



**CITY OF KIRKLAND**  
**Planning and Community Development Department**  
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[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**MEMORANDUM**

**Date:** June 4, 2015

**To:** Kurt Triplett, City Manager

**From:** Teresa Swan, Senior Planner  
Paul Stewart, Deputy Director, AICP  
Eric Shields, Planning Director, AICP

**Subject:** DRAFT LETTER TO DEPARTMENT OF COMMERCE ON TRANSMITTAL OF THE COMPREHENSIVE PLAN UPDATE, FILE CAM13-00465, #9

**RECOMMENDATION:**

Staff recommends that the City Council review, edit as appropriate and authorize the Mayor to sign the attached letter to the Department of Commerce (Attachment 1) transmitting the Comprehensive Plan Update.

**BACKGROUND:**

RCW 36.70A.130 establishes the review procedures and schedule for the review and, if needed, to revise its comprehensive land use plan and development regulations including critical area regulations (wetlands, streams, lakes and geologic hazard areas). King County and the cities within the County are required to revise their comprehensive plan and development regulations by June 30<sup>th</sup>, 2015. The City initiated the process to update the plan in late 2012. This effort has involved updating all Elements of the Comprehensive Plan, revising neighborhood plans, undertaking an Environmental Impact Statement, considering specific citizen amendment requests and amending zoning.

The City is now ready to transmit its draft Comprehensive Plan Update to the Department of Commerce for the required review. Attached is a letter for the City Council approval that will be provided with the Draft Plan Update. The letter describes the City's work since late 2012, explains why the City needs additional time to complete the periodic update and relates the City's commitment to adopt the Plan Update by December 2015. Attached to the letter is the overall Comprehensive Plan schedule starting in 2013 (Attachment 2). In addition, the City will be transmitting the Draft Plan to the Puget Sound Regional Council for its review and comment. The Planning Commission is scheduled to hold three public hearings on the Draft Plan on June 25, July 23, and August 13 with the intent of making a recommendation to the City Council in September.

The Department of Commerce has indicated that that if a local government is making a good faith effort and progress towards completion, it will work with the local government concerning eligibility for State grants that are tied to GMA compliance. Staff believes that the work completed on the Draft Plan Update reflects a good faith effort and that the remaining schedule can be met for adoption in December 2015.

Attachments:

- 1: Draft transmittal letter to the Department of Commerce
- 2: Comprehensive Plan Schedule

June 17, 2015

Jeffrey S. Wilson, AICP, Senior Managing Director  
Anthony Boscolo, AICP, Senior Planner  
Local Government & Infrastructure Division  
Washington State Department of Commerce  
1011 Plum Street SE  
Olympia, WA. 98504

RE: Transmittal of the Kirkland Comprehensive Plan  
(City File CAM13-00465, #15)

Dear Mr. Wilson and Mr. Boscolo:

With this letter, the City of Kirkland is pleased to submit our Draft Plan and related Zoning Code Amendments, and the required submittal form to the Department of Commerce. The Draft Plan includes major revisions to all of the mandatory elements required by the Growth Management Act (RCW 36.70.A.070). The Draft Plan reflects extensive updates to all of the Element Chapters, including rewrites of the Environment, Transportation and Park Elements and a major update to the Totem Lake Business District Plan containing our designated urban center. The Plan Update also incorporates four new City functional plans. Lastly, it reflects more than two years of public outreach and participation with over 84 of community meetings.

Also it is worth noting that the Draft Plan incorporates the Kingsgate, North Juanita and Finn areas annexed on June 1, 2011. This was a significant annexation that increased our population by more than 30,000 new residents and our land area from 11.06 to 18.25 square miles.

We have made significant progress on the update, but we will not finish all needed revisions by the State deadline. Adoption is currently scheduled for December 15, 2015. The City needs additional time to complete the periodic update for the following reasons:

- **Timing of the Major Update to the Capital Improvement Program (CIP) is the basis for the Capital Facilities Plan (CFP):** The City completes major updates to its CIP every other year. The City is in the process of preparing a major update to its CIP and Comprehensive Plan CFP with adoption scheduled for December 15, 2015. It is the City's first major update since the 2011 annexation and will reflect surface water, transportation and park projects from the four new master plans, along with capital projects for water, sewer, and fire and EMS.

We understand that the State has a June fiscal cycle so that is why the deadline for completion of the periodic update is set for June 30, 2015. The City of Kirkland has a December fiscal cycle so its CIP updates are adopted in December. This difference in timing is one of the major reasons that our Comprehensive Plan Update will be completed in December and not June of this year.

- **Timing of Four New Functional Master Plans:** The City began preparation in late 2012 and early 2013 of a new Surface Water Master Plan (SWMP), Transportation Master Plan (TMP), Park Recreation and Open Space (PROS) Plan and the Cross Kirkland Corridor (CKC) Master Plan. An important component of these new master plans is that they all incorporate the area annexed in 2011. Both the TMP and the PROS Plan are the basis of the rewritten Transportation Element and rewritten Parks, Recreation and Open Space

Element of the Comprehensive Plan Update. The new Surface Water Master Plan is reflected in the draft Utilities Element. The CKC is reflected in the goals of many of the element chapters and the neighborhood plans. Capital projects derived from these four master plans will be a significant part of the City's major update of the Capital Improvement Program this year. The SWMP and CKC were adopted in 2014 and the TMP and PROS Plan will be adopted later this year.

- **Preparation of a new Totem Lake Business District:** The City is preparing a new Totem Lake Business District Plan for our designated Urban Center. This has taken significant time to prepare.
- **Preparation of an Environmental Impact Statement and Planned Action EIS:** The City is preparing an EIS for the Comprehensive Plan Update along with a Planned Action EIS for the Totem Lake Business District, our designated urban center. The Draft EIS will be issued next week and the Final EIS will be issued in early October.
- **Public Outreach, Visioning and Education:** The City had a year-long intensive, multidimensional visioning and outreach program starting in early 2013. Under the umbrella of *Kirkland 2035 Your Voice, Your Vision, Your Future*, (see [www.kirklandwa.gov/kirkland2035](http://www.kirklandwa.gov/kirkland2035)) a coordinated community outreach effort that embraced five new City plans all at the same time: Comprehensive Plan Update, Transportation Master Plan, Park and Recreation Open Space Plan (PROS Plan), Surface Water Master Plan, and the Cross Kirkland Corridor Master Plan. For the Comprehensive Plan Update alone we held extensive public outreach meetings with neighborhoods, businesses, youth groups, schools, boards and commissions and other stakeholders. The outreach included on-line forums, surveys, city-wide community events, speakers, visioning programs, farmer market displays, and neighborhood association picnics.

The extensive outreach effort was critical in educating and getting input from the public on the five new City plans. It was also important to reach out to the 32,000 new residents from the annexation area. The three new neighborhoods that were annexed did not have a neighborhood plan. One of the focuses of the Update Plan outreach program was to host two visioning meetings each for new neighborhoods to hear about their goals and interests for their individual areas. From these meetings, two neighborhood plans were prepared and one plan is in process.

- **Scope of the Update and Number of Public Meetings:** The Kirkland Comprehensive Plan Update is a complete update of all chapters and comprehensive rewrite of three element chapters. In addition, 10 neighborhood plans were extensively updated to reflect the four new master plans. Neighborhood plans were prepared for two of the annexation areas with another plan in progress. The update has included two meetings a month for the Planning Commission since 2013, and monthly meetings for the Houghton Community Council, Transportation Commission and Park Board. The City has put considerable staffing resources into the update since 2013(See attached schedule).

We have made significant progress as indicated by the Draft Plan that is being submitted to the Department of Commerce. We are also transmitting the Draft Plan to the Puget Sound Regional Planning Council for its review and comment. We have made a concerted effort to meet the

requirements of the Growth Management Act (GMA) and involve our citizenry in that process. The City is committed to the completion schedule listed below that shows our good faith and an intent to adopt the Plan Update by December 2015.

- Planning Commission public hearings: June 25, July 23 and August 13, 2015
- Environmental Impact Statement: Draft June 2015 and Final October 2015
- City Council study session: October 20, 2015
- City Council action: December 15, 2015

We believe that this letter of commitment, completion of the Draft Plan and work schedule noted above reflect the intent of the City to adopt the Comprehensive Plan Update by the end of this year.

We are also in process of reviewing our development regulations to determine what revisions may be necessary regarding critical areas. Kirkland has had GMA critical area regulations in effect since 2001. We are currently developing a scope of services and work plan, and expect to have completed any appropriate amendments by June 1, 2016.

If you have any questions or concerns, please contact Teresa Swan, Project Manager, at [tswan@kirklandwa.gov](mailto:tswan@kirklandwa.gov), 425-587-3258 or Paul Stewart, Deputy Planning Director, at [pstewart@kirklandwa.gov](mailto:pstewart@kirklandwa.gov). 425-587-3227.

Sincerely,

Kirkland City Council

Amy Walen  
Mayor

Attachment: Comprehensive Plan Update Schedule

**Overall Schedule as of 6/16/15  
2013-2015 KIRKLAND COMPREHENSIVE PLAN AMENDMENTS**

**Milestone Dates -**

- **February-December 2013: Data Collection**
- **September – January 2014: Community Outreach**
- **December 2013: PC discussion on schedule, K2035 themes, growth alternatives and Development Capacity Analysis**
- **January 2014: PC discussion on Vision Statement/d Framework Goals, Totem Lake Plan issues, Draft Community Profile presented. Development Capacity Analysis completed**
- **February 2014 through June 2015: PC/HCC/TC Review of Elements, Totem Lake Plan, Citizen Amendment Requests (CARs), Neighborhood Plan issues and code amendments**
- **February 2015 through July 2015: City Council briefing on Draft Plan**
- **June 2015: Issue Comp Plan Draft EIS and Totem Lake Planned Action EIS.**
- **June 17, 2016 Submit Draft Plan to Department of Commerce for review**
- **June 25, 2015 Open house and Joint Hearing on Elements (not CFP) and several neighborhood plans and CARs**
- **July 9, 2015: Open House and Hearing on DEIS and deliberation on items from June 25, 2015 meeting**
- **July 23, 2015 and August 13, 2015: Open Houses and Hearings on more neighborhood plans and CARs and CFP and on Totem Lake Planned Action EIS**
- **Sept 10, 2015 Final deliberation on Draft Plan**
- **October 2015: Issue Final EIS**
- **October 20, 2015 2015: City Council Study sessions**
- **December 15, 2015: City Council adoption (*State deadlines is June 30, 2015*)**

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**2014-2015 List of Council, Commission and Board Meetings**

| <b>Element Chapter</b>                      | <b>PC Review</b>         | <b>CC</b>                       | <b>HCC</b>          | <b>Trans C</b>     | <b>Parks B</b> | <b>Planner</b>   |
|---|--------------------------|---------------------------------|---------------------|--------------------|----------------|------------------|
| Vision/Guidelines<br>Draft Chapter          | 1/9/14<br>10/9/14        | 2/21/14<br>1/21/15              | 2/24/14<br>3/23/15  | 2/26/14            | 3/12/14        | Swan             |
| Land Use (& Growth<br>Alt)<br>Draft chapter | Feb-June '14             | 2/21/14<br>3/3/15               | Feb-G.A.<br>9/22/14 | 3/26/14<br>9/24/14 |                | McMahan          |
| Totem Lake Plan                             | Jan '14 -Jan '15         | 6/14/15                         | N/A                 |                    |                | Collins          |
| Economic Develop                            | March–Aug '14            | 1/21/15                         | 9/22/14             |                    |                | Coogan           |
| Housing                                     | May –Aug '14             | 3/3/15                          | 9/22/14             |                    |                | Nelson           |
| Natural Environment                         | Sept '14-Jan '15         | 4/7/15                          | 3/23/15             |                    |                | Barnes           |
| General                                     | Aug '14                  | 1/21/15                         | 10/27/14            |                    |                | Swan             |
| Public Services                             | Aug-Oct '14              | 5/5/15                          | 10/27/14            |                    |                | L-Brill          |
| Utilities                                   | Aug-Oct '14              | 5/5/15                          | 10/27/14            |                    |                | L-Brill          |
| Introduction                                | Sept '14                 | 1/21/15                         | 3/23/14             |                    |                | Swan             |
| Transportation (TMP<br>too)                 | Sept '14-April<br>'15    | several meeting<br>2014 - 2015  | 10/27/14<br>4/27/15 |                    |                | Swan/<br>Godfrey |
| Community Character                         | 09/09/14                 | 1/21/15                         | 10/27/14            |                    |                | Ruggeri          |
| Human Services                              | 4/23/15                  | 6/02/15                         | 4/27/15             |                    |                | Swan             |
| Capital Facilities                          | 4/23/155                 | 6/02/15                         | 7/27/15             |                    |                | Swan             |
| Parks (PROS Plan too)                       | May '14-April<br>'15     | Several meetings<br>2014 - 2015 | 4/27/15             |                    |                | Cogle/Swan       |
| <b>Citizen Amendment<br/>Request</b>        | 7/14/14 initial<br>scope | 9/16/14                         | None                |                    |                | Various          |

|                                   |  |              |                      |                    |  |         |
|-----------------------------------|--|--------------|----------------------|--------------------|--|---------|
| Council Briefings                 | Jan-May '15 study  | Feb-June '15 |                      |                    |  |         |
| <b>11 Neighborhood Plans</b>      | July '14-June '15  | Feb-June '15 | 3/23/15<br>(BT only) |                    |  | Various |
| <b>Code Amendments</b>            | April 15-June '15  |              | None                 |                    |  | Various |
| <b>Hearings</b>                   | 6/25/15 hearing<br>7/09/15 hearing<br>7/23/15 hearing<br>8/13/15 hearing |              | 6/25/15<br>hearing   | 6/25/15<br>hearing |  | Various |
| <b>City Council study session</b> |  | 10/20/15     |                      |                    |  |         |
| <b>Council Adoption</b>           |  | 12/15/15     |                      |                    |  | Various |

PC= Planning Commission CC= City Council HCC= Houghton Community Council TC= Transportation Commission PB= Park Board

✓ (What Has Been Completed)

✓ **June 2013**

- City Council reviews Land Capacity Analysis
- PC reviews Land Capacity Analysis

✓ **July 2013**

- PC/PB/TC meet at O.O. Denny Park to discuss Kirkland 2035 plans
- Staff completes plans for visioning program for Sept-Nov
- HCC sees Land Capacity Study and Community Outreach Plan

✓ **August 2013**

- Staff prepares for visioning program in Sept-Oct
- Staff starts work on Community Profile

✓ **September – November 2013**

- Visioning program

✓ **December 2013**

- Summarize main themes from visioning program
- Staff completes preliminary draft Community Profile
- Dec 4: TC meeting on transportation visioning themes
- Dec 5: PC reviews draft **Development Capacity Analysis**
- Dec 12: PC reviews schedule, **Vision Statement/Framework Goals and EIS growth alternatives**
- Staff prepares draft outline for revised Vision Statement and Framework Goals based on visioning comments
- Staff prepares preliminary issue papers on Totem Lake Plan
- Staff prepare approach for Jan-Feb neighborhood issue meetings

✓ **January 2014**

- Jan 9: PC studies **Community Profile, Vision Statement/Framework Goals** continues discussion on **growth alternatives, and Totem Lake Plan**
- Staff prepared preliminary issue paper for Land Use Element, land use assumptions and growth alternatives
- Jan 27: **HCC** reviews Final Capacity Analysis and Community Profile
- RFP for EIS to select consultants for EIS
- Neighborhood meetings on Plans – round 1

✓ **February 2014**

- PC discusses **Land Use Element** issues
- PC reviews TMP goals and policies
- Feb 21: CC check on draft Vision Statement & Framework Goals
- Feb 24: TC reviews Vision Statement, Guiding principles, Growth concept study
- Staff prepares updates to Land Use Element (Jeremy and Angela)
- RFP for EIS interview and select consultants for EIS
- Light industrial study completed
- Neighborhood meetings on Plans – round 1

✓ **March 2014**

- PC discusses issue paper on Totem Lake Plan
- HCC reviews K2035 themes, draft Vision Statement/Framework Goals and growth concepts
- Staff summaries neighborhood issues from 1<sup>st</sup> meeting

✓ **April 2014**

- PC review issues on **Economic Development**
- PC reviews issues raised at **neighborhood meetings** and provides direction to staff
- Additions to Light industrial study completed

✓ **May 2014**

- PC reviews draft revisions to **Economic Development policies** and issues for **Housing**
- **PROS Plan** presentation to PC
- Neighborhood meetings on Plans – round 2

✓ **June 2014**

- PC reviews revisions to **Land Use**
- PC discusses **Totem Lake Plan**
- Neighborhood meetings on Plans – round 2

✓ **July 2014**

- PC reviews **CARs**

✓ **August 2014**

- PC reviews revisions to **Housing, General, Public Services, and Utilities Elements, Totem Lake** and EISs Growth Alternatives
- Staff refines land use alternatives

✓ **September 2014**

- PC reviews revisions to **Introduction and Transportation Elements, CAR scoping**, issues for **Natural Environment**, Totem Lake, Neighborhood Plan update approach, Growth Alternatives

✓ **October 2014**

- PC reviews **Community Character, Public Services and Utilities, Introduction, Vision Intro, discussion on industrial areas**, and revisions to **Natural Environment**

✓ **November 2014**

- PC reviews **Park Plan**

✓ **December 2014**

- PC reviews **Totem Lake Plan**

✓ **January 2015**

- PC reviews Moss Bay Neighborhood Plan and CARs and Totem Lake Plan
- CC briefing on Introduction, General, and Vision chapters, and Economic development and Community Character Element

✓ **February 2015 – June 2015:** Planning Commission and Houghton Community Council review of **Element Chapters, Neighborhood Plans and Citizen Amendment Requests**. Council briefings on Draft Plan

**June 2015**

- Submit for Department of Commerce review
- Issue Draft EIS
- Joint PC and HCC hearing June 25, 2015 on Element Chapters. TC at joint meeting for Transportation Element. PC hearing on Neighborhood Plan and CARs. HCC make preliminary recommendations to City Council

**July 2015**

- Hearing July 9, 2015 on Draft EIS
- PC hearing July 23, 2015 on Neighborhood Plan and CARs

**August 2015**

- PC hearing August 13, 2015 on Totem Lake Neighborhood Plan and CARs, and on Planned Action EIS

**September 2015**

- September 10, 2015 PC makes final recommendation

**Oct 2015**

- Issue Final EIS
- October 20, 2015 Council holds study session

**December 2015**

- December 15, 2015 Council final adoption of Plan and code amendments

**January 2016**

- HCC final disapproval review of Draft Plan

**COMPREHENSIVE PLAN UPDATE  
SCHEDULE FOR JUNE 16 THROUGH DEC 15, 2015**

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

| MEETING DATES FOR GROUPS                           | TOPIC  | PLANNER  |
|--|--|--|
| JUNE 16 – CC Briefing                              | North Rose Hill Neighborhood Plan<br>Griffis & Barsa CARs<br>Walen CAR<br>Norkirk Neighborhood Plan and CARs<br>Transmittal letter to State  | Lieberman-Brill<br>Lieberman-Brill<br>Collins<br>Lieberman-Brill<br>Swan |
| JUNE 17  | 60 day Notice to Department of Commerce  |  |
| JUNE 22  | Issue Draft EIS (15 days before hearing)   |  |
| JUNE 25 – prior to PC meeting<br><i>Open house</i> | OPEN HOUSE on 6/25 hearing items   | Rugger/Coogan/<br>McMahan/Swan   |
| JUNE 25 – PC/TC/HCC<br><b>Joint Hearing</b>        | Joint Hearing on Element Chapters (except CFP)<br>Bridle Trails Neighborhood Plan<br>HCC /TC Recommendations on both items above<br><br>Hearing on MRM, Newland, Waddell, Nelson/Cruikshank, CARs<br>Hearing on, Moss Bay, South Rose Hill, Juanita, NE 85 <sup>th</sup> Street, Everest, Kingsgate Plans<br>PC begins deliberations | All<br>Coogan<br><br>Ruggeri/Coogan/<br>McMahan/Swan                     |
| JULY 7 – CC Briefing                               | Totem Lake Neighborhood Plan<br>Totem Lake 5 CARs  | Collins<br>Collins   |
| JULY 9 – PC <b>Hearing</b>                         | Hearing on EIS<br>Deliberation and Recommendation on items from June 25 hearing<br>Study session - review preliminary CFP table & Preferred EIS Alternative  | Shields/Swan<br>All<br><br>Swan<br>Swan                                  |
| JULY 21 – CC                                       | Draft Capital Improvement Program (CIP)  | Finance  |
| JULY 23 – prior to PC meeting<br><i>Open house</i> | OPEN HOUSE on 7/23 hearing items and COMMUNITY MEETING on the Totem Lake Action EIS  | Lieberman-Brill<br>Collins<br>Consultants                                |
| JULY 23 – PC <b>Hearing</b>                        | Hearing on Norkirk, North Rose Hill & Highlands<br>Hearing on Basra, Griffis, Walen & Norkirk CARs<br>Definitions<br>PC deliberation and recommendation<br>Study Session: Capital Facilities Plan – review CFP tables  | Lieberman-Brill<br>L-Brill/Collins<br>Collins/Barnes<br><br>Swan         |
| July 24  | Send Notice for Totem Lake Planned Action EIS  | Swan   |
| JULY 27 – HCC                                      | Capital Facilities - review tables   | Swan   |
| AUG 13 – prior to PC meeting<br><i>Open house</i>  | OPEN HOUSE on 8/13 hearing items   | Collins and Swan   |
| AUG 13 – PC <b>Hearing</b>                         | Hearing on Totem Lake Neighborhood Plans<br>Hearings on Morris, Rairdon, Astronics, Evergreen Healthcare, Totem Commercial Center CARs<br>Hearing on Totem Lake Planned Action EIS<br>Joint Hearing on Capital facilities Plan (unless HCC   | Collins<br><br>Swan/Collins<br>Swan                                      |

|                        |   |              |
|------------------------|---|--------------|
|                        | waives it)<br>HCC recommendation on CFP tables (unless waived)<br>Begin PC deliberation.<br>Recommendation on Preferred EIS Alternative | Swan<br>Swan |
| AUG 27 or SEPT 10 – PC | Totem Lake deliberation and recommendation<br>Wrap up of Plan   | Collins      |
| SEPT 15 – CC           | Final briefing on Planning Commission recommendation  | All          |
| OCT (first week)       | <b>Final EIS issued</b>   |              |
| OCT 20 – CC            | Council Study session   | All          |
| DEC 15 – CC            | Council adoption of Draft Plan and Planned Action<br>EIS ordinance  | All          |
| JAN 25, 2016 – HCC     | Jurisdictional Approval   | All          |
|                        |   |              |