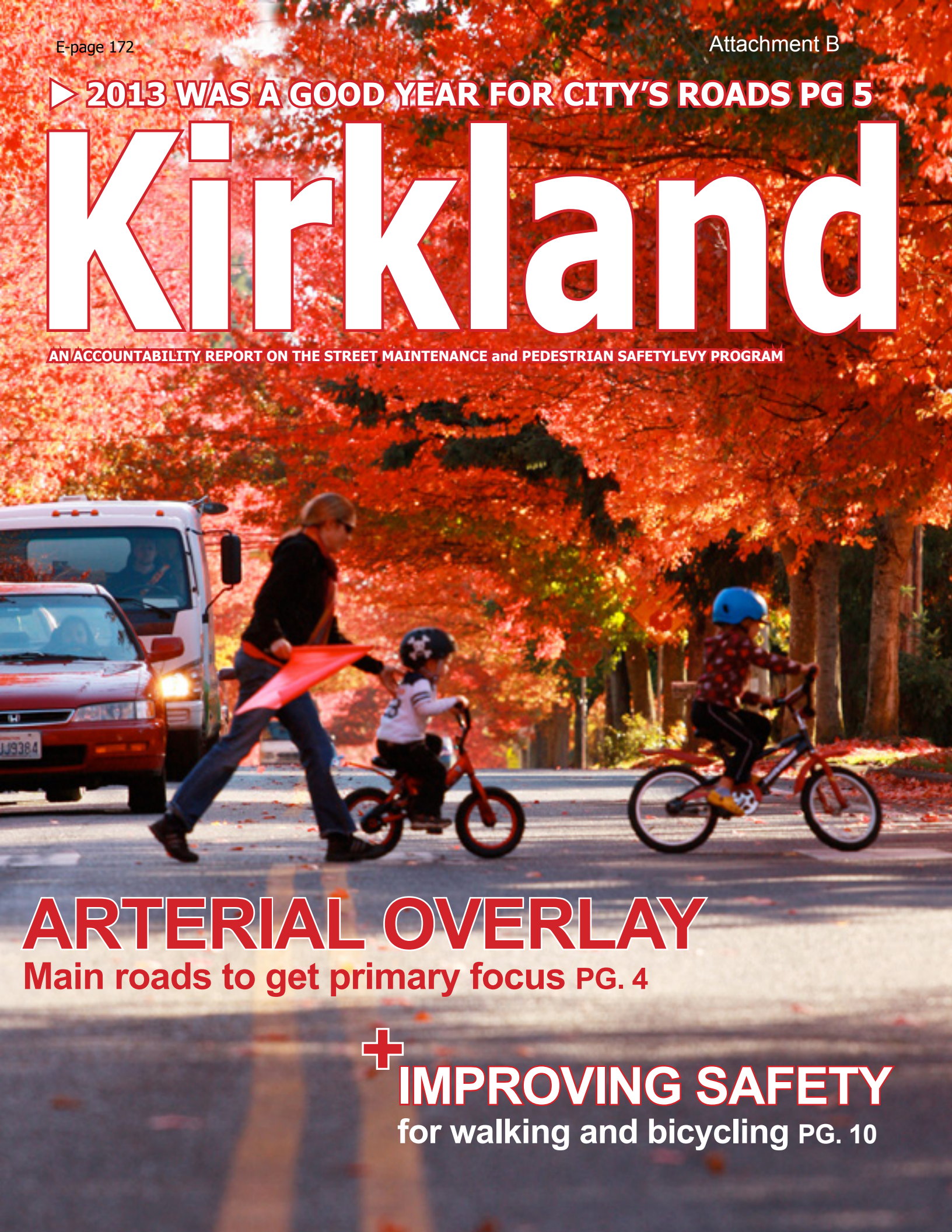
This FACT SHEET was prepared by the City of Kirkland, 123 5th Ave., Kirkland, WA 98033.

For information about Kirkland's Street Maintenance Program, contact
Ray Steiger, Public Works Director, at 425-587-3800 or rsteiger@kirklandwa.gov.

▶ 2013 WAS A GOOD YEAR FOR CITY'S ROADS PG 5

Kirkland

AN ACCOUNTABILITY REPORT ON THE STREET MAINTENANCE and PEDESTRIAN SAFETYLEVY PROGRAM

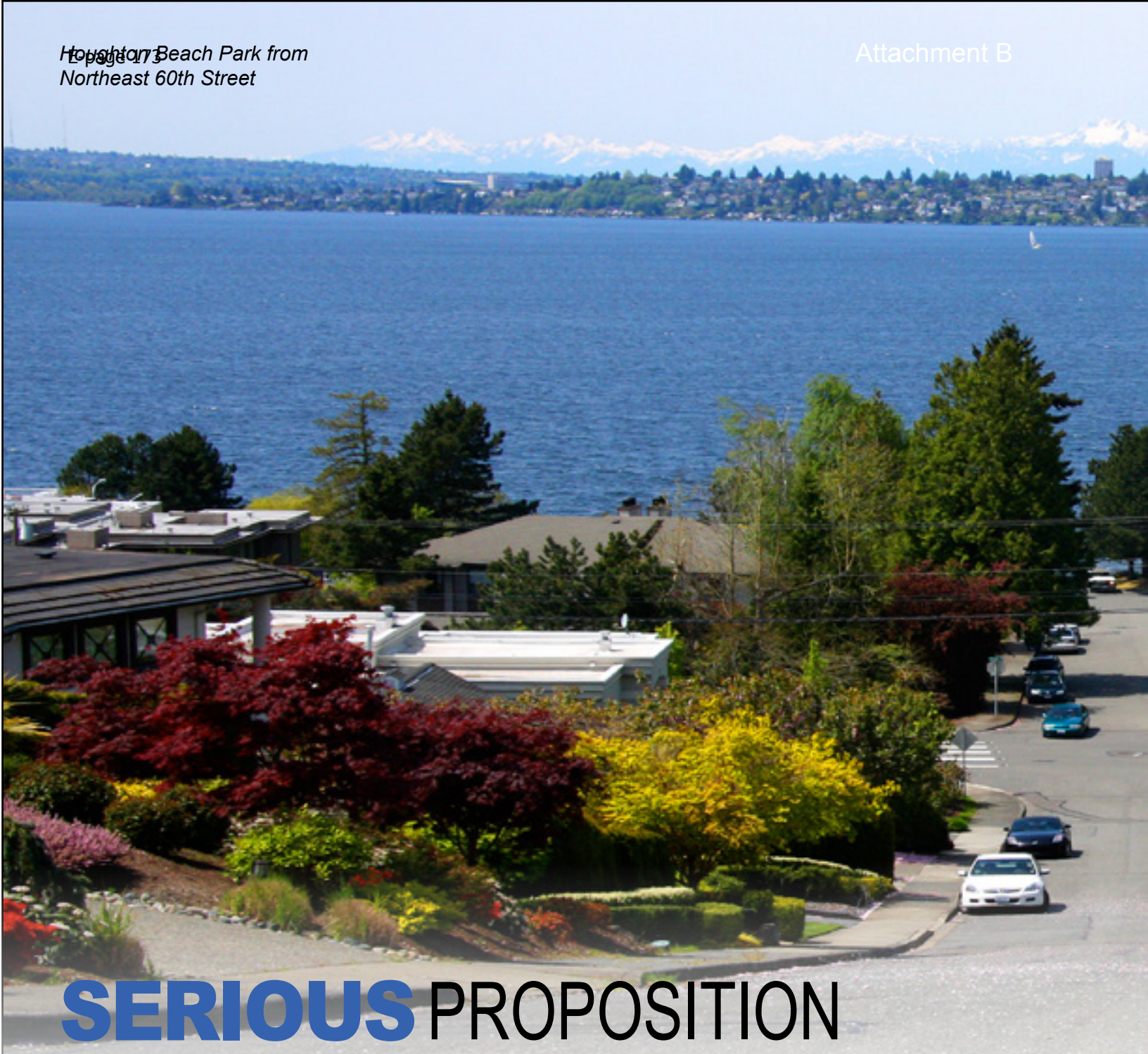


ARTERIAL OVERLAY

Main roads to get primary focus PG. 4

+ IMPROVING SAFETY

for walking and bicycling PG. 10



Houghton Beach Park from Northeast 60th Street

SERIOUS PROPOSITION

Kirkland's residents decided in 2012 to invest in their streets with a $2.9 million annual levy.

Kirkland's roads were approaching a collective tipping point in 2011. To prevent their continuous decline from accelerating beyond a monetary point-of-no-return, Kirkland needed another $38 million. Without that funding, their conditions would plummet, according to City projections, and the costs to restore them would balloon exponentially to $128 million. Meanwhile, Kirkland was growing by 33,000 people and, more specifically, five elementary schools. All of those schools needed safe walking routes. And the local, state and federal funding that helps Kirkland provide those routes—as well as maintain its roads—was becoming more scarce just as the costs to build those sidewalks and maintain

those roads were going up.

To solve this dilemma, while pursuing the City Council's goals of balancing Kirkland's transportation choices and maintaining dependable infrastructure, you—Kirkland's voter—approved the Streets Levy on November 6, 2012. The levy raised $2.9 million in 2013. That amount will grow in the coming years. And as it does, so will our ability to maintain our streets, build sidewalks, illuminate crosswalks and make our neighborhood roads safer.

In this first year of the levy, for example, we leveraged $10,000 in levy funding for more than $90,000 in state grants, which is how we built the sidewalk along Northeast 112th Street that connects A.G. Bell Elementary School to the Cross Kirkland Corridor. We will continue to leverage your levy dollars and to transparently and accountably use those levy dollars to build sidewalks, maintain streets and create safer crosswalks. And to ensure that we do, we will publish a performance report each year. This is the first of such reports. As the program accumulates data, the City will be able to show progress toward its street condition goals. ◀

IN 20 YEARS ...

In 20 years, Kirkland will have treated every neighborhood street and overlaid every arterial.

Kirkland's residents approved an ambitious goal when they passed the levy: Treat nearly every neighborhood road and repair potholes and reduce long-term maintenance costs for roads. This map shows the extent of that goal.

- Streets to be overlaid within 20 years
- Streets to be Slurry Sealed within 20 years
- Cross Kirkland Corridor
- Schools
- Parks
- Interstate 405

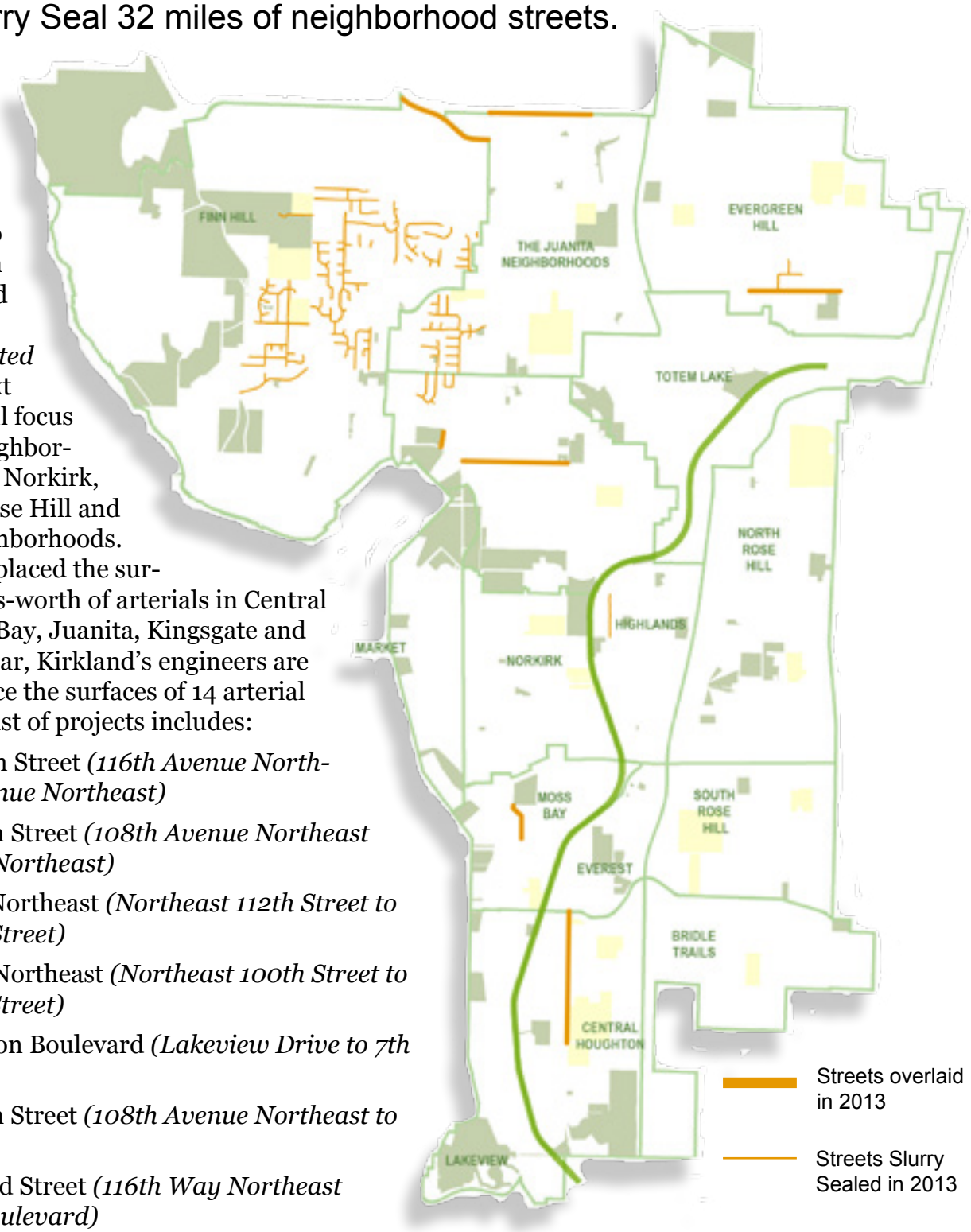
JUST THE **BEGINNING**

The levy enabled Kirkland to overlay 10.6 miles of arterials; Slurry Seal 32 miles of neighborhood streets.

Kirkland added seven years of life to 32 neighborhood road miles in 2013, thanks to the levy. The Finn Hill neighborhood received much of that focus (*indicated on this map*). Next year, Kirkland will focus on preserving neighborhood roads in the Norkirk, Market, South Rose Hill and Bridle Trails neighborhoods.

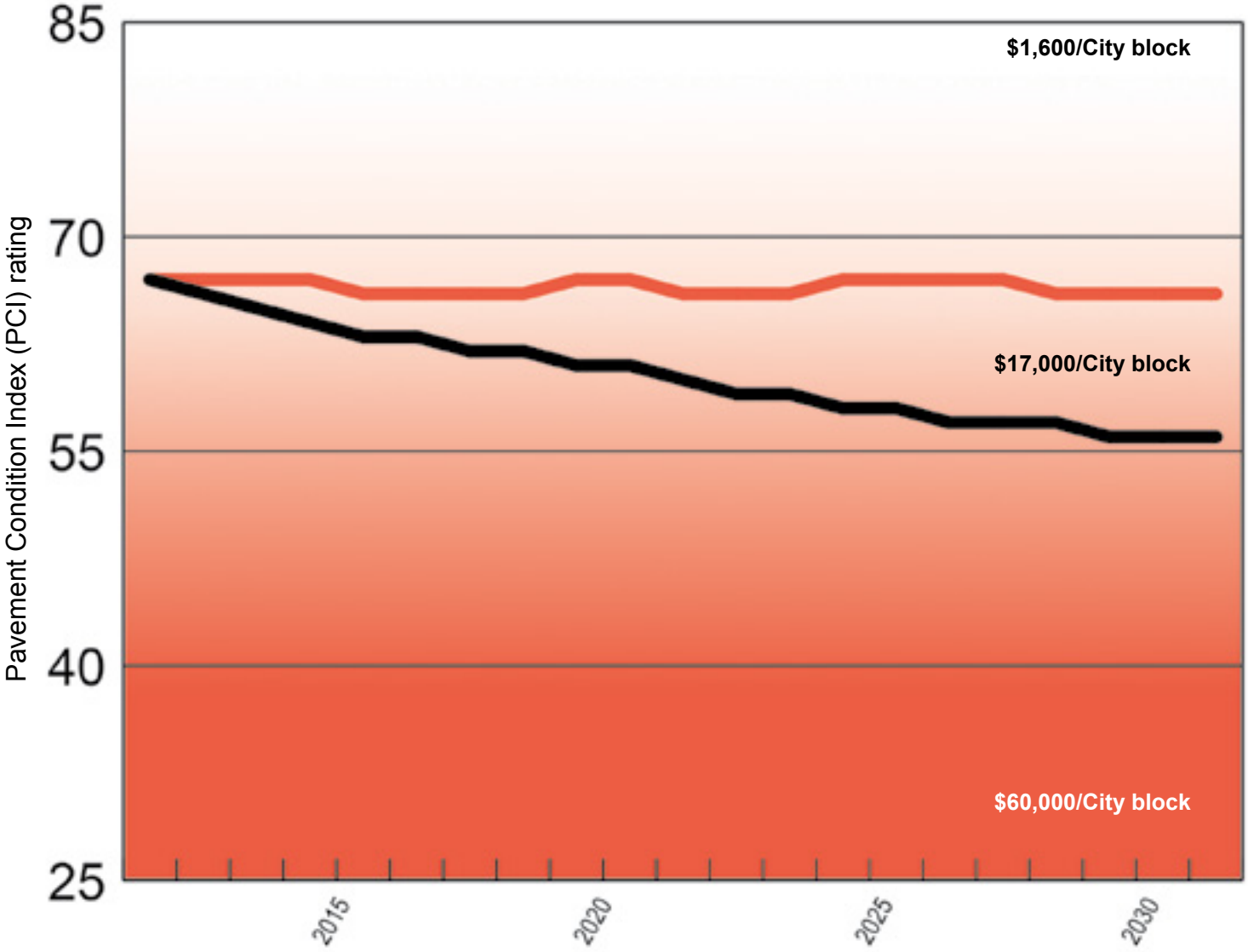
The levy also replaced the surfaces of 10.6 miles-worth of arterials in Central Houghton, Moss Bay, Juanita, Kingsgate and Finn Hill. Next year, Kirkland's engineers are planning to replace the surfaces of 14 arterial lane miles. That list of projects includes:

- Northeast 124th Street *(116th Avenue Northeast to 124th Avenue Northeast)*
- Northeast 116th Street *(108th Avenue Northeast to 120th Avenue Northeast)*
- 120th Avenue Northeast *(Northeast 112th Street to Northeast 118th Street)*
- 132nd Avenue Northeast *(Northeast 100th Street to Northeast 113th Street)*
- Lake Washington Boulevard *(Lakeview Drive to 7th Avenue)*
- Northeast 112th Street *(108th Avenue Northeast to 120th)*
- Northeast 132nd Street *(116th Way Northeast to Totem Lake Boulevard)*



COST EFFECTIVE

As street conditions decline, the costs to maintain them can skyrocket. The levy helps prevent that from happening.



Damage: Minor surface;
Treatment/Cost: Slurry Seal/$1,600/City block

Damage: Linear cracks, valleys
Treatment/Cost: Overlay/$17,000/City block

Damage: Alligator cracks
Treatment/Cost: Reconstruction/$65,000/City block

Projected rating of streets on the Pavement Condition Index with levy funding

Projected rating of streets on the Pavement Condition Index without levy funding

Based on average cost of contractors' 2011 bids for repairing a 300-foot-long by 30-foot-wide City of Kirkland block.

George Minassian, Kirkland's street preservation engineer, uses 8th Avenue West as an example of a neighborhood road that cannot be maintained with Slurry Seal. To repair 8th Avenue West, the City would have to reconstruct it, which costs more than $60,000 per block. Kirkland has instead focused on patching the street and devoting street preservation funds to keep most of the City's neighborhood streets in good conditions.

WE DON'T DO WORST FIRST

Kirkland's strategy is to keep most roads in reparable conditions, rather than have a few in perfect condition.

The strategy focuses resources on most of Kirkland's neighborhood roads—those roads that are still in good condition, but in need of some treatment. The reason: For the costs of reconstructing a single City block, Kirkland can overlay four City blocks or Slurry Seal 41. The result is a network of functioning streets that are relatively inexpensive to maintain. A "worst-first" strategy would result in the opposite: A few functioning streets and a network of roads that are failing and too expensive to repair.

To squeeze more life out of Kirkland's failing roads, the City crews patch potholes and alligator cracks.

The exception in 2013 was 97th Avenue Northeast from Juanita Drive to 119th Way. Potholes and alligator cracks had destroyed 341 feet of that road beyond a street overlay's capacity to repair it. The section—less than a City block—required total reconstruction. The cost, more than $65,000, illustrate why it was Kirkland's first curb-to-curb road reconstruction in nearly a decade. ◀

MOVING PEOPLE

More than a decade ago, Kirkland's leaders began thinking about transportation in a different way: Moving people, not just moving cars. Since then, they've been designing a city that can do just that. By 2012, Kirkland had completed 50 percent of its bicycle network and had transformed nearly 59 percent of its main roads into complete streets that offer sidewalks to pedestrians and bike lanes to cyclists.

Hanna Ochoa's Oct. 8 journey across Northeast 116th Street to Alexander Graham Bell Elementary School is aided by the levy-funded Rapid Flashing Beacons installed a few days ealier.

GETTING **SAFER**

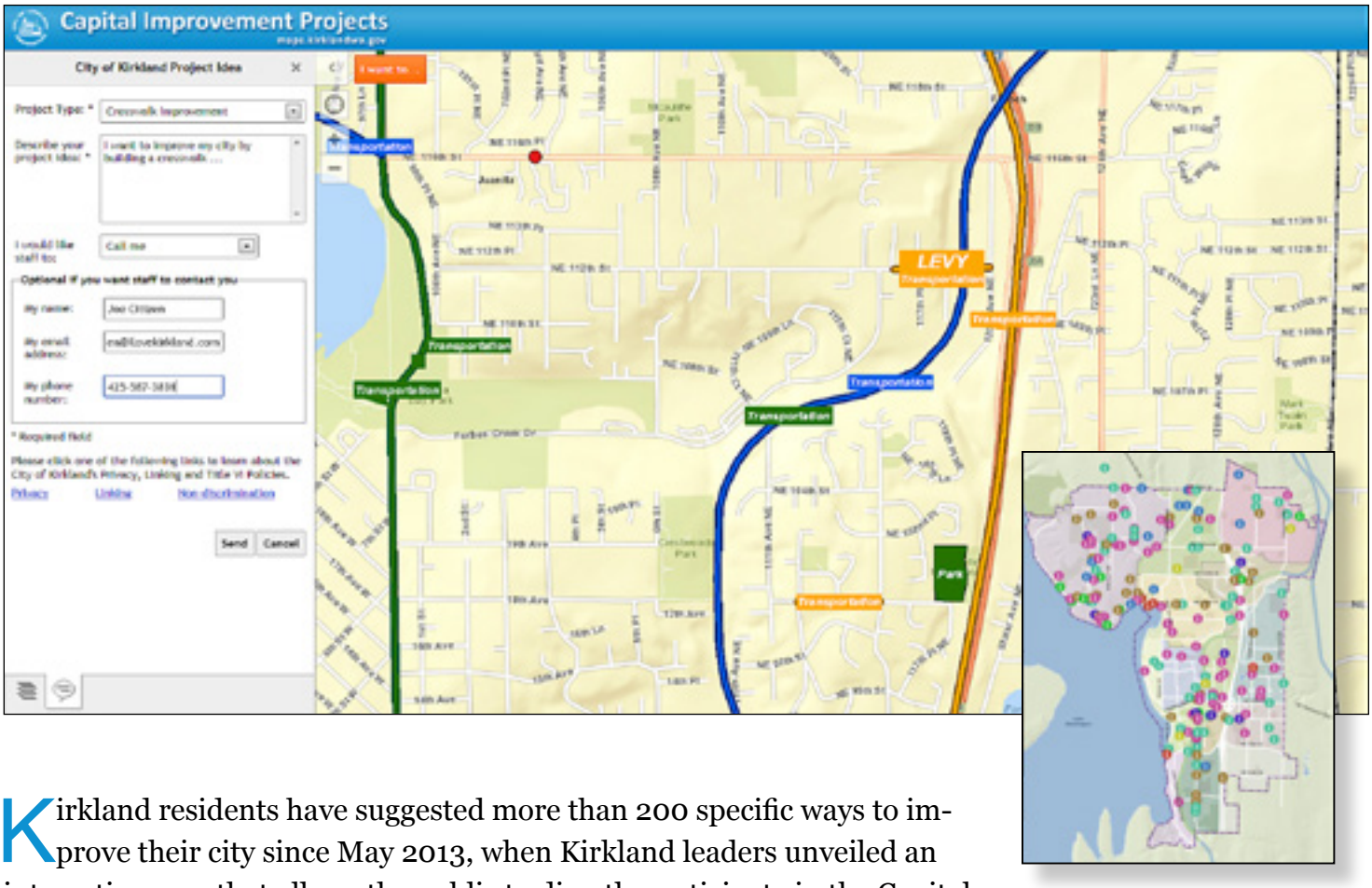
Levy leverages state and federal grants to complete school walk routes and to make the City safer for foot and bike travel.

Kirkland residents now have 15 more rapid flashing beacons in seven different neighborhoods than they did at the beginning of the year, thanks to the levy and an expedited project schedule. The City actually built in 2013 all of the levy-funded pedestrian improvements planned through 2014.

The City also used the levy to leverage state and federal grants for safety features, such as sidewalks and flashing beacons. This includes a $92,000 Transportation Improvement Board grant that paid for a sidewalk along 112th Avenue Northeast and a Washington Traffic Safety grant that is paid for all but $10,000 of the costs to install flashing beacons on 84th Avenue Northeast, near Finn Hill Junior High, Carl Sandberg and Thoreau elementary schools. ◀

SUGGEST-A-PROJECT

New website feature allows residents to add their ideas to the map.



Kirkland residents have suggested more than 200 specific ways to improve their city since May 2013, when Kirkland leaders unveiled an interactive map that allows the public to directly participate in the Capital Improvement process.

Residents suggested specific ways to improve safety for bicycling, for neighborhoods, parks and driving. Walking was, by far, the most frequently suggested topic, accounting for nearly 60 percent of all the suggestions.

Once suggested, these ideas become candidates for inclusion in the 2015 - 2020 Capital Improvement Program, which the City Council adopted December 2014.

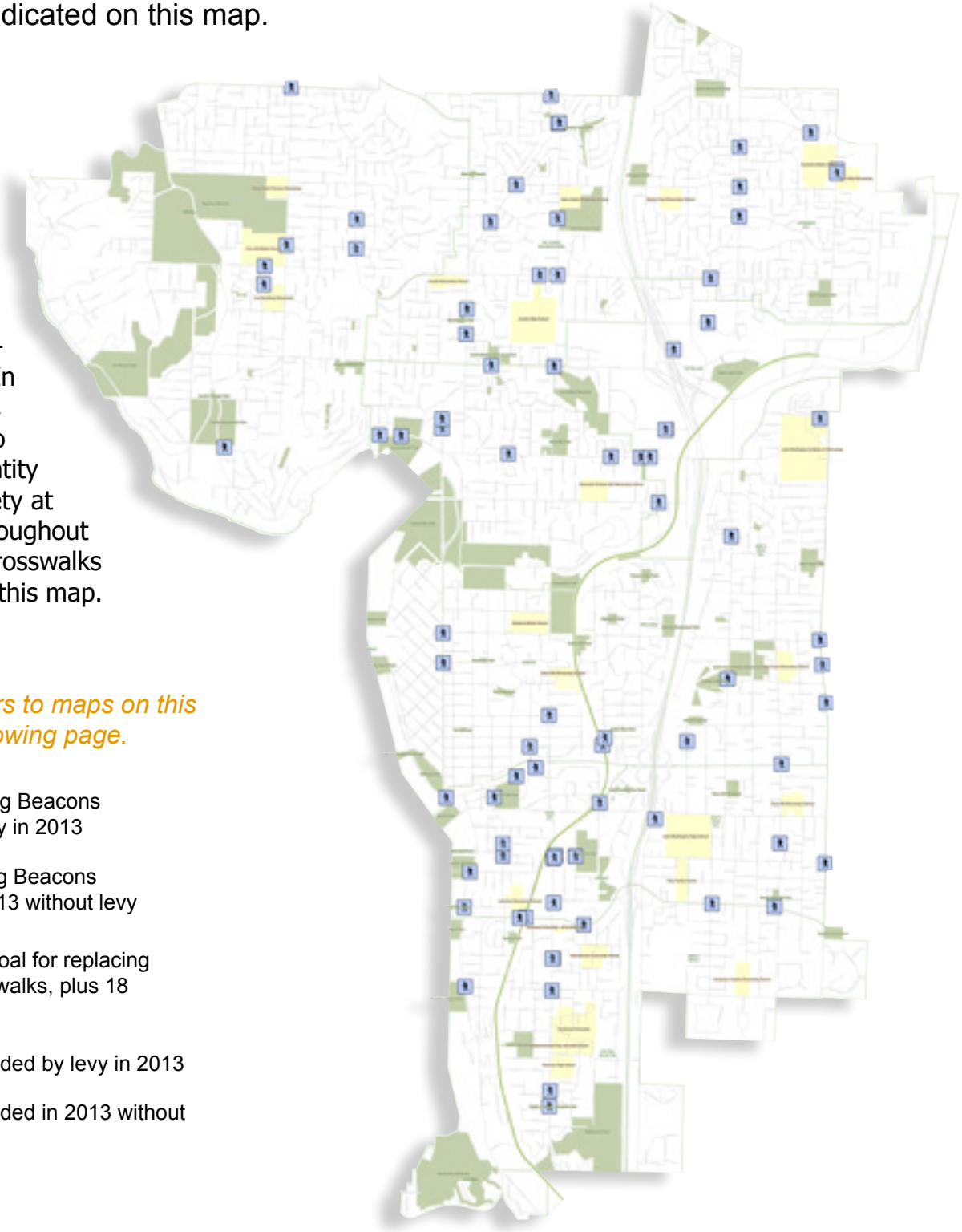
The Capital Improvement Program is Kirkland's plan for improvements and maintenance of its transportation systems, including streets, sidewalks, and intersections. The City Council reviews, updates and adopts the Capital Improvement Program every two years.

To put your ideas on the map, visit:
http://www.kirklandwa.gov/depart/Public_Works/Capital_Improvements.htm

IN 20 YEARS ...

The levy will allow the City of Kirkland to replace damaged or ineffective devices with Rapid Flashing Beacons at 32 crosswalks throughout the City and add 18 more. Those locations are indicated on this map.

With its Complete Streets Ordinance, Safe School Walk Routes, and crosswalk flag program, Kirkland has asserted its identity as a walkable community. In the 2012 election, its voters chose to enhance that identity by increasing safety at 50 crosswalks throughout Kirkland. Those crosswalks are illustrated on this map.



**This legend refers to maps on this page and the following page.*

- Rapid Flashing Beacons funded by levy in 2013
- Rapid Flashing Beacons installed in 2013 without levy funds
- 20-year levy goal for replacing flashing crosswalks, plus 18 locations TBD
- Sidewalks funded by levy in 2013
- Sidewalks funded in 2013 without levy funds

FLASHING BEACONS

Kirkland used 2013 and 2014 levy funding in 2013 to expedite construction of Rapid Flashing Beacons at 15 crosswalks throughout the City.

Pedestrian safety increased dramatically at 15 Kirkland crosswalks within 15 months of the levy's passage.

- Market Street & 15th Avenue
- Northeast 116th Street at 110th Avenue Northeast & at 113th Avenue Northeast
- Northeast 68th Street at 111th Avenue Northeast
- 124th Avenue Northeast at Northeast 137th Street & Northeast 140th Street
- Juanita-Woodinville Way at Northeast 140th Street, Northeast 143rd Place, Northeast 136th Place
- 108th Avenue Northeast at Northeast 60th Street
- 132nd Avenue Northeast at Northeast 100th Street
- 124th Avenue Northeast at Northeast 108th Street
- Northeast Juanita Drive at Juanita Beach Park
- Lake Street South Boulevard at 7th Avenue South

The City's Capital Improvement Program installed flashing beacons at three other crosswalks this year.

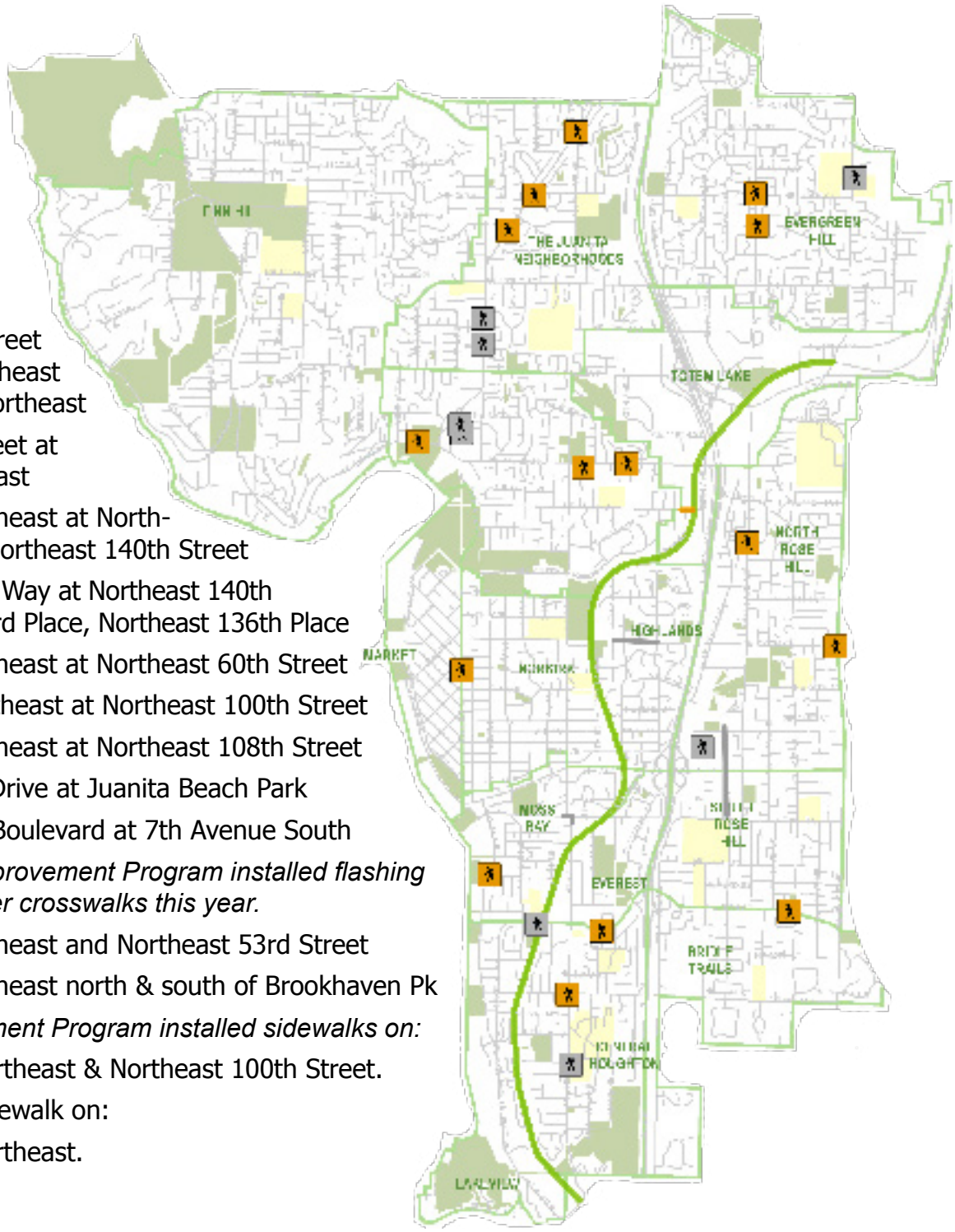
- 108th Avenue Northeast and Northeast 53rd Street
- 100th Avenue Northeast north & south of Brookhaven Pk

The Capital Improvement Program installed sidewalks on:

- 124th Avenue Northeast & Northeast 100th Street.

The levy funded a sidewalk on:

- 112th Avenue Northeast.

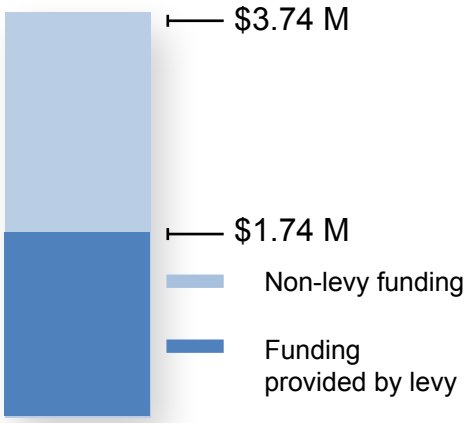


TRACKING PROGRESS

The passage of Proposition 1 made possible a variety of specific goals, such as resurfacing all of Kirkland's most traveled roads and enhancing crosswalks with warning lights. The following table outlines each of these goals and tracks Kirkland's progress toward them.

2013 INVESTMENT

(Funding sources for street preservation)

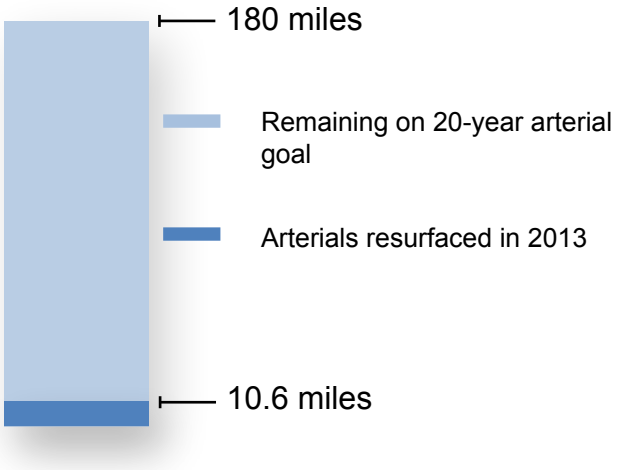


STREET PRESERVATION	AVERAGE PRE-LEVY
Investment (in dollars)	$1.75 million
Arterials (in lane miles)	6.2
Neighborhood/collector (in lane miles)	13.7
Arterial/collector score on the pavement condition index	57
Crosswalk striping (in crosswalks)	19.5
Americans with Disabilities Act (in curb ramps)	30
PEDESTRIAN SAFETY	
Investment (in dollars)	No dedicated funding
Rapid Flashing Beacons (in systems at crosswalks)	0 - 1

**The 20-year target for neighborhood/collector lane miles preserved is a combined goal for the levy-based pro*

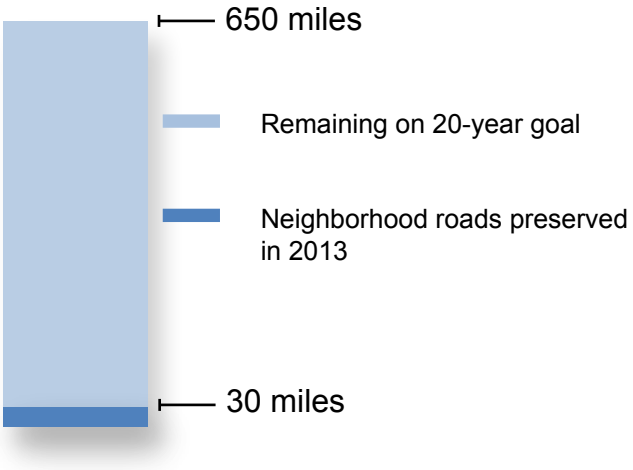
ARTERIAL PRESERVATION

(Progress toward the levy/non-levy)



NEIGHBORHOOD STREET PRESERVATION

(Progress toward the combined levy/non-levy)



2013 INVESTMENT			LEVY PROGRESS	
LEVY	NON-LEVY	TOTAL	20-YEAR TARGET	PROGRESS TO DATE
$1.74 million	$2 million	$3.74 million	$54 million	$1.74 million
5.1	5.5	10.6	90	10.6
11	19	30	650*	30
—	—	62.4	70	62.4
13	18	31	230	31
29	41	70	500	70
$240,000	$716,000	$1.2 million	$6 million	$470,000
6	2	8	50	8

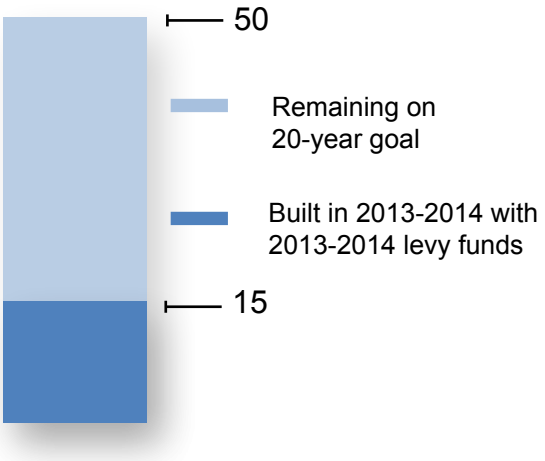
ogram, as well as the non-levy-based program.

SAFE WALK ROUTES TO SCHOOL	2013 INVESTMENT			PROGRESS
	LEVY	NON-LEVY	TOTAL	2013 TO PRESENT
Investment (in dollars)	$214,500	$363,000	$577,500	$577,500
Rapid Flashing Beacons on walk routes to school (in systems)	4	2	6	6
Sidewalks on walk routes to school (in linear feet)	0	640	640	640

IMMEDIATE RESULTS

By Dec 31, 2013, the City of Kirkland had installed Rapid Flashing Beacons at eight crosswalks throughout the City and was within weeks of installing them at 11 more. The numbers reported in these tables show Kirkland's 2013 investment into pedestrian safety and the projects completed as a result of that investment.

FUNDED BY THE LEVY
(Rapid Flashing Beacons in 2013)



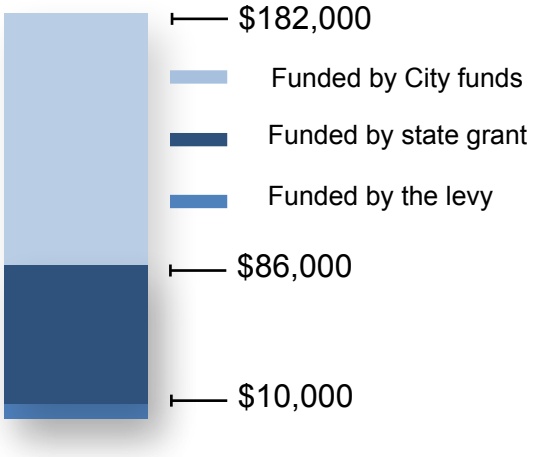
NEIGHBORHOOD TRAFFIC & PEDESTRIAN SAFETY MEASURES	2013 INVESTMENT			PROGRESS
	LEVY	NON-LEVY	TOTAL	2013 TO PRESENT
Investment (in dollars)	$255,000	$1.5 M	$1.755 M	$1.755 M
Rapid Flashing Beacons not on walk routes to school (in linear feet)	2	0	2	2
Sidewalks that are not on walk routes to school (in linear feet)	0	2,826	3,266	3,266

LEVERAGING THE LEVY

The levy empowers Kirkland to compete more strategically for state and federal grants that will maximize taxpayers' investment into safe school walk routes and walkability. ◀

112TH STREET SIDEWALK

(Funding sources)

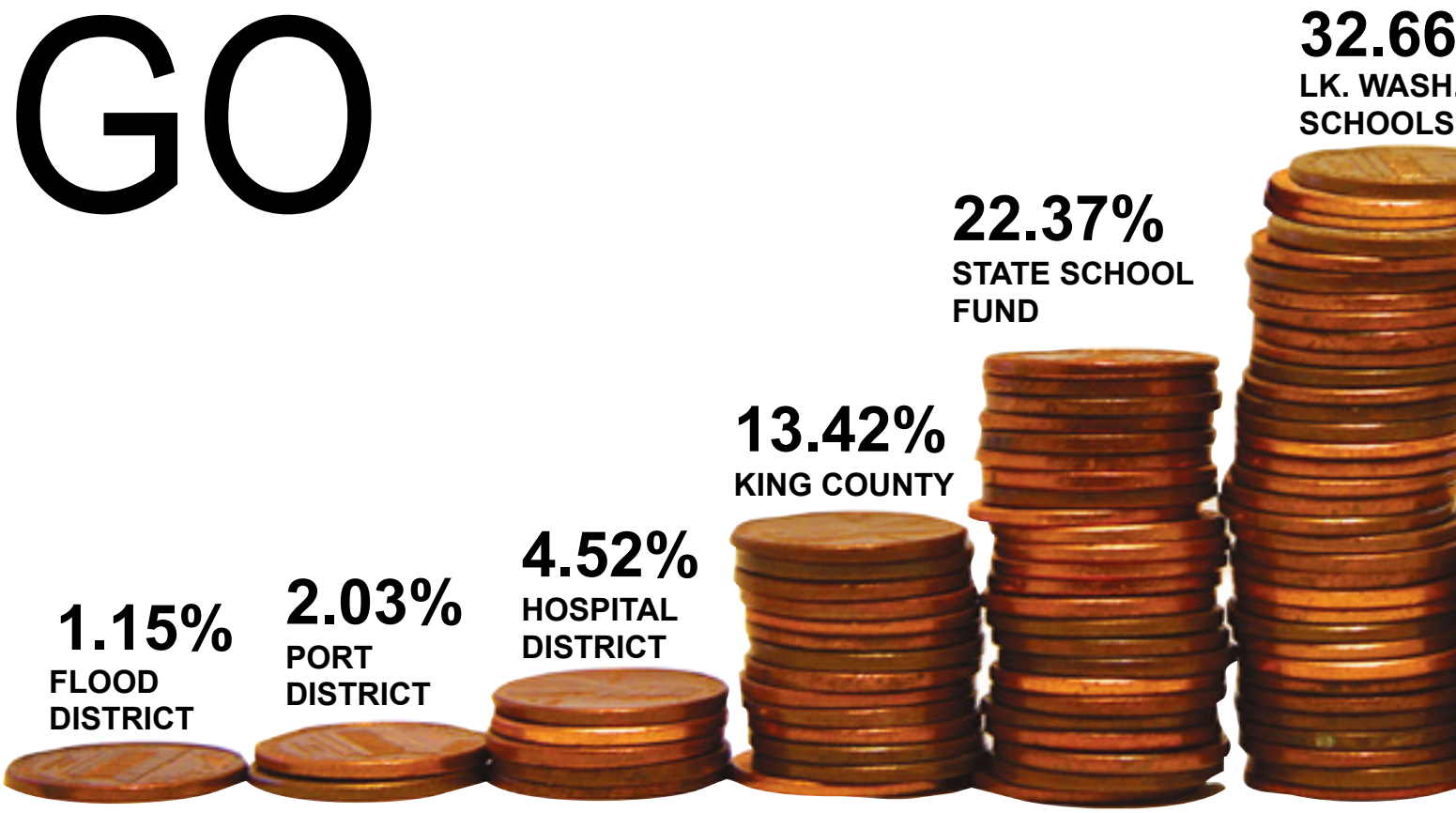


The City of Kirkland used $10,000 in levy funding to earn $86,000 in grant funding from the Transportation Improvement Board to build more than 600 feet of sidewalk along Northeast 112th Street.

In terms of sidewalk construction, $150,000 can buy you about 500 linear feet. Not a whole lot. When leveraged for state and federal grants, however, that same $150,000 can buy stretches of sidewalk that can connect students to their schools, residents to their jobs and businesses to the customers they serve.

Kirkland's leaders demonstrated the capacity of the levy's leveraging power in 2013, when they used $10,000 of the levy's pedestrian safety funds to compete for a $86,000-Transportation Improvement Board grant. The purpose: connect Alexander Graham Bell Elementary School to the Cross Kirkland Corridor. Kirkland earned the grant, which paid for more than a third of the $278,000-project. ◀

WHERE PROPERTY TAXES GO



The Street levy accounts for less than 2 percent of Kirkland residents' property taxes. And yet it pays for more than half of the City's street preservation efforts. Property tax is the largest of Kirkland's nine primary sources of revenue. It accounts for 19.5% of the General Fund. State law limits Kirkland to an annual increase of its regular property tax levy by the implicit price deflator or by 1%, whichever is less. State law also allows for new construction. Voters can give Kirkland authority to exceed this limitation, which they did November 6, 2012, when they passed the Streets and Parks levies. ◀

KIRKLAND CITY COUNCIL

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Pam Bissionnette, Interim Director 587-3802

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Attachment C

THE WHY/HOW-GAP

City of Kirkland

To increase residents' appreciation for capital projects—and the decision-making of City leaders that leads to those projects—project engineers and outreach staff need to explain the project's purpose and how the capital project will manifest its purpose.

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Executive Summary

Murder investigations, existential crises and conspiracy theories all begin with one unsatisfied human need: the need to understand why. That goes for the public's understanding of capital improvement projects, as well. This is the prevailing concept, which emerged from a pair of focus groups conducted by City of Kirkland staff in November 2013. All but two of these participants misunderstood Slurry Seal's purpose.

"At the time," said Bridle Trails resident Kathy Hunt, "I don't think I knew. And other neighbors expressed that too—that the city hadn't expressed why [Slurry Seal] was to be done. The communication was good about what was going to happen, but not really why it was going to happen."

This resulted in a series of inaccurate assumptions about how the City of Kirkland chose their respective streets for Slurry Seal treatment. It also affected residents' perspective on its cost-effectiveness. One member speculated that the City of Kirkland Slurry Sealed his street because "the mayor lives on it." Another assumed the developer wanted it.

Despite these misconceptions and a prevailing perspective that Slurry Seal roughened their roads, all participants appreciated the City's efforts to treat their roads and generally approved of Slurry Seal's finished product.

Participants' appreciation increased dramatically when the moderator explained Slurry Seal's purpose to them and how it achieved that purpose.

"[Understanding the purpose of Slurry Seal] would have increased the value to us," said Bill Gerrad. "It looks really great. So appearance isn't the problem."

"One of my first impressions was that this was a stop-gap," said Bridle Trails resident Patty Allen. "That it was gonna be this one time until we need to replace it. One thing that wasn't clear or in the brochure was you can do this seven or eight times. That's huge to know that."

The purpose of these focus groups was to build an empirically-based foundation for Slurry Seal-related outreach and construction-related outreach, in general. The focus groups were comprised of 17 Kirkland residents, who live along streets the City had treated with Slurry Seal within the previous two years. Seventeen residents participated in the groups; five in the first group and 12 in the second group.

Further analysis of the focus group discussions revealed a recipe for effective construction-related outreach that includes the following ingredients:

- A large, readable map
- City of Kirkland credentials
- Door-hangers
- A message driven by one theme

Background

The City of Kirkland strayed from its typically ambitious and comprehensive Slurry Seal outreach program in 2013, due to a construction schedule that—due to weather and other circumstances—arrived late. This constrained schedule gave outreach less than two-weeks to notify residents that the City would be closing their streets (for a day) to apply a substance to it that would roughen their surfaces and line it with a layer of sediment and grit.

The response was public frustration. To identify the causes of the public's frustration, and to create a theoretical foundation for all construction-related outreach, the City of Kirkland conducted a pair of focus groups Nov. 13, 2013. Kirkland staff moderated the hour-long discussions at 6:30 p.m. and 8 p.m. at the Peter Kirk Community Center.

This report summarizes the results of the focus groups and culminates in a list of six basic recommendations for future outreach.

The specific objectives of this focus group research was to understand seven principles:

1.) How the public's perceptions of Slurry Seal's costs and benefits compare to their perceptions of the short- and long-term results from it.
2.) How time affects attitudes toward Slurry Seal.
3.) How much citizens know about streets, maintenance and treatments.
4.) What roles neighborhood streets play in citizens' lives.
5.) How past outreach efforts affected/influenced citizens' perceptions of Slurry Seal.
6.) Where citizens learned about Slurry Seal (website, mailers, video, neighborhood associations, etc).
7.) How the timing of outreach affect attitudes toward Slurry Seal.

Who participated?

Participant demographics

Kirkland staff recruited 17 focus group participants from a pool of residents who lived along streets that had received Slurry Seal in the previous year or two years. These participants derived from Finn Hill, North Rose Hill, Kingsgate and Bridle Trails neighborhoods. Nine were women. Eight were men. Ten of them were Bridle Trails residents. Four were from North Rose Hill. Two were from Finn Hill and one was from Kingsgate. Their ages ranged from 40 to 80.

The 6:30 p.m. group

The 6:30 p.m. group consisted of three Bridle Trails residents and one Finn Hill resident and North Rose Hill resident. Three of them were women. Two were men.

The 8 p.m. group

The 8 p.m. group consisted of 12 members. Seven derived from Bridle Trails. Three were North Rose Hill residents. One was a Kingsgate resident. One was from Finn Hill. Six were women. Six were men.

The recruitment

To recruit the focus group members, staff visited more than 100 homes between the hours of 5:30 p.m. and 8:30 p.m. on Oct. 23, Oct. 25 and Oct. 28, 2013 throughout Bridle Trails, North Rose Hill, Finn Hill and Kingsgate. Those interpersonal interactions produced a trove of mental data that proved consistent with the findings from the focus group analysis.

What we asked

Background

Two weeks before the focus groups commenced, staff mailed to the 6:30 p.m. focus group members the postcard outreach used prior to Slurry Seal construction in 2013. *(See attachment D).* In the confirmation letters, staff sent a week before the focus groups commenced, staff asked focus group participants to avoid researching Slurry Seal prior to the meetings.

At the focus group meetings, staff briefly described the uneasiness many residents felt in the summer of 2013 during Slurry Seal construction. Staff also described the need for outreach staff to better understand how outreach efforts affect citizen attitudes toward the city and the relevant capital project.

Questions

Following this explanation, the staff moderator asked focus group members 11 basic questions. The moderator allowed the participants to discuss among themselves, but probed frequently to extract deeper and clearer meanings. The 11 questions are listed below:

1.) Can you describe how you and your families regularly use your neighborhood street? *(Engagement question, objective)*
2.) What was your impression of Slurry Seal before the City of Kirkland applied it to your street? *(Exploration question, subjective)*
3.) Why did the City of Kirkland Slurry Seal your street? *(Exploration question, objective)*
4.) Does this reasoning make sense to you? *(Exploration question, subjective)*
5.) How effective was the outreach material you received this past week? *(Exploration question, objective)*

6.) How much information about your neighborhood do you get from your neighborhood association? *(Exploration question, objective)*
7.) What do you remember from the communication you received? *(Exploration question, objective)*
8.) Think back to when your street was treated: How well did the information prepare you for the process of Slurry Seal? *(Exploration question, subjective)*
9.) How did the timing of communication materials affect your ability to prepare for the Slurry Seal treatment? *(Exploration, subjective)*
10.) How have your perceptions of Slurry Seal changed since it was first applied to your street? *Follow-up:* To what do you attribute the change in perception? *(Exit question, subjective)*
11.) Now I want you to think about Kirkland-related communications, in general: Can you describe any examples of Kirkland-related communications that caught your attention? What do you think made the communication effective? *(Exploration question, objective)*

Analysis

Staff transcribed the forthcoming dialogue into a 28-page Word document. Staff then encoded the responses with codes, such as "Purpose," "Message," "Media," "Performance." These were then transferred into an Excel table, which allowed staff to analyze the data.

Key Findings

You just blew my mind

Residents who understand the purpose of a capital improvement project value actual improvement and trust the decision-making of the organization more.

"It's a very proactive piece," said focus group member Patty Allen when she learned the purpose of slurry seal. "It makes you feel good about the City, as opposed to wasting money on a good street. You could do bullet points: 'Slurry Seal can be redone seven times. It saves the county or saves the city over 30 years X dollars. We like to preserve streets that are in decent condition.' That's a new one to me. I don't know why and I have read the materials."

"[Understanding the purpose of Slurry Seal] would have increased the value to us," said Bill Gerrad. "It looks really great. So appearance isn't the problem."

"One neighbor mentioned that the smell made her sick," said Kathi Hunt. "She had to leave the neighborhood for two days. She related back to me that she wanted to know what benefit it was so that she could feel, 'okay, this is worth it.' "

It just makes you wonder

Ignorance of the project's purpose tends to create a knowledge-vacuum, which residents fill using the understanding and knowledge they do have. When asked why the City of Kirkland applied slurry seal to their streets, residents replied with their own interpretations:

"Because the mayor lives on that street," said Frank Spina, a Seattle Pacific University Professor.

"I thought the developers wanted it for some reason," said Kathy Hunt.

"They had extra money in the budget," said Diane Ginthner, a real estate agent.

An exchange between two residents of the Bridle Trails Loop neighborhood demonstrates the cognitive trails down which ignorance can lead residents:

"My thought was 'we don't need this,' " said Sheilagh Conklin. "Our streets look fine to me. My first thought was 'how did we get prioritized?' First of all, we were new to the City. We just got scooped up two years ago."

"That's why we got it," explained Mark Corley, a former market researcher.

"I didn't know what put us on the list for needing this," Conklin continued. "I didn't know how expensive it was. We didn't have potholes, I don't know. It seemed fine to me. So I thought, 'well, okay. It's fine.' But I didn't think we needed it."

Kirkland's past outreach was responsive and comprehensive

Most residents said the comprehensiveness and responsiveness of Kirkland's past outreach impressed them. In fact, content analysis of past slurry seal-related outreach reveals a high regard for answering the question 'why?' Past outreach prominently featured answers to the question 'why?'

"At least in the Kingsgate area, which has several subdivisions, the City did such good job, homeowners didn't see much need to communicate," said Kingsgate resident Grant Braschel. "The City did a very good job. It said when they were gonna do it, where they were gonna do it. And 'here's a schedule. It's subject to' and 'here's ABCD. Street 1 and street 2 tomorrow …'"

Why, then how much?

A few members questioned the financial prudence of Slurry Seal. These questions seemed to derive from a knowledge-vacuum in general.

"We came into City and all the sudden our streets get this surface," said Diane Ginthner. "They get swept twice a month. I don't know where that comes from. We're spending all this money. There are probably other places it could go."

"Perhaps not doing it on such a broad deal," said Grant Braschel, a Kingsgate resident. "They could be using that money and fixing one or two of those streets or a half block that really needed it and not doing anything to rest for number of years."

However, this did not seem to be a prevailing opinion.

"I think I'm getting something for my money, here," said Russ Jennings, from North Rose Hill.

"Worst first is never ending catch-up game," said Rich Krogh, a Finn Hill resident. "Whereas this is proactive."

If the City of Kirkland says it …

As a brand, the City of Kirkland seems to command more attention than other brands, and, to some extent, more legitimacy.

"If it came from the City, hanging on my door and it said 'XYZ,' I would have read it," said Mark Corley, a former market researcher.

"If [the mail] is from the City, I'm more inclined to take a look at that," said Lynda Kupfer.

"A City of Kirkland envelope would get my attention," said Diane Ginthner.

Slurry seal sounds yucky, looks great and drives okay … after a while

Participants said the name "Slurry Seal" invoked images of oil, tar and toxicity.

"When you say slurry seal, I'm thinking trailings, water, brown, more gray material, sluiced out," Mark Corley said. "That's what comes to mind."

"I thought it was the company's name for goop," said Sheilagh Conklin.

"It sounds like tar," said Lynda Kupfer.

"I thought it was a fine asphalt," said Russ Jennings, who had some knowledge of the slurry seal from his work treating large parking lots.

"I thought it would be like oil," said Frank Pampiks. "Like a dusty, dirty country road. That's what I was envisioning. This was heavier than what it appeared to be. And then of course it hardened and appeared to be like asphalt."

"I had seen it before in another neighborhood," said Rich Krogh. "It was so aggregate and the citizens complained so heavily that the city had to come in and redo it. If a child took a spill, it would have

ground them up. And so it was redone. So I was somewhat relieved when this came around because it wasn't that coarse."

The appearance of the applied slurry seal escalated residents' expectations for a smooth drive.

"It looked so nice," said Kathi Hunt. "I expected it to be new road and smooth. And then I realized it wasn't smooth at all."

"And then you drive on it," continued Chintana Brown.

"And it's not smooth at all," Hunt said. "It's really rough."

"The car starts vibrating," said Rich Krogh. "There's rattlings you didn't notice."

Eventually, though, residents said their experience improved.

"It took longer than I expected for it to smooth out," Brown said.

"They brush it with a brush truck a half-dozen times," said Grant Baschel. "It took several months to clean up that aggregate. Now it's smoothed out. But it's been nine months. And it's still a little rough."

"I had the same experience," said Patty Allen. "It took a long time to feel like a nice road again."

What's it supposed to be like, anyway?

Variations in the thickness of the coat and size of the aggregate were a source of confusion and questions for many focus group members.

"There was too much aggregate," said Patty Allen. "It was inconsistently put down." This statement earned nods of approval from Allen's fellow focus group members. "I remember making the comment, 'My God: They came through in five minutes and didn't seem to backroll. And then they came back through cleaning up their mess,'" she continued. I felt that was why they went through so often. They were cleaning up their mess. So quality control is an issue."

"I did wonder if it was not done correctly because it seems better on flat parts than on slopes," said Bridle Trails resident Mary Ann Joy.

"Sounds like to me they have an option for thickness, they can vary it," said Bill Gerrad." Sounds like different aggregate can go in too."

But overall, we like it

Several focus group members said the new surface proved its value over time.

"It's the best ever," said Mark Corley "Awesome. Loved it. They came, they did it. It's terrific. Come back any time you want. If someone is going to fix my street, this is awesome. I love this."

"I thought it would be a pain in the ass because of parking," said Diane Ginthner. "Having to park a block away. It was just inconvenient. After I saw it, it was worth it. It was awesome."

"With the exception of remnants—that lasted a couple of weeks, maybe four weeks—now I don't notice the roughness," said Lynda Kupfer. "I don't notice driving on it. It felt rougher, at first. Different. But now, it just seems like this is our road. It's fine."

Neighborhood streets are gathering places—especially when they don't have sidewalks

Focus group members who lived along the Bridle View described a strong community connection to the streets that comprise their loop—Northeast 61st Street, Northeast 65th Street and 135th Avenue Northeast. Some members specifically cited the neighborhood's lack of sidewalks as a contributor.

"In Bridle View, I think we feel an ownership over our streets. Because when you see people you don't recognize, you call police on them," said Patty Allen with a chuckle. "And the City of Kirkland responds very quickly. But you're paying attention.

"It's almost an extension of our driveway," responded Professor Frank Spina.

"It does belong to us doesn't it?" Allen said, again chuckling.

"We don't have sidewalks," explained Kathi Hunt. "So we walk on the street. So we notice the cars on the street and whether they're going too fast."

Outlier?

Other factors might contribute to the Bridle View community's close connection to its streets. Until 2009, for example, Bridle View was an unincorporated island, pinched between the cities of Redmond and Kirkland. This dynamic could have coalesced the community around an autonomous identity.

Focus group members from other neighborhoods with sidewalks did not reveal as strong connections to their neighborhood streets as those from Bridle View. Like members from Bridle View, however, they did reveal a perception that driving as just one of the many purposes of their street.

"We use it for getting in and out by car," said Diane Ginthner, a Bridle View resident. "Walking. Members of my family use it for biking."

"We do in-and-out a lot," said Sheilagh Conklin, another Bridle View resident. "We live in an equestrian neighborhood. I'm a rider. We ride our horses on our neighborhood streets. I have kids. They bike. They bounce the ball. They chase the kitty. We enjoy the horses going up and down the street."

"Our street is used primarily for cars," said Russ Jennings, a North Rose Hill resident, whose street has no sidewalks. "But people walk dogs up and down. We walk ours up and down. Kids play in the street. Kids ride skateboards up and down

"It seems we have as many walkers as we do drivers," said Mark Corley, a Bridle View resident.

"There are a ton of children who play in the street," said Lynda Kupfer, from Finn Hill. "There are lots of children playing and running around, throwing balls."

Are you talking about our Homeowners Association?

On the whole, focus group members demonstrated very little awareness of their respective neighborhood associations. Many confused their neighborhood association with their homeowners association. This phenomenon was, again, pronounced within members from the Bridle View community.

"I thought since we had our own community group, we weren't in that group. We've got our own little group," said Sheilagh Conklin.

This theme did, to some extent, transcend neighborhood boundaries.

"I've never been to a [Finn Hill Neighborhood Alliance] meeting where I am now," said Lynda Kupfer, a Finn Hill resident. "[I] was on the [homeowners association] board of that community. I didn't go to the broader community meeting."

So where is it, exactly?

The map was the single-most cited component of previous outreach materials' content. Although no question prompted these responses, focus group members of both groups noted the size, relevance, reproduction quality of the map.

"I remember the map," said Diane Ginthner, a Bridle View resident. "Because that's the only thing that was important to me."

"I don't remember any single, big message that said this is what it is and some supporting info," said Mark Corley, another Bridle View resident. "I remember a map at one point. Drawing of a street, which wasn't my street. I glanced at it really quickly … the map was one of the big things I remember."

"I thought it was kind of hard to read," said Norma Moore, a North Rose Hill resident. "The map was really small. I had a hard time figuring out where the work was gonna be done in our neighborhood."

Leave it on the front door

The door-hanger emerged as the most effective message distribution method. The door-hanger was the one distribution method on which a plurality of members from both groups commented. This theme emerged, despite the fact that the script did not refer to the door-hanger. Aside from the door-hanger, no other media distribution method earned such a consensus. Focus group members supported a variety of methods: postcards, email, text, reader boards, sandwich boards, snail mail, the *Kirkland Reporter,* as well as part of utility billing.

"It's more costly to have someone go door to door, but that is a pretty sure way I will see it and look at it," said Lynda Kupfer, a Finn Hill resident.

"The most important information comes—schools— electronically," Sheilagh Conklin, a Bridle View resident. "Very little through the U.S. Mail. So if something is hanging on the door, it's unusual."

"I remember something on the doorstep reminding us to clear away branches," said Mary Ann Joy, a Bridle View resident.

That's on me …

Several members revealed a high level of personal responsibility and/or tolerance of inconvenience. This theme emerged most specifically during a discussion sparked about how much notice they'd need to prepare for the impacts of slurry seal application.

"We were grateful for the trail to use," said Kathi Hunt, a Bridle Trails resident. "If not for the trail, we would have been trapped."

"I always figure whatever's going to happen today, I'll figure it out," said Professor Frank Spina, of Bridle Trails.

This theme also emerged when discussing the availability of City of Kirkland-related information.

"If you care enough about it, you can get the information," said Mary Ann Joy, a Bridle Trails resident. "I always feel like I can get the answers I want. If I can about it."

"If you care about it, you can get the information," said Frank Pampiks, a Bridle Trails resident. "A lot of us, maybe they don't care about this structure going up, but if somebody says I want to know why it's going up, they can dig in and find out."

I just need a little more time

Several focus group members said they'd need at least two-week's notice to plan around slurry seal. They cited several real-life factors that did or could have exacerbated the impacts of slurry seal application: Those factors include: purchasing a new vehicle, having new roof put on house, having a new septic system installed, kenneling the dog, barbecue and a summer vacation. They also cited a need to figure out how to get in and out.

"[How much time you need] depends on the individual," said Grant Braschel, a Kingsgate resident. "I have five ways to go. Others might have some other place. Or else you sit for two days, or go to hotel. You can't just say, 'we're coming in an hour' (claps hands). To hell with the contractor, I've worked with enough of them. If he wants job, he'll give you a schedule. You've got big carrot. You're waving nice check. So this whole, 'we can't tell you,' is B.S."

"It was actually hard to get out," said Frank Spina, a Bridle Trails resident. "Where I live, I couldn't get across the street to go out. There are places where there's no place to go. I have a dog, so I was trying to

keep his feet off it. That was not easy. I thought if someone wasn't as mobile, that would be really difficult for some."

Slurry Seal is great

The door-to-door recruitment allowed staff to engage—in a less formal manner—with a broader cross-section of residents and to glean basic sentiments from them. Overall, these non-participating residents approved of Slurry Seal. Several asked for these positive perspectives to be included in any forthcoming report. Some were indifferent toward it. Of these residents, many asked why Kirkland would treat roads that were already in good conditions. At least one resident vehemently opposed Slurry Seal (and government, in general). Few, if any, of these residents understood the street-preserving purpose of Slurry Seal.

Implications

The why-gap

Project engineers and outreach specialists should explain the purpose of their respective efforts every time they communicate publicly about them. This explanation should be prominent—both in terms of the communication's structure and its presentation. Doing so tends to increase the public's appreciation for the project and, perhaps, more importantly, satisfies the enduring "why-gap."

City communicators allow residents to fill the 'why-gap,' however, when they don't fill it themselves. And when residents do fill it, they do so on their own terms and with explanations that are intuitive to them. North Rose Hill resident Russ Jennings, for example, used his experience resurfacing large parking lots to correctly explain 'the why' of Slurry Seal. Jennings, however, was the only of 17 focus group members who understood the street-preservation purpose of Slurry Seal. More frequently, residents will default to more human-related explanations, such as "The mayor lives on that street," "The developer wanted it," or "We just got annexed," or "There was money left over in the budget."

The how-gap

Staff should explain *how* a capital project contributes to the purpose. Past outreach answered the question-of-why prominently by stating it succinctly, in bold fonts, with bullets near or at the top of the brochure's page. All focus group participants said they had thoroughly read this outreach material. And yet only two of them understood Slurry Seal's purpose. The two who did gained that understanding by working directly with a Slurry Seal-like substance. And as a result of their first-hand experiences, they witnessed *how* Slurry Seal contributes to street preservation. Incidentally, this was a question Slurry Seal outreach did not attempt to answer. This implies that simply stating the purpose of a capital project—especially one that is counterintuitive—does not sufficiently create understanding of purpose. To understand the why, the public also needs to understand how the chosen capital project will contribute to the why. To achieve this, staff should include in outreach materials graphical illustrations, such as charts, illustration, charticles, etc.

The prescription

Like doctors explaining the side-effects of prescription drugs to their patients, outreach should explain the side-effects of Slurry Seal. This message is most important in communications that occurs just before, during and after crews have applied the Slurry Seal. Residents noticed how Slurry Seal shed and how it roughened the road. They noticed the various thicknesses of the applied coats, as well as the various sizes of the aggregate used. These observations led to quality-control questions.

Put it on the map

Communications, both printed and web-based, should prominently use maps to illustrate an upcoming project's location.

If the City of Kirkland says it …

Outreach should make use of the City of Kirkland's authority and its ability to command attention by using logos, letterhead, and other City of Kirkland-related images.

Capitalize on door-hangers

Outreach should capitalize on any scheduled efforts to deliver door-hangers. Outreach could achieve this by more diligently crafting the door-hanger to include the most important aspects of the message, including the purpose, the prescription and the map.

Timing is everything

To minimize the occurrence of conflicts between the application of Slurry Seal and the gauntlet of residents' vacation and home improvement plans, outreach should aim to notify future Slurry Seal recipients of impending treatment in the spring. This outreach should include a probable window of construction so residents can plan around it. Residents should receive a specific window of construction no later than two weeks prior to application.

Give it to them straight

Outreach should not rely on neighborhood associations to convey information. However, outreach should continue to engage the neighborhood associations for forums and presentations.

Appendix

QUESTION 1: Can you describe how you and your families regularly use your neighborhood street?

Group 1

SAFETY Lynda (1) – I bike a lot. For us to turn into cul de sac had bunch of dips. Come around corner, traffic comes pretty fast. Getting to point it was dangerous, whether on car or bike just turning into cul de sac.

Diane – We use it for getting in and out by car **UTILITY**, walking members of the family do biking **RECREATION**.

Sheilagh – we do in and out a lot **UTILITY**. (Mark enters focus group late) So I was just saying we go in and out a lot. We live in equestrian neighborhood. I'm a rider. We ride our horses on our neighborhood streets. I have kids. They bike. They bounce the ball. They chase the kitty. We enjoy the horses going up and down the street. **RECREATION**

SIDEWALK We do not have sidewalks. The street is an extension of our home and our neighborhood and it connects us. **COMMUNITY** So …

Russ – Our street is used primarily for cars **UTILITY**. But people walk dogs up and down. **RECREATION**. We walk ours up and down. A dead end street, kids play in the street. One way in and one way out **UTILITY**. There is only a sidewalk in front of one house **UTILITY**. Kids ride skateboards up and down **RECREATION**. There are no sidewalks, except. One house **UTILITY, RECREATION**. There is only one house with sidewalks. We are in North Rose Hill.

CK: turns to Mark.

Mark – I live "with" Sheilagh. Laugh.

CK: So the question is how do you use your neighborhood street:

MARK: Dog fights. It seems we have as many walkers **RECREATION** as we do drivers **UTILITY**.

Diane: I would agree with that. His (points to Russ) sidewalk thing, that rule is so ridiculous. To have to have one sidewalk in front of one house. **DECISION-MAKING**

RUSS: I think they have to do that by code. **DECISION-MAKING**

DIANE: I know. It's ridiculous. **DECISION-MAKING**

RUSS: it is kind of goofy. **DECISION-MAKING**

SHEILAGH: Where are you?

RUSS: north Rose hill behind City Church there.

Lynda – There are a ton of children who play in the street. I don't have children but there are lots of children playing and running around, throwing balls, etc. **RECREATION**

CK: What are they doing?

LYNDA: They're running around, playing in the jungle, which is a little island we have. Lot of balls.

CK: what kind of balls?

LYNDA: soccer, basketball.

CK: do you see kids fall and scrape their knees.

SAFETY LYNDA: once.

SAFETY DIANE: that's part of growing up.

SAFETY SHEILAGH: we have a steep hill and my son took a really bad fall, on a scooter or something.

Group 2

Frank – We walk our dogs and jog. **RECREATION** Also drive **UTILITY**

RECREATION Mary Ann – Kids ride their bikes; Bill it's not a high use area

RECREATION Charlene – strolling a baby

SAFETY Rich – residential but connects to other neighborhoods, looks so good after slurry seal – people seem to be driving faster.

SAFETY Kathy – people ride horses and it is not as slick – not so good for skateboarding

COMMUNITY Frank – walking and meeting people. It is our community gathering place.

COMMUNITY Wray – we often come in the North entrance to see what is going on in the neighborhood.

Kathy – BLONDE: Bridle View feels ownership over streets. **OWNERSHIP** Cause when you see people you don't recognize, you call police on them. (laughs) And COK responds very quickly **SAFETY**. But you're paying attention. **SAFETY**

OWNERSHIP FRANK: It's almost an extension of our driveway.

OWNERSHIP BLONDE: it does belong to us doesn't it? (chuckle)

KATHY HUNT: because we don't have sidewalks, so we walk on the street. **UTILITY** So we notice the cars on the street, **OWNERSHIP** if they're going too fast. **SAFETY**

…

QUESTION 2: What was your impression of slurry seal before it came to your street?

Group 1

Mark – You've used the term Slurry Seal when I first met you. What do you actually mean by SS. Whether it's cement, blacktop, it means something to you. What does it mean?

CK: I would like to explore that some more.

SHEILAGH: what do you think it means …? (Joke).

MARK: I've never been to a therapist, but I'm at one now. (Laughter)

Mark – If you want me to answer what was it like when someone came through and put blacktop in front of our driveway, that's what I'm thinking. I've never heard of the term SS. **AWARENESS** But our new street or whatever (claps hand) love that thing. fantastic. **PERFORMANCE**

CK: what about the term itself. What do you think?

MARK: when you say SS, I'm thinking mind trailings, water, brown, more gray material, sluiced out. That's what comes to mind. **PERFORMANCE**

CK: anyone else have impressions of term SS.

Sheligh: thought it was company's name for goop. But your **PERFORMANCE**

LYNDA – It sounds like tar. Something similar to that. **PERFORMANCE**

RUSS: I thot it was a real fine asphalt. **AWARENESS**

CK: so what were your impressions of it before you saw it.

MARK: oh before you saw it.

Diane – It would be a pain in the ass because of parking **INCONVENIENCE**; having to park a block away. It was just inconvenient. After I saw it is was worth it. It was awesome. **PERFORMANCE**

Sheilagh – My thot was we don't need this. Our streets look fine to me. **PURPOSE** My first thot was how did we get prioritized. First of all, we were new to city. We just got scooped up two years ago. **DECISION-MAKING**

MARK: That's why we got it. **DECISION-MAKING**, **PURPOSE**

SHEILAGH: I didn't know what put us on list for needing this. Didn't know how expensive it was. **TAXES** We didn't have potholes, I don't know. It seemed fine to me. So I thot, well, okay. It's fine. But I dind't think we needed it. **DECISION-MAKING**

Russ –I welcomed it. Makes street last longer. From what I hear, I think it's better on roads that don't have a whole lot of problems. Because it prolongs the life of the road. **PURPOSE**

CK: what do you mean 'from what you hear'?

RUSS: I do maintenance on parking lots. I've done road work.

CK: how many had same impression as Sheliagh?

Diane – We came into City, all the sudden our streets get this surface. they get swept twice a month. I don't know where that comes from. We're spending all this money. **TAXES** There are probably other places it could go. **DECISION-MAKING**

MARK: Man! You guys are fantastic citizens! I'm thinking Hot Damn: I get a freshly repaved street. This is unbelievable. **PERFORMANCE**

RUSS: I think I'm getting something for my money, here. **TAXES**

MARK: I'm with you: I'm getting something for my tax dollars. This is fantastic. **TAXES**

SHEILAGH: I'm thinking there must be someone more in need than us. **DECISION-MAKING**

RUSS: This is the martyr half over there.

SHEILAGH: We're the liberal democrats.

LYNDA – I was unclear there was a lot of marking. I was unclear if it was the entire area or just the areas that needed it. Initially I thot gonna come in and fix areas that really needed it. Reading material tho it said the entire area was getting completely resurfaced, the entire road. **PURPOSE, DECISION-MAKING**

MARK: How'd that make you feel?

LYNDA: I thought there must have been a good reason for doing it. **DECISION-MAKING** Why they were doing the entire deal. **PURPOSE**

CK: Did you TRANSPARENT that reason? U didn't know what it was. But did you TRANSPARENT it?

LYNDA: Yep. I TRANSPARENTed that the research had been done and analysis had been made. **DECISION-MAKING**

CK: u said new surface, where did you get that impression that you'd be getting new surface?

LYNDA: There was a flyer. That said when we'd have to be out of the street. **OUTREACH** For us, it worked out perfectly well for us since we were having the roof redone. Big dumpster. Afraid it would come in that time period. That they wouldn't be able to come. The roofing company was going to be delivering supplies but worked out well. The thought of not being able to park there, not an issue. The roofers can come, end of story for us. **CONVENIENCE**

Group 2

Bill – I thot I heard out in the hall, some were questioning whether do we need this. **DECISION-MAKING** One thing is the street was in pretty good condition. Few cracks. Breakdowns. There were very few of those. It was in pretty good shape. So I question do I need this. I didn't really know what it was either. **PURPOSE**

WRAY: did we have topseal put on that seven or eight years ago. **DECISION-MAKING, PURPOSE**

CK: I think that would predate the annexation of your area.

WRAY: I'm the only one who thinks that so it must be the meds.

GROUP: Laughs.

Grant – I'll throw in the former county, now Kirkland resident comment. I live in Kingsgate. First major development in this area. County been going down here for year. I have lived there since 76 and the county was going downhill for years. They repaved the street curb to curb once. I can't remember the time. 20 years or so. Since then it was deteriorating. There were many patches on the road. There were cracks in the street and a number of dig-ups. Before the streets were smooth asphalt. Now like Velcro. **PERFORMANCE** The utilities always came in and tore it up a day or two after paving. We paved today, tear it up tomorrow. **DECISION-MAKING** Couple of streets like obstacle course, riddled with stuff and then re-financed. Been in commercial, real estate finance, often put seal coat for maintenance purpose. This slurry seal had a lot of grit in it. **PERFORMANCE**

Grant: the street was in good condition and smooth where pavement not interrupted. But cracks in pavement caused by earth movement. A number of dig-ups. Major difference is streets were smooth, hard asphalt. And we have all the needles. You put SS down and turn it into Velcro. **PERFORMANCE**

Christian - What does the term slurry seal conjure?

FRANK – I thought it would be like oil. Dusty, dirty country road that's what I was envisioning. This was heavier than what it appeared to be. And then of course it hardened and appeared to be like asphalt. **PERFORMANCE**

WRAY: How thick is it supposed to be? **PERFORMANCE**

CK: can I answer that in the end. I don't want to influence perceptions.

Rich – I had seen it before in another neighborhood, it was so aggregate and the citizens complained so heavily City had to come in and redo it. **PERFORMANCE** If child took spill, they would have ground them up. **SAFETY** And so it was redone. **DECISION-MAKING** So I was somewhat relieved when this came around because it wasn't that coarse. **PERFORMANCE**

CK: Wray, I wanna get back to your question on the thickness of it. Why would you ask that questions?

Wray – we felt in some areas it was thicker than in others. **PERFORMANCE** Where it was thicker, it would protect pavement more, rather than how thick it was in our driveway.

CK: and whether it should be …

BILL: Sounds like to me they have an option for thickness, they can vary it. Sounds like different aggregate can go in, too. **PERFORMANCE**

…

QUESTION 3/4: Why did the City Slurry Seal your street?

Group 1

SHEILAGH: Beats the heck out of me. **DECISION-MAKING**

DIANE: They had extra money in the budget. **DECISION-MAKING**

RUSS: I would say they are trying to prolong surface of the road. **PURPOSE, DECISION-MAKING**

MARK: My road needed maintenance. **PURPOSE, DECISION-MAKING**

Lynda – I can't remember if I had the idea before: It really is a long term preventive maintenance. **PURPOSE, DECISION-MAKING**

SHEILAGH: Well, I guess that' true. Make this investment now. That makes sense. I didn't think of that. **DECISION-MAKING** The street had been fine for so many years. **PURPOSE**

MARK: when was the last time you remember them doing something on our road?

In 24 years since anything was done. So in 24 years nothing was done. In 24 years, no one had ever done anything and first thought was 'wow someone else could really use this money more than we could?" **DECISION-MAKING**

SHEILAGH: My first thought was there must be somebody with potholes, or problem street … It's not as tho we get a lot of traffic on our street. **DECISION-MAKING, PURPOSE**

DIANE: I mean it's just us going in and out. It's not 132nd. **DECISION-MAKING, PURPOSE**

QUESTION 3/4: for those of you who accept that the purpose is to prolong life of street, does that explanation make sense?

Russ – It does make sense **DECISION-MAKING, PURPOSE**

Lynda – I like to see facts and data. A little maybe. ON a flier or something. **DECISION-MAKING,**

Mark – do you think the city is wasting tax dollars? **TAXES** What would that help you understand? **DECISION-MAKING, PURPOSE**

LYNDA: I'd be interested in what plan is and how it will be achieved. **DECISION-MAKING**

CK: you want more holistic understanding of how SS applies to COK.

Lynda –No, I think, it wouldn't have to be info on flier. Just a link or something. So I'd feel more comfortable: there's some thought put into this. **DECISION-MAKING** Regardless of whether or not it was cheap or not (sometimes cheap things turn out to be more expensive). **TAXES** So just that there was analysis done to identify if this is our plan to go forward, what's the basis of that plan and assessment. **DECISION-MAKING**

SHEILAGH: would be ticked off if surface put on to prolong life of street and have it be slick situation for horses **SAFETY**. Well, we prolonged street for 50 years, that wouldn't have taken into account that horse are a part of our neighborhood and use. Its' unusual use. Thankfully, the traction of road is good for that use. **PERFORMANCE, SAFETY**

MARK: someone put gravel on road near pool on hill. Was that for horses as a part of SS treatment? **PURPOSE** Was it because we had horses and they knew it. **DECISION-MAKING**

SHEILAGH: most people on horseback don't use that hill. We turn around and go the other way, cause it's safer. **SAFETY**

Group 2

Grant: It's less expensive than getting it repaved. **PURPOSE, DECISION-MAKING**

Mary Ann Joy: it extends life of pavement. **PURPOSE**

Kathy Hunt: at the time, I don't think I knew. **AWARENESS** And other neighbors expressed that too. **AWARENESS, COMMUNITY** That the city hadn't expressed why it was to be done. The communication was good about what was going to happen **OUTREACH**, but not really why it was going to happen **DECISION-MAKING, PURPOSE**.

CK: and you said other neighbors expressed that question? Is that a common experience?

Blonde on the right: thinking back, pretty basic notification with website, so unless u went to website, wouldn't have details of the ROI, how much COK spends on this capital project. **DECISION-MAKING, PURPOSE**

I happened to go to that website when they were installing it, just cause I was curious. Our neighborhood, my neighbors, we didn't feel like road was in bad shape at all. And it's not as if that I know of anyone was asked ahead of time, what do you think: should we slurry your neighborhoods and here is what is involved. **DECISION-MAKING, PURPOSE**

CK: Does the reasoning make sense to you?

Blonde: in today's environmental, I mean economic times, trying to postpone capital investments, so it makes sense right now. **TAXES** Obviously somewhere down the road, our kids will pay for roads being replaced. So I get it. I understand it. **TAXES, DECISION-MAKING, PURPOSE**

Grant – Touching on her comment, some of the streets I would question why anything was done. Others Instead of slurry, some roads should have been repaved. **DECISION-MAKING, PURPOSE**

CK: what would make you question why anything was done?

Grant: well, cause some streets didn't really need it. **DECISION-MAKING, PURPOSE**

CK: Because they were in good conditions.

Grant: Well, they were acceptable. They were okay. Others had been so dug up that were so patchwork, that slurry didn't really do anything. Needed new surface. **DECISION-MAKING, PURPOSE**

CK: is it fair to say u didn't understand why …

Grant: why certain streets were chosen and not others

CK: that um, streets in good condition don't need it, but streets in poor condition do. Is that what you were saying?

BILL: Well, well, do we have criteria that says what is necessary? **DECISION-MAKING, PURPOSE**

CK: Yeah: Let me think: should I answer that question? Group laughs. Yes, there's criteria.

Wray: Are you running for Congress.

CK: Yes. There is criteria.

Rich: I'm not sure all of criteria is visible. **DECISION-MAKING, PURPOSE** Water gets in, frezes cracks up. The deeper the cracks are the more it's gonna break up. To the naked eye, for us to just drive it, there are impressions in it. What's the thickness of those impressions when it starts to cause trouble down the road. I'm sure your engineers know that. **DECISION-MAKING, PURPOSE**

CK: so basically, from your guys' impression: your street seemed fine before Slurry Seal.

Group: nods, says uh huh. **DECISION-MAKING, PURPOSE, PERFORMANCE**

CK: Did the condition of road cause you to question purpose of Slurry Seal or reasons your road selected?

GROUP: A little, nods. Yeah. **DECISION-MAKING, PURPOSE**

CHARLENE: I guess on our cul de sac it was pretty poc marked. Patches and cracks. So I didn't question it. **DECISION-MAKING, PURPOSE**

CK: Explains Slurry Seal's use for roads in good condition. Do you think that point was articulated?

GROUP: No. **OUTREACH**

Frank: it probably was. **DECISION-MAKING, PURPOSE** But I just likened it to what I do to my driveway every five years. This SS was heavier duty than mine, cause my driveway only gets minimal traffic. Often wondered as I'm doing my driveway, why hasn't the city done my road. **DECISION-MAKING, PURPOSE** When they did come up, I thought, well that's what they do to protect those roads. **DECISION-MAKING, PURPOSE, AWARENESS**

CK: did not knowing that point affect your appreciation for SS?

GROUP: Lots of nods. **DECISION-MAKING, PURPOSE, APPRECIATION**

WRAY: would have been nice to know. **DECISION-MAKING, PURPOSE, APPRECIATION**

BILL: It would have increased the value to us. It looks really great. So appearance isn't a problem. **PERFORMANCE, DECISION-MAKING, PURPOSE, APPRECIATION**

WRAY: what's it like in winter. Will they scrape it off when they scrape off the roads. **PERFORMANCE, TAXES**

CK: explanation of SS durability (seven years by seven coats, life-extension. Costs: $65,000/city block, SS $1,600/city block.

Frank: Not tough enough to handle arterial traffic. **AWARENESS**

BLONDE: so when they are installing it on what is a busier road (6th street) after neighborhood done, noticed they were doing it there. Noticed different formula. Can they change the formula? On purpose? **PERFORMANCE**

CK: I don't know. That's a good question.

CK: reasoning for SS. Not sure any of you understand reasoning before I explained it. Did info. Invoke any questions of prudence on the City's part. Did you think: "Geez, why is City doing my street …"

FRANK: nodding head. **DECISION-MAKING, PURPOSE, APPRECIATION**

PROF FRANK: I had the opposite reaction, this is one of benefits of being part of Kland. **DECISION-MAKING, PURPOSE, APPRECIATION**

KATHY: yes that we are in Kirkland. **DECISION-MAKING, PURPOSE, APPRECIATION**

FRANK: Lots of us said that. **DECISION-MAKING, PURPOSE, APPRECIATION**

CK: regardless of why?

FRANK: I justified it in my own mind. **DECISION-MAKING, PURPOSE, APPRECIATION**

CK: anyone feel anything different?

GRANT: perhaps not doing it on such a broad deal **DECISION-MAKING, PURPOSE**, using that money and fixing one or two of those streets or a half block that really needed it and not doing anything to rest for number of years **DECISION-MAKING, PURPOSE, TAXES**. But on the whole, gosh, they're paying attention to us, they're doing something for us, gold star for Kirkland. **TAXES**

CK: should city prioritize Worst-First, streets in worst condition over streets that are in decent condition?

GRANT: I think there could be some more pick and choose than what was done… **DECISION-MAKING, PURPOSE, AWARENESS**

RICH: depends on work talking about. Worst first is never ending catch-up game. Whereas this is proactive. **DECISION-MAKING, PURPOSE, TAXES, AWARENESS**

WRAY: Yeah right. You've got one in good condition, take care of it now … **DECISION-MAKING, PURPOSE, AWARENESS**

RICH: the worst is still gonna get worse… **DECISION-MAKING, PURPOSE, AWARENESS**

BLONDE: one of things my impression: this was a stop-gap. That it was gonna be this one time. Until we need to replace it. One thing that wasn't clear or in the brochure was you can do this seven or eight times. That's huge to know that. **AWARENESS, OUTREACH**

GROUP: Lots of nods. **AWARENESS, OUTREACH**

BLONDE: Versus, I'm only putting this replacement on for seven to 10 years. That's a great piece of info that makes us all go, that makes sense. **AWARENESS, PURPOSE, DECISION-MAKING**

CK: in general, what's connection between understanding purpose of project that K pursues and your perceptions of Kirkland? Is there a relationship between the two?

GROUP: Nods. **AWARENESS, PURPOSE, DECISION-MAKING**

CK: So if you do understand purpose, makes you think higher of K and if you don't, makes you think …

GROUP: nods. Yeah. Oh yeah. **AWARENESS, PURPOSE, DECISION-MAKING**

CK: When u don't understand why k not purusing project, how do you rationalize what they're doing?

RICH: Just have to guess. If you don't know. **AWARENESS, PURPOSE, DECISION-MAKING**

CK: what would you guess K's motivation is when you don't understand project?

PROF: I'd say the mayor lives on that street. **AWARENESS, PURPOSE, DECISION-MAKING**

GROUP: Laughs. **AWARENESS, PURPOSE, DECISION-MAKING**

KATHY: developers wanted it for some reason. **AWARENESS, PURPOSE, DECISION-MAKING**

MARY ANN JOY: if you care enough about it, you can get the information. I always feel like I can get the answers I want. If I can about it. **TRANSPARENT, PERSONAL RESPONSIBILITY**

FRANK: if you care about it, you can get the information. A lot of us, maybe they don't care about this structure going up, but if somebody says I wanna know why it's going up, they can dig in and find out. **TRANSPARENT, PERSONAL RESPONSIBILITY**

MARY ANN: not that hard. Feel Kirkland open about giving info. **TRANSPARENCY**

BILL: how far should k go to enlighten people initially before they do their own research? **PERSONAL RESPONSIBILITY**

GRANT: might have been nice to put some of that info into the original thing. It costs this much per block … just some little, yeah, okay, I get it. **OUTREACH, AWARENESS**

PROF: For that matter why not have something like this six months before you do the slurry seal **OUTREACH**

CK: a forum?

PROF: yeah, something like this: what can you do. If you can't get out of your home. Arrangements. **OUTREACH**

CK: where would they happen?

LADY: a school

PROF: FRANK: that's where we have comm meetings when we have them. Wouldn't be hard to get people to turn out from our road.

KATHI: even if just a couple people, we have email in our neighborhoods.

PROF FRANK: u could even do a kind of rep committee. Where was it we got together several houses. Community disaster sort of thing. (CERT) **OUTREACH**

BLONDE: that was at Sheilagh's.

PROF: I think people took that very seriously. Not everyone would have to go. But if you had a group. **COMMUNITY, OUTREACH**

…

QUESTION 5: This last week you all received outreach material that you might have received two years ago when your streets were Slurry Sealed? Can anyone describe your impressions of that material?

Group 1

MARK: Is that the flyer? Your email referenced outreach material. I thot that was confirmation for this meeting. I didn't understand it came physical mail rather than email. I threw it out. **OUTREACH**

CK: is that what u'd do normally.

MARK: if it came from City **AUTHORITY**, hanging on my door **IMMEDIATE**, and it said XYZ **ORGANIZED** I would have read it. I turned it over. It said 6:30 and I tossed it.

RUSS – I read it. I thot wow they just did this are they gonna do it again. Cause it said Slurry Seal. But then I read it and saw it was about the meeting. I read the last one too, though.

CK: What do you remember about it?

RUSS: I just remember had to park car somewhere else **CONVENIENCE**. Lucky there, cause at end of 91st u can walk up the trail and City Church parking lot right there. Not an inconvenience for most people. Most people park at city church and walk down to their houses.

CK: Big theme was parking?

RUSS: yeah. **CONVENIENCE**

DIANE: Yeah, mm hm. **CONVENIENCE**

LYNDA: nods. **CONVENIENCE**

MARK: nods. **CONVENIENCE**

SHE – our neighborhood divided in half. One half on one day. The other on another day. I think Alice, or someone raised stink. **COMMUNITY** There was respose to that. It was changed. I thot that was nice to see. Flexibility on City's part. **RESPONSIVENESS** If we divided neighbor up here might be more workable. Forget details. That was kind of part of it too.

MARK – This was the door hanger, right **DOOR-HANGER**. What you sent this past week: My impression. It was Very busy. It was broken up into couple of things. Didn't get key message, which is probably why I tossed it. Here is the message and supporting materials. There was bunch of stuff on there. **MESSAGE**

CK – Can anyone describe it?

MARK: It was 4 x 6 card. No it wasn't a door hanger, the mailing was broken up in quadrants on one side. I don't remember any single big message that said this is what it is and an explanation. **MESSAGE** It was a jumble of materials. **MESSAGE** I did see it was about about the meeting so then I knew what it was. I don't remember any single big message that said this is what it is and some supporting info. A map at one point. Drawing of a street, which wasn't my street. I glanced at it really quickly. That's not even where I lived. Did they send me the right thing? This all happened in 10 seconds. **ME** I thot it was going to be my street. I was like: are they sending me this cause they are going to SS my street again. Map was highlighted appropriately. But it wasn't my street. **ME**

CK: how important was map?

MARK: Map was one of the few things I remember. **MAP**

Sheigagh – did it say it prolonged the street?

MARK: I don't recall that at all.

SHE: does it preserve longevity? **PURPOSE**

RUSS: I remember before you did it, it talked about longevity of the road and about how it works better on roads that aren't all cracked up. I'm familiar with SS already so I thot, yeah, let's do it. **AWARENESS**

CK: Did anyone follow the links?

MARK – how would I click on that link? **CONVENIENCE**

CK – Would you click on the link?

Lynda – Potentially. Having it available was fine. I just threw out my card. I read information on it. Didn't feel like I had to go get more. But I did see links. I know there were a few on there. **TRANSPARENT** I did feel there could be more information on there. **PURPOSE, DECISION-MAKING** I was satisfied and did not take the time to go look it up. **TRANSPARENT**

CK: were you content knowing the information existed and you could get it?

LYNDA: Yeah. Yeah. I do agree there was a I was satisfied and did not take the time to look it up. **TRANSPARENT** It was not very organized. **MESSAGE** It was from the first time.

Mark – a jumble of info, not organized. **MESSAGE** I don't recall anything that said the City of Kirkland notice. I don't recall it was an alert. **AUTHORITY**

Mark – I would have paid attention of red ink or door hangers. All agreed to that if it was a government notice they would have paid attention. **AUTHORITY, TRANSPARENT**

Russ – door hangers… **DOOR-HANGERS**

Group 2

…

QUESTION 6: How much information about your neighborhood do you get from your neighborhood association?

Group 1

MARK: we've got alice prince **CONNECTOR**

SHE: we do have an association. We have secretary. We get minutes.over time, I've been treasurer, I've been secretary. I think we have good association. **NEIGHBORHOOD ASSOCIATION AWARENESS**

MARK: the emails alerts we get r probably more relevant than the once a year meeting. But the idea is hey there's something going on in N or someone went to CC meeting, we get email notice on it. **COMMUNITY, AWARENESS**

SHE: there's couple people who have distribution list. **CONNECTOR**

DIANE: are you talking about that or S Rose Hill neighborhood association. **NEIGHBORHOOD ASSOCIATION AWARENESS**

CK: I'm talking about South Rose Hill/Bridle Trails …

SHE: so you're not talking about our Bridle View. **NEIGHBORHOOD ASSOCIATION AWARENESS**

MARK: it's the other one. It's the signs we get for the Bellevue **NEIGHBORHOOD ASSOCIATION AWARENESS**

SHE: South Rose hill right. **NEIGHBORHOOD ASSOCIATION AWARENESS**

CK: they actually meet at the Methodist church … **NEIGHBORHOOD ASSOCIATION AWARENESS**

DIANE: at the church.

CK: They had a meeting last night.

SHE: I thot since we had own community, we weren't in that group. We've got our own little group. **NEIGHBORHOOD ASSOCIATION AWARENESS, COMMUNITY**

CK: were you aware that the group existed?

SHE: I see signs all the time. But since we have Bridle View … **NEIGHBORHOOD ASSOCIATION AWARENESS**

DIANE: it's good community association. We're larger community than just our own little neighborhood. I think it's very good **NEIGHBORHOOD ASSOCIATION AWARENESS, COMMUNITY**

CK: Sounds like you've been a couple times?

DIANE: I've been a couple time. Not active. But I've been a couple times. **COMMUNITY, NEIGHBORHOOD ASSOCIATION AWARENESS**

CK: did you find association was good source of info for you?

DIANE: uh huh. **CONNECTOR**

RUSS: I confess never been to a meeting. In the future might be more involved. **NEIGHBORHOOD ASSOCIATION AWARENESS**

LYNDA: never been to one where I am now. I moved from bottom of the hill. And was on board of that community (previous community). Didn't go to broader community. Members of smaller community that would share information. I haven't heard anything from larger community one. **NEIGHBORHOOD ASSOCIATION AWARENESS**

CK: so neighborhood associations not good communication tools.

MARK: no, no, I wouldn't conclude that. We get regular notices at regular meetings. Stuff seems Bellevue focused. Happy to consume info. **CONNECTOR**

DIANE: there's two different ones: one that goes South and that's Bellevue. There's another one: South Rose Hill **NEIGHBORHOOD ASSOCIATION AWARENESS**

MARK: I wouldn't discount those sources. **CONNECTOR**

CK: those sources aren't primary sources.

GROUP: No. **CONNECTOR**

RUSS: before now, no. **CONNECTOR**

SHE: Does COK take active role in those organizations? **NEIGHBORHOOD ASSOCIATION AWARENESS**

CK: I'd say it's fair to say they do. (explains neighborhood associations)

DIANE: usually COK has representative at meetings.

SHE: I didn't even know how that worked. I just thot since we have tight little community association, that's for all those neighborhoods and streets that don't have a group like we have. There's a lot that don't. **NEIGHBORHOOD ASSOCIATION AWARENESS**

MARK: do you have our email addresses? **AUHORITY**

CK: mm hm.

MARK: and where do you get those? Utility billing? **AUHORITY, AWARENESS**

CK: I think utility billing would probably have about everybody?

MARK: NSA aside, do you have them? **AUHORITY, FEDERAL GOVERNMENT, AWARENESS**

CK: also we have GIS dept.

MARK: that tells me where I live, not email addresses.

DIANE: why would you have our email addresses through utility billing? **TRANSPARENT, AUTHORITY**

CK: I was thinking physical addresses.

MARK: NSA baby. They got everything. **AUHORITY, FEDERAL GOVERNMENT**

CK: I don't think we do have email addresses.

DIANE: I don't think you do. **TRANSPARENT, AUTHORITY**

MARK: oh don't back down now, Christian. My point would be, if you want to get in touch with us, community groups are great, represent group interests, continue to do that. However, if you need to get us, get us. You got all the info you want. **AUTHORITY** Rather get it from you than filtered through other organizations. **CONNECTOR**

DIANE: as citizens, we would need to provide them with how to contact us, we need to give them our email address. **TRANSPARENT, PERSONAL RESPONSIBILITY**

MARK: oh, we do in so many ways. **AUHORITY**

CK: assuming we have them, would that be effective way?

SHE: first couple times, I'd take a look, but if it got to be too many. **EMAIL**

DIANE: if it was junk I'd delete it. But if it was informative I'd take a look. **EMAIL**

LYNDA: If it's informing us of SS or road closed, I'd take a look.

MARK: COK newsletter, blue, whatever it is. send me something that has yellow road construction, you better believe I'm gonna look at that. **AUTHORITY**

RUSS: I agree with that. **AUTHORITY**

MARK: so segment your communications but use that as, this is the alert template or whatever … **AUTHORITY**

RUSS: I think graphics are important. A road or whatever. So they grab your attention. **MESSAGE**

Group 2

CK: So who do we have here: Bridle Trails, N Rose Hill, Kingsgate. Finn Hill. Does anyone participate? Does anyone receive info from these associations. Do you know that it exsits. Describe your relationship with the neighborhood association.

WRAY: ours is small. We have 55 families. 50 families. Email. Blanket email if something coming up. **NEIGHBORHOOD ASSOCIATION AWARENESS**

BLONDE: I think you're talking about bridle trails community. I pay, I think it's $42/year. Get newsletter. **NEIGHBORHOOD ASSOCIATION AWARENESS**

WRAY: I think so. I'm picking BLONDE next president. **NEIGHBORHOOD ASSOCIATION AWARENESS**

BLONDE: Not touching it.

GRANT: At least in KG area, several subdivisions. Where I am 500 homes. City did such good job, homeowners didn't see much need to communicate. **OUTREACH** I don't really recall any significant communication from them.

CK: if you can think back to when SS applied, what do you remember from that communication?

CHARLENE: from neighborhood assoc.

GRANt: City did very good job. **OUTREACH** Said when gonna do it. Where gonna do it. Here's a sked. Subject to. And here's ABCD. Street 1 and street 2 tomorrow … **MESSAGE**

CK: what do you remember about it?

WRAY: park your car and getting into neighborhood. **CONVENIENCE**

BLONDE: one of the fold-over signs, didn't they put those up through process as well. Those of course grabbed everyone's attention. Had things mailed to us in advance. Here's what's gonna happen. **MEDIA**

MARY ANN JOY: Something in the doorstep. Reminding us to clean branches. **DOOR-HANGER**

CK: anything in the mail?

FRANK: we got information like this in the mail.

CK: and that was fairly effective?

FRANK: yeah. **OUTREACH**

…

QUESTION 7/8: Outreach. How effective was outreach material you received to prepare you for the SS process?

You all received outreach material that u might have received a year or two ago when you actually received SS. What do you remember about that?

Group 1

DIANE: I remember the map. **MAP, ME** Because that's the only thing that was important to me. **ME**

CK: how did you know map was important?

DIANE: b/c I knew I wouldn't have access to my house. **CONVENIENCE** I knew they were doing something on road. I didn't really care. **PURPOSE, DECISION-MAKING** Just wanted to know how to get in there and when **CONVENIENCE, ME**

SHE: I remember it informative. In my recollection, it was a couple of pieces, right? First it was that this is coming. Then that it was this is really coming. Maybe they changed the dates. Did they change the dates.

MARK: we didn't get this so I can't answer. Must have been july/aug.

SHE: I remember thinking I know it's happening. I know when it's happening. I know how it impacts me. **ME** I hope they are neat and clean cause I don't want that black crap all over my yard. **CONVENIENCE, PERFORMANCE**

CK: If you were to grade materials, how would you grade it?

SHE: I'd give it an A. I didn't come in the mailbox. It came to our door. **DOOR-HANGER** We're pretty quick to recycle crap. Most important stuff comes email. Not much comes in mail. Maybe something from mom.

CK: More likely to look at email messages vs. snail mail. Tell me about your filter?

SHE: most important info comes—schools— electronically. **MEDIA** Very little through US mail. So if something is hanging on door, it's unusual. **DOOR-HANGER**

LYNDA: I very quickly delete email as well. **MEDIA** Look at each piece of mail we get. **MEDIA** I don't often get the mail. I quickly look at each piece before tossing it. If it's from City, I'm more inclinded to take a look at that. **AUTHORITY**

MARK: if it comes on day of junk mail, you're in big trouble. Filter on that day is so low, that it's rarararararara.

LYNDA: it's more costly to have someone go door to door, but that is pretty sure way I will see it and look at it. **DOOR-HANGER**

CK: so when sorting, what tips you off to junk mail and what's important?

RUSS: for me, if it's cheap newspaper type, I know it's garbage, i'll throw it out. If it's card, I'll look at it. **MEDIA**

CK: How about envelopes:

SHE: depends on the writer. **AUTHORITY**

RUSS: if it's ValPak I'll throw it out. **MEDIA**

MARK: I'd say yellow or red and who it's from. U gotta second. COK alert, caution, whatever. Other than that, If it's please open me in the green and blue. **AUTHORITY**

DIANE: City of Kirkland envelope would get my attention? **AUTHORITY**

MARK: now what would that look like to you? Regular biz envelope with plastic window?

DIANE: regular biz size envelope. With their logo … **AUTHORITY**

MARK: Number 10 COK in green. I'm sorry how would you describe it?

DIANE: I feel like I'm on therapist couch … chuckle … maybe important. It'd be great if they had my name not as resident. **ME** That would get my attention. Versus just a postcard.

CK: Can you describe city logo?

DIANE: circle, green and blue with boat and trees.

MARK: I'd say putting it in envelope would decrease chances of reading it. **MEDIA** B/c I have to open it to read it. If you gave me card and it's not standard letter size, oversize 4 x 6, your entire message is on there and I'll read it.

RUSS: I agree. **MEDIA**

LYNDA: I don't like the card. **MEDIA**

DIANE: maybe put it in with our utility billing. **MEDIA**

SHE: I'm confused: is it just a portion of the city so far and you're wanting to outdo the outreach so far or has the entire city been SS and we're just yaking to you about the mail?

CK: that's not true at all … (explains SS stage)

SHE: Is this a one company XYZ does it every year …

CK: describes low-bidder. Usually company that can do good job for little money.

MARK: Diane and She don't even want this. How did we pass this when they didn't even want it.

SHE: I voted yea on levies to fix the streets …

MARK: but then you complain ….

SHE: No, I'm just saying how did ours get prioritized. **DECISION-MAKING, PURPOSE** There's got to be worse-off streets than ours … **DECISION-MAKING, PURPOSE**

DIANE: And we were one of first ones. Amazing. **DECISION-MAKING, PURPOSE**

CK: SS program didn't begin with passage of levy. Levy allows us to be more expansive with it.

SHE: is it working out? Is it prolonging street life. Is it all you hoped. Been doing it for awhile. And how toxic is this stuff? **TOXICITY**

CK: standard research says 7 to 10 years, plus 7 coats.

SHE: so each coat gives 7 years …

MARK: can they SS around our coffins, cause we're gonna be here awhile …

CK: SS is $1600/City block …

MARK: That is cheap.

CK: Reconstruction is $66,000.

SHE: Huh. **DECISION-MAKING, PURPOSE**

DIANE: I didn't realize that. **DECISION-MAKING, PURPOSE**

MARK: come back around tomorrow. **DECISION-MAKING, PURPOSE**

GROUP: laugh.

Group 2

CK: Outreach. How effective was outreach material you received to prepare you for the SS process?

GRANT: it was really nice. B/C [king] county talked to us twice a year when sent us a tax bill. Could call them every hour on hour and you'd either get a recording or a yeah right and a hang up. **OUTREACH** K did excellent job of communication and all that. **OUTREACH** Just like they've done an excellent job of having a policeman driving through neighborhood. Or other things that make you feel that Gosh, somebody really is out there on the other end. **OUTREACH**

UNIDENTIFIED LADY NEAR JUDITH: I thot it was kinda hard to read. Map was really small. Had hard time figuring out where the work was gonna be done in our neighborhood. **MAP, ME**

CK: Good feedback. So map was hard to read …

UNIDENTIFIED LADY NEAR JUDITH: It was kind of small. Hard to figure out … **MAP**

Frank: In our neighborhood, we had two different … one day half neighborhood was done and the next day other one was done. I was right on corner where they blocked it off. Map was unclear as to which would be done first. **MAP, ME**

CK: So map is a big deal?

GROUP: Silent nods **MAP, ME**

UNIDENTIFIED LADY NEAR JUDITH: I thot it could have been a better map. **MAP, ME**

RICH: But it was nice it was there. **MAP, ME**

Frank: it was good that we knew what they were gonna do and when they were gonna do it. **CONVENIENCE**

CK: Would you say map was one of more important components of outreach?

WRAY: it's important for planning. Have to figure out where to park car and which bridle trails to use to get out of neighborhood. **CONVENIENCE**

CHARLENE: I think timeline and predictability—this is going to happen here and here—was clear. Gave plenty of time to plan for it. **CONVENIENCE**

RICH: It didn't happen to my neighborhood. Inclement weather could have changed that. Didn't happen to me. I don't know what procedure would be if it had rained on that particular day. Now does it come the next day or the end of the calendar, cause everything is backed up … **CONTIGENCY**

MARY ANN JOY: I did wonder about that. Would have liked to know what contingency. It did say if it rains, there would be change in sked. Would like to know what to expect in that case, so we could plan for it. **CONTIGENCY**

PROF. FRANK: it was actually hard to get out. Where I live, couldn't get across street to go one way out. And to go up. There r places wehre no place to go. I have a dog, trying to keep his feet off it. That was not easy. I thot if someone wasn't as mobile, that would be really difficult for some. **CONVENIENCE**

CK: do you think the outreach material did adequate job preparing you for it?

PROF: I don't know what you could do about that. U just have to hope you can hole up for a day or so. **CONVENIENCE, PERSONAL RESPONSIBILITY**

BILL: what you're really saying is a possible survey of people in that community

WRAY: material did say if you were wheel chair bound, would find way to accommodate you. **CONVENIENCE**

CK: was that in fine print? Title VI? So u read entire thing.

PROF FRANK: anything that could be put down that would allow pedestrian to go from one side to the other. **CONVENIENCE**

CK: How much of an impact was the process, was it a day?

FRANK: It was two days, actually **CONVENIENCE**

Wray –just a few hours each day, doing one hour and then the other. That is a good idea, there ought to be some kind of a mat they could roll, six feet wide. **CONVENIENCE**

PROF FRANK: description of taking care of dog. **CONVENIENCE**

KATHI HUNT: grateful for trail to use. If not would have been trapped. **CONVENIENCE** One neighbor mentioned smell made her sick. She had to leave neighborhood for two days. **TOXICITY** Related back to me, wanted to know what benefit was so that she could feel, okay, this is worth it. **PURPOSE, DECISION-MAKING**

…

QUESTION 9: Timing of outreach materials before SS: Would that be the amount of time you'd need to prepare?

RUSS: I think they spaced it apart when they first sent the card. **OUTREACH** Then they did the door hanger. **DOOR-HANGER**

LYNDA; I seem to recall I think the timing was really well. **OUTREACH**

RUSS: I think so.

LYNDA: Not so far in advance that I forgot about it and not so close I didn't know what to do. My husband and I, it's the two of us, the time frame was really manageable. **OUTREACH**

CK: do you remember how much time you had.

LYNDA: I think they said you need to be off stret at 7:30. Then they said 8. Not an issue. At end of day, 4 or 5, it worked. It seemed reasonable. For one day to have that done. **CONVENIENCE**

MARK: it seemed fast doing it. I don' tremember notice before. **OUTREACH**

SHE: and ready to be driven on. **CONVENIENCE, PERFORMANCE**

RUSS: I think a few people in our neighborhood dind't remember, cause I saw some prints in the road … **PERSONAL RESPONSIBILITY**

Group 2

CK: How did timing of outreach materials affect your ability to prepare for SS treatment? Think back. Was info sent too prematurely? To close to the actual date.

RICH: I was on vacation, came back, there was a bunch of stuff. I don't know when it came. Can't answer that question.

CHAR: I remember not having any concerns. I thot there was ample time, but not too much. It seemed appropriate.

FRANK: we knew when it was happening …

CHAR: not too short notice or anything like that.

CK: How much time would you want to prepare?

GRANT: at least a few weeks. **CONVENIENCE**

PROF: I'd say a month. **CONVENIENCE**

GRANT: B/C some people on vacation, like he said, or maybe have something specific sked or that's the week we're having new roof put on … **CONVENIENCE**

PROF: if my wife were here, I'd be in trouble. I always figure whatever's going to happen today, I'll figure it out. **PERSONAL RESPONSIBILITY** Joella plans and plans and plans. **CONVENIENCE** If I had known, here comes AGILITY, I'd have the kennel in the car so I'm not trying to negotiate. **CONVENIENCE** That would allow you to see sked. You made good point: we just had septic put in. well what if that happens then, you're just killing self to get that in on time and all the sudden, that would come in and you'd be stuck … **CONVENIENCE**

CK: one of the challenges we have is we don't know exact day contractor will be SS roads. We know window of five or six days. Can't say what exact day is until … is it worthwhile to you to provide a window of time?

FRANK: well that would certainly help. If you can't pinpoint. Cause that way we could prepare for a period of time. Something could happen in this period of time. **CONVENIENCE**

CK: How agile can you be? If you were prepared for it to come some time in the first week of August nad then you got a notice saying, okay, it's coming tomorrow, could you adjust?

PROF: It could if you're having BBQ. **CONVENIENCE**

GRANT: depends on the individual. I have five ways to go. Others might have some other place. Or else you sit for two days, or go to hotel. You can't just, we're coming in an hour (claps hands). To hell with the contractor, I've worked with enough of them. If he wants job, he'll give sked. You've got big carrot. You're waving nice check. So this whole, we can't tell you, is BS. **AUTHORITY**

CK: what's minimum time you want?

GRANT: need at least week or two. Especially for those who need to make neumatic plans. I had several ways, I could have even walked over to bus stop. But if you just show up to guy who is in little pocket, not gonna have happy camper. **CONVENIENCE**

RICH: the map must have come out over a week before it actually happened. **MAP** Remember coming home from vacation, thinking our street will be done this Thursday. But it wasn't until next Thursday. **OUTREACH**

FRANK: It was a couple weeks, I think … **OUTREACH**

CHAR: It was more than a week. **OUTREACH**

RICH: I think so… so somebody knew …

FRANK: It seemed fine to me. **OUTREACH**

…

QUESTION 10: how has your impressions of SS changed over time?

Group 1

MARK: best ever awesome. Loved it. They came, they did it. It's terrific. Come back any time you want. If someone is going to fix my street, this is awesome. I love this! **PERFORMANCE**

SHE: toying with getting new car. Had 10 year old van or whatever. I remember thinking, glad didn't buy new car, cause didn't want rocky things to kick up and crack up my brand new car. I remember thinking glad driving old van. Cause I didn't know … **CONVENIENCE, PERFORMANCE**

MARK: DO you … I don't remember that at all really. Maybe on the edges.

SHE: the edges. Talking with neighbors. Pattie. I think she's coming. The edges … the edges didn't bother me one way or another. Not a clean neighborhood where street ends and slidewalk or curb. It sort of melts into dirt or gravel. **PERFORMANCE**

MARK: gravel

SHE: there were some edges that were kind of ratty. Some got smushed into Frank and Debbie's driveway a bit. I do remember thinking, boy I'm glad I'm not driving … they did open road quickly … and I remember glad not driving new car. **PERFORMANCE, CONVENIENCE**

LYNDA: similar. I remember reading in couple weeks after they were done they would come back and clean stuff up. There was some stuff on road and loose areas. Thought it was fine. **PERFORMANCE** Impressed it was day long process. And that was all inconvenience. **CONVENIENCE** With exception of

remnants. That last coupled weeks, maybe four weeks. Now don't notice it. Don't notice driving on it. It felt rougher. Different. But now just seems like this is our road. It's fine. **PERFORMANCE**

DIANE: low expections and it's beautiful turnout pretty. And it's quiet. Soft. **PERFORMANCE**

CK: what were low expects based on …

DIANE: you get those people knocking on door saying they are gonna seal their driveway, that was kind of my reference point. Of what it was going to be. Slop some thin coat on. But it was very nice. Pleasantly surprised by something I didn't think we needed. **PERFORMANCE**

MARK: I thought it was great. Have two blacktop strips that went from cement to aggregate. When they slurry sealed, they blened right into blacktop. Really well done. **PERFORMANCE**

SHE: that's nice. **PERFORMANCE**

MARK: they did a great job of blending it right in. quality greater than I expected. **PERFORMANCE**

RUSS: I thot they did great job. I just wish they had done my driveway. **PERFORMANCE**

CK: those are grades, but what about perceptual trajectories?

RUSS: thot it'd help road and perception hasn't changed. **PERFORMANCE**

Group 2

CK: perceptual trajectory: what did you think of it. How has that changed over time.

WRAY: I didn't know. I thought what the heck was this. **AWARENESS**

FRANK: crew had gone out there and filled in all the cracks. When showed up in mail, said ahh, now we know the point of filling in all the cracks. Is to get street prepared for SS. **AWARENESS**

CK: when it was laid down was it beautiful. Did it age like wine?

FRANK: it took awhile. We've got dogs. They tend to track stuff in. even on sides, it was pretty amazing they didn't get more on the sides. **EXPECTATION**

PROF: there was some. **EXPECTATION**

MARY ANN: kids bike up and down road. Not as comfortable. **EXPECTATION** For while did wonder. I thot of it as maintenance. I wondered … steep hill, can see parts of it worn out. I did wonder if not done correctly. Cause it seems better on flat parts than on slopes. **PERFORMANCE**

CK: How long did you wonder that?

MARY ANN: well then I realized it wasn't mainteancen. And that it had more aggregate. I don't know how I realized that. Maybe somebody told me. Now I'm fine with it. **AWARENESS, OUTREACH**

KATHY: it looked so nice. I expected it to be new road and smooth. And then I realized it wasn't smooth at all. **EXPECTATION**

OTHER LADY: And then you drive on it. **EXPECTATION**

KATHY: And it's not smooth at all. Really rough. **EXPECTATION**

CK: anyone else have that experience?

RICH: the car starts vibrating. Rattlings. Rattles you didn't notice before. **EXPECTATION, PERFORMANCE**

CK: looks are a bit deceiving …

GRANT: expectation was that it would be smoother surface. What seals road is petroleum, aggregate is to provide structure. Is not really necessary. Other than for traction. I think u used too much aggregate or to rough a size. Created Velcro effect. **EXPECTATION, PERFORMANCE**

GROUP: nods heads. **EXPECTATION, PERFORMANCE**

GRANT: quality control. Long description of inconsistencies of application of SS. Need higher quality control. Subject is good. Application. **PERFORMANCE**

UNIDENTIFIED LADY: noticed how rough road was still. Traffic has worked it in in areas. Nice. Live on cul de sac. Still very rough. It's really, really, really rough still. **EXPECTATION, PERFORMANCE**

CK: how long did it take for road to smooth out before it was acceptable?

UNIDENTIFIED LADY: longer than I expected, really. **EXPECTATION, PERFORMANCE**

GRANT: they brush it with brush truck, half dozen times. Took several months to clean up that aggregate. Now it's smoothed out. It's been nine months. It's still rough. **EXPECTATION, PERFORMANCE**

BLONDE: had same experience. Took long time to feel like nice road again. **EXPECTATION** Too much aggregate. Inconsistently put down. (nodding all around). I remember making comment, "My god they came through in five minutes and didn't seem to backroll. And then they came back through cleaning up their mess—you were talking about perceptions. I felt that was why they went through so often. Cleaning up their mess. Quality control is an issue. **EXPECTATION, PERFORMANCE, AWARENESS, PURPOSE**

…

QUESTION 11: think about K communications in general, think of what communication was for and describe a few components that stuck out to you?

Group 1

SHE: those light reader boards, heading down 85th, Mother's Day, half-marathon. I don't put those things on calendar. But I like those reader boards. Put one down 70th, forget what it turns into, that kind of announcement. Big event. Xmas tree lighting. I remember it … **MEDIA**

MARK: well you remember when you see it.

SHE: no I remember it now.

RUSS: I read all stuff that comes from K. **AUTHORITY** I read paper we get Friday, Kirkland Courier. **MEDIA**

DIANE: I love police blotter. **MEDIA**

CK: do you all read Kirkland Reporter?

MARK: No, I try to get them to not deliver it to my door. **MEDIA**

CK: thank you, that was it.

SHE: what was your hope?

Group 2

CK: any communications from Kirkland. Print, readerboard. What do you remember.

GRANT: after having dealt with County with such abysmal nothingness, it's breath of fresh air. **OUTREACH**

CHAR: hard to pull up specific examples: city has made bigt effort to use multiple resources to reach us: whether it's newspaper, mailers. I think they do multiple efforts to reach us. **OUTREACH**

MARY ANN: I remember couple: one about sewage lines put down in neighborhood. There was questionnaire about it. You remember? (group: that's right. **OUTREACH**

FRANK: Everybody up in arms about it. **COMMUNITY, CONNECTOR**

BLONDE: Don't you dare … **COMMUNITY, CONNECTOR**

Laughs

MARY ANN: then there was one about reserve gas line that goes behind house at 6001. Some discussion about it. There was a flyer in the mail. Didn't go to that meeting. The map was really bad. **MAP** But I realized it was right by my house.

BLONDE: Community meetings: resend that out. We happen to have someone very active. That sends stuff out to our group meaning 53 homes, 52 homes.

PROF: can't think of specs. But everything I can think of is very positive. Information we get from time to time about waste disposal from the City: very good. **OUTREACH**

GROUP MURMURS: very helpful. Very good. Lots of nods. **OUTREACH**

CK: final takeaways … any impressions.

PROF FRANK: give us time to do it right.

BLONDE: People love those big reader boards, hate to dumb it down. **SIGNS** Could do bullet points: can be redone 7 times. Saves the county or saves the city over 30 years X dollars. Like to preserve streets that are in decent condition. That's a new one to me. I don't know why and I have read the materials. **PURPOSE, DECISION-MAKING**

CHAR: Proactive piece **PURPOSE, DECISION-MAKING**

BLONDE: it's a very proactive piece. Makes you feel good about the City. As opposed to wasting money on good street. **PURPOSE, DECISION-MAKING**

CK any other messages:

KATHI HUNT: one neighbor mentioned it was cracking now and what's going to be done … **EXPECTATIONS**

WRAY: is there a follow-up …? **EXPECTATIONS**

CK: that's evidence of that previous concept: Describes George Minassian.

KATHI: So will they seal the cracks that are in the new seal? Is it defeating purpose to seal cracks that are already there. **EXPECTATIONS, PERFORMANCE**

CHAR: it says K is interested in knowing how they are doing. **OUTREACH**

GRANT: thank you to k for not only doing this but for you coming around and doing this. **OUTREACH**

RICH: that's pretty foreign … **OUTREACH**

KATHI: sent email to neighbors. Please tell us what happened? **CONNECTOR, COMMUNITY**

WRAY: took us 22 years to get annexed to Kirkland.

Kathi: And we're grateful.

CITY OF KIRKLAND
Department of Parks & Community Services
505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Jennifer Schroder, Director
Linda Murphy, Recreation Manager

Date: April 23, 2014

Subject: RESOLUTION REGARDING ANALYSIS OF SITES AND USES TO BE CONSIDERED FOR A POTENTIAL COMMUNITY RECREATION & AQUATIC FACILITY

RECOMMENDATION

That the City Council adopts a resolution authorizing the Park Board and staff to conduct additional analyses of both Juanita Beach Park and North Kirkland Community Center & Park as possible sites for a potential new community recreation & aquatic facility.

BACKGROUND

In September of 2013, the City Council added a new element to the 2013-2014 City Work Program to respond to the potential closure of the Juanita Aquatic Center by the Lake Washington School District should Juanita High School be rebuilt or renovated. The new element was to *"Partner with the Lake Washington School District and other interested public and private organizations to explore options for replacing the Juanita Aquatic Center by 2017 to further the goals of Parks and Recreation."* Since adoption of the new Work Program element and initial funding from the Council, the Parks Department and Park Board have been working diligently with consultants to evaluate sites and costs of a new facility.

On April 1, 2014, the City Council was presented with recommendations from the Park Board on siting preferences for a potential new recreation facility as well as recommendations for a preferred facility type. The Council expressed interest in continuing to explore a multi-faceted community recreation & aquatic facility with the possible inclusion of a 50-meter competitive pool. The City Council also authorized staff to continue to pursue potential project partners and to conduct further community outreach.

The Council authorized the Park Board and staff to conduct additional analyses of two sites: Juanita Beach Park and the North Kirkland Community Center & Park (NKCC) site. Additional technical analyses for both sites would include conducting an environmental assessment, completion of traffic studies, building massing studies, and additional cost estimating. Evaluation of the potential closure of a portion of 103rd Ave NE to accommodate a new facility at the NKCC site would also be conducted. A resolution authorizing staff and the Park Board to conduct these tasks is attached. If approved, the goal of the staff and the Park Board will be to produce a report for review by Council at the July 15, 2014 Council meeting.

Upgraded boiler at Peter Kirk Pool for year-round use

In addition, the Council expressed interest in ensuring that a replacement boiler at Peter Kirk Pool be upsized to allow for the potential for the pool to be used in the future as a heated, year-round open-air facility. Such use would allow the Peter Kirk pool to act as an interim facility for Lake Washington School District swim teams (and potentially other groups and activities) should a new aquatics center not be constructed and opened prior to the closing of the Juanita Aquatics Center. Replacement funds for the current boiler are already budgeted. The additional cost for the larger boiler replacement is $10,000. If funding is approved, the new boiler would be installed this fall, after closure of the Peter Kirk Pool.

Supplemental Funding Request

The estimated cost to conduct the next level of technical evaluation is $270,000 ($135,000 per site). The City's consultant team would complete the tasks and conduct the studies outlined above.

In total, staff has identified a need for $280,000 to implement the Council's requests. An estimated $95,000 remains from the original Council appropriation of $215,000 for the project. Therefore, a fiscal note is attached (**Attachment A**) detailing a supplemental budget request for $185,000.

The proposed funding source is 2013 year-end General Fund cash. As noted in the 2013-2014 mid-biennial budget adjustment memo, approximately $500,000 of additional resources were identified at the end of 2013, which could be available for additional reserve replenishment beyond budgeted amounts or other purposes. It was decided by Council to make the determination on the use of that cash for reserve replenishment at the end of 2014 to allow the anticipated cash position at the end of the biennium to be considered. If there is not additional unanticipated cash generated in 2014, this proposed use would reduce the amount available for additional reserve replenishment. However use of year-end cash to implement 2013-2014 City Work Program items is consistent with the Council's financial policies and priorities.

Project Timeline Scenarios

At their April 1 meeting the Council discussed the possible timing of a potential funding measure necessary to fund a new facility. Staff has prepared three possible project timeline scenarios (**Attachment B**) for Council information. Scenario A retains the current schedule providing for a possible ballot measure in early 2015, while Scenario B suggests a possible timeline for a November 2015 ballot measure. Scenarios A & B presume that the facility location would be selected from the sites currently under consideration. Scenario C is suggested as a timeline to decide upon a November 2016 ballot measure should the Council desire more time to identify additional potential facility locations.

Update: School District Bond Measure Unlikely to Pass

As of the date of this staff report it appears that the Lake Washington School District's bond measure of April 22 will not be approved by District voters. At the Council's May 6 meeting staff will provide an update on the District's plans moving forward and the implications for the City's recreation & aquatic facility planning project.

Attachments:

A – Fiscal Note
B – Timeline Scenarios
Resolution

ATTACHMENT A

FISCAL NOTE

CITY OF KIRKLAND

Source of Request

Jennifer Schroder, Director of Parks & Community Services

Description of Request

Provide funding of $175,000 to complete additional analysis of two sites for a potential new community recreation and aquatic facility, as well as funding for a boiler replacement at the Peter Kirk Pool. Total cost estimate is $280,000, which is supplemented from the remaining balance of $95,000 from previously approved funding of $215,000. The proposed funding is 2013 year-end cash, which may reduce the amount available for additional reserve replenishment as described in the attached memo.

Legality/City Policy Basis

Fiscal Impact

One-time use of $175,000 from 2013 year-end General Fund cash

Recommended Funding Source(s)

	Description	2014 Est End Balance	Prior Auth. 2013-14 Uses	Prior Auth. 2013-14 Additions	Amount Request	Revised 2014 End Balance	2014 Target
Reserve	N/A						
Revenue/Exp Savings	2013 year-end General Fund cash						
Other Source							

Other Information

Prepared By	Neil Kruse, Senior Financial Analyst	Date	April 25, 2014

Attachment B

Recreation & Aquatic Facility Planning
Timing Scenarios

Major Milestone	Scenario A Possible 2015 Ballot Measure	Scenario B Possible 2015 Ballot Measure	Scenario C Possible 2016 Ballot Measure
Select Site Environmental assessment Traffic studies Building massing studies Cost estimating	By July 2014	By July 2014	by Fall 2015
Complete Site Master Planning Conceptual design Public hearing(s) Updated cost esimate	By October 2014	By October 2014	by Spring 2016
Finalize Funding Strategy Updated cost estimate Finalize partner agreements Public hearings/surveys Council Ballot Ordinance	By December 2014	by July 2015	by July 2016
Ballot Measure	February or April 2015 Election	November 2015 Election	November 2016 Election

RESOLUTION R-5050

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING ADDITIONAL ANALYSIS OF SITES AND USES TO BE CONSIDERED FOR A POTENTIAL FACILITY TO PROVIDE FOR THE RECREATION AND AQUATIC NEEDS OF RESIDENTS AND AUTHORIZING THE PARKS AND COMMUNITY SERVICES DEPARTMENT TO SOLICIT ADDITIONAL RESIDENT INPUT.

WHEREAS, since 2001 the City of Kirkland's Comprehensive Park, Recreation, and Open Space (PROS) Plan has identified the need for more multi-use recreation space in the community; and

WHEREAS, the 2007 Kirkland Indoor Recreation Feasibility Study described a prototype multi-use recreation center which would respond to community needs and interests and which included an aquatics facility component; and

WHEREAS, aquatic facilities have been an essential part of the Kirkland community and culture for over 45 years, beginning with construction of Peter Kirk Pool in 1968, followed in 1971 with the construction of the Juanita Aquatic Center at Juanita High School; and

WHEREAS, according to the standards of the National Recreation and Parks Association, the current Kirkland public aquatic facilities do not meet local needs; and

WHEREAS, Kirkland lacks recreation and aquatic facilities to more broadly serve its general population, especially in comparison with national statistics and trends; and

WHEREAS, the Lake Washington School District has determined that the Juanita Aquatic Center has reached the end of its useful life and has furthermore decided that the Aquatic Center will not be retained at the time of Juanita High School's modernization or replacement; and

WHEREAS, the Juanita Aquatic Center is the sole public indoor, year-round aquatic facility in the Kirkland community which provides a variety of critical recreational, educational, competitive, and health and wellness activities for residents of all ages; and

WHEREAS, the City is committed to partnering with interested public and private organizations to explore options for meeting the general recreation needs of Kirkland residents and for replacing the Juanita Aquatic Center; and

WHEREAS, the Parks and Community Services Department has completed a preliminary evaluation of potential sites and on April 1, 2014, presented its findings and conclusions to the City Council; and

WHEREAS, the City Council believes a new public recreation and aquatic facility must serve all members of the public from children to seniors and must provide programming, including instruction, recreation and competition opportunities as well as wellness, fitness and rehabilitation options; and

WHEREAS, the City Council wishes to better understand the recreation and aquatic facility siting options, interests, and level of support by residents;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The Parks and Community Services Department is authorized to:

1. Conduct further investigation and analysis of Juanita Beach Park and the North Kirkland Community Center as locations for a community recreation and aquatic facility.
2. Conduct technical analyses for both sites to include an environmental assessment and completion of traffic studies, building massing studies, and cost estimating.
3. Conduct outreach with the community and potential project partners on possible facility components as well as siting preferences.
4. Provide a report to the City Council with recommendations from the Park Board by July 15, 2014, or as soon as possible thereafter.
5. Upgrade the boiler at Peter Kirk Pool to allow year-round heated use as an interim facility should a new recreation and aquatics center not be constructed and opened prior to closure of the Juanita Aquatics Center.

Section 2. The City Manager is authorized and directed to implement steps necessary to achieve these tasks.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2014.

Signed in authentication thereof this ____ day of _____, 2014.

_____
MAYOR

Attest:

_____
City Clerk

Council Meeting: 05/06/2014
Agenda: New Business
Item #: 11. a.

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Jeremy McMahan, Planning Supervisor
Eric Shields, AICP, Director

Date: May 23, 2014

Subject: Planning Commission Recommendation to adopt amendments to the Kirkland Zoning Code, Land Use Regulations for Properties Adjoining the Cross Kirkland Corridor, File No. CAM14-000269

RECOMMENDATION

City Council adopts the enclosed Ordinance amending the Kirkland Zoning Code to establish regulations for development along the Cross Kirkland and eastside rail Corridors (the Corridor). The enclosed Ordinance is consistent with the recommendation of the Planning Commission, included as Enclosure A.

BACKGROUND DISCUSSION

All amendments are included as an attachment to the ordinance.

The City Council decided to address potential immediate threats and opportunities associated with land uses along the Corridor through an interim ordinance. Ordinance 4421 was adopted on November 6, 2013 and established temporary land use regulations for properties adjoining the Corridor (Attachment 1). The Houghton Community Council (HCC) approved the interim regulations as they apply within HCC jurisdiction on November 21, 2013. The interim ordinance is valid for 180 days and will lapse on May 15, 2014.

The Planning Commission began its consideration of permanent regulations with a study session on February 27, 2014 (meeting packet, audio recording) to scope regulations for the public hearing. The Commission considered the proposed amendments at a public hearing on April 10, 2014 (meeting packet, audio recording). Their recommendation includes the Commission's analysis and findings.

The proposed amendments generally follow the guidance established by the City Council with adoption of the interim ordinance. Key differences relate to:

- Clarification of standards for winery/brewery/distillery uses and the allowance for expanded tasting rooms in the LIT and PLA 6G zones (in addition to TL zones).
- The inclusion of the TL 7 and TL 9A zones in requirements for proposed setbacks and design standards.
- Clarification and expansion of exemptions for utilities and public trails located in or near sensitive areas along the Corridor.

The Houghton Community Council held a study session on March 24, 2014 to review the proposed amendments that fall within its jurisdiction and considered the proposed amendments at its public hearing[1] on April 28, 2014 (meeting packet, audio recording). The Community Council recommended adoption of the proposed regulations with the following two changes:

- Draft KZC Section 115.24.3, 1st paragraph (Design Standards): *The Planning Official or Design Review Board may modify ~~waive~~ compliance with a particular regulation if the applicant demonstrates that it is not feasible given the existing development and scope of the project.*
- Draft KZC Section 115.24.3.a.iii (Pedestrian Connection to Corridor): *The Planning Official may modify ~~waive~~ the connection requirement where grade or other natural features preclude reasonable access to the Corridor.*

The Community Council concluded that there should be some dialogue between the City and the applicant on ways to meet the intent of the requirement (hence "modify"), rather than simply ignoring the requirement ("waive"). Staff believes that the first change is appropriate. However, staff recommends not making the recommended change to the pedestrian connection section. The intent of this section is that a path is either required or not, based on the feasibility of the connection

The City Council should decide which term to use, and may include any changes in a motion to adopt the proposed regulations.

SEPA COMPLIANCE

The City issued a Determination of Nonsignificance on March 21, 2014. The requirements of the State Environmental Policy Act (SEPA) have been met.

PUBLIC PROCESS

Pursuant to KZC 160.40, notice of the hearing was published in the official City newspaper, posted on official notice boards, sent to Neighborhood Association chairs and KAN representatives, and posted on the City website. In addition, the notice was sent by mail to all 536 affected property owners (see Attachment 2) and by email to all 925 subscribers to the Cross Kirkland Corridor electronic newsletter.

The Planning Commission received four items of correspondence in advance of the hearing and four people testified at the hearing.

Attachments:

1. Interim Ordinance O-4421
2. Map of affected zones

Enclosures:

[1] Typically, a joint Planning Commission & Houghton Community Council hearing would be held. In this case, the pending lapse of the interim ordinance required an accelerated process that did not provide for scheduling a joint hearing.

A. Planning Commission Recommendation

cc: File No. CAM14-00269, Planning Commission

ORDINANCE O-4421

AN INTERIM ORDINANCE OF THE CITY OF KIRKLAND RELATING TO LAND USE AND ZONING AND PROVIDING INTERIM OFFICIAL ZONING CONTROLS FOR ZONING DISTRICTS ADJOINING THE CROSS KIRKLAND CORRIDOR AND THE EASTSIDE RAIL CORRIDOR WITHIN THE CITY OF KIRKLAND.

WHEREAS, the Eastside Rail Corridor is a rail corridor, a portion of which runs through the City of Kirkland ("City"), that is railbanked pursuant to 16 U.S.C. 1247(d); and

WHEREAS, in 2012, the City purchased a 5.75 mile segment of the Eastside Rail Corridor that runs through Kirkland and a small portion of Bellevue, which is known as the "Cross Kirkland Corridor" or the "CKC;" and

WHEREAS, The City is actively planning the future development of the Kirkland portion of the Eastside Rail Corridor as a multi-modal transportation corridor; and

WHEREAS, King County has purchased the remainder of the Eastside Rail Corridor within Kirkland city limits and is actively planning the corridor's future development as a multi-modal transportation corridor; and

WHEREAS, many of the existing zoning regulations along the Cross Kirkland Corridor and the Eastside Rail Corridor within the City of Kirkland were established at a time when the primary use of the corridor was for heavy rail; and

WHEREAS, with the purchase of the Cross Kirkland Corridor and the Eastside Rail Corridor for a multi-modal transportation corridor necessitates a review of existing zoning regulations; and

WHEREAS, the City Council would like to enact a limited number of zoning regulations on an interim basis while it considers permanent zoning regulations regarding; and

WHEREAS, the City Council held a public hearing on October 15, 2013; and

WHEREAS, the City has the authority to adopt an interim zoning ordinance pursuant to RCW 35A.63.220 and RCW 36.70A.390;

NOW THEREFORE, the City Council of the City of Kirkland do ordain as follows:

Section 1. For purposes of this ordinance, "Corridor" shall refer to the Cross Kirkland Corridor and the Eastside Rail Corridor within the City of Kirkland.

Section 2. The regulations as set forth in Attachment A attached to this ordinance and incorporated by reference are adopted.

Section 3. Findings of Fact.

A. The recitals set forth above are hereby adopted as findings of fact.

B. It is appropriate to establish regulations pertaining to development along the Corridor on an interim basis while the City Council considers permanent zoning regulations with respect to properties adjoining the Corridor.

Section 4. The interim regulations adopted by this Ordinance shall continue in effect for one hundred eighty (180) days from the effective date of this Ordinance, unless repealed, extended, or modified by the City Council. The Council may adopt extensions of this Ordinance after any required public hearing pursuant to RCW 35A.63.220 and RCW 36.70A.390.

Section 5. To the extent the subject matter of this ordinance, pursuant to Ordinance 2001, is subject to the disapproval jurisdiction of the Houghton Community Council, this ordinance shall become effective within the Houghton Community Municipal Corporation only upon approval of the Houghton Community Council or the failure of said Community Council to disapprove this ordinance within 60 days of the date of the passage of this Ordinance.

Section 6. Severability. Should any provision of this Ordinance or its application to any person or circumstance be held invalid, the remainder of the ordinance or the application of the provision to any other persons or circumstances shall not be affected.

Section 7. This Ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication, as required by law.

Passed by majority vote of the Kirkland City Council in open meeting this 6th day of November, 2013.

Signed in authentication thereof this 6th day of November, 2013.

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney

For purposes of this ordinance, "Corridor" shall refer to the Cross Kirkland Corridor and the Eastside Rail Corridor within the City of Kirkland.

I. Restaurant and/or Tavern Uses

Purpose: To encourage uses that are supportive of the active nonmotorized and multi-use vision for the Corridor

Regulation:

A. For all properties located within Totem Lake zones TL 7, TL 9A, TL 10B, TL 10C, TL 10D, and TL 10E and within 150' of the Corridor:

1. Restaurant or Tavern shall be an allowed use with no limits on gross floor area and no requirements that the use be accessory to a primary use. The Restaurant or Tavern use shall otherwise be subject to the development standards listed in the applicable zone. For the TL 9A and 10B zones where Restaurant or Tavern is not listed as an allowed use, the use shall be subject to the development standards for an Office use and required parking spaces shall be 1 per each 100 square feet of gross floor area.
2. Where allowed uses in these zones permit accessory retail sales pursuant to a special regulation, the maximum allowed floor area of such accessory retail sales shall be 50 percent of the gross floor area of the allowed use. All other provisions of the applicable special regulations shall apply.

II. Retail Storage

Purpose: To avoid siting new or expanded facilities that are detrimental to the active nonmotorized vision for the Corridor

Regulation: No new Retail Establishments Providing Storage Services, as listed in the applicable Kirkland Zoning Code use zone charts, shall be allowed on properties within 150 feet of the Corridor. No expansion of existing Retail Establishments Providing Storage Services shall be allowed on properties within 150 feet of the Corridor.

III. Required Yards

Purpose: To preserve adequate open space between the Corridor and adjoining development.

Regulation: Within all Commercial, Industrial, and Office zones adjoining the Corridor, the minimum required yard shall be ten (10) feet as measured from the common property line. The TL 7 and TL 9A zones are not subject to this required yard.

Regulation: Outdoor use, activity or storage areas located adjacent to the Corridor must comply with the minimum ten foot required yard.

IV. Design Standards

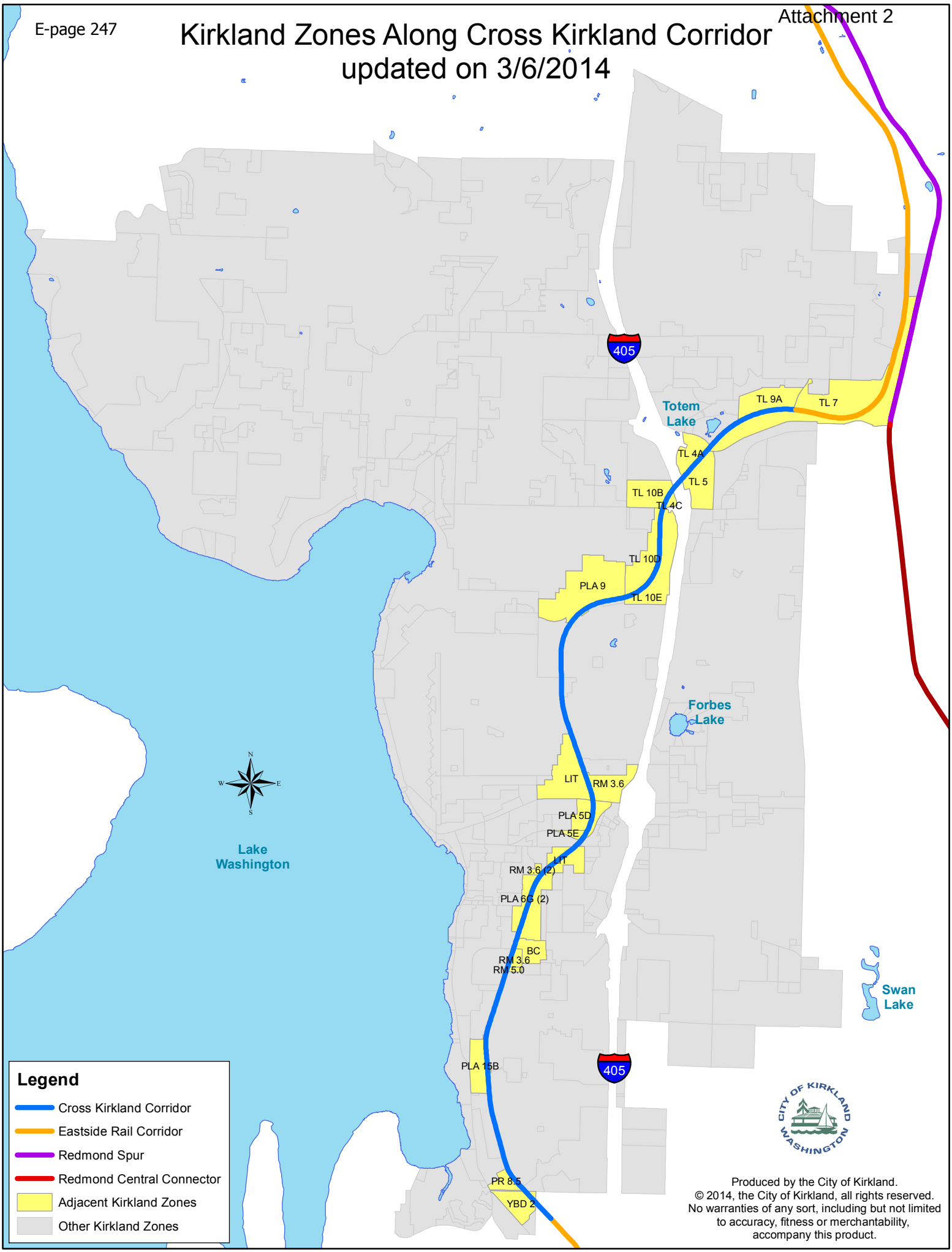
Purpose: To ensure that new development is designed in keeping with the active nonmotorized and multi-use vision for the Corridor.

Regulation: Development on properties adjoining the Corridor; except those properties located in single family, TL 7, TL 9A, and YBD 2 zones; shall comply with the following standards:

1. Site Design: Development adjoining the Corridor shall be designed to complement and interact with the public nature of the Corridor though the following site design and pedestrian improvements:
   a. Landscape islands required pursuant to KZC 95.44 (Internal Parking Lot Landscaping Requirements) shall be provided such that there are no more than eight contiguous parking stalls along the corridor.
   b. In addition to providing the screening and buffering functions required by the KZC, landscape design shall integrate with and complement corridor functions.
   c. A pedestrian entrance facing the Corridor shall be provided with pedestrian access connecting from the entrance to the Corridor installed pursuant to the standards of KZC 105.18.2.a. The City may waive the connection requirement where grade or other natural features preclude access to the Corridor.
   d. Public pedestrian walkways required by KZC 105.19.1 shall include circumstances where blocks are unusually long and pedestrian access is necessary to connect between existing streets and the Corridor. The City may waive the connection requirement where grade or other natural features preclude access to the Corridor.
2. Building Design: Building design adjoining the Corridor shall acknowledge the high visibility from this active public space through the following building design standards:
   a. All buildings shall be designed so that facades visible from the Corridor comply with the provisions of KZC 92.15.3 (Blank Wall Treatment).
   b. All building shall be designed so that parking garages visible from the Corridor comply with the provisions of KZC 92.15.4.a and b (Parking Garages).
   c. Building facades visible from the Corridor shall incorporate similar building materials and window treatment as other facades of the building.
   d. Building facades visible the Corridor shall avoid long, unbroken facades and rooflines by incorporating horizontal and vertical modulation to break large building masses into smaller building masses.

Compliance with these design standards shall be administered by the Planning Official in conjunction with review of an applicable development permit unless the proposal is subject to Design Board review, in which case the Design Review Board shall review the proposal for compliance.

Kirkland Zones Along Cross Kirkland Corridor updated on 3/6/2014



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CITY OF KIRKLAND
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
123 FIFTH AVENUE, KIRKLAND, WA 98033 425.587.3225
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MEMORANDUM

Date: April 18, 2014, 2012

To: Kirkland City Council

From: Jon Pascal, Chair, Kirkland Planning Commission

Subject: Planning Commission Recommendation to Adopt Amendments to the Kirkland Zoning Code - Land Use Regulations for Properties Adjoining the Cross Kirkland and Eastside Rail Corridors, File No. CAM14-00269

Introduction

We are pleased to submit the recommended amendments to the Kirkland Zoning Code (KZC) for consideration by the City Council.

Background

As planning for the Corridor begins the transition from a utilitarian rail corridor to a vibrant multi-use corridor, planning for supportive land use regulations is needed to ensure that future development adjoining the Corridor reflects this evolution. Much of the land use planning for properties around the Corridor occurred in an era when it was a heavy rail corridor. That legacy exists in the continued industrial nature of non-residential properties along the Corridor and will continue until redevelopment or adaptive reuse occurs.

The City Council decided to address potential immediate threats and opportunities through an interim ordinance (O-4421). The interim ordinance will lapse on May 15, 2014.

The Planning Commission held a study session on February 27, 2014 to provide staff with direction on scoping the amendments for the public hearing. The meeting packet can be viewed on the following webpage:

http://www.kirklandwa.gov/Assets/Planning/Planning+PDFs/Planning+Commission/CKC+Land+Use+Regs+PC+02272014.pdf

The Houghton Community Council held a study session on March 24, 2014 and requested an HCC hearing to consider the proposed amendments to be held on April 28, 2014. Their recommendation will be forwarded to the City Council under separate cover.

Key Issues

The proposed amendments generally follow the guidance established by the City Council with adoption of the interim ordinance. Key differences relate to:

- Clarification of standards for winery/brewery/distillery uses and the allowance for expanded tasting rooms in the LIT and PLA 6G zones (in addition to TL zones).
- The inclusion of the TL 7 and TL 9A zones in requirements for proposed setbacks and design standards.
- Clarification and expansion of exemptions for utilities and public trails located in or near sensitive areas along the Corridor.

Because policies and regulations for many of the transitional light industry areas are currently under consideration through different processes, the Planning Commission notes that some of the topics of the recommended amendments may need to be revisited and refined as Comprehensive Plan and Zoning Code amendments for those areas move forward.

Proposed KZC Amendments

Proposed draft Kirkland Zoning Code amendments are included in the enclosed ordinance. The amendments are summarized below, followed by a summary of the existing KZC provisions and the Planning Commission rationale for the recommended change.

1. Expand Allowed Uses.

A. Totem Lake zones TL 7, 9A, 10B, 10C, 10D, and 10E - Restaurant and tavern uses are allowed outright with no limits on gross floor area for properties located within 150' of the corridor.

B. Totem Lake zones TL 7, 9A, 10B, 10C, 10D, and 10E - Floor area for retail sales accessory to manufacturing uses is expanded to 50% of the gross floor area for properties located within 150' of the corridor.

C. Totem Lake zones TL 7, 9A, 10B, 10C, 10D, and 10E zones; and LIT, PLA 6G zones - "Wineries, Breweries, and Distilleries" are separated from the "Manufacturing" use listing and added as a new use listing. Related development standards are incorporated.

D. Allowances for tasting rooms for wineries, breweries, and distilleries are established as follows:

- In the TL zones, size limits corresponds to restaurant allowances (if restaurants are allowed, then no limits; if restaurants are not allowed, then limited to 50% of gross floor area)
- In the LIT and PLA 6G zones, limited to 50% of gross floor area.

Existing Zoning Code provisions:

- TL 7: Restaurant use is allowed only on properties between Corridor and NE 124th Street. Retail is allowed accessory to allowed use, but limited to 35% of primary use.
- TL 9A: Restaurant use is not allowed. Retail is allowed accessory to allowed use, but limited to 20% of floor area.

- TL 10B, 10C, 10D, and 10E (Par Mac area): Restaurant use is allowed, but limited to 20% of primary use. Retail is allowed accessory to allowed use, but limited to 20% of floor area.
- Wineries, Breweries, and Distilleries are currently allowed as a manufacturing use in all of these zones. Development standards for tasting rooms are not clear, but would typically be treated as an accessory use subject to the size limit of 20% of the gross floor area (35% for TL 7).

Rationale:

The proposed amendments take advantage of the opportunity presented by transitional industrial areas adjoining a new pedestrian/bike corridor. A visit to the Redhook and Black Raven breweries in Redmond or the 192 Brewery in Kenmore to observe the number of parked bicycles graphically illustrates the potential for such facilities to be trail-supportive. Recent interest in breweries along the Corridor has indicated that limiting the floor area for tasting rooms to 20% may be too low to support a viable business model (see correspondence in Attachment 1).

The Planning Commission felt it was important to clarify on how wineries, breweries, distilleries and their associated tasting rooms fit into the allowed uses along the Corridor. The proposed regulations provide clarity by segregating the use listing from other manufacturing uses in these zones. This is similar to how Woodinville regulates the uses. As noted in the testimony from the owners of Chainline Brewery, this clarification could go a long way toward encouraging the growth of the industry in Kirkland. The Planning Commission also agreed that expanded allowances for tasting rooms was appropriate in the LIT and PLA 6G zones adjoining the Corridor, outside the Totem Lake area.

Within the Totem Lake area, the proposed regulations are intended to establish more land use flexibility for Corridor-related uses by allowing restaurant uses outright and allowing additional retail floor area related to manufacturing uses.

2. Prohibit Retail Storage Use.

Prohibit "Retail Establishments Providing Storage Services" on properties within 150 feet of the corridor.

Existing Zoning Code provisions:

The BC, LIT, PLA 6G, TL 4A, TL 4C, TL 5, TL 7, TL 9A, TL 10B, and YBD 2 zones adjoining the Corridor currently allow this use. The YBD 2 zones only allow the uses as an accessory use.

Rationale:

There are currently six retail storage facilities located within 150' of the Corridor. The most recent addition is the Kirkland Way Storage facility completed at 12000 Kirkland Way (see photo below). Because of the light industrial legacy of the

Corridor, there is significant older building stock that could easily be converted to retail storage use. Among the issues identified with retail storage uses as a use adjoining a multimodal corridor are:

- The use has no reciprocal relationship with the uses that will occur within the Corridor. They present blank walls and generate no nonmotorized traffic.
- There is significant and growing demand for retail storage uses. That means that once they are established they may be the highest and best use of the property for a significant period of time. This is in contrast with other adaptive reuse of older building stock for uses like indoor recreation, which will be displaced by office and high tech redevelopment over time.

3. Establish Consistent Required Yards (Setbacks).

Establish a 10' setback from the Corridor for all properties with the exception low density zoned areas. Allow a setback reduction for Corridor-oriented uses and design.

Existing Zoning Code provisions:

A number of adjoining commercial, office, and industrial zones have 0' required setbacks from the Corridor. In other zones, the setback is determined by whether the common property line with the Corridor is considered a side or rear yard.

Rationale:

Again, this is a legacy of frontage along a heavy rail corridor where buildings needed to be close to the rail for loading and unloading. Ten feet was chosen as the new standard because it has been used along pedestrian streets in Kirkland where a 0' setback restricts the ability to incorporate adequate pedestrian-oriented spaces and 20' is too wide because it encourages parking and drive lanes in the space.

The potential for reduced setback for one-story structures with pedestrian-oriented design features is recommended as an incentive to encourage active uses, such as restaurants, to engage the Corridor and benefit from Corridor users.

While the interim ordinance did not apply the 10' setback to TL 7 and TL 9A zones, the Planning Commission recommends that the standard apply to all zones listed. The Commission received testimony from affected property owners (see Attachment 1) and concluded that the setback will provide necessary separation between potentially large buildings and the Corridor and that the setback is not unduly burdensome on properties in this area. Most uses in the area currently orient parking lots to this side of the property and the setback does not affect parking lots as they would be allowed in the setback area.

4. Design Standards.

Basic site and building design standards are established for all properties adjoining the Corridor with the exception of low density residential zones.

A. Site Design:

- Landscape islands to break up rows of parking to provide improved buffering between parking lots and the Corridor
- Integration of site and Corridor landscaping
- Pedestrian connections from buildings to the Corridor, and public pedestrian connections from adjoining streets to the Corridor

B. Building Design:

- Expands blank wall restrictions as applicable to the Corridor
- Landscape screening or other treatment of parking garages facing the Corridor
- Building facades facing the Corridor to be modulated and receive the same level of architectural detail as other facades.

Existing Zoning Code provisions:

The Totem Lake and Yarrow Bay Business Districts are currently subject to design review, however, existing design guidelines and regulations for these areas were written prior to acquisition of the Corridor and they don't contain specific guidance on site and building design fronting the Corridor.

Rationale:

The recommended design standards would apply to all redevelopment along the Corridor (except low density residential zones) and ensure that neither the site nor building design turns its back on this important public space. The standards borrow heavily from existing City design regulations.

The Planning Commission recommends that the amendments apply to all zones (except low density residential zones), including the TL 7, TL 9A, and YBD zones although they were not included in the interim ordinance. The Commission received testimony from affected property owners in the Totem Lake area (see Attachment 1) and concluded that the standards are not unduly burdensome on properties in this area. The Commission understands that auto retail and similar uses will continue to orient predominantly to the street and service areas may continue to be placed on the back, or Corridor, side of the property. However, we do not believe that these constraints preclude the ability to design attractive buildings with effective landscaping and pedestrian walkways. The Toyota dealership currently under construction in the TL 7 zone illustrates that these objectives can be balanced with the needs of Kirkland's auto retail sector.

Regarding public pedestrian paths required by KZC 105.19, the Planning Commission is recommending a minimum 10' width to best accommodate the potential volume of pedestrians and bicycles. Because width standards are determined by Public Works Pre-Approved Plans, we expect that City Council concurrence would provide staff with direction to revise the Pre-Approved Plans accordingly.

5. Critical Areas Exemptions for Utilities and Public Trails.

KZC Chapter 90 (Drainage Basins) exemptions are clarified and supplemented to provide exemptions to allow construction of the master planned trail and installation of utilities.

Existing Zoning Code provisions:

The master planned trail would not meet current exemption requirements because it will involve new, paved facilities within wetland and stream buffer areas. The Code currently provides for certain utility exemptions, but some minor clarifications are needed to address utilities in the Corridor.

Rationale:

The former BNRR corridor is a significant hydrologic divide through the City with areas of streams and wetlands on either side of the railroad ballast. The City's stream and wetland regulations were written well before City ownership, so are largely silent on how to permit a trail facility in these areas. The interim trail that will be constructed in 2014 is exempt from these regulations because it is limited to putting gravel down over the existing rail bed (repair/maintenance with no new impervious).

The proposed regulations are based on approaches taken by other cities and counties in their regulations for trail facilities. The exemptions are coupled with impact mitigation requirements.

Criteria for Amending the Zoning Code

KZC Section 135.25 outlines the following criteria for amending the text of the Zoning Code. The Planning Commission's findings are included in *italics.*

The City may amend the text of the code only if it finds that:

1. The proposed amendment is consistent with the applicable provisions of the Comprehensive Plan.

   The proposed amendments are consistent with the Comprehensive Plan. The following policies from the Community Character Element, the Transportation Element, and the Totem Lake Neighborhood Plan support the proposed amendments.

   - *Policy CC-4.10: Maintain and enhance the appearance of streets and other public spaces.*
   - *Policy CC-4.12: Support multimodal transportation options.*
   - *Policy T-2.1: Promote pedestrian and bicycle networks that safely access commercial areas, schools, transit routes, parks, and other destinations within Kirkland and connect to adjacent communities, regional destinations, and routes.*
   - *Policy TL-4.1: Provide flexibility in development standards while maintaining an inviting visual environment.*
   - *Policy TL-21.2: Encourage private development to help build the overall character of the Totem Lake Neighborhood.*
   - *Policy TL-32.1: Develop a safe, integrated on- and off-street nonmotorized system emphasizing connections to schools, parks, transit, and other parts of Kirkland.*

2. The proposed amendment bears a substantial relation to public health, safety, or welfare.

   The recommended amendments bear a substantial relation to public health, safety, and welfare. The amendments will ensure that land use and development will occur in a manner that is consistent with a public multimodal transportation corridor rather than the historic legacy as a heavy rail corridor.

3. The proposed amendment is in the best interest of the residents of Kirkland.

   The recommended amendments are in the best interest of the community. The amendments provide for an integration of the public investment in the Corridor with adjoining private development to ensure that land uses complement rather than detract from this important public space.

Public Participation

The Planning Commission held a study session on February 27, 2014 leading up to the public hearing on April 10, 2014. The Planning Commission received four items of correspondence for the public hearing (Attachment 1). At the hearing, four people spoke regarding the amendments. We have reviewed and considered all correspondence and public comment on the proposed amendments in making our recommendation.

The Planning Commission was particularly concerned about the written and oral testimony from representatives of Greg Rairdon regarding impacts to auto dealerships in the TL 7 and TL 9A zones and the comment that the proposed regulations may drive auto retailers to other jurisdictions. We are aware that the City Council excluded these zones from the interim ordinance for setbacks and design standards and share the concern that these businesses are important to the community. In response to the testimony, the Commission considers it important to outline our considerations of the key points that were raised:

- The regulations are inconsistent with GMA because the CKC Master Plan is not adopted.

  There may be confusion that the CKC Master Plan and the City's GMA Comprehensive Plan. The CKC Master Plan is not a GMA mandated plan. Rather, it is a master plan intended to inform future public improvements within the City-owned CKC property. We see it as our role to recommend regulations that will support that public investment by ensuring that adjoining private development at best complements, or at least does not detract from the Corridor. As noted above, the City does have policies in the Comprehensive Plan that support this approach.

- The regulations are different that other regulations because they are "blanket" rather than zone-by-zone.

  The KZC contains regulations that are "blanket" regulations and regulations that are fine-tuned for a particular zone. An example of a blanket regulation is the standard 20' setback from most streets in Kirkland (exceptions being pedestrian-oriented design districts). We consider a standard setback from the CKC no different. Staff noted that Redmond has established a 14'

setback for the Redmond Central Connector based on similar concerns about having some light, air, and open space relief at the property line.

Similarly, the City does have regulations in place that apply to multiple zones and establish fundamental rules for good design and site planning. KZC Chapter 115 (Miscellaneous Use Development and Performance Standards) and Chapter 92 (Design Regulations) are examples. The recommended development standards for pedestrian access, landscaping requirements, blank walls, and building modulation are all fundamental principles that already apply broadly in Kirkland and are now recommended to apply to properties abutting the CKC.

- The regulations ignore impacts to auto retail.

  Some of the concern may be a misunderstanding about existing regulations. At the hearing, it was clarified that the proposed 10′ setback does not apply to parking lots for auto dealers. Parking lots are governed by an existing 5′ landscape buffer requirement, which is not proposed to change with these regulations.

  The testimony pointed out that the primary marketing for auto retail will continue to be oriented predominantly to adjoining streets and that service areas will need to occur on the back side, which will typically face the CKC. The Commission agrees with this assessment, but does not believe that this configuration precludes the ability to design the building and site as it orients to the Corridor in a manner that is not detrimental to the Corridor.

  The Commission reviewed the approved plans for the new Toyota dealership located between NE 124th Street and the Corridor. The dealership orients primarily to the adjoining streets with service areas facing the Corridor and went through design review under existing guidelines and regulations (as would any new development in the TL 7 and TL 9A zones). The Commission found that development is largely consistent with the recommended standards and does not believe that overlaying the new regulations would have resulted in any significant impact to the operations or viability of the dealership.

- Auto dealer's clients, customers, and operations differ from office and retail.

  The Commission concurs and agrees that most customers will not come to buy a car on the Corridor. However, we disagree with any assumption that, by their nature, dealerships won't use CKC or won't benefit from the relationship. Employees may want to visit the improved Totem Lake Park over lunch breaks and customers may want to go for a walk or visit nearby shops or restaurants while they wait for a repair. Certain businesses in the area already have informal pedestrian connections to the Corridor that have occurred because such access was desired.

  The testimony noted that there are not recreational opportunities on this stretch of the Corridor and that the Master Plan will have lesser amenities in this area. This is not supported by the draft CKC Master Plan or the Totem Lake Park Master Plan.

- Pedestrian accessibility is a safety issue.

All development in Kirkland requires pedestrian paths to get visitors from cars to the building and from the street to the building. The recommended regulations extend that concept to the Corridor. Making paths safe is a matter of good design. The alternative to designating paths is for pedestrians to walk in drive aisles, a less safe condition.

The intent of our inclusion of these zones in our recommendation is that we believe that the proposed regulations can be applied without causing significant adverse impacts to the operation and expansion of Kirkland's valued auto dealerships.

Attachments:

1. Correspondence

Cc: CAM14-00269

Subject: Adoption of Cross Kirkland Corridor Interim zoning ordinance

Dear Planning Commission Members, Councilmembers and Madam Mayor,

Our names are Scott and Michelle Holm and we are the owners of Chainline Brewing Company. We are a small production facility that has been attempting to locate in Kirkland, preferably along the Cross Kirkland Corridor. We applaud the proposed changes to expand uses along the Corridor and think they will go a long way towards achieving the vision set out in the Master Plan. This is important to us not only as local residents but as business owners as well. We have located a potential site along the corridor and would like to begin negotiating a long-term lease. However the interim regulations as currently written do not assist us for several reasons:

1. Breweries, Wineries and Distilleries (NAICS 31212, 31213, 31214) are not currently recognized, permitted uses in any Kirkland planning zone, including the interim zoning along the Cross Kirkland Corridor

3. Because Breweries, Wineries and their associated tasting rooms for products manufactured on site have not been defined, this has led to confusion when attempting to classify the nature of the business and apply zoning regulations as they currently exist, specifically the application of accessory retail or accessory restaurant use. Our state brewery license allows us to manufacture fermented beverages and distribute to wholesale accounts, as well as sell direct to the consumer only products that were produced on site. Our tasting room is considered to be part of the brewery and is not separately licensed. We will not be applying for a tavern license and we will not serve food, therefore I do not believe we qualify as either a retail sales establishment or a restaurant. This is consistent with the way Breweries/Wineries/Distilleries are defined in many of the municipalities that have proven popular for these industries.

2. The Interim CKC zoning ordinance as written does not apply to the LIT zone where we propose to locate our business.

3. Current ambiguity of our use in the LIT zone (and exclusion from the CKC amendment) have created questions as to whether our tasting room is subject to retail square footage restrictions in the zone. Unchanged, this will prevent us from operating a tasting area of sufficient size to be economically viable. This notwithstanding, the size of a brewery tasting room will always be somewhat self-limiting given the nature of our license and the fact that the products sold on site must be manufactured on site as well. Sufficient space for production will always be required and the equipment-intensive nature of our business ensures against disproportionate tasting room size relative to gross square footage.

The primary reason for locating in an urban center rather than in a remote manufacturing area is the increased interaction and community involvement having a tasting room allows with our customers. In order for us to locate our business in Kirkland and become a thriving member of the community, I would respectfully request the following changes be made to the Cross Kirkland Corridor Interim Ordinance prior to adoption:

1. Establish language permitting Breweries, Wineries and Distilleries in conjunction with on-site tasting and/or retail sales of products produced on site as allowed uses in the designated zones. Adoption of such language is most likely the single most important action the city could take to encourage growth of these industries within the city limits. The growth of Craft Brewery/Winery/Distilleries in surrounding communities I believe is due in large part to the clear, unrestrictive language regarding their business type and zoning (See Attachments for Woodinville zoning RE: breweries and wineries)

2. Ensure that adopted language includes LIT zones, or at minimum, extend the CKC zoning amendments to include zone LIT.

We look forward to becoming an early adopter and a recognizable stop along the Cross Kirkland Corridor. I believe the changes we propose are consistent with the vision set out in the Corridor Master Plan, and are consistent with improving the economy and community of Kirkland. Adoption of these changes will ensure that Kirkland's industrial zones are not only feasible but also desirable locations for businesses such as ours.

Thank you for your time and consideration,

Scott and Michelle Holm

Attachments:

Excerpt from Woodinville Municipal Code 21.08.080

> [*In reference to industrial zones*] (15) Wineries, breweries and distilleries shall be permitted outright: (a) in conjunction with on-site tasting and/or retail sales of the products manufactured on site; and (b) up to the following production limits: for wineries, up to 250,000 liters per year; for breweries, up to 60,000 barrels per year; and for distilleries, up to 60,000 gallons per year. Otherwise, a conditional use permit is required. (Ord. 560 § 2, 2013; Ord. 481 § 9 (Att. E), 2009; Ord. 379 § 14, 2004; Ord. 347 § 9, 2003; Ord. 326 § 7, 2002; Ord. 324 § 1, 2002; Ord. 304 § 1, 2001; Ord. 295 § 2, 2001; Ord. 194 § 3, 1997; Ord. 175 § 1, 1997)

JohnsMonroe
MitsunagaKoloušková
PLLC

Robert D. Johns • Michael P. Monroe • Darrell S. Mitsunaga • Duana T. Koloušková

Planning Commission
City of Kirkland
123 5th Avenue
Kirkland, WA 98033

April 9, 2014

Re: Land Use Regulations for Properties Adjoining the Cross Kirkland and Eastside Rail Corridors

Dear Planning Commissioners:

As you may already be aware, we are the attorneys for Greg Rairdon, Dodge Chrysler Jeep of Kirkland, Fiat of Kirkland, and RC 124th LLC. We provide you with the following comments and concerns regarding the City's proposed land use regulations for properties adjoining the Cross Kirkland Corridor (the "CKC").

The City's CKC Process to Adopt Land Regulations Is Inconsistent with the GMA and the City's Current Zoning Code Construction.

The City's drafting and review of CKC development regulations is not proceeding consistent with a standard GMA land planning process. Under the GMA, the City should first adopt planning policies under a subarea or master plan. Until Master Plan policies are adopted, logically there are no policies to implement by means of development regulations. Once those policies are adopted, the City can craft development regulations that implement those policies.

Contrary to the GMA public process, the City is working in reverse fashion. The City has not yet adopted planning policies at the comprehensive plan, or master plan, level. Instead, the City is working toward adoption of development regulations without the guidance of long-range Master Plan policies. Since there are no master planning policies to follow, there is no way for property owners to comment on whether the development regulations to be reviewed by the Planning Commission are consistent with long range policies. This process is already resulting in unnecessary confusion and inefficiency. Such an obstruction to logical planning and public comment may, in and of itself, violate GMA public process requirements.

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We understand that the City plans to hold public hearings and adopt a CKC Master Plan sometime late spring or early summer, 2014. We see no reason for the City to be moving forward now with development regulations that normally would be implementing regulations of that Master Plan. Instead, we request that the City follow a standard GMA process and wait to further process development regulations until after, or at least contemporaneously, with Master Plan adoption.

Further, the proposed development regulations take a very different approach to land use regulation than the current City zoning code. The draft regulations would impose blanket new restrictions on all properties along the Corridor, irrespective of their current zoning, actual uses or benefits they bring the City. This overly broad approach is fundamentally inconsistent with current Kirkland Zoning Code, which addresses considerations such as yards, setbacks and design review on a zone and use specific basis: each regulation is responsive to the specific zone and use.

Placing a new regional trail system into an established area should only be done with sensitivity toward existing uses. The CKC will run through areas of the City which are already extensively developed with uses such as auto retail. By their nature, such uses require significant parking, important signage, and highly functional and technical buildings to serve auto retail needs. The City has spent years fostering a strong relationship with the business interests in the Totem Lake area, and encouraging an auto retail zone along NE 124th Street. We believe the CKC can and should be designed and built in a manner that respects and does not interfere with the well-established uses along the Corridor.

In light of the extensive development along this segment of the Corridor and the unique needs of auto retail, we ask the City to design the CKC development regulations so as to reflect the impact of the CKC trail on these existing and proposed businesses. Rairdon, along with many others, will look in the future to make improvements, modifications, and expansions of their facilities. Car dealerships continue to make substantial investments along this corridor and generate significant tax revenue for the City. The draft development regulations can and should be designed to protect these important uses while providing a trail connection to other more scenic areas.

For the foregoing reasons, we object to the development regulations under consideration by the Planning Commission. We also provide the following and attached comments regarding specific aspects of the proposed development regulations.

Required Yard Setback

The Cross Kirkland Corridor is currently 100-feet wide as it runs past the Rairdon property, through an area that has long been developed with industrial uses and retail uses compatible with these uses, such as auto retail. The draft Master Plan denotes and promotes the Corridor running for miles through varying "Character Zones." There is no expectation that the Corridor is to be lined with uniform uses and services. None-the-less, the development regulations propose a uniform 10-foot wide yard setback along the length of the CKC. We previously submitted comments regarding this 10-foot yard requirement. At the time the Council considered interim regulations, we explained that there was no apparent support for uniformly requiring property owners to provide an additional 10 feet of landscaping given the current adequate width of the corridor. If applied as a blanket mandate, the 10-foot requirement would be inconsistent with the draft intent of the Master Plan.

The justification now given for the 10-foot yard is that such a setback requirement has been used elsewhere in the City where pedestrian spaces cannot otherwise be accommodated. In this case, a 100-foot wide non-motorized corridor certainly provides ample space already for pedestrian use. No other justification for this setback has been provided. We have seen no support for uniformly requiring property owners to provide an additional 10 feet of landscaping given the current adequate width of the corridor and inconsistency with the design direction of the Master Plan.

The only exception to the blanket 10-foot setback mandate applies to one-story, retail or restaurant uses where the façade facing the Corridor (1) is oriented to serving Corridor users with pedestrian entrances, pedestrian and bicycle access between the Corridor and entrance, *and* (2) contains an area of at least fifty percent transparent windows and/or doors. This exception would not be applicable to or sensible for an auto retail use. An auto retail facility does not have customers arriving by foot or bicycle. And with the functional and technical requirements of this type of business, designing an auto retail facility with a façade composed of fifty percent or more transparent windows and/or doors is not possible.

This 10-foot yard requirement on the T7 and T9A zones and auto retail is highly inequitable and without any ready justification. There is no reasonable nexus between a taking of a 10-foot strip of private land and any impact created by our client's current property use.

Design Standards, Generally.

Imposing blanket design standards in a broad-brush manner across all zones along the CKC, including T7 and T9A, fails to recognize and respect existing uses of high and unique benefit to the City, such as auto retail. These proposed design standards have no relationship to the impacts of uses such as auto retail. Instead, they are designed to make pedestrian and bicycle use of the CKC more aesthetically pleasing. As a result, there appears to have been no recognition or understanding that these design standards largely cannot be implemented as a result of unique structural and site design needs related to auto retail.

Existing businesses along the Corridor should not be subject to new, uniform design standards beyond the current code requirements. In particular, auto retail establishments in the area have appropriately been designed and constructed to address customers arriving from the adjacent streets. For the Rairdon dealership, signage, building design, site layout, and landscaping is oriented to welcome customers from NE 124th Street. This design has been completed using the City's design standards and setbacks already specifically adopted for auto retail use.

The proposed CKC design standards, if imposed on auto retail, would make it impossible for Rairdon and others to expand or potentially even remain long term at their current locations. The design requirements range from impractical to impossible to incorporate into auto retail. Experience shows that blanket site and building design standards, such as those proposed, will result in unused or even dangerous walkways, landscaping in illogical or undesirable locations, and building design which conflicts with established legal uses, without any meaningful aesthetic benefit. Some discussion of that is provided in the attached comments by Craig Krueger; more detail and examples can be provided. As there are no other viable areas within the City for auto retail to relocate, the likely ultimate result of imposing blanket design standards onto to auto retail will be to drive these businesses to other jurisdictions.

Wetland Exemption

The proposed regulations would exempt the CKC improvements from critical area regulations which apply to every other property and use potentially impacting the same critical areas. As stated in staff's memo to the Planning Commission, the intent of the exemption is to allow construction of the master planned trail and installation of utilities, even though staff recognizes that the Corridor creates a significant hydrologic divide through the City with streams and wetlands. No justification is given to support the City's different treatment of its CKC versus other uses. Such an exemption unfairly

burdens adjacent property owners by improperly exempting the City from compliance with the very critical area regulations which everyone else must meet.

In the past, the City suggested that it would develop a regional solution to wetlands artificially created by the railroad corridor, which is currently protected by the City. This new exemption directly contradicts the City's commitment to consider property and business owners' interests and to address this critical area issue in a regional manner for all affected. If this exemption is adopted, the City will exempt its own desired uses in these wetlands, while leaving adjacent property owners to fend for themselves. Absent more, adoption of such inequitable treatment of wetlands based on subjective different uses would send a message that the City has no intention of working with affected property owners on a regional solution.

Thank you for the opportunity to provide comments on the City's proposed land use regulations for properties adjoining the Cross Kirkland Corridor. We hope these comments add to the your review and support a recommendation (a) not to adopt these proposed regulations until Master Planning is complete, and (b) not to impose the setback and design standards on the T7 and T9a zones nor allow a new critical area exception for the CKC.

Sincerely,

Duana T. Kolouškova

Direct Tel: (425) 467-9966
Email: kolouskova@jmmlaw.com

cc: Kurt Trippet, City Manager
Eric Shields, Planning Supervisor
Greg Rairdon

1833-1 Ltr to PC re CKC final 4-9-14

Craig J. Krueger – Community Land Planning

15506 NE 103rd Way Redmond, Washington 98052 425.478.3267

April 10, 2014

Planning Commission
City of Kirkland
123 - 5th Avenue
Kirkland, WA. 98033

Re: New Section KZC 115.24; Cross Kirkland Corridor/Eastside Rail Corridor – Supplemental Development Standards for Adjoining Properties

Dear Planning Commissioners:

The Cross Kirkland Corridor is a shared-use transportation corridor that offers an alternative route for non-vehicular traffic through the City. The 5.7 mile Corridor extends past a variety of existing uses/businesses, many of which are pre-existing and independent from users of the corridor. These pre-existing, independent uses simply should not be subject to the same regulations as uses/businesses that will cater to the users of the Corridor. These independent uses bring other benefits to the City and are only involved in the CKC planning process because circumstantially the City has chosen this route for the CKC.

Certain segments of the Corridor are unique from other segments; each has opportunities and/or constraints that are recognized in the Master Plan currently under review but are not recognized in the development regulations. Car dealerships in particular, as opposed to retail and office uses, have a unique clientele/customers and a unique operation within their parcels. The Rairdon car dealerships are located at the easterly terminus of the Cross Kirkland Corridor at 132nd Avenue NE, where the Corridor transitions to King County ownership. While other segments of the Corridor are envisioned to include parallel primary and secondary trails, as well as recreation/view opportunities with active sports, the segment of corridor along the Rairdon dealerships is narrower in width and includes only a single trail section. There are no view or recreation opportunities for the CKC along this stretch; instead, the area is heavily developed with a range of commercial and light industrial uses.

The City takes on both a practical and safety issue in **requiring** a pedestrian and bicycle connection with the Corridor. Car dealerships must and should be allowed to orient their businesses toward adjacent streets, rather than encouraging pedestrian or bicycle access from the Corridor. Their customers do and will continue to arrive by car. Very few car

buyers will access the dealerships by foot or bike along the Corridor. In addition, the portion of the Rairdon parcels adjacent to the Corridor itself will continue to serve as a sales and auto service center with many cars moving through this area. This portion of the property would not be a safe environment for pedestrians and bicyclists. Instead of encouraging potential pedestrian, bicycle and vehicle conflicts, the City should allow car dealerships to continue to orient their businesses safely and clearly to vehicle rights-of-way.

In regards to the specific regulations proposed in the document before the Planning Commission, those relating to site design and building design, and how they would impact the car dealerships, we offer the following comments:

Site Design

i. Landscaped islands: It appears as if the City of Kirkland would envision the interface of the parcels with the corridor to have similar requirements as the interface with surrounding streets, since they both can be viewed from public spaces. For the Rairdon car dealerships, landscape islands are provided adjacent to driveway entrances per the current code, but they are not required nor provided for the portion of the property containing cars being viewed by customers. The proposed regulations should be made clear that the landscaped islands would not be required for the sales lots along the corridor.

iii. Pedestrian/bicycle connection: For reasons discussed above, the car dealerships should not be **required** to provide pedestrian and bicycle connections to the corridor and the connections should not mandated as 10 feet wide. This is a safety issue and practical issue. While some uses along the corridor, and certainly future uses such as breweries, will cater to the users of the corridor and want to provide convenient access for their customers, pedestrians and bicyclists are not compatible with the activities within the car dealerships

iv. Bicycle parking: The reality is very few customers will use the corridor to access the car dealerships by bicycle. Artificially introducing bicyclists in this section of the property would create logistical and safety issues. Car dealerships may continue to meet the current requirements for bicycle parking (1 per 12 required motor vehicle parking spaces), but should not be faced with a requirement to double the number of bicycle spaces. An increased number of bicycle spaces is appropriate for businesses that cater to the corridor bicyclists, and the owners of those businesses would encourage and promote bicycle access by providing more spaces. But the increased bicycle parking should not be mandated for the car dealerships, a pre-existing use that is totally independent from the Corridor.

Building Design

i. Blank Wall Treatment: "All buildings shall be designed so that facades visible from the Corridor comply with the provisions of KZC 92.15.3 (Blank Wall Treatment)". Rairdon and other businesses are well established along this segment of the proposed CKC and should not be required now to comply with standards such as blank wall treatment that are desired for the benefit of adjacent trail users, not as a result of any impacts of the existing use.

iii. Building materials: Again, it appears that the City of Kirkland envisions the interface of the parcels with the corridor to have similar requirements as the interface with surrounding streets, since they both will be viewed from public spaces. The language of the proposed regulations should be revised to be clear that the City recognizes a variety of methods to address the facades of a proposed building, without requiring windows to be placed along the corridor interface. The proposed building may not need nor desire windows given the use of the building.

iv. Vertical definition: The regulations appear to propose a new building design requirement along the corridor related to vertical definition, something not currently required in other areas of the City. While it is understood that the City wants to avoid the long, blank walls that were constructed in the past along the former heavy rail corridor, it would seem that current code requirements would be sufficient to address the design aspects of uses along the corridor.

Thank you for the opportunity to comment on the proposed supplemental development standards. I look forward to the upcoming public hearing.

Sincerely,

Craig J. Krueger
Community Land Planning

ROBERT P. TJOSSEM

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FAX: 425-888-3235

April 7, 2014

Kirkland Planning Commission
c/o Jeremy McMahan
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033-6189

Re: Proposed Corridor Regulations

Dear Commission Members:

I wanted to follow up my October 2013 letter and comment on the revised regulations for the corridor as I won't be able to attend your April 10th hearing.

As you may recall, our family owns the property and building at 13400 NE 124th NE, Kirkland. It is located just east of the new Toyota dealership and is in the TL-7 zone. Our property is unique as it is 97 feet wide (north to south) at the west end and then narrowing to a point at the east tip. We have a 6,400 square foot building which is 20 to 25 feet from the railroad right of way. The building gains auto access on the north side and thus the 20 to 25 feet is needed for access. In addition, we also have about eight parking stalls on the north side, directly abutting the right of way.

Thus, any restriction(s) that would limit or prohibit our access and parking on the northerly portion of our property would be devastating and our tenants couldn't operate.

In talking to Mr. McMahan, it is my understanding that the proposed regulation(s) under consideration would not limit, impair, or prohibit our use of any portion of the north 25 feet for access to the rear of our building or for parking as approved by King County prior to annexation. These changes alleviate many of our concerns. We have other concerns, however, as follows.

First, we are concerned about the city imposing substantial burdens on the corridor properties, i.e., design, setback, pedestrian pathway on what is the back end (rear) of the properties. It is like fronting on two streets, but not receiving any benefit from one street, just all the burdens. Ask yourself, but for the trail, would the city propose or adopt these regulations? I think not. So why do all the burdens fall on the private property owner?

Second, we are very concerned about being forced to have to rebuild on our small, narrow property if we are forced to do so because of fire. If, for example, our building was damaged by more than 50% of its assessed value, we would have to then comply with all regulations to rebuild.

In our case that would be virtually impossible because of its dimensions and size. Our width north to south is very short. At the widest, the west end, it is only 97 feet. At midpoint of the building it is about 71 feet and at the east end of the building about 64 feet.

When you take out the setbacks front and rear and add circulation and access to the rear, there is no room for a building of reasonable size and shape.

This is why we think the city should add a variance procedure to its proposed regulations to insure some equity and fairness to those of us that have made a major investment in the corridor and have complied with all King County codes when we built. The variance would create a mechanism to address any undue hardship based on the facts and circumstances of each situation. It could, for example, be limited to properties solely in zone TL-7, as well as limited to cases where compliance with the regulations was required for repair because of fire.

Criteria for hardship could be based on such factors such as the dimension, size and shape of a property, and other equitable considerations. It could be further limited to setbacks, parking, and access so as to allow for rebuilding a property damaged by fire.

Your consideration is appreciated

Yours very truly,

Robert P. Tjossem for
The Tjossem Family

cc: Mayor Amy Walen
City Manager

ORDINANCE O-4442

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING AND LAND USE AND AMENDING THE KIRKLAND ZONING CODE WITH RESPECT TO ALLOWED USES AND DEVELOPMENT STANDARDS FOR PROPERTIES ADJOINING THE CROSS KIRKLAND AND EASTSIDE RAIL CORRIDORS INCLUDING AMENDMENTS TO THE FOLLOWING ZONING CODE CHAPTERS: 20, 25, 45, 48, 55, 56, 60, 90, 105, AND 115; AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. CAM14-00269.

WHEREAS, the City Council has received a recommendation from the Kirkland Planning Commission to amend the text of the Kirkland Zoning Code, as set forth in the report and recommendation of the Planning Commission dated April 18, 2014, and bearing Kirkland Department of Planning and Community Development File No.; CAM14-00269 and

WHEREAS, prior to making the recommendation, the Kirkland Planning Commission, following notice as required by RCW 36.70A.035, on April 10, 2014, held a public hearing on the amendment proposals and considered the comments received at the hearing; and

WHEREAS, the Houghton Community Council, following notice thereof as required by RCW 36.70A.035, on April 28, 2014, held a courtesy hearing, on the amendment proposals and considered the comments received at the hearing; and

WHEREAS, on March 14, 2014, draft regulations were forwarded to the Washington State Department of Commerce for review, as required by RCW 36.70A.106; and

WHEREAS, pursuant to the State Environmental Policy Act (SEPA), there has accompanied the legislative proposal and recommendation through the entire consideration process, a final SEPA Determination of Nonsignificance issued by the responsible official pursuant to WAC 197-11-340; and

WHEREAS, in regular public meeting the City Council considered the environmental documents received from the responsible official, together with the report and recommendation of the Planning Commission.

NOW THEREFORE, the City Council of the City of Kirkland do ordain as follows:

Section 1. Zoning text amended: The following specified sections of the text of the Kirkland Zoning Code are amended as set forth in Exhibit A attached to this Ordinance and incorporated by reference.

Section 2. If any section, subsection, sentence, clause, phrase, part or portion of this Ordinance, including those parts adopted by reference, is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 3. To the extent the subject matter of this ordinance is subject to the disapproval jurisdiction of the Houghton Community Council, this ordinance shall become effective within the Houghton Community Municipal Corporation only upon approval of the Houghton Community Council or the failure of said Community Council to disapprove this ordinance within 60 days of the date of the passage of this ordinance.

Section 4. This Ordinance shall be in full force and effect five days from and after its passage by the Kirkland City Council and publication pursuant to Kirkland Municipal Code 1.08.017, in the summary form attached to the original of this Ordinance and by this reference approved by the City Council.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2014.

Signed in authentication thereof this _____ day of _____, 2014.

_____
MAYOR

Attest:

_____
City Clerk

Approved as to Form:

_____
City Attorney

Kirkland Zoning Code Amendments
Cross Kirkland/Eastside Rail Corridor
File No. CAM14-00269

How to read this document:

- New text is underlined
- Existing text to be deleted is covered by a ~~strike through~~

New General Regulations

Zones	Zoning Code Sections	New General Regulation
RM, PR, BC, LIT, TL 4A & 4C, TL 5, TL 7, TL 9A, TL 10B, TL 10D, TL 10E, YBD 2, PLA 5D, PLA 5E, PLA 6G, PLA 9, PLA 15B	20.08, 25.08, 45.08, 48.10, 55.31, 55.37, 55.49, 55.60, 55.73, 55.85, 55.91, 56.18, 60.45, 60.50, 60.85, 60.130, 60.175	X. Development adjoining the Cross Kirkland Corridor or Eastside Rail Corridor shall comply with the standards of KZC 115.24

New Section KZC 115.24: Cross Kirkland Corridor/Eastside Rail Corridor – Supplemental Development Standards for Adjoining Properties

1. General – The following regulations shall apply to all properties adjoining the Cross Kirkland Corridor/Eastside Rail Corridor (the Corridor), except those properties located in low density residential zones.

2. Required Yards
   a. The minimum required yard is ten (10) feet as measured from the common property line with the Corridor. All outdoor use, activity or storage areas located adjacent to the Corridor shall comply with the minimum ten foot required yard. Parking areas are subject to the requirements of Section 115.115.
   b. Exception – The Planning Official may allow the required yard to be reduced to 0 feet for one story of retail or restaurant uses where:
      i. The façade facing the Corridor is oriented to serving Corridor users with pedestrian entrances, pedestrian and bicycle access between the Corridor and entrance, and similar design features, and
      ii. The façade facing the Corridor contains transparent windows and/or doors occupying at least 50 percent of the façade.

3. Design Standards – Development on properties adjoining the Corridor shall comply with the following design standards. Compliance with these standards shall be administered by the Planning Official in conjunction with review of an applicable development permit unless the proposal is subject to Design Board review, in which case the Design Review Board shall review the proposal for compliance. Applications involving additions or modifications to existing buildings shall comply with these standards to the extent feasible depending on the scope of the project. The Planning Official or Design Review Board may waive compliance with a particular regulation if the applicant demonstrates that it is not feasible given the existing development and scope of the project.

   a. Site Design: Development adjoining the Corridor shall be designed to complement the public nature of the Corridor though the following site design and pedestrian improvements:

i. Landscape islands required pursuant to KZC 95.44 (Internal Parking Lot Landscaping Requirements) shall be provided such that there are no more than eight contiguous parking stalls along the corridor.

ii. In addition to providing the screening and buffering functions required by the KZC, landscape design shall integrate with and complement corridor functions.

iii. A pedestrian entrance facing the Corridor shall be provided with a pedestrian walkway connecting from the entrance to the Corridor. The walkway shall be installed pursuant to the standards of KZC 105.18.2.a., except any stairs shall be equipped with a bicycle runnel. The Planning Official may waive the connection requirement where grade or other natural features preclude reasonable access to the Corridor.

iv. Bicycle parking as required by KZC Section 105.32 shall be provided at a ratio of one (1) bicycle space for each six (6) required motor vehicle parking spaces and shall be accessible by bicycle to the Corridor.

b. Building Design: Building design adjoining the Corridor shall acknowledge the high visibility from this active public space through the following building design standards:

i. All buildings shall be designed so that facades visible from the Corridor comply with the provisions of KZC 92.15.3 (Blank Wall Treatment).

ii. All building shall be designed so that parking garages visible from the Corridor comply with the provisions of KZC 92.15.4.a and b (Parking Garages).

iii. Building facades visible from the Corridor shall incorporate similar building materials and window treatment as other facades of the building.

iv. Building facades facing the Corridor shall not exceed 120 feet without vertical definition. Vertical definition may be in the form of changes in color and materials, modulations of sufficient width and depth to define the vertical element, or some combination of these techniques. This vertical element should carry through all floors of the building.

105.19 Public Pedestrian Walkways

1. Public Pedestrian Walkways – Location – In addition to the pedestrian walkways required in KZC 105.18, the City may require the applicant to install pedestrian walkways for use by the general public on the subject property and dedicate public pedestrian access rights in any of the following circumstances where the walkway is reasonably necessary as a result of the development activity:

a. A pedestrian connection is indicated as appropriate in the Comprehensive Plan or Nonmotorized Transportation Plan; or designated elsewhere in this code; or

b. A walkway is reasonably necessary to provide efficient pedestrian access to a designated activity center of the City or to transit; or

c. A through-block pedestrian pathway where specifically required in Design Districts; or

d. A through-block pedestrian pathway if blocks are unusually long; or

e. Pedestrian access is necessary to connect between:

i. ~~e~~Existing or planned dead-end streets~~,~~; or

ii. ~~t~~Through streets~~,~~; or

iii. An existing street and the Cross Kirkland Corridor or Eastside Rail Corridor; or

iv. ~~o~~Other public pedestrian access walkways.

KZC 90 – Drainage Basins

90.20 General Exceptions

The following activities or conditions shall be exempt from this chapter:

1. Activities involving artificially created wetlands or streams intentionally created from non-wetland sites, including but not limited to grass-lined swales, irrigation and drainage ditches, retention and/or detention facilities, farm ponds, and landscape features, except activities involving wetlands or streams that are created as mitigation for impacts to regulated sensitive areas, or that support state or federally listed threatened or endangered species.
2. Legally filled wetlands, or wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway.
3. Activities affecting Type 3 wetlands that are 1,000 square feet or less in any of the primary basins, or affecting Type 3 wetlands that are 2,500 square feet or less in any of the secondary basins.
4. All utility work in improved City rights-of-way; ~~and~~ all normal and routine maintenance, operation and reconstruction of existing roads, streets, and associated rights-of-way and structures; ~~and~~ construction of sewer or water lines that connect to existing lines in a sensitive area or buffer where no feasible alternative location exists based on an analysis of technology and system efficiency; and minor replacement or modification of existing facilities by a public utility in an improved utility corridor. ~~provided, i~~In each case, ~~that~~ (1) such activities ~~will~~ shall not increase the impervious area (excluding utility poles) or reduce flood storage capacity, and (2) the construction drawings shall specify that all affected sensitive areas and buffers will be expeditiously restored to their pre-project condition or better. For purposes of this subsection only, "improved City rights-of-way" shall include the Cross Kirkland Corridor, Eastside Rail Corridor, and those rights-of-way that have improvements only underground, as well as those with surface improvements.
5. Construction of public nonmotorized trails within the Cross Kirkland Corridor and Eastside Rail Corridor; provided, that (1) the trail is located in a manner that, to the extent feasible, avoids and minimizes impacts to sensitive areas and buffers such as placement on previously disturbed areas, (2) the trail project includes on-site or off-site mitigation of new impacts to affected sensitive areas and buffers, and (3) pervious or other low-impact materials are used where practical.
6. Normal and routine maintenance or repair of structures; provided, that such activities do not increase the previously approved structure footprint within a sensitive area or its buffer. Increases in structure footprint outside of such areas shall be allowed, even if all or a portion of the previously approved footprint is within such areas.
7. Site investigative work and studies necessary for preparing and processing land use applications, including, but not limited to hand-dug holes for soils tests, water quality sampling, wildlife studies, and wetland and stream investigations; provided, that any disturbance of the sensitive area or its buffer shall be the minimum necessary to carry out the work or studies. Use of any mechanized equipment requires prior approval of the Planning Official. Areas disturbed by these activities shall be expeditiously stabilized and replanted, as approved by the Planning Official, to restore them to their previous condition.
8. Educational activities, scientific research, and passive outdoor recreational activities such as bird watching.
9. Emergency activities necessary to prevent an immediate threat to public health, safety, or welfare.

Section 45.10 — Zone: BC, BC 1, BC 2 — USE ZONE CHART

Section 45.10	USE ⇩ / REGULATIONS ⇨	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
		Required Review Process	MINIMUMS				MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
			Lot Size	REQUIRED YARDS (See Ch. 115)			Lot Coverage	Height of Structure				
				Front	Side	Rear						
.010	Vehicle Service Station	Process I, Chapter 145 KZC.	22,500 sq. ft.	40'	15' on each side	15'	80%	See Gen. Regs. 8 and 9.	A	E	See KZC 105.25.	1. May not be more than two vehicle service stations at any intersection. 2. Gas pump islands may extend 20 feet into the front yard. Canopies or covers over gas pump islands may not be closer than 10 feet to any property line. Outdoor parking and service areas may not be closer than 10 feet to any property line. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations.
				See Special Regulation 2.								
.020	A Retail Establishment providing vehicle or boat sales or vehicle or boat service or repair. See Spec. Reg. 2.	None	None	BC: 20' BC 1 and BC 2: 10'	0' See Gen. Regs. 7 and 8.	0' See Gen. Regs. 7 and 8.						1. Outdoor vehicle or boat parking or storage areas must be buffered as required for a parking area in KZC 95.45. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations. 2. Vehicle and boat rental are allowed as part of this use.
.030	Restaurant or Tavern								B		1 per each 100 sq. ft. of gross floor area.	1. For restaurants with drive-in or drive-through facilities: a. One outdoor waste receptacle shall be provided for every eight parking stalls. b. Access for drive-through facilities shall be approved by the Public Works Department. Drive-through facilities shall be designed so that vehicles will not block traffic in the right-of-way while waiting in line to be served. c. Landscape Category A shall apply.
.050	A Retail Establishment providing storage services. See also Spec. Regs. 1 and 2.								A		See KZC 105.25.	1. May include accessory living facilities for resident security manager. 2. This use not permitted in BC 1 and BC 2 zones.

or if any portion of the property is located within 150' of the Cross Kirkland Corridor

Exhibit A

Zone LIT

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 48.15	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARDS (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.010	Packaging of Prepared Materials Manufacturing See Spec. Regs. 1 and 2.	Within the NE 85th Street Subarea, D.R., Chapter 142 KZC. Otherwise, none.	None	20'	0'	0'	90%	If adjoining a low density zone other than RSX, then 25' above average building elevation (does not apply to institutional uses in low density zones). Otherwise, 35' above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. The following manufacturing uses are permitted: a. Food, drugs, stone, clay, glass, china, ceramics products, electrical equipment, scientific or photographic equipment, fabricated metal products; b. Fabricated metal products, but not fabrication of major structural steel forms, heavy metal processes, boiler making, or similar activities; c. Cold mix process only of soap, detergents, cleaning preparations, perfumes, cosmetics, or other toilet preparations; d. Packaging of prepared materials; e. Textile, leather, wood, paper and plastic products from pre-prepared material; and f. Other compatible uses which may involve manufacturing, processing, assembling, fabrication and handling of products, and research and technological processes. 2. May include, as part of this use, accessory retail sales, office or service utilizing not more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use.
.015	Breweries, Wineries, and Distilleries										1 per each 1,000 sq. ft. of gross floor area. Tasting rooms 1 per each 100 sq. ft. of gross floor area	
.020	A Retail Establishment Providing Storage Services	See Spec. Regs 1 & 2								E	See KZC 105.25.	1. May include accessory living facilities for resident security manager.
.030	Warehouse Storage Service									C	1 per each 1,000 sq. ft. of gross floor area.	1. May include, as part of this use, accessory retail sales, office or service utilizing no more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use.
.040	Wholesale Trade											
.050	Industrial Laundry Facility											
.060	Wholesale Printing or Publishing											

2. This use not permitted if any portion of the subject property is located within 150' of the Cross Kirkland Corridor

.015 Special Regulation:
1. May include tasting rooms, accessory retail sales, or office utilizing not more than 20 percent of the gross floor area (50 percent if the property is located within 150' of the Cross Kirkland Corridor).

Exhibit A

Zone TL 4A, 4B, 4C

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.33	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	MAXIMUMS: Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.010	Vehicle Service Station	D.R., Chapter 142 KZC	22,500 sq. ft.	40'	15' on each side	15'	80%	30' average building elevation.	A	E	See KZC 105.25.	1. May not be more than two vehicle service stations at any intersection. 2. Gas pump islands may extend 20 feet into the front yard. Canopies or covers over gas pump islands may not be closer than 10 feet to any property line. Outdoor parking and service areas may not be closer than 10 feet to any property line. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations.
				See Spec. Reg. 2.								
.020	A Retail Establishment providing storage services. See also Spec. Reg. 1 & 2		None	10'	0'	0'		65' above average building elevation.				1. May include accessory living facilities for resident security manager. 2.This use not permitted if any portion of the subject property is located within 150' of the Cross Kirkland Corridor
.030	A Retail Establishment providing vehicle or boat sales or vehicle or boat service or repair. See Spec. Reg. 2.											1. Outdoor vehicle or boat parking or storage areas must be buffered as required for a parking area in KZC 95.45. See KZC 115.105, Outdoor Use, Activity and Storage, for additional regulations. 2. Vehicle and boat rental and used vehicles or boat sales are allowed as part of this use.
.040	Restaurant or Tavern								C		1 per each 100 sq. ft. of gross floor area.	1. For restaurants with drive-in or drive-through facilities: a. One outdoor waste receptacle shall be provided for every eight parking stalls. b. Access for drive-through facilities shall be approved by the Public Works Department. Drive-through facilities shall be designed so that vehicles will not block traffic in the right-of-way while waiting in line to be served.
.050	Any Retail Establishment, other than those specifically listed in this zone, selling goods, or providing services including banking and related financial services										1 per each 300 sq. ft. of gross floor area.	1. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if: a. The assembled or manufactured goods are directly related to and are dependent upon this use, and are available for purchase and removal from the premises. b. The outward appearance and impacts of this use with ancillary assembly or manufacturing activities must be no different from other retail uses.

c. Access for drive-through facilities shall not be located between the building and the Cross Kirkland Corridor

Exhibit A

Section 55.39 — Zone TL 5 — USE ZONE CHART

Section 55.39	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.020	Vehicle Service Station	D.R., Chapter 142 KZC.	22,500 sq. ft.	40'	15' on each side	15'	80%	35' above average building elevation.	A	E	See KZC 105.25.	1. May not be more than two vehicle service stations at any intersection. 2. Gas pump islands may extend 20 feet into the front yard. Canopies or covers over gas pump islands may not be closer than 10 feet to any property line. Outdoor parking and service areas may not be closer than 10 feet to any property line. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations.
				See Spec. Reg. 2.								
.030	A Retail Establishment providing vehicle or boat sales or vehicle or boat service or repair. See Spec. Reg. 1.		None	10'	0'	0'						1. Vehicle and boat rental and used vehicles or boat sales are allowed as part of this use. 2. Outdoor vehicle or boat parking or storage areas must be buffered as required for a parking area in KZC 95.45. See KZC 115.105, Outdoor Use, Activity and Storage, for additional regulations.
.040	Restaurant or Tavern								C		1 per each 100 sq. ft. of gross floor area.	1. For restaurants with drive-in or drive-through facilities: a. One outdoor waste receptacle shall be provided for every eight parking stalls. b. Access for drive-through facilities shall be approved by the Public Works Department. Drive-through facilities shall be designed so that vehicles will not block traffic in the right-of-way while waiting in line to be served.
.050	A Retail Establishment providing storage services. See also Spec. Reg. 1. & 2										See KZC 105.25.	1. May include accessory living facilities for resident security manager. 2. This use not permitted if any portion of the subject property is located within 150' of the Cross Kirkland Corridor

Exhibit A

Zone TL 7

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.51	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regu (See also General
.010	Packaging of Prepared Materials Manufacturing See Spec. Regs. 1 and 3.	D.R., Chapter 142 KZC. See Gen. Reg. 3.	None	10'	0'	0'	90%	45' above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. The following manufacturing uses are permitted: a. Food, drugs, stone, clay, glass, china, ceramics products, electrical equipment, scientific or photographic equipment; b. Fabricated metal products, but not fabrication of major structural steel forms, heavy metal processes, boiler making, or similar activities; c. Cold mix process only of soap, detergents, cleaning preparations, perfumes, cosmetics, or other toilet preparations; d. Packaging of prepared materials; e. Textile, leather, wood, paper and plastic products from pre-prepared material; and f. Other compatible uses which may involve manufacturing, processing, assembling, fabrication and handling of products, and research and technological processes. 2. May include, as part of this use, accessory retail sales, office or service utilizing not more than 35 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use.
.015	Breweries, Wineries, and Distilleries										1 per each 1,000 sq. ft. of gross floor area. Tasting rooms 1 per each 100 sq. ft. of gross floor area	
.020	Warehouse Storage Service											1. May include, as part of this use, accessory retail sales, office or service utilizing no more than 35 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use.
.030	Wholesale Trade											
.040	Industrial Laundry Facility											
.050	Wholesale Printing or Publishing											
.060	A Retail Establishment providing storage services. See Spec. Reg. 1. & 2									E	See KZC 105.25.	1. May include accessory living facilities for resident security manager. 2. This use not permitted if any portion of the subject property is located within 150' of the Cross Kirkland or Eastside Rail Corridor

(50% for properties located within 150' of the Cross Kirkland or Eastside Rail Corridor)

.015 Special Regulation:
1. May include tasting rooms, accessory retail sales, or office utilizing not more than 35 percent of the gross floor area (no limit on properties in this zone where a restaurant use is allowed).

Exhibit A

(Revised 8/12)

Zone TL 7

USE ZONE CHART

Section 55.51	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.110	Office Use	D.R., Chapter 142 KZC. See Gen. Reg. 3.	None	10'	0'	0'	80%	45' above average building elevation.	C See also Spec. Reg. 1(a).		If a medical, dental, or veterinary office, then 1 per each 200 sq. ft. of gross floor area. Otherwise, 1 per each 300 sq. ft. of gross floor area.	1. The following regulations apply only to veterinary offices: a. If there are outdoor runs or other outdoor facilities for the animals, then use must comply with Landscape Category A. b. Outside runs and other outside facilities for the animals must be set back at least 10 feet from each property line and must be surrounded by a fence or wall sufficient to enclose the animals. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations.
.120	Any Retail Establishment other than those specifically listed in this zone, selling goods or providing services including banking and related services (See Spec. Reg. 1).								B	E	1 per each 300 sq. ft. of gross floor area.	1. This use is only permitted on properties located north of NE 124th Street, south of the Cross Kirkland Corridor right-of-way and west of 135th Avenue NE. 2. Outdoor storage for this use must be buffered as established in Chapter 95 KZC for Landscaping Category A. 3. No drive-through or drive-in facilities are permitted.
.130	Restaurant or Tavern										1 per each 100 sq. ft. of gross floor area.	~~1. This use is only permitted on properties located north of NE 124th Street, south of the Cross Kirkland Corridor right-of-way and west of 135th Avenue NE.~~ 2. No drive-through or drive-in facilities are permitted.
.140	Entertainment, Cultural and/or Recreational Facility											
.150	Hotel or Motel										1 per each room. See Spec. Reg. 2.	1. May include meeting and convention facilities. 2. Excludes parking requirements for ancillary meeting and convention facilities. Additional parking requirement for those ancillary uses shall be determined on a case-by-case basis.
.160	A Retail Establishment providing printing, publishing, or duplicating services										1 per each 300 sq. ft. of gross floor area.	1. Gross floor area for this use may not exceed 3,000 sq. ft. For a larger printing or publishing facility, see wholesale printing or publishing listing in this use zone.

1. This use is only permitted on properties:
a. North of NE 124th Street and south of the Cross Kirkland Corridor/Eastside Rail Corridor.
b. Within 150' of the Cross Kirkland or Eastside Rail Corridor.

Exhibit A

Zone TL 9A

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.61	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regula (See also General Regulations)
.010	Packaging of Prepared Materials Manufacturing See Spec. Regs. 1 and 2.	None	None	10'	0'	0'	90%	45' above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. The following manufacturing uses are permitted: a. Food, drugs, stone, clay, glass, china, ceramics products, electrical equipment, scientific or photographic equipment, fabricated metal products; b. Fabricated metal products, but not fabrication of major structural steel forms, heavy metal processes, boiler making, or similar activities; c. Cold mix process only of soap, detergents, cleaning preparations, perfumes, cosmetics, or other toilet preparations; d. Packaging of prepared materials; e. Textile, leather, wood, paper and plastic products from pre-prepared material; and f. Other compatible uses which may involve manufacturing, processing, assembling, fabrication and handling of products, and research and technological processes. 2. May include as part of this use, accessory retail sales, office or service utilizing not more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use.
.015	Breweries, Wineries, and Distilleries										1 per each 1,000 sq. ft. of gross floor area. Tasting rooms 1 per each 100 sq. ft. of gross floor area	
.020	A Retail Establishment Providing Storage Services See Spec. Regs. 1 & 2									E	See KZC 105.25.	1. May include accessory living facilities for resident security manager. 2. This use not permitted if any portion of the subject property is located within 150' of the Cross Kirkland or Eastside Rail Corridor
.030	Warehouse Storage Service									C	1 per each 1,000 sq. ft. of gross floor area.	1. May include, as part of this use, accessory retail sales, office or service utilizing no more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use.
.040	Wholesale Trade											
.050	Industrial Laundry Facility											
.060	Wholesale Printing or Publishing											

(50% for properties located within 150' of the Cross Kirkland/Eastside Rail Corridors)

.015 Special Regulation:
1. May include tasting rooms, accessory retail sales, or office utilizing not more than 20 percent of the gross floor area (no limit for properties located within 150' of the Cross Kirkland Corridor).

Exhibit A

(Revised 8/12)

Section 55.61 Zone TL 9A USE ZONE CHART

Section 55.61	USE ⇩ / REGULATIONS ⇨	DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
		Required Review Process	MINIMUMS				MAXIMUMS		Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
			Lot Size	REQUIRED YARD (See Ch. 115)			Lot Coverage	Height of Structure				
				Front	Side	Rear						
.070	Wholesale Establishment or Contracting Services in Building Construction, Plumbing, Electrical, Landscaping, or Pest Control	None	None	10'	0'	0'	80%	45' above average building elevation.	B	E	1 per each 1,000 sq. ft. of gross floor area.	1. Outdoor storage for this use must be buffered as established in Chapter 95 KZC for Landscape Category A.
.080	A Retail Establishment Providing Banking and Related Financial Services							Same as primary use.			1 per each 300 sq. ft. of gross floor area.	1. This use is permitted if accessory to a primary use, and: a. It will not exceed 20 percent of the gross floor area of the building; b. The use is integrated into the design of the building; and c. There is no vehicle drive-in or drive-through.
.090	High Technology							45' above average building elevation.	A	D	If manufacturing, then 1 per each 1,000 sq. ft. of gross floor area. If office, then 1 per 300 sq. ft. of gross floor area. Otherwise, see KZC 105.25.	1. This use may include research and development, testing, assembly, repair or manufacturing or offices that support businesses involved in the pharmaceutical and biotechnology, communications and information technology, electronics and instrumentation, computers and software sectors. 2. May include as part of this use, accessory retail sales or service utilizing not more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use. 3. Refer to KZC 115.105 for provisions regarding outside use, activity and storage.
.095	Restaurant or Tavern (see Spec. Regs 1&2	None	None	10'	0'	0'	80%	45' above average building elevation	C	E	1 per each 100 s.f. of gross floor area	1. This use is only permitted on properties within 150' of the Cross Kirkland/Eastside Rail Corridors. 2. No drive-through or drive-in facilities are permitted

Exhibit A

Section 55.75 — Zone TL 10B — USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.75	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.020	Manufacturing See Spec. Reg. 1.	D.R., Chapter 142 KZC. See Gen. Reg. 5.	None	20'	0'	0'	70%	35' above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. The following manufacturing uses are permitted: a. Food, drugs, stone, clay, glass, china, ceramic products, electrical equipment, scientific or photographic equipment; b. Fabricated metal products, but not fabrication of major structural steel forms, heavy metal processes, boiler making, or similar activities; c. Cold mix process only of soap, detergents, cleaning preparations, perfumes, cosmetics, or other toilet preparations; d. Packaging of prepared materials; e. Textile, leather, wood, paper and plastic products from pre-prepared material; and f. Other compatible uses which may involve manufacturing, processing, assembling, fabrication and handling of products, and research and technological processes. 2. Outdoor fabrication is not permitted. Outdoor storage must be located as far as possible from the adjoining residential zones and the freeway. 3. May include as part of this use accessory retail sales, office or service occupying not more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use. 4. The structure containing the use shall have been in existence on December 31, 2005, and shall not be altered, changed, or otherwise modified to accommodate the use if the cost of such alteration, change, or modification exceeds 30 percent of the replacement cost of that building. However, expansion of the floor area of this use may not exceed 20 percent of the existing gross floor area of the building. 5. The use must be discontinued when there is an alteration, change, or other work in a consecutive 12-month period to the space in which the use is located, and the cost of the alteration, change or other work exceeds 30 percent of the replacement cost of that space. 6. Refer to KZC 115.105 for provisions regarding outdoor use, activity and storage. 7. Breweries, Wineries, and Distilleries may include tasting rooms, accessory retail sales, or office utilizing not more than 20 percent of the gross floor area (no limit for properties located within 150' of the Cross Kirkland Corridor.
.030	Warehouse Storage Services											
.025	Breweries, Wineries, and Distilleries										1 per each 1,000 sq. ft. of gross floor area. Tasting rooms 1 per each 100 sq. ft. of gross floor area	

(50% for manufacturing uses on properties located within 150' of the Cross Kirkland Corridor)

Exhibit A

(Revised 8/12)

Zone TL 10B

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.75	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.040	Wholesale Trade	D.R., Chapter 142 KZC. See Gen. Reg. 5.	None	20'	0'	0'	70%	35' above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. Outdoor fabrication is not permitted. Outdoor storage must be located as far as possible from the adjoining residential zones and the freeway. 2. May include as part of this use, accessory retail sales, office or service occupying not more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use. 3. The structure containing the use shall have been in existence on December 31, 2005, and shall not be altered, changed, or otherwise modified to accommodate the use if the cost of such alteration, change, or modification exceeds 30 percent of the replacement cost of that building. However, expansion of the floor area of this use may not exceed 20 percent of the existing gross floor area of the building. 4. The use must be discontinued when there is an alteration, change, or other work in a consecutive 12-month period to the space in which the use is located, and the cost of the alteration, change or other work exceeds 30 percent of the replacement cost of that space. 5. Refer to KZC 115.105 for provisions regarding outdoor use, activity and storage.
.050	Industrial Laundry Facility											
.060	Wholesale Printing or Publishing											
.070	Wholesale Establishment or Contracting Services in Building Construction, Plumbing, Electrical, Landscaping, or Pest Control								B			
.080	Office Use							55' above average building elevation.	C	D	If a medical, dental, or veterinary office, then 1 per each 200 sq. ft. of gross floor area. Otherwise, 1 per each 300 sq. ft. of gross floor area.	1. The following regulations apply only to veterinary offices: a. Outdoor runs or other outdoor facilities for the animals must comply with Landscape Category A. b. Outside runs and other outside facilities for the animals must be set back at least 10 feet from each property line and must be surrounded by a fence or wall sufficient to enclose the animals. See KZC 115.105, Outdoor Use, Activity and Storage, for further regulations. 2. Ancillary assembly and manufacture of goods on the premises of this use are permitted only if: a. The ancillary assembled or manufactured goods are subordinate to and dependent on this use. b. The outward appearance and impacts of this use with ancillary assembly or manufacturing activities must be no different from other office uses.
.085	Restaurant or Tavern (see Spec. Regs 1&2	D.R., Chapter 142 KZC. See Gen. Reg. 5	None	20'	0'	0'	70%	55' above average building elevation	C	E	1 per each 100 s.f. of gross floor area	1. This use is only permitted on properties within 150' of the Cross Kirkland Corridors. 2. No drive-through or drive-in facilities are permitted

Exhibit A

Zone TL 10B

USE ZONE CHART

Section 55.75	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.110	Church	D.R., Chapter 142 KZC. See Gen. Reg. 5.	None	10'	0'	0'	70%	55' above average building elevation.	C	B	1 for every 4 people based on maximum occupancy load of any area of worship. See Special Regulation 2.	1. May include accessory living facilities for staff persons. 2. No parking is required for day-care or school ancillary to the use.
.120	A Retail Establishment providing storage services See Spec. Reg. 3.									E	See KZC 105.25.	1. May include accessory living facilities for staff persons. 2. Outdoor storage must be located as far as possible from the adjoining residential zones and the freeway. 3. ~~This use is only allowed east of the 118th Avenue NE right-of-way alignment and its future extension to NE 116th Street (see Plate 36).~~
.130	Public Utility									B		1. Landscape Category A or B may be required depending on the type of use on the subject property and the impacts associated with the use on the nearby uses.
.140	Government Facility or Community Facility								C See Spec. Reg. 1			
.150	Public Park	Development standards will be determined on a case-by-case basis. See Chapter 49 KZC for required review proposals.										
.160	School or Day-Care Center	D.R., Chapter 142 KZC. See Gen. Reg. 5.	None	10'	0'	0'	70%	55' above average building elevation.	C	B	See KZC 105.25.	1. A six-foot-high fence along the side and rear property lines is required only along the property lines adjacent to the outside play areas. 2. Hours of operation and maximum number of attendees at one time may be limited to reduce impacts on nearby residential uses. 3. An on-site passenger loading area must be provided. The City shall determine the appropriate size of the loading area on a case-by-case basis, depending on the number of attendees and the extent of the abutting right-of-way improvements. Carpooling, staggered loading/unloading time, right-of-way improvements or other means may be required to reduce traffic impacts on nearby residential uses. 4. The location of parking and passenger loading areas shall be designed to reduce impacts on any nearby residential uses. 5. Electrical signs shall not be permitted. 6. May include accessory living facilities for staff persons.

3. This use is not permitted on properties:
a. West of the 118th Ave NE right-of-way alignment and it's future extension to NE 116th St.
b. Within 150' of the Cross Kirkland Corridor/Eastside Rail Corridor.

Exhibit A

Zone TL 10D

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 55.87	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.010	Packaging of Prepared Materials Manufacturing See Spec. Regs. 1 and 2.	D.R., Chapter 142 KZC. See Gen. Reg. 3.	None	20'	0'	0'	80%	Where adjoining a low density zone, 30' above average building elevation. Otherwise, 35' above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. The following manufacturing uses are permitted: a. Food, drugs, stone, clay, glass, china, ceramics products, electrical equipment, scientific or photographic equipment; b. Fabricated metal products, but not fabrication of major structural steel forms, heavy metal processes, boiler making, or similar activities; c. Cold mix process only of soap, detergents, cleaning preparations, perfumes, cosmetics, or other toilet preparations; d. Packaging of prepared materials; e. Textile, leather, wood, paper and plastic products from pre-prepared material; and f. Other compatible uses which may involve manufacturing, processing, assembling, fabrication and handling of products, and research and technological processes. 2. May include, as part of this use, accessory retail sales, or service using not more than 20 percent of the gross floor area. The floor area of accessory office use is not limited. The landscaping and parking requirements for these accessory uses will be the same as for the primary use. 3. The structure containing the use shall have been in existence on December 31, 2005, and shall not be altered, changed, or otherwise modified to accommodate the use if the cost of such alteration, change, or modification exceeds 30 percent of the replacement cost of that building. However, expansion of the floor area of this use may not exceed 20 percent of the existing gross floor area of the building. 4. The use must be discontinued when there is an alteration, change, or other work in a consecutive 12-month period to the space in which the use is located, and the cost of the alteration, change or other work exceeds 30 percent of the replacement cost of that space. 5. Refer to KZC 115.105 for provisions regarding outdoor use, activity and storage.
.015	Breweries, Wineries, and Distilleries										1 per each 1,000 sq. ft. of gross floor area. Tasting rooms 1 per each 100 sq. ft. of gross floor area	7. Breweries, Wineries, and Distilleries may include tasting rooms, accessory retail sales, or office utilizing not more than 20 percent of the gross floor area (no limit for properties located within 150' of the Cross Kirkland Corridor.

(50% for properties located within 150' of the Cross Kirkland Corridor)

Exhibit A

Zone TL 10D

USE ZONE CHART

Section 55.87	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.120	Public Utility	D.R., Chapter 142 KZC. See Gen. Reg. 3.	None	10'	0'	0'	80%	Where adjoining a low density zone, 30' above average building elevation. Otherwise, 80' above average building elevation. See Spec. Reg. 1.	C See Spec. Reg. 2.	B	See KZC 105.25.	1. If this use is located within the "Stand-Alone Housing Areas" (see Plate 37, Chapter 180 KZC), maximum building height is 65 feet above average building elevation. 2. Landscape Category A or B may be required depending on the type of use on the subject property and the impacts associated with the use on the nearby uses.
.130	Government Facility Community Facility											
.140	Restaurant or Tavern See Spec. Reg. 1.							Same as primary use.	B	E	1 per each 100 sq. ft. of gross floor area.	~~1. This use is permitted if accessory to a primary use, and: a. It will not exceed 20 percent of the gross floor area of the building; b. It will not be located in a separate structure from the primary use; c. It will not exceed 50 percent of the ground floor area of the building; d. The use is integrated into the design of the building; and e. There is no vehicle drive-in or drive-through.~~
.150	Entertainment, Cultural and/or Recreational Facility			20'				Where adjoining a low density zone, 30' above average building elevation. Otherwise, 35' above average building elevation.	A		See KZC 105.25.	1. The use shall be conducted within a wholly enclosed building. 2. The structure containing the use shall have been in existence on June 1, 2004, and shall not be altered, changed, or otherwise modified to accommodate the use if the cost of such alteration, change, or modification exceeds 30 percent of the replacement cost of that building. 3. The use must be discontinued when there is an alteration, change, or other work in a consecutive 12-month period to the space in which the use is located, and the cost of the alteration, change or other work exceeds 30 percent of the replacement cost of that space.
.160	Public Park	Development standards will be determined on a case-by-case basis. See Chapter 49 KZC for required review process.										

1. This use is only permitted as a primary use on properties located within 150' of the Cross Kirkland Corridor. On other properties, this use is only permitted if accessory to a permitted primary use where:
a. It will not exceed 20 percent of the gross floor area of the building;
b. It is not located in a separate structure from the primary use;
c. The use is integrated into the design of the building;
2. No vehicle drive-in or drive-through facilities are permitted.

Exhibit A

Zone TL 10E

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

(50% for properties located within 150' of the Cross Kirkland Corridor)

Section 55.93	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	MAXIMUMS: Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.010	Packaging of Prepared Materials Manufacturing See Spec. Regs. 1 and 2.	D.R., Chapter 142 KZC	None	20'	0'	0'	80%	Where adjoining a low density zone, 30' above average building elevation. Otherwise, 35' above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. The following manufacturing uses are permitted: a. Food, drugs, stone, clay, glass, china, ceramics products, electrical equipment, scientific or photographic equipment; b. Fabricated metal products, but not fabrication of major structural steel forms, heavy metal processes, boiler making, or similar activities; c. Cold mix process only of soap, detergents, cleaning preparations, perfumes, cosmetics, or other toilet preparations; d. Packaging of prepared materials; e. Textile, leather, wood, paper and plastic products from pre-prepared material; and f. Other compatible uses which may involve manufacturing, processing, assembling, fabrication and handling of products, and research and technological processes. 2. May include as part of this use, accessory retail sales, or service occupying not more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use. 3. The structure containing the use shall have been in existence on December 31, 2005, and shall not be altered, changed, or otherwise modified to accommodate the use if the cost of such alteration, change, or modification exceeds 30 percent of the replacement cost of that building. However, expansion of the floor area of this use may not exceed 20 percent of the existing gross floor area of the building. 4. The use must be discontinued when there is an alteration, change, or other work in a consecutive 12-month period to the space in which the use is located, and the cost of the alteration, change or other work exceeds 30 percent of the replacement cost of that space.
.015	Breweries, Wineries, and Distilleries										1 per each 1,000 sq. ft. of gross floor area. Tasting rooms 1 per each 100 sq. ft. of gross floor area	5. Breweries, Wineries, and Distilleries may include tasting rooms, accessory retail sales, or office utilizing not more than 20 percent of the gross floor area (no limit for properties located within 150' of the Cross Kirkland Corridor.

Exhibit A

Zone TL 10E

USE ZONE CHART

Section 55.93	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.080	High Technology	D.R., Chapter 142 KZC	None	10'	0'	0'	80%	Where adjoining a low density zone, 50' above average building elevation. Otherwise, 80' above average building elevation.	C See Spec. Reg. 3.	D	If manufacturing, then 1 per each 1,000 sq. ft. of gross floor area. If office, then 1 per 300 sq. ft. of gross floor area. Otherwise, see KZC 105.25.	1. This use may include research and development, testing, assembly, repair or manufacturing or offices that support businesses involved in the pharmaceutical and biotechnology, communications and information technology, electronics and instrumentation, computers and software sectors. 2. May include, as part of this use, accessory retail sales or service occupying not more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use. 3. Refer to KZC 115.105 for provisions regarding outside use, activity and storage. 4. Any outdoor storage area must be buffered according to Landscape Category A.
.090	Public Utility							If adjoining a low density zone, then 50' above average building elevation. Otherwise, 80' above average building elevation.	C See Spec. Reg. 1.	B	See KZC 105.25.	1. Landscape Category A or B may be required depending on the type of use on the subject property and the impacts associated with the use on the nearby uses.
.100	Government Facility Community Facility											
.110	Vehicle or Boat Repair, Services, Washing or Rental See Spec. Reg. 1.									E		1. Outdoor vehicle or boat parking or storage areas must be buffered as required for a parking area in KZC 95.45. See KZC 115.105, Outdoor Use, Activity and Storage, for additional regulations.
.120	Restaurant or Tavern See Spec. Reg. 1.							~~Same as for primary use.~~ Where adjoining a low density zone, 30' above average building elevation. Otherwise, 35' above average building elevation.	B		1 per each 100 sq. ft. of gross floor area.	~~1. This use is permitted if accessory to a primary use, and: a. It will not exceed 20 percent of the gross floor area of the building; b. It is not located in a separate structure from the primary use; c. The use is integrated into the design of the building; and d. There is no vehicle drive-in or drive-through.~~ 1. This use is only permitted as a primary use on properties located within 150' of the Cross Kirkland Corridor. On other properties, this use is only permitted if accessory to a permitted primary use where: a. It will not exceed 20 percent of the gross floor area of the building; b. It is not located in a separate structure from the primary use; c. The use is integrated into the design of the building; 2. No vehicle drive-in or drive-through facilities are permitted.

Exhibit A

(Revised 8/12)

Section 56.20 — Zone YBD 2, YBD 3 — USE ZONE CHART

Section 56.20	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.040	Hotel or Motel	D.R., Chapter 142 KZC	None	0' adjacent to NE 38th Place and Northup Way. Otherwise, 20'.	0'	0'	80%	In YBD 2, 55' above average building elevation. In YBD 3, 60' above average building elevation.	C	E	1 per each room. See also Spec. Reg. 2. 1 per each 300 sq. ft. of gross floor area.	1. May include ancillary meeting and convention facilities. 2. Excludes parking requirements for ancillary meeting and convention facilities. Additional parking requirement for these ancillary uses shall be determined on a case-by-case basis.
.050	A Retail Establishment other than those specifically listed, limited, or prohibited in the zone, selling goods, or providing services including banking and related financial services											1. The following uses and activities are prohibited: a. The outdoor storage, sale, service and/or rental of motor vehicles, sailboats, motor boats, and recreational trailers. b. Vehicle repair. c. Retail establishment providing storage services ~~unless accessory to another permitted use.~~ d. Storage and operation of heavy equipment, except delivery vehicles associated with retail uses. e. Storage of parts unless conducted entirely within an enclosed structure. f. Drive-in or drive-through facilities. 2. The gross floor area of individual retail establishments may not exceed 15,000 square feet except within a mixed use development in which the floor area of other uses exceeds the floor area of retail establishments. 3. A delicatessen, bakery, or other similar use may include, as part of the use, accessory seating if: a. The seating and associated circulation area do not exceed more than 10 percent of the gross floor area of the use; and b. It can be demonstrated to the City that the floor plan is designed to preclude the seating area from being expanded.
.060	Stacked Dwelling Units								D	A	1.7 per unit.	1. Chapter 115 KZC contains regulations regarding home occupations and other accessory uses, facilities and activities associated with this use.
.070	Assisted Living Facility, Convalescent Center or Nursing Home								C		Independent unit: 1.7 per unit. Assisted living unit: 1 per unit. Convalescent center or nursing home: 1 per each bed.	1. A facility that provides both independent dwelling units and assisted living units shall be processed as an assisted living facility. 2. If a nursing home use is combined with an assisted living facility use in order to provide a continuum of care for residents the required review process shall be the least intensive process between the two uses.

Exhibit A

Zone PLA6G

USE ZONE CHART

DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS

Section 60.87	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
.010	Manufacturing See Spec. Reg. 1.	None	None	20'	0'	0'	90%	If adjoining a low density zone other than RSX, then 25' above average building elevation (does not apply to institutional uses in low density zones). Otherwise, 35' above average building elevation.	A	C	1 per each 1,000 sq. ft. of gross floor area.	1. The following manufacturing uses are permitted: a. Food, drugs, stone, clay, glass, china, ceramic products, electrical equipment, scientific or photographic equipment, fabricated metal products; b. Fabricated metal products, but not fabrication of major structural steel forms, heavy metal processes, boiler making, or similar activities; c. Cold mix process only of soap, detergents, cleaning preparations, perfumes, cosmetics, or other toilet preparations; d. Packaging of prepared materials; e. Textile, leather, wood, paper and plastic products from pre-prepared material; and f. Other compatible uses which may involve manufacturing, processing, assembling, fabrication and handling of products, and research and technological processes. 2. Prior to issuance of a development permit, documentation must be provided and stamped by a licensed professional verifying that the expected noise to be emanating from the site adjoining to any residential zoned property complies with the standards set forth in WAC 173-60-040(1) for a Class B source property and a Class A receiving property. 3. Outdoor storage and fabrication are not permitted. 4. May include as part of this use accessory wholesale, office or retail trade utilizing not more than 20 percent of the gross floor area. The landscaping and parking requirements for these accessory uses will be the same as for the primary use. 5. Use shall not create noise, glare, light, dust, fumes, and other adverse conditions which disrupt the residential character of the surrounding area. 6. Site and building design shall be complementary with surrounding residential, through use of design elements such as roof forms, building modulation, setbacks, and landscaping. The City may require revision of the building design, site plan or landscaping plan in order to minimize noise and enhance the visual character of the area. 7. The Planning Director may allow incidental visitor parking to access from 7th Avenue South; provided, that the applicant can demonstrate that the visitor parking will not adversely affect the residential character of the neighborhood, the parking will not be used by delivery vehicles, and the design precludes expanded use of this parking.
.020	Warehouse Storage Service											
.030	Wholesale Trade											
.040	Industrial Laundry Facility											
.050	Wholesale Printing and Publishing											
.060	Wholesale Establishment or Contracting Services in Building Construction, Plumbing, Electrical, Landscaping, or Pest Control											
.015	Breweries, Wineries, and Distilleries										1 per each 1,000 sq. ft. of gross floor area. Tasting rooms 1 per each 100 sq. ft. of gross floor area	

8. Breweries, Wineries, and Distilleries may include tasting rooms, accessory retail sales, or office utilizing not more than 20 percent of the gross floor area (50 percent if the property is located within 150' of the Cross Kirkland Corridor).

Exhibit A

Section 60.87 Zone PLA6G USE ZONE CHART

Section 60.87	USE ⇩ / REGULATIONS ⇨	Required Review Process	MINIMUMS: Lot Size	MINIMUMS: REQUIRED YARD (See Ch. 115) Front	Side	Rear	MAXIMUMS: Lot Coverage	Height of Structure	Landscape Category (See Ch. 95)	Sign Category (See Ch. 100)	Required Parking Spaces (See Ch. 105)	Special Regulations (See also General Regulations)
		DIRECTIONS: FIRST, read down to find use...THEN, across for REGULATIONS										
.070	Retail Establishment Providing Storage Services. See also Spec. Reg. 1. & 4	None	None	20'	0'	0'	80%	If adjoining a low density zone other than RSX, then 25' above average building elevation (does not apply to institutional uses in low density zones). Otherwise, 35' above average building elevation.	A	E	See KZC 105.25.	1. May include accessory living facilities for resident security manager. 2. Site and building design shall be complementary with surrounding residential, through use of design elements such as roof forms, building modulation, setbacks, and landscaping. The City may require revision of the building design, site plan or landscaping plan in order to minimize noise and enhance the visual character of the area. 3. The Planning Director may allow incidental visitor parking to access from 7th Avenue South; provided, that the applicant can demonstrate that the visitor parking will not adversely affect the residential character of the neighborhood, the parking will not be used by delivery vehicles, and the design precludes expanded use of this parking.
.080	High Technology									D	If manufacturing then 1 per each 1,000 sq. ft. of gross floor area. If office then 1 per 300 sq. ft. of gross floor area. Otherwise, See KZC 105.25.	1. This use may include research and development, testing, assembly, repair or manufacturing or offices that support businesses involved in the pharmaceutical and biotechnology, communications and information technology, electronics and instrumentation, computers and software sectors. 2. Prior to issuance of a development permit, documentation must be provided and stamped by a licensed professional verifying that the expected noise to be emanating from the site adjoining any residentially zoned property complies with the standards set forth in WAC 173-60-040(1) for a Class B source property and a Class A receiving property. 3. Refer to KZC 105.115 for provisions regarding outside use, activity and storage. 4. The Planning Director may allow incidental visitor parking to access from 7th Avenue South; provided, that the applicant can demonstrate that the visitor parking will not adversely affect the residential character of the neighborhood, the parking will not be used by delivery vehicles, and the design precludes expanded use of this parking. 5. Use shall not create noise, glare, light, dust, fumes, and other adverse conditions which disrupt the residential character of the surrounding area. 6. Site and building design shall be complementary with surrounding residential, through use of design elements such as roof forms, building modulation, setbacks, and landscaping. The City may require revision of the building design, site plan or landscaping plan in order to minimize noise and enhance the visual character of the area.

4. This use not permitted if any portion of the subject property is located within 150' of the Cross Kirkland Corridor

Exhibit A

PUBLICATION SUMMARY
OF ORDINANCE O-4442

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING AND LAND USE AND AMENDING THE KIRKLAND ZONING CODE WITH RESPECT TO ALLOWED USES AND DEVELOPMENT STANDARDS FOR PROPERTIES ADJOINING THE CROSS KIRKLAND AND EASTSIDE RAIL CORRIDORS INCLUDING AMENDMENTS TO THE FOLLOWING ZONING CODE CHAPTERS: 20, 25, 45, 48, 55, 56, 60, 90, 105, AND 115; AND APPROVING A SUMMARY ORDINANCE FOR PUBLICATION, FILE NO. CAM14-00269.

SECTION 1. Amends certain text of the Kirkland Zoning Code.

SECTION 2. Provides a severability clause for the Ordinance.

SECTION 3. Establishes that this ordinance, to the extent it is subject to disapproval jurisdiction, will be effective within the disapproval jurisdiction of the Houghton Community Council Municipal Corporation upon approval by the Houghton Community Council or the failure of said Community Council to disapprove this ordinance within 60 days of the date of the passage of this ordinance.

SECTION 4. Authorizes publication of the Ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as five days after publication of summary.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the _____ day of _____, 2014.

I certify that the foregoing is a summary of Ordinance O-____ approved by the Kirkland City Council for summary publication.

_____
City Clerk

Council Meeting: 05/06/2014
Agenda: New Business
Item #: 11. b.

CITY OF KIRKLAND
Department of Parks & Community Services
505 Market Street, Suite A, Kirkland, WA 98033 425-587-3300
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Jennifer Schroder, Director
Michael Cogle, Deputy Director

Date: April 30, 2014

Subject: COMMUNITY DEVELOPMENT BLOCK GRANT OPTIONS

RECOMMENDATION

That City Council receives a report on the City's options for participating in the Community Development Block Grant (CDBG) program and provides direction to staff to bring back an appropriate resolution of intent for Council consideration at the May 20, 2014 City Council meeting.

Staff's preliminary recommendation is that the City enters into an agreement with King County to become a CDBG "Joint Agreement" city.

BACKGROUND

The primary objective of the federal Community Development Block Grant program is to support the development of viable urban communities by providing decent housing, a suitable living environment via community facilities and public infrastructure, and expanded economic opportunities, principally for persons of low and moderate income. The three areas where CDBG funds can be used are:

- **Capital projects** serving low and moderate income residents;
- **Human services programs** serving low and moderate income residents; and
- **Planning and administration** in support of these activities.

Federal regulations restrict the amount of CDBG funds that may be used for human services programs to no more than 15% of the total allocation. Consequently, the majority of CDBG funds are used for capital projects.

The City currently receives its CDBG funds through an Interlocal Cooperation Agreement (ICA) with King County as part of a CDBG Consortium of 34 cities and towns. The current ICA is a 3-year agreement that will expire at the end of this year. A Joint Recommendations Committee (JRC), comprised of officials representing the participating cities, the Sound Cities Association, and King County, advises the County on CDBG funding and program guidelines decisions.

Kirkland's New Options for CDBG Participation

For cities designated as "metropolitan cities" (generally cities with a population of 50,000 or more) the United States Department of Housing and Urban Development (HUD) provides options for how they may choose to receive CDBG funding. Due to annexation in 2011, staff recommended that Kirkland should move to a Joint Agreement City for the 2012-2014 CDBG funding cycle. The Council concurred. However, following Council approval of the policy change, Kirkland was subsequently notified by HUD that Kirkland's annexation population was added after HUD's 2011 deadline and therefore Kirkland did not yet qualify as a metropolitan city. Therefore Kirkland was only able to be a Consortium member. In 2014, Kirkland has received official notice from HUD of our designation as a metropolitan city (**Attachment 1**), and so we have an opportunity to change our status for the 2015-2017 funding cycle.

Options that are available to the City are identified briefly below. A more detailed matrix of pros and cons related to each option is included in **Attachment 2**. **Attachment 3** is a graphic that identifies the relative levels of local control and risk for the three options.

1. **Remain part of the King County CDBG Consortium** by renewing the existing interlocal agreement for 2015 – 2017. In continuing with this option the City would not receive any direct CDBG funds. Instead, it would continue to participate in the process of allocating funds with the other cities in King County that have fewer than 50,000 people. King County staff administers this program, with administrative costs paid from a portion of the overall CDBG allocation. The City would continue to participate in the Consortium staff group that makes funding recommendations to the Joint Regional Committee (JRC).

2. **Participate in the Consortium as a Joint Agreement city** by executing a new interlocal agreement for 2015 – 2017. With this option King County CDBG Consortium "passes through" a portion of the CDBG funds to larger member cities known as Joint Agreement cities. These cities allocate their portion of the funds to meet locally identified needs through their own allocation process. Efforts are made to coordinate multi-jurisdictional projects with the Joint Agreement cities. Redmond, Shoreline and Renton are currently Joint Agreement cities within the County Consortium.

   With this option the City and the County each receive some of the CDBG funds attributable to the City, with each having different responsibilities for program administration. The County would retain half of available planning/administration funds to provide contract oversight and satisfy federal administrative requirements. The City would retain the other half of the planning and administration allocation, which can be used to pay for City staff to provide the necessary program support. The City would also receive a portion of the human services and capital CDBG funds to allocate towards eligible projects that are selected by the City.

3. **Become a Direct Entitlement city and receive funds directly from HUD.** This option would bring the entirety of the City's CDBG funds directly to the City. It also comes with the full burden of administering the entire program, as well as full

responsibility for all federal compliance and reporting requirements. Seattle, Bellevue, Federal Way, and Kent are currently Direct Entitlement cities.

The decision process must follow the timeline outlined below to comply with HUD requirements:

May 20, 2014	**City Council Decision:** HUD requires that we notify it of our intent to proceed by May 30, 2014. Staff will prepare a resolution of intent for the May 20th meeting based on Council direction at the May 6th meeting.
September 2014	**2015 CDBG Allocation Plan:** Staff will follow up with the City Council in August/September to present options for allocating the capital and human services dollars for 2015. Decisions must be made by late September.

King County Consortium Allocation of CDBG Funds

One of the primary benefits of being part of the CDBG Consortium is that a wide variety of projects and programs can be funded because the CDBG funds are pooled and process efficiencies are gained. This is similar to the philosophy behind ARCH – more can be done collectively than individually.

Capital projects funded through the Consortium in the past several years include: rehabilitation of community facilities including Elder and Adult Day Services in Bellevue; Northshore Senior Center in Bothell; Carnation side-sewer rehabilitation project and senior center improvements; Duvall water main projects; a community well in Baring, a Skykomish wastewater project; a Snoqualmie street light project; and various affordable housing projects in East King County through ARCH.

Human services programs funded through the Consortium have been split equally between Emergency Assistance and Emergency Shelter uses. Eastside providers that have received funding include Hopelink (Kirkland, Sno-Valley, Redmond, Northshore, Avondale Park Family Shelter, and Kenmore Family Shelter), Eastside Domestic Violence Prevention (Lifewire), Eastside Interfaith Social Concerns Council, and Friends of Youth.

Two additional areas where the Consortium has chosen to allocate funds are in Housing Stability and Housing Repair. Residents with low and moderate incomes have equal access to these programs, as they are operated on a first-come, first-served policy.

- The **Housing Stability** program is a move-in and eviction prevention program providing assistance to renters and homeowners in danger of losing their housing. In the last three years an average of approximately 42 households in the North/East sub-region were helped through this program, including 7 per year in Kirkland.

- Twenty percent of the CDBG allocation in King County is directed toward the **Housing Repair** program, which allows deferred home loans up to $25,000 for health, safety and

building preservation repairs. In the last three years an average of approximately 50 housing units annually were repaired through this program in the North/East sub-region. This included nine units in Kirkland from 2011-2013.

City Control of CDBG Funding

As a Joint Agreement city, Kirkland would continue to participate in the CDBG Consortium, but would also gain some flexibility in determining how a portion of its CDBG funds are spent. Under the Joint Agreement interlocal, the City would be required to continue contributions to the Housing Stability and Housing Repair programs, making Kirkland residents eligible to access these programs.

Under the Direct Entitlement option, the City would not participate in the Consortium and would determine independently how all of its CDBG funds could be spent.

This chart shows the anticipated CDBG funds attributable to or allocated to the City in 2015 under the three options. The amounts highlighted in green indicate funds for which the City would make spending decisions. Those decisions would need to be consistent with HUD requirements.

	Existing Status	Proposed Status	Status Not Recommended
	CDBG Consortium Member	**Joint Agreement City**	**Direct Entitlement City**
Capital Projects - Kirkland	(2)$80,000	(1)$80,000	(1)$130,000
Capital Projects – Housing Repair (Kirkland portion of Consortium total)	$50,000	$50,000	(3)N/A
Human Services - Kirkland	(4)$20,000	(1)$20,000	(1)$30,000
Human Services – Housing Stability (Kirkland portion of Consortium total)	$10,000	$10,000	(3)N/A
Planning and Administration – Apportioned to Kirkland	N/A	(1)$20,000	(1)$40,000
Planning and Administration – Apportioned to County	$40,000	$20,000	N/A

(1) These CDBG funds would be under City control. The total amount anticipated is $120,000 as a Joint Agreement City and $200,000 as a Direct Entitlement City.
(2) Includes Kirkland's credited portion for the Consortium allocation to ARCH Housing Trust Fund.
(3) Kirkland would not be required to fund this type of program, but could choose to do so by using some Capital funds (for Home Repair) and Human Services funds (for Housing Stability).
(4) Kirkland's credited portion for the Consortium allocation towards human services grants.

Use of Capital Funds as a Joint Agreement City

Capital projects must meet narrow HUD guidelines (i.e. benefit low/moderate income individuals) and be an eligible CDBG activity such as public infrastructure within a city (e.g.

sidewalk repair, sewer and water systems), community facilities, parks, affordable housing projects, and minor home repair programs. Three specific ways the City could decide to use capital funds are identified below. They are not mutually exclusive. However, as a Joint Agreement city, Kirkland would be limited to two capital projects per year that are not being funded with CDBG funds from other sources.

1. **Allocate to ARCH**
   Allocate capital funds to ARCH to be used for affordable housing projects. In this scenario, Kirkland's CDBG funds could be used to take care of part of its annual parity contribution to the ARCH Housing Trust Fund. The City's annual contribution to the Housing Trust Fund has averaged $240,000 for the last ten years, including CDBG funds that the City has directly allocated (prior to 2006) and been given credit for as part of the Consortium (since 2006). During that time, our parity range has been $159,000 to $269,000. ARCH would determine which projects that have submitted Housing Trust Fund applications are eligible to receive CDBG funds.

2. **Allocate to City Projects**
   Invest in City-sponsored capital projects that benefit a geographic area, like infrastructure or parks. Funds used for this type of project must be located in areas where at least 51% of the residents qualify as low or moderate income. The most recent data available from HUD indicates only three Census Block Groups (the smallest geography for which income data is available) in Kirkland meet this definition. It is possible to use a survey method to determine areas of eligibility related to a specific project, but those surveys must be done to HUD specifications and paid for by the City.

3. **Allocate to Community Projects**
   Fund community facilities that serve a regional clientele, including Kirkland residents. As examples, recent applications submitted to the CDBG Consortium for funding include:

   - Sophia's Place – a Homeless Women's Center in Bellevue
   - EADS – an Elder and Adult Day Services Center in Bellevue
   - Emergency Feeding Program – serving Seattle and King County
   - PROVAIL – a service center in Shoreline for those with traumatic brain injuries

Use of Human Services Funds as a Joint Agreement City

Human Services programs must serve Kirkland residents who are seniors, disabled, have special needs, or qualify as low- and moderate-income. Programs must also address the goals and strategies of the King County Consortium's Consolidated Plan and be eligible under CDBG regulations. Qualifying nonprofit organizations and public agencies serving residents can apply for funding.

As examples, Shoreline directs all of its CDBG Human Services funds to its Senior Center, while Federal Way distributes its funding among five different programs, ranging from dental care to food banks. The County Consortium has directed Human Services funds over recent years towards services related to emergency assistance and emergency shelters.

For many years prior to 2006 Kirkland directly distributed Human Services CDBG grants to community agencies (beginning in 2006 the Consortium consolidated the process for fund distribution so that Consortium member cities no longer directly allocated "pass-through" funds.) These grants were distributed and administered as part of the City's Human Services grant program.

Staffing Implications for Joint Agreement Option

As a member of the King County's CDBG Consortium, staff spends a nominal amount of time supporting CDBG activities, ranging from 40 to 60 hours per year. These responsibilities are primarily assumed by our Human Services Coordinator. Based upon the experiences of our colleagues at the cities of Renton, Redmond, Shoreline, and Federal Way (each are currently Joint Agreement cities) we estimate that the staffing needs for Kirkland to become a Joint Agreement city would increase by 400 to 800 hours per year, or from 0.20 to 0.40 FTE. This high variability is due to both the potential number and potential types of CDBG projects and services which might be funded, and the resulting tasks necessary to implement and monitor them.

Current estimates (see chart on page 4) are that the City would receive $20,000 for the purposes of administering CDBG activities associated with our funding allocation. This would provide for approximately 415 hours of staff time, within the range (albeit the low end) of our staffing estimate. The amount of staff time required can potentially be managed by targeting CDBG funds to only a few select projects and services, and by integrating CDBG grant application processes with our City's existing human services granting program (with oversight by our Human Services Advisory Committee).

The Future of CDBG

It should also be noted that the fate of CDBG funding is perennially threatened in the federal budget process. The amounts represented in this memo assume that CDBG funding for 2015 will remain at the level approved for 2014. If CDBG allocations are smaller in the future, the City's and County's responsibilities to administer the program and comply with Federal requirements will not be diminished unless the CDBG program is revamped. Staffing requirements will likely remain the same under the joint agreement and direct entitlement options, while the Federal funds to support them would be reduced.

ATTACHMENTS

1. Letter from HUD
2. CDBG Participation Comparison Chart
3. CDBG Participation Factors Graphic

U.S. Department of Housing and Urban Development
Office of the Regional Administrator

Region X

Kurt v Pam. Jim! Jenny Schroder

March 5, 2014

RECEIVED
MAR 03 2014
CITY OF KIRKLAND
CITY MANAGER'S OFFICE

The Honorable Amy Walen
Mayor, City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033

Dear Mayor Walen:

This provides formal notification of HUD's determination that Kirkland qualifies as a metropolitan city under the Community Development Block Grant (CDBG) program as defined in regulations at 24 CFR Part 570.3 and is eligible to become a CDBG entitlement grantee. Kirkland currently participates in the CDBG program as a member of the King County Urban County. Kirkland's participation in the King County Urban County continues through December 31, 2014. As a metropolitan city, Kirkland has the following options for future participation in the CDBG program:

1. Accept status as an entitlement grantee and receive a direct annual formula allocation of CDBG funds, starting in Federal fiscal year 2015.
2. Accept status as an entitlement grantee and enter into a joint agreement with King County. Under this option, HUD would calculate a separate entitlement grant amount for Kirkland and these funds would be awarded to King County for distribution to the city in accordance with the joint agreement.
3. Defer status as an entitlement grantee and continue as part of the King County urban county for another three-year qualification period, 2015-2017.
4. Defer status as an entitlement grantee and participate through the State CDBG program.

The city has previously indicated to our office that Kirkland would accept entitlement status and enter into a joint agreement with King County. From our recent conversations with King County staff, we understand that this remains the city's plan for future participation under the CDBG program. However, please review the other options for participation in the CDBG program and confirm the city's decision to accept entitlement status and enter into a joint agreement with King County, starting in Federal fiscal year 2015. Please notify us of any change to city's decision on participation in the CDBG program no later than May 30, 2014.

Please note that by accepting entitlement status under the CDBG program, the city must execute a separate agreement with King County to be a part of the King County HOME Consortium for 2015-2017.

HUD Headquarters has calculated an estimated 2015 CDBG entitlement grant amount for Kirkland to be used as a planning estimate. Kirkland's estimated 2015 entitlement grant amount is $200,164. The city's actual 2015 entitlement grant amount is not known at this time, and will

be based on the fiscal year 2015 appropriations for the CDBG program and calculated using the data from the U.S. Census. The city's actual 2015 entitlement grant amount may be higher or lower than the planning estimate provided in this letter.

We look forward to working with Kirkland under the CDBG program. If you have any questions, please contact John W. Peters in our Seattle Office of Community Planning and Development at (206) 220-5268.

Sincerely,

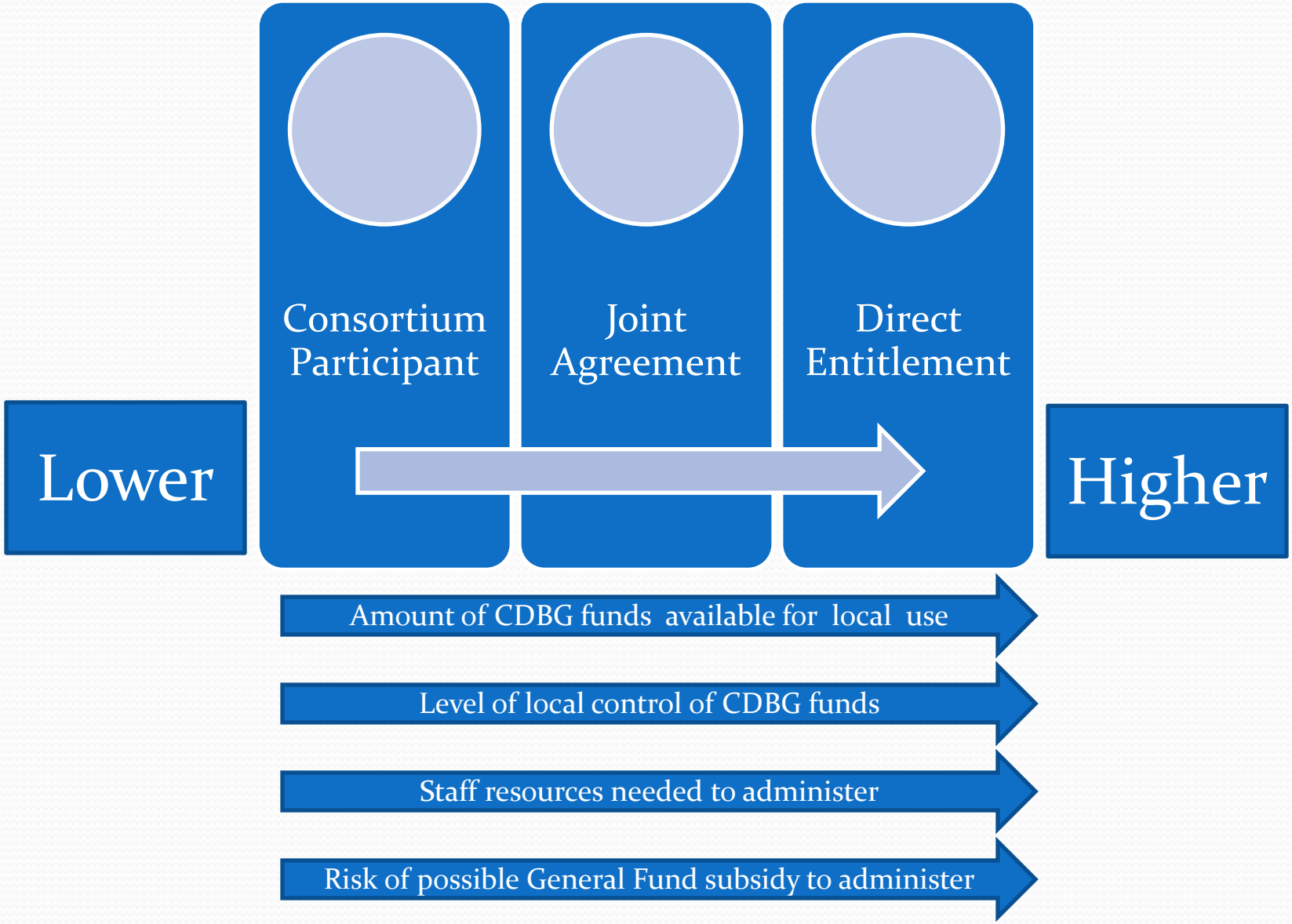
William H. Block
Northwest Regional Administrator

Kirkland's Options for Participating in the Community Development Block Grant (CDBG) Program

Option	Pros	Cons
CDBG Consortium	▪ Pooling of funds can allow larger projects to be completed ▪ King County administers all aspects of the program ▪ King County bears all legal and financial responsibility ▪ Kirkland gets some credit toward its ARCH Housing Trust Fund contribution ▪ Kirkland residents who have low or moderate incomes have access to the Housing Repair and Housing Stability programs administered by King County ▪ Does not require any additional staff	▪ No local control of funding decisions
Joint Agreement	▪ City has local control over some CDBG funds ▪ City selects eligible projects and programs to fund, within parameters of agreement with County (up to four public service agencies and two capital projects) ▪ King County administers capital projects ▪ King County is responsible for all federal reporting and audit findings ▪ Kirkland residents who have low or moderate incomes have access to the Housing Repair and Housing Stability programs administered by King County	▪ Would require an estimated additional 0.33 to 0.50 FTE (from $39,000 to $58,500) to administer overall program and human service contracts, with limited funding available from the program to support those FTE ▪ City is required to make funding allocations in the fall of the year prior to funds being received, which means that the City must run a selection process this year prior to any administrative funds being available to support the process ▪ City processes quarterly payments to agencies, submits vouchers to King

		County, submit quarterly and annual reports to County, tracks program expenditures and income, and complies with OMB audit requirements ▪ City is responsible for State audit findings
Direct Entitlement	▪ City has local control over all CDBG funds	▪ Would require an additional estimated 1.00 to 1.50 FTE (from $117,000 to $176,000) to administer, with limited funding available from the program to support those FTE ▪ City is required to complete a Consolidated Plan by November 2014 and then every 5 years, with an estimated cost of $50,000 ▪ The City is responsible for ensuring compliance with all Federal requirements, including prevailing wage monitoring, affirmative action, construction monitoring, relocation assistance and environmental review (NEPA, Endangered Species, Historic Preservation, Clean Air Act) ▪ City administers all aspects of program and must report quarterly and annually to HUD ▪ City is responsible all Federal and State audit findings

CDBG Participation Factors



Council Meeting: 05/06/2014
Agenda: New Business
Item #: 11. c.

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.Kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Dave Snider, P.E., Capital Projects Manager
Rod Steitzer, P.E., Capital Projects Supervisor
Pam Bissonnette, Interim Public Works Director

Date: April 24, 2014

Subject: Juanita Drive Corridor Study – Draft Plan Review

RECOMMENDATION:

It is recommended that City Council reviews and comments on the Draft Juanita Drive Corridor Study (Study) as prepared by staff and the City's consultant, Fehr & Peers, Inc. The Study has been previously reviewed by the Transportation Commission, whose members helped shape it into its current form. Due to the size of the Study, links are provided to view the Study in sections: Executive Summary, Study & Outreach, Project Sheets, Profile. The Executive Summary is also included as Attachment A.

BACKGROUND DISCUSSION:

Introduction

In the early stages of the annexation of Finn Hill, North Juanita, and Kingsgate neighborhoods, the City received requests for improvements to Juanita Drive. In response to those requests, City Council approved a Juanita Drive Corridor Study (Study) with the 2013-2018 Capital Improvement Program update. In April 2013, Fehr & Peers, Inc., began work on the Juanita Drive Study with the goal of assessing corridor needs and providing recommended improvements. The Study limits extend from the intersection of Juanita Drive & 98th Avenue NE to Juanita Drive & NE 143rd Street, at the northern-western City limits (Attachment B). The scope of work included conducting a thorough public involvement process, the evaluating and profiling of existing conditions, the development and assessment of design alternatives, and the production of a recommended list of prioritized improvements. The individual projects of the Juanita Drive Plan are currently being recommended for incorporation into the Kirkland Transportation Master Plan.

Juanita Dr. Outreach at Community Planning Day

Public Outreach

Stakeholder and community involvement was a key component to developing a successful Study. To help guide its development, a Citizen Advisory Committee was formed. The Committee consisted of representatives from Finn Hill and Juanita neighborhoods and businesses, the Cascade Bicycle Club, Bastyr University, Lake Washington School District, King County Parks, King County Trail Board, Kirkland Police and Fire, and the Project Team. To prepare a common vision for future improvements to the Corridor, the Project Team gathered input from stakeholders and the community at more than 15 public workshops, briefings with neighborhood groups, and informational booths at local events including three Kirkland Community Planning Days. All of the feedback received was processed through five Citizen Advisory Committee meetings where the main emphasis was found to be directed towards the need for safety improvements for pedestrians, bicyclists, and vehicles. Another common theme was connectivity along the corridor to the neighborhoods and nearby parks and schools; details about public outreach are included in Appendix A of the Study. The Project Team also presented and consulted with the Transportation Commission four times during the Study's development. The Commission offered several suggestions that influenced the Study, including suggestions for how individual projects are packaged and prioritized.

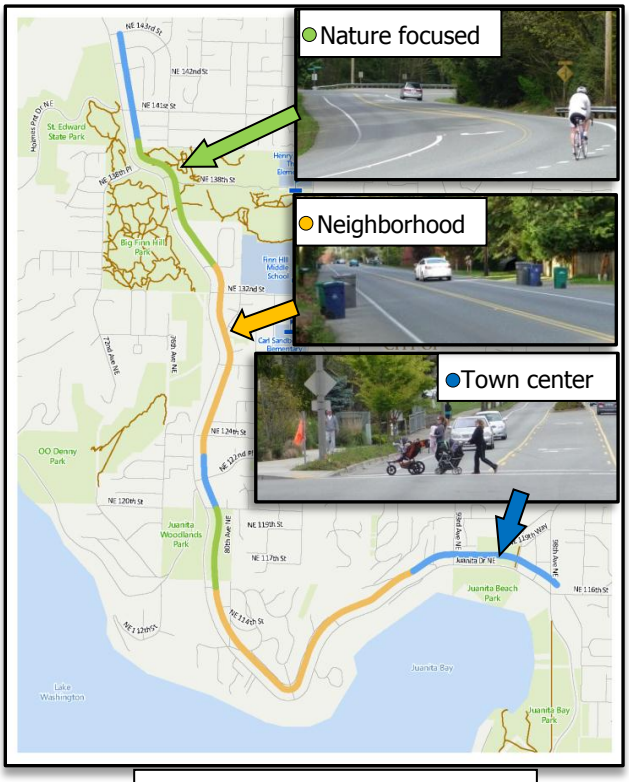
The Citizen Advisory Group identified five key goals to serve as guiding principles for development of the Study, including:

- Address safety needs for all travel modes.
- Maintain the corridor's unique identity, diversity of roadway character, and natural landscape.
- Respect neighborhood values and engage the community in a shared vision.
- Protect the extraordinary natural environment and encourage low impact design approaches.
- Provide a financially feasible, strategic and realistic set of community priorities for the corridor.

The adding of vehicle capacity was not a goal of the Study.

With the goals in mind, the Project Team profiled the Corridor to understand the historical context and changing roadway characteristics as Juanita Drive contains a town center, neighborhoods, and nature focused zones.

The Team also surveyed existing physical conditions, roadway cross-sections, topography and roadway geometry, transportation operations, and surface water pathways.



Map of Roadway Characteristics

Feedback received during the outreach and profiling phase was used to create alternatives for further development with stakeholders, the public, and the Citizen Advisory Committee. Some of the feedback included:

- Walking concerns on Juanita Drive
- No impacts on parks along the corridor
- Mixed reactions to roundabouts
- Heavily favored crosswalks connecting the east and west sides of Big Finn Hill Park
- Strong support for dedicated bike lanes and pedestrian paths
- Providing as much separation as possible for pedestrians and bikes from vehicles
- Turning lanes at Juanita Drive and side street intersections
- General agreement on various proposed alternatives

The Project Team used this information and, in conjunction with the Citizen Advisory Committee, developed alternative road sections, pedestrian treatments, street lighting, storm drainage upgrades, together with traffic calming and intersection improvements. The Project Team also identified projects and project groups for planning and funding opportunities for implementation. These design elements and projects were presented to the Transportation Commission whose comments were incorporated into the Study.

Recommendations:
The Study recommendations consist of 32 projects grouped into packages with an estimated total cost range of $19 to $26 million, depending on design options such as undergrounding aerial utilities, multipurpose trails, and roundabouts. The projects were then packaged to grant funding opportunity categories. Consistent with Study feedback, highlights include buffered bicycle lanes and a walkway that could be raised or at the same grade as the bicycle lane. These decisions could vary throughout the Corridor and would be made with community input during design production. The bicycle lane buffer is envisioned as a two-foot specially-painted area along most of the roadway with physical buffers in identified areas to allow access to frequent driveway and intersection spacings as well as service needs such as garbage truck access. The walkway could be on either side of the roadway in the south section of the corridor with the eastern side being most likely in the central and northern sections. The plan would prohibit on-street parking due to the designation of the bicycle lane and walkway.

A multipurpose trail option provides for a more pleasant and safe environment for all nonmotorized users through the park sections of the Corridor. The trail section would be separated from the roadway by a planter strip, with the bicycle lane either adjacent to the travel lanes or next to the trail resulting in about a 10 feet wider cross-section. The Study does not envision additional travel lanes to accommodate traffic, but rather intersection treatments to improve overall traffic flow and safety.

The Study also identifies eleven 'quick-win' projects for a total cost of $1.35M. These projects target non-motorized improvements, consistent with various Study findings, and can be completed within the existing road sections, as follows:

- Interim Pedestrian/Bicycle Safety Treatments ($130,000)
- Centerline Rumble Strips ($40,000)
- Lighting Upgrade (NE 122nd Place) ($50,000)
- Gateway Signs (north and south ends of corridor) ($40,000)
- Left turn refuge pocket-NE 138th Place ($40,000)

- 98th Avenue Bicycle/Pedestrian Enhancements ($90,000)
- Flashing Pedestrian Crossing at 93rd Avenue NE ($90,000)
- Flashing Pedestrian Crossing at Big Finn Hill Park ($210,000)
- Flashing Pedestrian Crossing at NE 143rd Street ($90,000)
- Northbound Bicycle Lane Throughout Corridor ($380,000)
- Bicycle Signs for Northbound Bicycle Lane ($190,000)

The 21 remaining recommended projects have been prioritized into high, medium, and low ratings based on a weighted average of the five guiding principles and nine criteria categories. More information on prioritization can be found on page 11 of Study Appendix B. Following normal protocol, the new major projects will be coordinated with other needs of the Transportation Master Plan and will be included in the 2015 Capital Improvement Program update.

Attachment A – Draft Report Executive Summary
Attachment B – Vicinity Map

JUANITA DRIVE Corridor Study
SUMMARY

Spring 2014

ABOUT THE STUDY

The City of Kirkland has developed a plan for future improvements to the Juanita Drive Corridor between Juanita Village and the northern City limits in Finn Hill. A key route around the northern end of Lake Washington between Kirkland and Kenmore, Juanita Drive serves over 10,000 vehicles per day and traverses steep topography with many twists, turns, and hills. The existing roadway geometry, multiple driveway access points, and limited sight distance complicate overall safety conditions along the corridor.

The Juanita Drive Corridor Study evaluates existing conditions, relies on input from stakeholders and users, and analyzes potential safety improvements for drivers, bicyclists and pedestrians. The study identifies key improvements that may be included for future construction in the Capital Improvement Program.

GUIDING PRINCIPLES

The vision for the future of the Juanita Drive Corridor will adhere to the following guiding principles:

- Address safety needs for all travel modes.
- Maintain the corridor's unique identity, diversity of roadway character, and natural landscape.
- Respect neighborhood values and engage the community in a shared vision for future improvements.
- Protect the extraordinary natural environment and encourage low impact design approaches.
- Provide a financially feasible, strategic, and realistic set of community priorities for the corridor.

These were developed after consulting with stakeholders.

COMMUNITY OUTREACH

The City identified key target audiences to engage:

- Businesses and residents along the project corridor and within the City of Kirkland
- Users of the project corridor; local and regional
- Management and users of parks and public spaces
- Local agencies, such as Lake Washington School District and King County Metro Transit
- Community groups and organizations
- City of Kirkland staff, including public safety officials
- Elected officials

JUANITA DRIVE Corridor Study SUMMARY

Spring 2014

THE PROPOSED PLAN

Working with a Citizen Advisory Committee, the Kirkland Transportation Commission, and by conducting extensive public outreach, the City used the guiding principles to identify and prioritize the corridor recommendations. The Transportation Commission reviewed the draft recommendations and approved them for consideration by the City Council.

The Juanita Drive Corridor Plan contains a variety of projects that meet the study's guiding principles and that can be phased in over the next several years. While the needs vary throughout the corridor, the plan contains several corridor-wide features, including the following:

- A basic roadway cross-section that contains a travel lane in each direction, buffered bicycle lanes, and a walkway on at least one side of the roadway. In some sections, an off-road multipurpose path is an option.
- Pedestrian crosswalks with flashing beacons.
- Street lighting upgrades.
- Drainage improvements.
- Intersection treatments, such as turn pockets and better sight distance.
- Traffic calming treatments to reduce speeds.
- Removal of on-street parking.

The plan does not envision the addition of travel lanes to accommodate more traffic, but the intersection treatments will improve overall traffic flow and safety.

The plan consists of 32 projects grouped into logical packages along Juanita Drive. The total cost of the plan ranges from $19 to $26 million, depending on the design options. About half of the cost ($10 million) is to provide the basic cross-section through the corridor. Building the wider multipurpose trails through the parks would add around $3.3 million in project costs. Intersection treatments, including turn pockets, crossing treatments and lighting would cost an additional $5 to $6 million, while various other nonmotorized, Intelligent Transportation Systems (ITS), safety and lighting treatments would add around $3 to $4 million in cost. Recognizing that because of their cost they will take several years to fund and implement, the plan sets priorities and identifies 'quick win' projects with a total cost of $1.0 to $1.5 million and which could potentially start in the near future as funding becomes available.

Projects	Basic Cost	Additional Costs for Option
Basic Cross-section	$10.4M	$3.3M (Multipurpose Trails)
Intersections	$5.3M	$1.2M (Roundabouts)
Uphill Bicycle Lane throughout Corridor	$0.6M	
Other Pedestrian/Bike Safety Treatments	$1.5M	
Intelligent Transportation Systems (ITS)	$1.1M	$1.2M (undergrounding utilities)
Other Safety Projects	$0.2M	
Total Projects	**$19.1 Million**	**$5.7 Million**

Note: Projects not in priority order

JUANITA DRIVE Corridor Study SUMMARY

Spring 2014

MATCHING THE RECOMMENDATIONS TO THE COMMUNITY VISION

What we Heard from the Community	What the Proposed Master Plan Recommends
Improving safety in the corridor is important; especially for bicycles and pedestrians	Separated walkway and bicycle lanes with buffer strips; intersection channelization; active pedestrian crossings
There are too many vehicle collisions	Intersection turn lanes to reduce rear end collisions; center line rumble strips to reduce head-on collisions
Traveling the corridor during rush hour is difficult, but minimal interest in widening the corridor for more automobile lanes	No new auto lanes, but some intersection turn lanes and traffic signal improvements
There aren't enough connections between neighborhoods and parks, including safe routes to local schools	Several new 'flashing' pedestrian crossings and links to neighborhoods, schools and parks
Provide as much separation as possible for pedestrians and bikes	Bike lanes with buffer strips and walkway on one side of road; option for multipurpose trail in Woodland and Big Finn Hill parks.
Mixed reactions to roundabouts; some people wanted them, some did not.	Options for a roundabout at NE 122nd St/Holmes Point Dr and at NE 138th Pl.
Don't impact the parks along the corridor	Two options in parks- basic cross section or wider section with multipurpose trail. Sensitivity to roadway width and right-of-way
Get something done soon!	Several 'quick win' projects that could be implemented soon as funding is available

Stay Involved!

Visit **www.kirklandwa.gov** (search "Juanita Drive") to:

- Find up-to-date news on the study
- Provide feedback on the City's interactive map
- Sign up for emails from the project's list serve

For additional information, please reach out to:

- **Christian Knight, Neighborhood Services Outreach Coordinator**: cknight@kirklandwa.gov, (425) 587-3831
- **Rod Steitzer, Project Engineer:** rsteitzer@kirklandwa.gov, (425) 587-3825

Vicinity Map
Juanita Drive Master Plan Corridor Study

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www. kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Lorrie McKay, Intergovernmental Relations Manager

Date: April 17, 2014

Subject: Voting Delegates – Association of Washington Cities Annual Conference and Business Meeting, June 17-20, 2014 – Spokane, WA

RECOMMENDATION:

City Council designates by Motion up to three voting delegates to represent the City of Kirkland at the Association of Washington Cities (AWC) 2014 Annual Business Meeting.

BACKGROUND DISCUSSION:

The AWC annual business meeting will be held Thursday, June 19, 2014, 3:45 to 5:30 p.m., at the Spokane Convention Center, Spokane, WA. Should the City Council wish to participate in the meeting, the voting delegates will need to be designated and their names filed with the AWC.

The City of Kirkland is eligible to designate three voting delegates. The delegate or proxy must be present at the meeting to cast a vote. At this time Mayor Walen, Deputy Mayor Sweet and Councilmembers Kloba and Arnold are scheduled to attend the AWC Business Meeting. The Council should pass a Motion designating three voting delegates or proxies for the business meeting. Staff will file the names with the AWC. The recommended action is consistent with past Council practice.

Should Councilmembers have any questions about the other details associated with participation at the conference (registration, travel and lodging), please contact Amy Bolen, Executive Assistant to the City Manager and Lorrie McKay, Intergovernmental Relations Manager.

Attachments: A. Tentative Conference Schedule – 2014 AWC Annual Conference

Training & Education

Tentative schedule

All conference workshops and events are at the Spokane Convention Center unless otherwise noted.

Tuesday, June 17

3 – 6 pm	**AWC Resource Desk**
4 – 6 pm	**Tentative no-host welcome reception**

Wednesday, June 18

6:30 – 7:30 am	**Morning wellness activity**
8 am – 5:30 pm	**AWC Resource Desk**
8 am – 5 pm	**Exhibit open**
9 – 11 am	**Early start sessions**
11:30 am – 1:30 pm	**Opening lunch** **Keynote: Regeneration: A manifesto for city leaders** Rebecca Ryan, bestselling author, economist and futurist
2 – 4:30 pm	**Concurrent workshops/mobile tours**
5 – 7 pm	**Evening event at Riverfront Park**
6:30 – 8:30 pm	**RMSA Annual meeting and dinner, Doubletree Hotel**

Thursday, June 19

6:30 – 8 am	**Morning wellness activity: WellCity Walk/Run**
6:30 am – 5 pm	**AWC Resource Desk**
9:30 am – 7 pm	**Exhibit open**
6:45 – 9 am	**Networking breakfast**
9:15 – 10:15 am	**General session**
10:30 – 11:30 am	**Concurrent workshops/mobile tours**
11:45 am – 1 pm	**Quality Communities lunch** Honor the Center for Quality Communities scholarship winners
1:15 – 3:30 pm	**Concurrent workshops**
3:45 – 5:30 pm	**AWC business meeting**
5:30 – 7 pm	**Exhibit Reception**

Friday, June 20

6:30 – 7:30 am	**Morning wellness activity**
7:30 – 11:30 am	**AWC Resource Desk**
7:30 – 8:45 am	**Municipal Excellence breakfast** Program begins at 8 am
9 – 11:45 am	**Concurrent workshops**

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kari Page, Neighborhood Outreach Coordinator

Date: April 21, 2014

Subject: Upcoming City Council Meeting with the Market Neighborhood

RECOMMENDATION:

City Council finalizes the agenda for the City Council Meeting with the Market Neighborhood. In addition, Council confirms the City Council Meeting dates with the Evergreen Hill/Totem Lake and Central Houghton Neighborhood Associations this fall.

BACKGROUND:

The Council is scheduled to meet with the Market Neighborhood Association, May 21, 2014 6:45–8:45 p.m. at Heritage Hall, 203 Market Street.

Unless otherwise instructed by Council, staff will continue to format the meetings as previously done.

The agenda for the meeting is as follows:

6:45-7:00 p.m.	Informal Casual Conversations
7:00-7:05 p.m.	Welcome and Introduction - Mayor Amy Walen
7:05-7:10 p.m.	Comments from Michelle Sailor, Market Neighborhood Chair
7:10-7:30 p.m.	Introductions from City Council Members
7:30-8:45 p.m.	General Discussion and Questions from Audience
8:45 p.m.	Social Time

The following topics were submitted by the Market Association Board. These will be added to the list of questions submitted online by residents and answers will be distributed at the meeting and posted online.

Market Neighborhood topics:

- Traffic and Safety
- Crime
- Marijuana Retail locations
- Economic Development

2014 City Council Meetings with the Neighborhoods

Complete:

South Rose Hill/Bridle Trails:
March 11, 2014
LW Methodist Church, 7525 132nd Ave NE

Pending:

Market Neighborhood:
May 21, 2014
Heritage Hall, 203 Market Street

Central Houghton:
October 1, 2014
Houghton Fire Station, 6602 108th Ave

Evergreen Hill/Totem Lake:
November 19, 2014
Friends of Youth, 13116 NE 132nd Street

Attachment A outlines the timeline for receiving the questions and answers in advance of the 2014 meetings and a map of the areas. If you have any suggestions or changes to this schedule, please contact Kari Page at (425) 587-3011.

Attachment A

City Council Meetings with the Neighborhoods

2014 Schedule

M	T	W	T	F	S	S
JANUARY						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

M	T	W	T	F	S	S
FEBRUARY						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

M	T	W	T	F	S	S
MARCH						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

M	T	W	T	F	S	S
APRIL						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

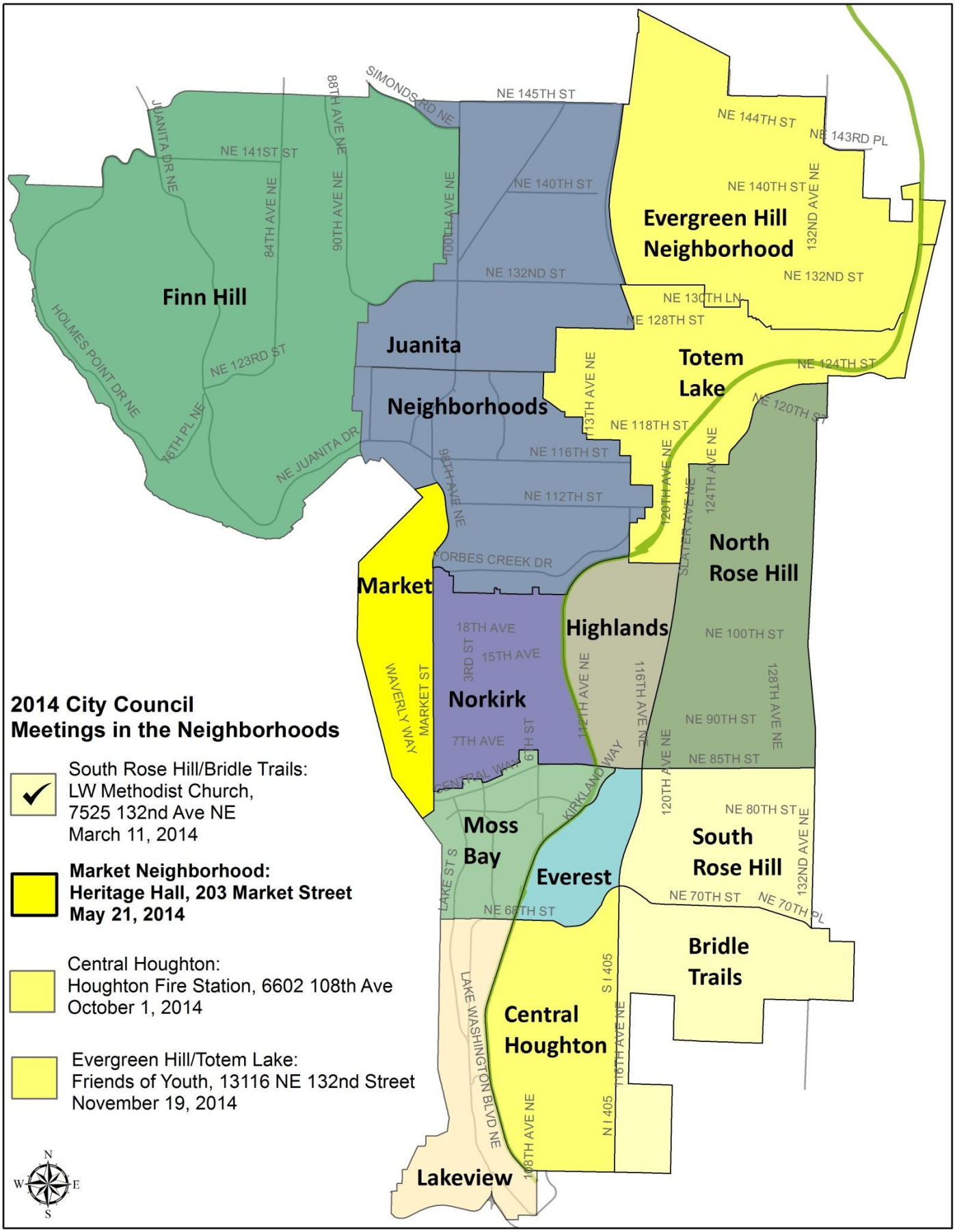
OCTOBER						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Neighborhood Meetings Dates	
	South Rose Hill/Bridle Trails: March 11, 2014 *COMPLETE* LW Methodist Church, 7525 132nd Ave NE
	Market Neighborhood: **May 21, 2014 *PENDING*** **Heritage Hall, 203 Market Street**
	Central Houghton: October 1, 2014 *PENDING* Houghton Fire Station, 6602 108th Ave
	Evergreen Hill/Totem Lake: November 19, 2014 *PENDING* Friends of Youth, 13116 NE 132nd Street

Milestones	
	Residents receive mailing and submit questions
	Regular Council meeting to finalize agenda
	Directors answer questions from residents
	City Council receives questions and answers
	City Council Meeting with the Neighborhood


2014 City Council
Meetings in the Neighborhoods
South Rose Hill/Bridle Trails:
LW Methodist Church,
7525 132nd Ave NE
March 11, 2014
Market Neighborhood:
Heritage Hall, 203 Market Street
May 21, 2014
Central Houghton:
Houghton Fire Station, 6602 108th Ave
October 1, 2014
Evergreen Hill/Totem Lake:
Friends of Youth, 13116 NE 132nd Street
November 19, 2014
Finn Hill
Juanita
Neighborhoods
Evergreen Hill
Neighborhood
Totem
Lake
North
Rose Hill
Market
Highlands
Norkirk
Moss
Bay
Everest
South
Rose Hill
Bridle
Trails
Central
Houghton
Lakeview
SIMONDS RD NE
NE 145TH ST
NE 144TH ST
NE 143RD PL
NE 141ST ST
NE 140TH ST
NE 132ND ST
NE 130TH LN
NE 128TH ST
NE 124TH ST
NE 123RD ST
NE 120TH ST
NE 118TH ST
NE 116TH ST
NE 112TH ST
NE 100TH ST
NE 90TH ST
NE 85TH ST
NE 80TH ST
NE 70TH ST
NE 70TH PL
NE 68TH ST
JUANITA DR NE
88TH AVE NE
84TH AVE NE
90TH AVE NE
100TH AVE NE
HOLMES POINT DR NE
76TH PL NE
NE JUANITA DR
98TH AVE NE
FORBES CREEK DR
113TH AVE NE
120TH AVE NE
124TH AVE NE
SLATER AVE NE
128TH AVE NE
132ND AVE NE
18TH AVE
15TH AVE
3RD ST
7TH AVE
6TH ST
WAVERLY WAY
MARKET ST
CENTRAL WAY
KIRKLAND WAY
112TH AVE NE
116TH AVE NE
LAKE ST S
LAKE WASHINGTON BLVD NE
S I 405
N I 405
108TH AVE NE
N
S
E
W

Council Meeting: 05/06/2014
Agenda: Reports
Item #: 12. b. (2).

DRAFT
4/30/2014

2014 Kirkland City Council Retreat II
Friday, May 30, 2014
9:00a.m.

Kirkland City Hall – Peter Kirk Room
123 5th Avenue
Kirkland, Washington

AGENDA

1.	Call to Order	9:00 a.m.
2.	Roll Call	
3.	Agenda Overview and Housekeeping	9:00 – 9:10 a.m.
4.	Community Survey Results	9:10 a.m. – 10:10 a.m.
5.	Break	10:10 a.m. – 10:30 a.m.
6.	Financial Planning	10:30 a.m. – 12:00 p.m.
7.	Lunch	12:00 p.m. – 1:00 p.m.
8.	Healthcare Update	1:00 p.m. – 2:00 p.m.
9.	ADA Plan	2:00 p.m. – 2:30 p.m.
10.	Break	2:30 p.m. – 2:45 p.m.
11.	Discussion on Financial Topics of Interest to the Council	2:45 p.m. -
12.	Adjournment	