



CITY OF KIRKLAND

CITY COUNCIL

Joan McBride, Mayor • Doreen Marchione, Deputy Mayor • Dave Asher
Shelley Kloba • Toby Nixon • Penny Sweet • Amy Walen • 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, September 17, 2013
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.

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION*
 - a. Cross Kirkland Corridor Master Plan Update
4. *EXECUTIVE SESSION*
 - a. To Discuss Labor Negotiations
 - b. To Review the Performance of a Public Employee
5. *HONORS AND PROCLAMATIONS*
 - a. Washington Coalition for Open Government (WCOG) Key Award
6. *COMMUNICATIONS*
 - a. *Announcements*
 - b. *Items from the Audience*
 - c. *Petitions*

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) Against Proposed Emergency Sewer Program for 108th Avenue N.E

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.

7. SPECIAL PRESENTATIONS

- a. Puget Sound Regional Council: Growing Transit Communities Strategy
- b. Kirkland 2035 Update #6

8. CONSENT CALENDAR

a. *Approval of Minutes:* September 3, 2013

b. *Audit of Accounts:*

<i>Payroll</i>	\$
<i>Bills</i>	\$

c. *General Correspondence*

d. *Claims*

e. *Award of Bids*

f. *Acceptance of Public Improvements and Establishing Lien Period*

g. *Approval of Agreements*

- (1) Resolution R-4997, Approving Participation by the City in an Interlocal Cooperative Purchasing Agreement With Snohomish County and Authorizing the City Manager to Execute Said Agreement on Behalf of the City of Kirkland.

h. *Other Items of Business*

- (1) Resolution R-4998, Authorizing the Director of Planning and Community Development to Enter Into a Contract with MSPT IV LLC, Regarding a Potential Multifamily Housing Property Tax Exemption and Approving the Issuance of a Conditional Certificate of Tax Exemption.
- (2) Resolution R-4999, Urging the Governor to Convene a Special Session of the Washington State Legislature In 2013 and Pass a Comprehensive Transportation Investment Package.
- (3) Resolution R-5000, Relinquishing Any Interest the City May Have, Except for a Utility Easement, In an Unopened Right-of-Way as Described Herein and Requested by Property Owners Andrew Kispert and Alice Dobry.

(4) Report on Procurement Activities

9. PUBLIC HEARINGS

10. UNFINISHED BUSINESS

- a. Development Services Study Proposed Implementation Plan

- b. Resolution R-5001, Adopting a Position Statement on the Closure of the Houghton Transfer Station, the Consideration of Limiting Self Hauling at Transfer Stations and the Establishment of Different Customer Classes to Avoid Disproportionate Financial Impacts on Those Who Signed the Amended and Restated Interlocal Agreement Through 2040.

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. Resolution R-5002, Approving the Recommendation of the Cultural Arts Commission for Three Interior Art Pieces for the Public Safety Building.
- b. Resolution R-5003, Amending the 2013-2014 City Work Program to Explore Options to Replace the Juanita Aquatic Facility.

12. REPORTS

a. City Council

- (1) Finance and Administration Committee
- (2) Public Safety Committee
- (3) Community Planning, Housing and Economic Development Committee
- (4) Public Works, Parks and Human Services Committee
- (5) Regional Issues

b. City Manager

- (1) Calendar Update

13. ITEMS FROM THE AUDIENCE

14. ADJOURNMENT

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.



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

MEMORANDUM

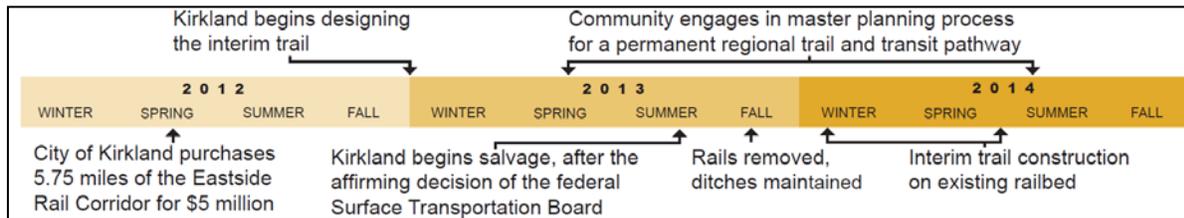
To: Kurt Triplett, City Manager
From: David Godfrey, P.E. Transportation Engineering Manager
 Pam Bissonnette, Interim Public Works Director
Date: September 5, 2013
Subject: Cross Kirkland Corridor Master Plan Update

RECOMMENDATION:

It is recommended that City Council receives an update on the progress that is being made on the Cross Kirkland Corridor (CKC) Master Plan. City Council guidance is sought on several issues. Other CKC related activities are also updated in this memo.

BACKGROUND DISCUSSION:

Exciting progress is being made on the CKC. In just a little over two years from purchasing the corridor, rails will have been removed, an interim trail design is nearly completed and a Master Plan in progress. Additionally, in that time \$4.8 m in grant funding has been secured. An overall schematic schedule of corridor work is shown below:



The Berger Partnership began as the consultant for the Master Plan in April 2013. The budget for the contract is \$360,000.

A schematic schedule for the Master Plan is shown below:



As shown above, we are currently moving from the initial work of collecting data and developing a framework for the plan into preparing to form alternatives. Detail will be added to the alternatives as we move into 2014 and the elements will be assembled into a plan in spring of 2014.

With respect to the Master Plan, five issues will be covered in the study session:

1. Public Process
2. Understanding the Corridor
3. Vision and Goals
4. Design Guidelines and Principals
5. Advancing the design near the Google Campus

On August 28 the Transportation Commission received a briefing on these elements and direction received from the Commission has been incorporated into the attached materials. Each of the five items is described in more detail below. At the end of the memo, other CKC related topics are discussed.

1. Public Process

Prior to and in parallel with tasks associated with the Master Plan, the City has engaged in public outreach efforts including the CKC Interest statement, website, informational/promotional materials, partnering with the Business Roundtable, etc. This memo focuses on work that is directly associated with the Master Plan.

Work began on May 14 by gathering information from the business community at a Business Roundtable event. The team was also present at the Walk and Roll Safety Fair and the Community Planning day, held on June 7 and 8. A summary of these events is provided as [Attachment A](#). [Attachment B](#) is the draft Public Involvement Plan which gives an overall sense of how public involvement will be used throughout the Master Plan process. Prior to completion of the Public Involvement Plan, interviews were conducted with stakeholders to further identify themes of interest to the community. The results are included as [Attachment E](#). An information sheet has also been developed, see [Attachment C](#).

2. Understanding the Corridor

One of the first tasks of work was to make a reconnaissance of the corridor and understand its physical, historical and cultural context. Understanding the corridor has three component studies;

- Function and Safety
- Environment
- Urban Planning and Culture

Understanding the Corridor <http://www.kirklandwa.gov/Assets/underckc.pdf> is a draft document that describes these studies. One of the most important elements of the Understanding the Corridor study is the designation of the Character Zones (discussion begins on [page 27](#) of the document). Breaking the corridor into segments or zones is helpful in matching the planning of the corridor to the specific aspects of a particular zone.

3. Vision and Goals

As with any set of vision and goals, this section of the plan will establish a reference point for not only what is addressed in the plan but how well the plan addresses the items in which City is most interested. It will be particularly helpful to have Council's comments and direction on this part of the Master Plan. The Visioning and Project Goals <http://www.kirklandwa.gov/Assets/VisionGoals.pdf> draft document is laid out with a Vision and 4 supporting goals:

- Connect Kirkland
- Shape a place Unique to Kirkland
- Foster a greener Kirkland
- Activate Kirkland and Evolve with Time

Each goal has sub-goals that amplify that goal.

4. Design Guidelines and Principles

At this point, the design guidelines and principals are less developed than the other three elements described above. The guidelines give physical project parameters based on the overall vision and goals. **Attachment D** shows some typical examples of kind of elements that will be addressed in the Guidelines and Standards.

5. Advancing the design near the Google Campus

The last two pages of **Attachment D** discuss the beginning design of the Buzz Zone, the part of the corridor between the 6th Street S. crossing and Terrace Park. This is home to the Google Campus. Because the corridor between the Google buildings will be developed first as part of the office building construction, it's important to begin design of this part of the corridor. The Berger team has met with the Landscape Architect that is working with the SRM development to coordinate design work.

October 19 Planning Day

On October 19th the City will hold a second city planning day. Details for the event relative to the CKC Master Plan are still in flux, but items 2 through 5 will be covered along with some alternative development in the Buzz Zone. This will give people an opportunity to understand how the Vision and Goals work along with the Design Guidelines and Principles to result in an alternative.

Update on other issues

More details on each of the following items will be provided at the September 17th Study Session

Rail removal

Rail removal began late in the week of August 22. Crews began work in the north end of the corridor and are proceeding south. Spike removal and rail unbolting has made the most progress, with rail and tie removal following behind. Some rail and ties have already been trucked off the corridor. Work is scheduled to be complete by the end of October.

Grounds

Public Works crews are performing brushing to reduce and remove small trees and shrubs that have grown in the rail corridor. This is important work to remove visual barriers from shrubs and tall grass for traffic and pedestrian safety. Some of these locations are at intersections, but brush is also being reduced and removed along the corridor to prevent the spread of invasive and noxious weeds. This work is currently performed by the Street Maintenance Team and is usually performed during the growing seasons. Integrated Pest Management is applied to this work.

Surface Water

Public Works crews are following the rail removal work and doing maintenance work to improve drainage along the corridor. Significant flooding in November 2012 occurred off the CKC in the Parmac industrial area. Since then, legacy loads of sediment from mini-slides and sediment build up along with illegal debris such as tires along with beaver debris and activity has been identified along the ditch lines. To avoid future flooding this debris must be cleared prior to the next rainy season. The surface water utility is responsible for city-wide ditch maintenance work. They will begin this work in September. Brushing has already begun to help see and survey the ditch lines.

Interim trail

A 10' wide interim gravel trail to be placed on the existing rail bed is currently under design, with a 60% design having been recently submitted for City review. Design is scheduled to be complete in December with construction beginning as early as January 2014 and completed in spring of 2014.

Update on action before STB and other legal action

On August 1, the Surface Transportation Board denied a request to enjoin the City from beginning rail removal. A request to allow the corridor to be used for freight is still pending before the Board. Based on the language of the STB's decision on the rail removal injunction, the City has opted to move forward with rail salvage.

On August 27, 2013, the City was served with a lawsuit by Will Knedlik. The lawsuit also names Kurt Triplett, Mayor McBride, and A&K Rail Materials, Inc., the City's rail removal contractor. The lawsuit has not yet been filed with the Court, but the caption indicates that it would be filed with King County Superior Court.

Mr. Knedlik alleges that the City did not comply with SEPA with respect to CKC rail removal. The City's position is that rail removal is exempt from SEPA because the environmental impacts of rail salvage were already considered during the Surface Transportation Board abandonment proceedings for the Eastside Rail Corridor. Mr. Knedlik has not moved for an injunction with respect to rail salvage.

Eastside Rail Corridor (ERC) Coordination

The CKC is part of the larger Eastside Rail Corridor (ERC) spanning from Renton to north Snohomish County. The section in King County is currently jointly owned by Redmond, Kirkland, Sound Transit and King County, with substantial utility easements by PSE and King County Wastewater. King County enacted a joint ERC planning process to coordinate development of the corridor. The legislation that establishes the Regional Advisory Council (RAC) described several expectations for the groups work, including:

- Coordinate planning and development activities to the extent possible to ensure effective use of the southern portion of the Eastside Rail Corridor (ERC) and the Redmond Spur.
- Oversee the partner planning process including implementing and coordinating the trail, high capacity transit, and utility uses in the ERC.
- Coordinate with affected cities around local planning and development.
- Address both near-term and long-term recommendations.
- Recommend any needed changes to the county's countywide planning policies.

The RAC is comprised of elected or CEO appointed officials from all the owner agencies that has usually met monthly since March, supported by a multi-agency staff group that met on a weekly basis. Workshops were held in the Bellevue, Renton and north county areas with technical experts. Redmond and Kirkland provided input from their own master planning and public processes. The assembly of all this work, and a public hearing, resulted in 35 recommendations contained in their draft Final Report: *Creating Connections: Recommendations on the Eastside Rail Corridor from the Regional Advisory Council* [August, 2013]. A summary of those recommendations, particularly those impacting Kirkland the most, follows.

1. Develop a shared Regional Policy Framework in support of ERC development: Identify policies for *Vision 2040, Transportation 2040, Countywide Planning Policies, and the King County Comprehensive Plan*.
2. Develop a Federal Agenda seeking assistance regarding ERC crossings of interstate highways.
3. Develop a State Agenda regarding ERC and the state highway system.
4. Develop a long-term regional approach for continued planning together, esp. ST3.
5. Develop the corridor's regional legacy in the areas of mobility and connections, economic opportunities, cultural opportunities, natural areas, scenic vistas, historic legacy, public health, public safety equity and sustainability.
6. Begin identification of Shared Corridor Guidelines that include common zoning and development standards and grade separation.
7. Provide guidance on constrained areas and opportunities.
8. Enlist Community Support, including regional branding while respecting the local branding of Redmond (Redmond Central Connector), Kirkland (Cross Kirkland Corridor), and Sound Transit (East Link).

The final recommendation is for a Phase 2 planning process for the Regional Advisory Council. There has been value at the technical level in coordinating planning for the multiple uses in the corridor, and in gaining support for grant applications. King County is recommending that the RAC needs to continue its role and potentially broaden its membership to:

- Adopt policies.
- Advocate with federal and state agencies.
- Enlist community and business support.
- Collaborate on specific planning and development issues.

The RAC last met on September 4th to discuss the draft Final Report before final RAC approval in late September and eventual transmittal to the King County Executive and Council.

Attachment A: CKC Master Plan Event Summary

Attachment B: CKC Public Involvement Plan

Attachment C: CKC Fact Sheet

Attachment D: CKC Design Guidelines and Principals

Attachment E: CKC Final Stakeholder Interview Report



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
Paul Stewart, Deputy Planning Director

Date: September 5, 2013

Subject: Cross Kirkland Corridor – Adjacent Land Use Regulations and Design Guidelines

RECOMMENDATION

It is recommended that City Council indicate their interest in considering an interim ordinance establishing temporary land use regulations for the Cross Kirkland Corridor applying to some or all of the issues and opportunities discussed below.

BACKGROUND DISCUSSION

As planning for the Cross Kirkland Corridor (CKC) begins to 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. It is important to keep in mind that much of the land use planning for properties around the CKC 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 timing of the CKC Master Plan is ideal in relation to the City's 2035 Comprehensive Plan update. The Comprehensive Plan update will allow the community to establish a complete vision for how the Corridor enhances adjoining land uses and, reciprocally, how adjoining land uses can enhance the Corridor. In general terms, planning for the Corridor is being sequenced as follows:

- The CKC Master Plan evolves in step with the City's visioning for the Comprehensive Plan
- The final CKC Master Plan informs the development of related land use policies in the draft and final Comprehensive Plan
- The adopted Comprehensive Plan informs the development of implementing amendments to the Zoning Code

Because it will take time for this process to unfold, the question is whether there are immediate threats or opportunities that should be addressed in advance of the complete planning process outlined above. For example:

- Issues - Are there redevelopment scenarios along the Corridor that could be detrimental if they occur under current codes?
- Opportunities - Are there land use opportunities along the Corridor that could contribute to the future of the Corridor now?

Should Council direct staff to proceed with consideration of an interim ordinance, they would need to schedule a date for a public hearing during a regular meeting. Staff would provide notice and the City Council would conduct the hearing on the ordinance on the scheduled date. If adopted, the interim ordinance would remain in effect for a period of up to six months while the City considers more permanent regulations. Staff would report back as the CKC Master Plan and Comprehensive Plan move forward.

POTENTIAL TOPICS FOR INTERIM ORDINANCE

Staff has identified that following topics as potential opportunities and issues. Each topic is followed by a brief analysis and request for Council direction.

1. Opportunity - Expanded Use

In many cities, one of the most interesting evolutions occurring in transitional industrial areas is the growth of micro breweries, wineries, and distilleries – particularly those with tasting rooms. 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 as trail-supportive uses. The manufacturing component of these facilities is currently allowed in the light industrial areas found along the Corridor. However, any retail tasting room component is limited to 20% of the gross floor area. Recent interest in Totem Lake has indicated that this percentage may be too low to support a viable business model.

If considered, staff recommends limiting the expanded tasting rooms to Totem Lake zoned properties within a limited distance of the CKC. Light industrial zones in the Norkirk, Moss Bay, and Everest neighborhoods should not be included. Staff would not recommend allowing brewpubs with restaurant uses under an interim ordinance (those require different State and County licenses). Allowing restaurants in these zones is a more significant shift land use, while limiting to tasting rooms is more in keeping with the underlying manufacturing nature of the use. In other cities, accessory food trucks are allowed outside the brewery.

Discussion question: Does Council wish to consider an interim ordinance to increase the size of allowed tasting rooms in Totem Lake zones from 20% to 50% and allow accessory food trucks?

2. Issue – Retail Storage Use

The City has four retail storage facilities adjoining the CKC. The most recent addition is the Kirkland Way Storage facility completed at 12000 Kirkland Way in the past year (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 with retail storage uses as a use adjoining a multimodal corridor are that:

- 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. A [recent Wall Street Journal article](#) highlights how competitive the use has become in the commercial real estate sector. 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.



Discussion question: Does Council wish to consider an interim ordinance to prohibit any new retail storage services on properties fronting the CKC?

3. Issue – 0' Setbacks

There are 22 different zones along the CKC. A number of the commercial, office, and industrial zones have 0' required setbacks from the Corridor (see photo above). Again, this is a legacy of frontage along a heavy rail corridor. It may be that upcoming land use planning along the CKC may reveal situations where a 0' setback is appropriate for uses that orient to the Corridor. However, until that planning occurs, establishing some setback from the Corridor should be considered. Staff is recommending consideration of a minimum 10' setback. Ten feet is chosen 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.

Discussion question: Does Council wish to consider an interim ordinance to establish a 10' setback from the CKC in adjoining commercial, office & industrial zones?

4. Issue – PSE Utility Setbacks

PSE plans to run the [Sammamish-Juanita 115 kV transmission line](#) within their existing easement over the Cross Kirkland Corridor through the Totem Lake area. The existing PSE easement gives them broad flexibility on placement of the line within the Corridor. The City's interest is obviously to hold the transmission line to the edge of the Corridor to preserve maximum flexibility for planning within the multimodal corridor. Where the placement issue may come to a head is around the required "blowout" area for the transmission lines. The proposed high voltage lines typically require between 20' and 25' of clear space as measured on either side of the pole and any adjoining structures. This area accommodates movement in the lines due to wind forces ("blowout") and

ensures that industry standards are maintained between high voltage lines and any structures. PSE engineers are exploring designs through this area, including closer pole spacing and tighter lines, to minimize the potential blowout areas. Other than minimizing the extent of the blowout area, the solutions are to set the poles away from the edge of the corridor by the necessary blowout distance, acquire easements from adjoining property owners for the blowout area, or establish setbacks wide enough to accommodate the blowout area. PSE has informed staff that, as part of their outreach on project alignment, they have already heard from property owners in the Totem Lake area that they will not be willing to grant easements for the project.

Discussion question: Does Council wish to consider an interim ordinance to establish setbacks on properties adjoining the PSE line in the CKC in order to accommodate PSE's required blowout design?

5. Issue - Design Standards

The Totem Lake area is the only area on the CKC subject to design review. Existing design guidelines and regulations were written prior to acquisition of the Corridor and don't contain any guidance on site and building design fronting the Corridor. Even before the CKC Master Plan is fully developed, it may be appropriate to provide general design review authority to ensure that both site and building design does not turn its back on this important public space. Because the Design Guidelines for the Totem Lake Neighborhood are adopted by resolution following consultation with the Planning Commission, guidelines could be adopted fairly quickly without requiring an interim ordinance.

Discussion question: Does Council wish to proceed with amendments to the design guidelines and regulations for Totem Lake to ensure that site and building design respond to the CKC?

Discussion question: Does Council wish to consider design guidelines or design review for other sections of the CKC?

REGULATORY EXAMPLES

By way of example, the following provides a summary of regulations and design guidelines Redmond has adopted relative to the Redmond Central Connector for their urban center zones. It should be noted that these provisions are written for their downtown area, which has different land use patterns than most parts of the Cross Kirkland Corridor.

- Regulations: 14' setback from corridor
- Design Standards:
 - Buildings should orient to the corridor and street with storefronts and entrances
 - Development should complement corridor with landscaping, plazas and pedestrian features
 - Development should structure parking. Parking garages should not have blank walls

- All sides of buildings should be attractive
- Ground floor should have at least 10' in height. Parking garages converted to commercial in future should be exempt from parking requirements

Because Kirkland already has many regulations in place to create and protect pedestrian-oriented environments, we find ourselves ahead of the game on a number of regulatory issues. For example:

- Existing regulations for nonmotorized connections will ensure that adequate pedestrian connections to the Corridor are provided with new development
- Existing regulations for public through-block pedestrian connections will ensure that public connections from adjoining streets to and across the Corridor are provided at key locations when new development occurs
- Existing standards for placement and screening of garbage, recycling, loading, and service areas will ensure that these areas are not oriented to the Corridor and will be adequately screened from view.

Discussion question: Does the Council have any other concerns or opportunities they wish staff to explore for inclusion in an interim ordinance or design guidelines?

Cc: Pam Bissonnette
David Godfrey

CROSS KIRKLAND CORRIDOR

Public Involvement Report

Community Planning Day – Saturday, June 8

Walk and Roll – Friday, June 7

Business Roundtable – Tuesday, May 14



Prepared by:
Stepherson & Associates Communications
June 25, 2013

Contents

Outreach Events – Recap	Page 3 - 4
Results	Page 5 - 10
Appendix I: “Caption the Corridor” comments	Page 11 - 20
Appendix II: “Tag the Map” comments – Friday, June 7	Page 21 - 27
Appendix III: “Tag the Map” comments – Saturday, June 8	Page 28 - 36
Appendix IV: “Tag the Map” comments – Tuesday, May 14	Page 37 - 38

Outreach Events - Recap

On the first weekend in June, the City of Kirkland hosted city-wide events to kick-off “Vision 2035”, Kirkland’s two-year comprehensive planning process.



“Community Planning Day”—the main event—was held on Saturday, June 8, at City Hall, and was open to the public from 10 a.m. to 2 p.m. The doors were wide open at City Hall, and informational booths were set up throughout the building. Staffed by city personnel and project teams, booths included interactive activities that were designed to increase participation in the many city projects currently underway. The following projects were in attendance: Capital Improvement Program/Capital Facilities Plan, Juanita Drive Corridor Study, Totem Lake Park Master Plan, Transportation Master Plan, Parks, Recreation and Open Space (PROS) Plan, Surface Water Master Plan, Cross Kirkland Corridor Master Plan, and the 2035 Comprehensive Plan. The Cross Kirkland

Corridor set up a booth in the main hallway on the ground floor of City Hall, which was very visible to attendees arriving from the building’s main entrance.

A second public outreach effort took place during the Juanita Friday Market on June 7 when the city Public Works Department hosted a “Walk and Roll” Safety Fair from 3 to 7 p.m. A Cross Kirkland Corridor booth was set-up, with project information and interactive activities.



A third public outreach effort took place at the Kirkland Business Roundtable meeting on Tuesday, May 14. At this event, a Cross Kirkland Corridor booth was set-up, with project information and interactive activities. A presentation that described the goals and schedule for the master plan was also given.

Information Stations

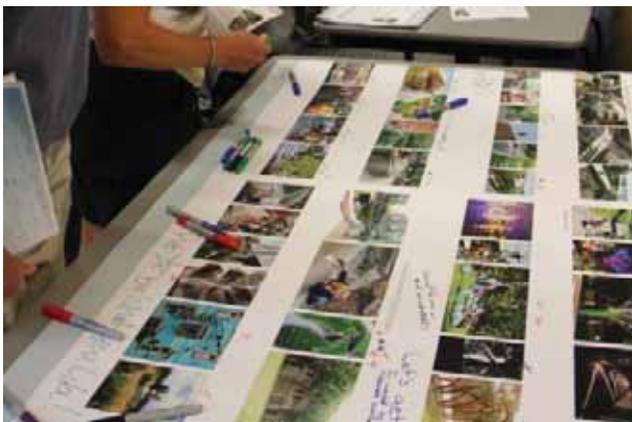
At the June 8 event, the project team arranged three interactive stations along the main hallway, offering passersby a variety of ways to engaged with the project, and share their input with the project team.

“What Do You Like” station

The first station included a board of photographs from other corridors, open space and parks. Attendees were encouraged to draw a star near the photographs they’d like to see implemented on the Cross Kirkland Corridor. The photographs were organized by category, including: Environmental Opportunities, Opportunities for Art, Variety of Connections (transportation options), and Places to Eat, Drink, and Play.

“Tag the Map” station

The second station consisted of a large map of the corridor. A series of prompts were provided to get people thinking about what they wanted in the corridor. Attendees were asked to write location-specific feedback on a tag, and place it with a push pin on a map of the corridor.



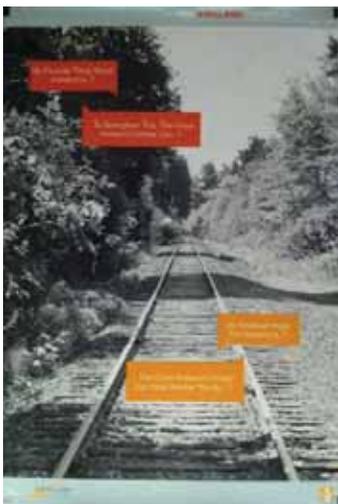
“What Do You Like” station



“Tag the Map” station

“Caption the Corridor” station

The third station asked participants to give feedback to a series of prompts: “My favorite thing about Kirkland is...”, “To Strengthen this, CKC can...”, “My greatest hope for Kirkland is...” and “The CKC can realize this by...” Participants provide their feedback in caption comment forms.



“Caption the Corridor” station and comment forms

Results

Over 200 people attended the June 8 event, and a majority of them spent time at the CKC booth, talking with project staff, and providing their input. The event was successful because of the turnout, but also because of the amount of written feedback received. We received 50 tags with comments on “Tag the Map”, and 16 comment forms from the “Caption the Corridor” station. On Friday’s Walk and Roll event, we received 38 tags, and 4 comment forms. In sum, we received 108 comments over the course of the two days of outreach activities.

At the May 14 event, we received 34 “Tag the Map” comments from participants who responded to the prompts “I see the Corridor as an opportunity for my business to...”, “The CKC can be a catalyst for Kirkland by..”, and “I’m most excited for the Cross Kirkland Corridor to...”. Emerging themes from the comments at this event included interest in:

- Connections to neighborhoods, shopping, businesses, other trails, other communities, and the region
- Providing a walk/bike to work option for numerous businesses
- A catalyst for economic development
- Amenities such as art, lighting, lookout and gathering points, and places to hold events

A complete list of all comments from all three events is provided in this report’s appendix.

“Tag the Map” tags

Among the comment forms received at the June 7 and 8 events, a few broad themes emerged. For the purpose of reporting, these themes were used to build a framework for capturing the feedback:

- Connections and access
- Amenities
- Look and Feel

Listed in the tables below, terms are in **bold** when referenced more than once, and are followed by a check mark (✓) for each additional mention. The left hand column provides results from the Walk and Roll event and the right hand column provides results from the Community Planning Day event.

Connections and Access references locales at which the corridor and trail should branch out to connect with the existing, nearby and/or adjacent residential areas, business districts, parks, and other areas of interest.

Connections & Access

"Walk and Roll" event	"Community Planning Day" event
100th Street overpass ✓	Access at North Highlands
60th and Houghton	Access from trail to shopping
7th Ave	Connection to Business Park
Airport	Connections are like "Ribs" connecting to the "spine"
Bel-Red Businesses	Lakeview Elementary via Google
Burke-Gilman ✓✓	NE 60th street
Connects to park	NE 68th Street
Downtown via 68th and 70th instead of 405	North Highlands connections and access
Evergreen Hospital ✓	Overpass at Totem Lake
Finn Hill @ Sandberg ✓✓✓	Parking
Juanita Beach ✓✓✓✓	Public Safety Building
Park Place and Downtown	SR 520
Peter Kirk Elementary ✓	Totem Lake Park ✓
Redmond Trail	Wineries
Seattle	
Soccer Fields	
Totem Lake Park ✓✓✓	
Totem Park/Market Street	
Willows Road	
Wineries ✓	

Amenities were identified at the "What do you Like" station. Many respondents enjoyed the process of imagining the possibilities for such notable things as bathrooms and rest areas, signage, and dog parks along the new, public corridor.

Amenities	
"Walk and Roll" event	"Community Planning Day" event
Camping	Areas to rest
Playground	Art
Paved trail for bikes	Art around industrial area
	Bathrooms ✓✓
	Not portable bathrooms
	Consider using an old railcar for rest stations
	Bike-friendly
	Bike share ✓✓
	Bike share at Kirkland Park and Ride
	Breweries
	Cafés
	Dog park
	Historic markers
	Lighting (solar)
	Mile Markers ✓
	Pedestrian-friendly and safety (especially when interacting with cyclists) ✓✓

	Picnic Tables
	Signage ✓✓
	Trash cans ✓

Look and Feel This category refers to other comments received on how Kirkland residents see this corridor as a part of their new landscape.

Look & Feel	
"Walk and Roll" event	"Community Planning Day" event
	Keep it rustic and wild ✓✓
	Don't block views ✓✓
	Make it safe ✓
	No high fences or walls
	Paved /gravel trail
	Sustainable walking surface
Manage growth and plan for density appropriately	Manage growth and plan for density appropriately

"Caption the Corridor" Comment Forms

At this station, project representatives were instructed to ask a series of questions to elicit big picture ideas and hopes for the corridor: What do you love most about Kirkland and how can that reflected in the CKC? What's your one greatest hope for the CKC? What one thing should we be sure the master plan addresses? Whether or not attendees were engaged in conversation, this was an opportunity to provide a prompted, but open-ended comment to the project on a comment form.

Feedback received from this mechanism is organized by a cause-and-effect relationship. The feedback is listed below in descending order, from comments with the highest number of occurrences to the least. Note that the information received below is combined from both Friday and Saturday's outreach events.

Comment Card # 1

Favorite thing about Kirkland
To strengthen this, CKC can...

Results...

Access to water, views ✓✓✓✓✓✓
Create gathering places
Exercise options
Connect business and residential communities ✓✓
Access options

Encourage businesses to beautify their backyard
Dog-walkers amenities
Bike and running trail
Low-development
Preserve rail-bed for multi-use trail

Nature access from neighborhoods ✓✓✓
Keep all transportation options open ✓✓

Family-friendly oriented culture ✓✓✓
Parking on corridor

Pedestrian amenities - benches
Connect with other neighborhoods to reduce need for cars and transit

Grandsons are in school here, coaching basketball
Quiet transit

History of good land-use and transportation planning
Yes to commuter rail

Single-family housing with backyards
No to light rail

Comment Card # 2

My greatest hope for Kirkland
The CKC can realize this by...

Results...

More walkable and bikeable ✓✓✓
Regional connections (Woodinville and Burke-Gilman) ✓✓

Pedestrian Safety ✓✓✓
Visibility of the trail

Equitable development ✓✓
Trail to Totem Lake re-development ✓
High Capacity Transit ✓

Reduce traffic congestion ✓✓
No light rail ✓

Use Burke Gilman as an example of economic development and crime reduction ✓✓
Restrooms along the trail ✓
Provide access points ✓

Become a landmark young and old destination on Lake Washington
Job training
Signage
Green stormwater infrastructure
Community gardens
Fish-passable, salmon corridors
Plan for tourism
Access options

Safe routes to school
Trail to Totem Lake re-development

Dialogue that informs decision-making

Dog-walking amenities.

Private and public access options

Access at every three to four blocks

Not become urbanized "another Seattle"
Keep it rustic and wild
Park-like
Plan for managing loitering and
Graffiti

Environmental education with streams, wetlands

Be truly "green"
Keep cars and trucks off the trail
Make CKC a shared corridor with commuter and freight rail
Develop Totem Lake
Encourage development along CKC

Other feedback

Many respondents chose to follow the prompts; however, some comments received on these cards provided useful feedback not necessarily related to the prompts. The following pieces of unclassified feedback were also received on the comment forms:

- Golf cart transportation for seniors and disabled. Example: Central Florida
- Educate the public that the rail will be restored (rail removal being confused with no light rail)
- Use Burke Gilman as an example of economic development and crime reduction
- Signage and acknowledgement for donors
- Take middle ground: preserve train right of way
- Remain rustic
- Provide a place to relax and exercise
- Connect to restaurants and shops
- Trail for dog-walking, biking
- Safety and views
- Reasoned dialog, reasoned decision-making
- CKC makes Kirkland better
- Transit will grow and meet citizens wants and needs
- Thank you!

My Favorite Thing About Kirkland Is: ?
Provide a smooth, multi-purpose trail + adjoining gravel trail.

To Strengthen This, The Cross Kirkland Corridor Can: ?
Dog walkers will love this. Provide for them.
Roy Lewis (425) 216-2152

Join the Conversation

My Greatest Hope For Kirkland Is: ?
Embrace the streams & wetlands. Educate and improve.

The Cross Kirkland Corridor Can Help Realize This By: ?
Provide opportunity to acknowledge those that have donated to the Corridor.

My Favorite Thing About Kirkland Is: ?
Educate general population & opposition that rail will be restored "in the future" when Sound Transit (or others) are ready. Diffuse the opposition with education.
Roy Lewis (425) 216-2152

Join the Conversation

My Greatest Hope For Kirkland Is: ?
Examples of increase in property value along the Burke-Gilman Trail. And, "reduction" in crime.

The Cross Kirkland Corridor Can Help Realize This By: ?
Provide good access points, parking and restrooms along the corridor.

Appendix I – "Caption the Corridor" comment forms
Community Planning Day – Saturday, June 8
Walk and Roll – Friday, June 7

My Favorite Thing About Kirkland Is...?

To Strengthen This, The Cross Kirkland Corridor Can...?

Join the Conversation

My Greatest Hope For Kirkland Is...?

trail for dog-walking + biking.
Safety & views are my priority.

The Cross Kirkland Corridor Can Help Realize This By...?

Thank you for your work!

My Favorite Thing About Kirkland Is...?

Water, parks & neighborhoods

To Strengthen This, The Cross Kirkland Corridor Can...?

meet the needs of all transportation
rail + non-motorized

Join the Conversation

My Greatest Hope For Kirkland Is...?

reasoned dialogue
reasoned decision making

The Cross Kirkland Corridor Can Help Realize This By...?

Taking a middle ground → preserve the rail right of way

My Favorite Thing About Kirkland Is. ?
 The parks along the lake

To Strengthen This, The Cross Kirkland Corridor Can. ?
 Be multi-modal: transit, excursion, freight with a paved trail along side it.

Join the Conversation

My Greatest Hope For Kirkland Is. ?
 Be economically reasonable while being truly green by taking cars & trucks off the road

The Cross Kirkland Corridor Can Help Realize This By. ?
 Connecting to other communities. We are part of a big region.

My Favorite Thing About Kirkland Is. ?
 All of the people out walking, jogging, biking, enjoying the lake, mountains & loveliness

To Strengthen This, The Cross Kirkland Corridor Can. ?
 Be developed quickly to provide a smooth biking/running trail easily accessible to all

Join the Conversation

My Greatest Hope For Kirkland Is. ?
 that it will grow in its ability to serve its residents daily wants & needs

The Cross Kirkland Corridor Can Help Realize This By. ?
 providing a wonderful place to relax & exercise & an easy connection to restaurants, shops, etc.

My Favorite Thing About Kirkland Is ?
Provide areas, off trail,
to safely pause & relax.
Some excellent views.

To Strengthen This, The Cross Kirkland Corridor Can ?
Blend with adjoining
businesses. Encourage
them to embrace the
corridor and improve
their back yards.

Join the Conversation

My Greatest Hope For Kirkland Is ?
Roy Lewis (425) 216-2152

The Cross Kirkland Corridor Can Help Realize This By ?
Lots more!!!!

My Favorite Thing About Kirkland Is ?
Single family housing stock on
7200sq-ft lots with back yards,

To Strengthen This, The Cross Kirkland Corridor Can ?
"Improve" it as little as possible.

Join the Conversation

My Greatest Hope For Kirkland Is ?
Not become another Seattle.

The Cross Kirkland Corridor Can Help Realize This By ?
Remaining rustic and wild, without
park-like improvements and
associated graffiti and littering.

My Favorite Thing About Kirkland Is. ?
Two Grandsons went to school here - I coached basketball

To Strengthen This, The Cross Kirkland Corridor Can ?
With 21st Century Transit use old rail corridor with overhead, quiet, Maslov, "physical network"
NOT 19th Century light rail

Join the Conversation

My Greatest Hope For Kirkland Is. ?
21st Century Transit on Rail/Tram & eliminate congestion -

The Cross Kirkland Corridor Can Help Realize This By ?
Be sure transit is profitable -
No Light Rail!!!

My Favorite Thing About Kirkland Is. ?
CONSIDER THE ABILITY TO SUPPORT GOLF CART TYPE TRANSPORTATION FOR SENIOR/DISABLED. ie - "The Villages" IN CENTRAL FLORIDA. IS A CITY BASED ON THIS CONCEPT

To Strengthen This, The Cross Kirkland Corridor Can ?

Join the Conversation

My Greatest Hope For Kirkland Is. ?

The Cross Kirkland Corridor Can Help Realize This By ?

My Favorite Thing About Kirkland Is. ?

It is a great place to live with a history of good planning. I have been a resident for 25 years. Kirkland must plan for increased transit.

To Strengthen This, The Cross Kirkland Corridor Can. ?

Preserve the railbed and plan for future commuter rail extending from Woodinville south through Kirkland to Bellevue. LRT is not practical on the CKC, but commuter rail provided by ST can be.

Join the Conversation

My Greatest Hope For Kirkland Is. ?

The CKC becomes a shared corridor with commuter rail + trail for bikes + peds. Preserve corridor by allowing freight rail and an excursion train stop, then add commuter rail (Sounder).

The Cross Kirkland Corridor Can Help Realize This By. ?

Developing Totem Lake to add businesses and TODs to support transit on the CKC. Encourage business growth all along the CKC to support rail + trail use.

My Favorite Thing About Kirkland Is. ?

Access to water - views of water

To Strengthen This, The Cross Kirkland Corridor Can. ?

Gathering places

Join the Conversation

My Greatest Hope For Kirkland Is. ?

We truly become a "crown jewel" in Lake Win ~~State~~ - gathering places, young + old - destination

The Cross Kirkland Corridor Can Help Realize This By. ?

* Reopen salmon corridors across the river for herring, Westward, Canton PI.

- job training: Vet Corps, Green Corps YES (in Seattle)
- community gardens
- signage and numerous access points to the community
- tourist attraction (see Kalakala idea)

My Favorite Thing About Kirkland Is.?

To Strengthen This, The Cross Kirkland Corridor Can.?
- Provide Parking along corridor
- But - Provide Access Choices
 (many, many alternatives) - provide
 to public (potentially through
 easements)

Join the Conversation

My Greatest Hope For Kirkland Is.?
- within 1/4 mile - I can access
 the corridor - this interval
 is comfort & safety.
 (3/4 blocks)
 for maximum access point interval.

The Cross Kirkland Corridor Can Help Realize This By.?
- UNDERSTAND THE BUS (255)
 PARKING / ROUTES IN THE
 NEIGHBORHOODS
- SAFETY & VISIBILITY @ CORNERS

My Favorite Thing About Kirkland Is.?
the family/residential nature
with easy access to the
outdoors, with parks and hiking
and other trails.

To Strengthen This, The Cross Kirkland Corridor Can.?
- tie business communities to the
 public, local residents and tourists
- provide local traffic relief for
 Safe School Route
 use to go to many ballfields (Everett
 and recreation facilities (Tops, NW Aerobics, Sky High, etc)
 Terrace
 Cresta

Join the Conversation

My Greatest Hope For Kirkland Is.?
that the CKC makes Kirkland better than
it not being there. Example: bioswale
and runoff treatments on corridor make
the water runoff from Kirkland
CLEANER than before trail/corridor.

The Cross Kirkland Corridor Can Help Realize This By.?

My Favorite Thing About Kirkland Is. ?
 That it is a neighborhood type of town with a friendly soul

To Strengthen This, The Cross Kirkland Corridor Can ?
 Connect Kirkland smoothly with other neighborhoods so less people need to use cars & buses

My Greatest Hope For Kirkland Is. ?
 more walkable & bikeable access to and connections within town and with other areas like Burke Gilman trail & Woodinville

The Cross Kirkland Corridor Can Help Realize This By ?
 smoothly converting the train space to bike & walking trails which connect ~~diff~~ Kirkland with neighborhoods

My Favorite Thing About Kirkland Is. ?
 "OASIS" IN URBAN ENVIRONMENT

To Strengthen This, The Cross Kirkland Corridor Can ?
 PROVIDE HEALTHY ACCESSIBLE EXERCISE THAT EVERYONE (ALL AGES ABILITIES, ECONOMIC STATUS) CAN USE

My Greatest Hope For Kirkland Is. ?
 CITY PLANS FOR ALL ITS CITIZENS (NOT JUST THOSE WHO CAN AFFORD IT) - CKC CAN CONNECT MOST NEIGHBORS TO ALL PARKS & PROVIDE SAFE ROUTES TO SCHOOLS.

The Cross Kirkland Corridor Can Help Realize This By ?
 INTERM TRAIL NOW TO HELP TOTEM LAKE RE-DEVELOPMENT —
 ADD HCT WHEN REGION HELPS PAY FOR THE REGIONAL TRAFFIC SOLUTION.

Join the Conversation

Join the Conversation



Share your thoughts

City of Kirkland Suggestion Form



Suggestion - Comment - Idea for Cross Kirkland Corridor Master Plan:

- ① (Bike + Ped) Access to corridor for Lakeview + Peter Kirk elementary schools, ② garbage cans + dog waste bags at access points.
- ③ Sculpture in parks along corridor - interactive please seating, climbing, etc.
- ④ Upgrade road crossings for safety - ped bridges, tunnels, etc.



How would you like staff to follow-up with you? (Please check box and provide contact information.)

Your name: Erika Somvir

- Mail (Please provide address): _____
- E-mail (Please provide e-mail): _____
- Phone (Please provide phone number): _____
- Not necessary for staff to follow up



Share your thoughts

City of Kirkland Suggestion Form



Suggestion - Comment - Idea for Cross Kirkland Corridor Master Plan:

Do a scientifically valid random sample survey rather than just these public forums.



How would you like staff to follow-up with you? (Please check box and provide contact information.)

Your name: _____

- Mail (Please provide address): _____
- E-mail (Please provide e-mail): _____
- Phone (Please provide phone number): _____
- Not necessary for staff to follow up



Share your thoughts

City of Kirkland Suggestion Form



Suggestion - Comment - Idea for Cross Kirkland Corridor Master Plan:

Think this as a whole region not just Kirkland,
Also allow ~~at~~ the public to review all aspects of the
rail not just trail & light rail. There is nothing
here ~~of~~ reactions to use of heavy rail.



How would you like staff to follow-up with you? (Please check box and provide contact information.)

Your name: _____

- Mail (Please provide address): _____
- E-mail (Please provide e-mail): _____
- Phone (Please provide phone number): _____
- Not necessary for staff to follow up



Share your thoughts

City of Kirkland Suggestion Form



Suggestion - Comment - Idea for Cross Kirkland Corridor Master Plan:

Separation of Bicycle trail & pedestrian
trail — safety of pedestrian.
I refuse to spend my taxpayer \$ on
a single trail that housed both.



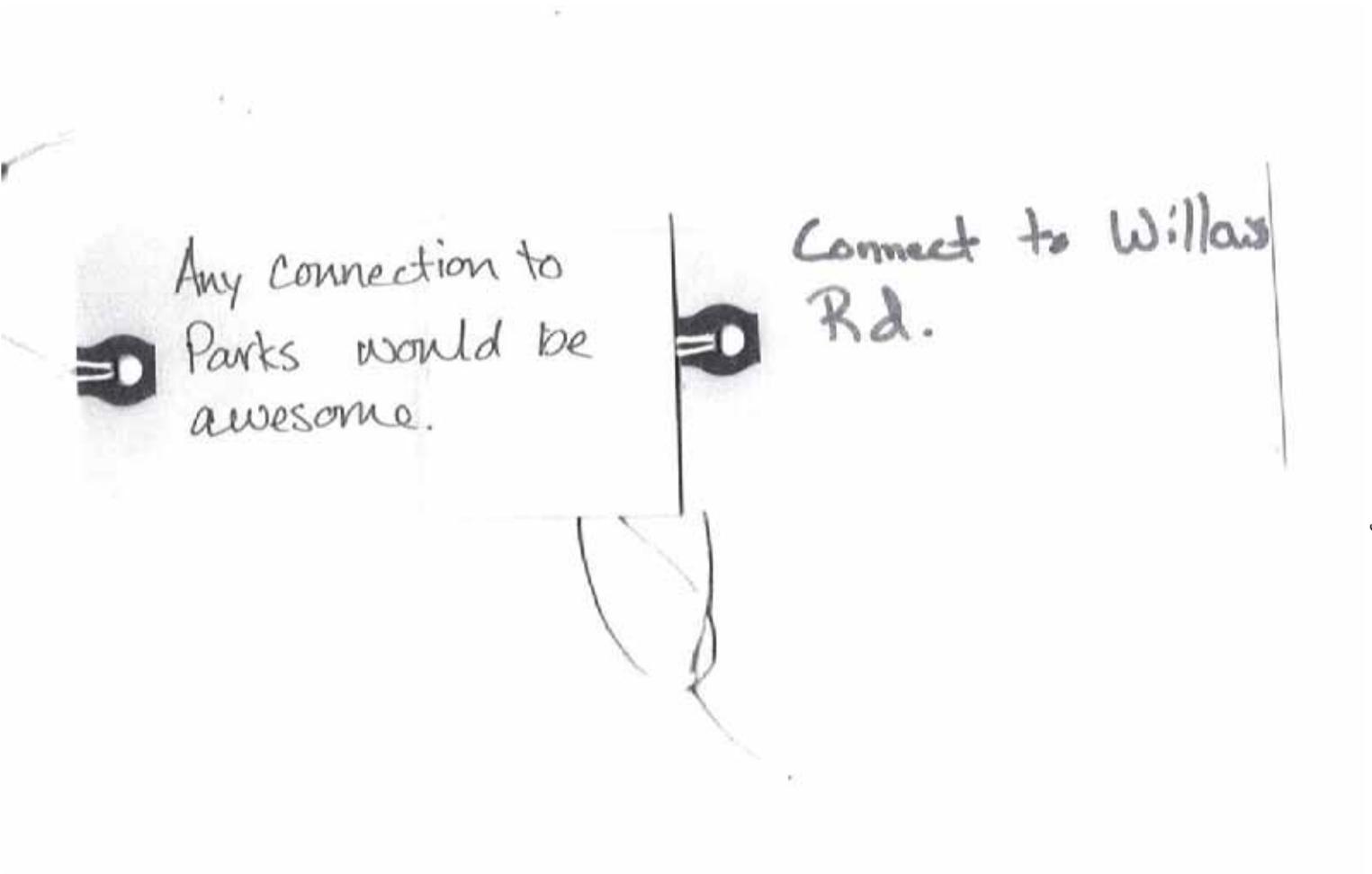
How would you like staff to follow-up with you? (Please check box and provide contact information.)

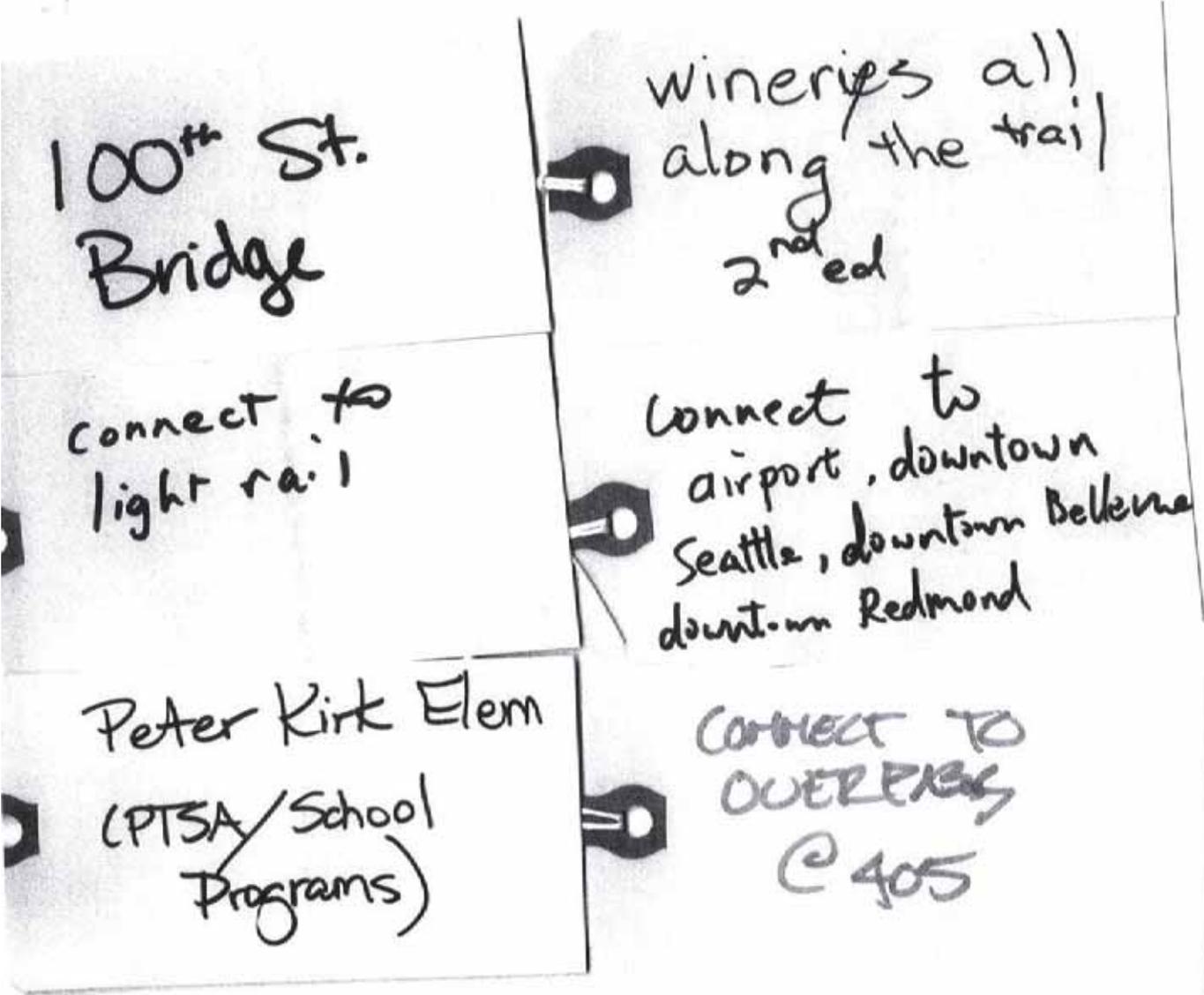
Your name: RANOLA LEWIS

- Mail (Please provide address): _____
- E-mail (Please provide e-mail): _____
- Phone (Please provide phone number): 425-629-3397
- Not necessary for staff to follow up

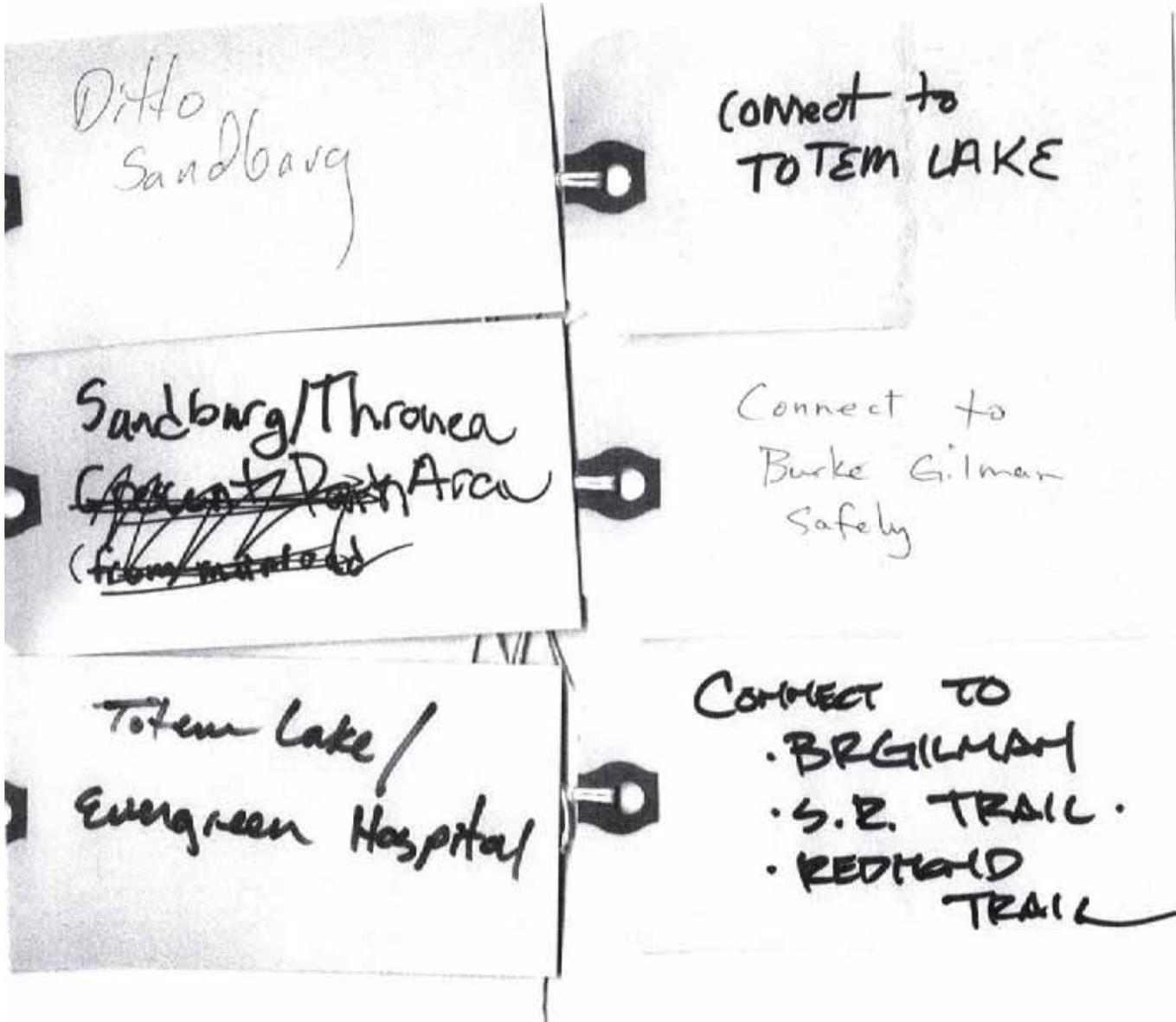
Appendix II – “Tag the Map” comments

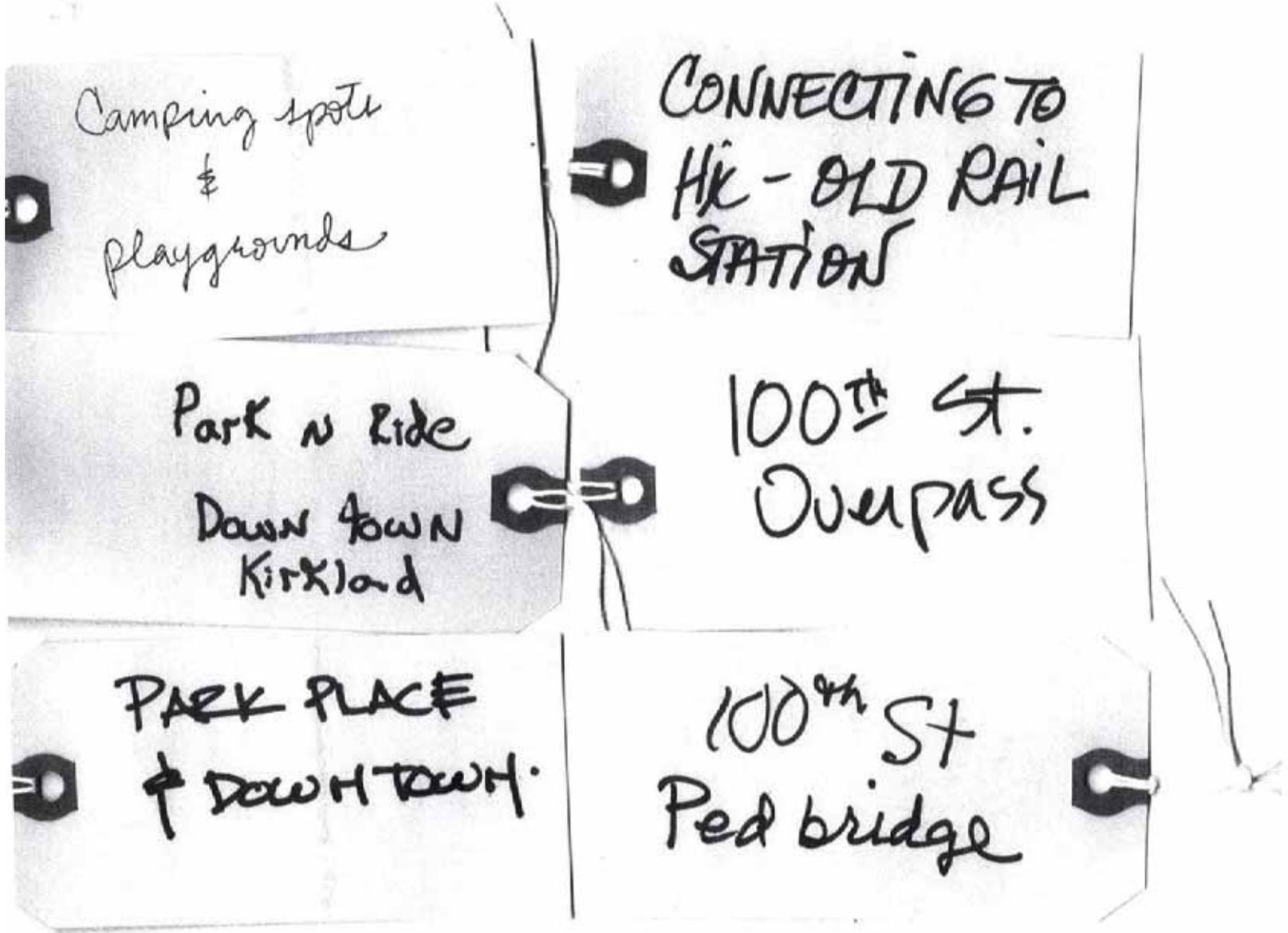
Walk and Roll – Friday, June 7











connection
To Bel Red
Businesses

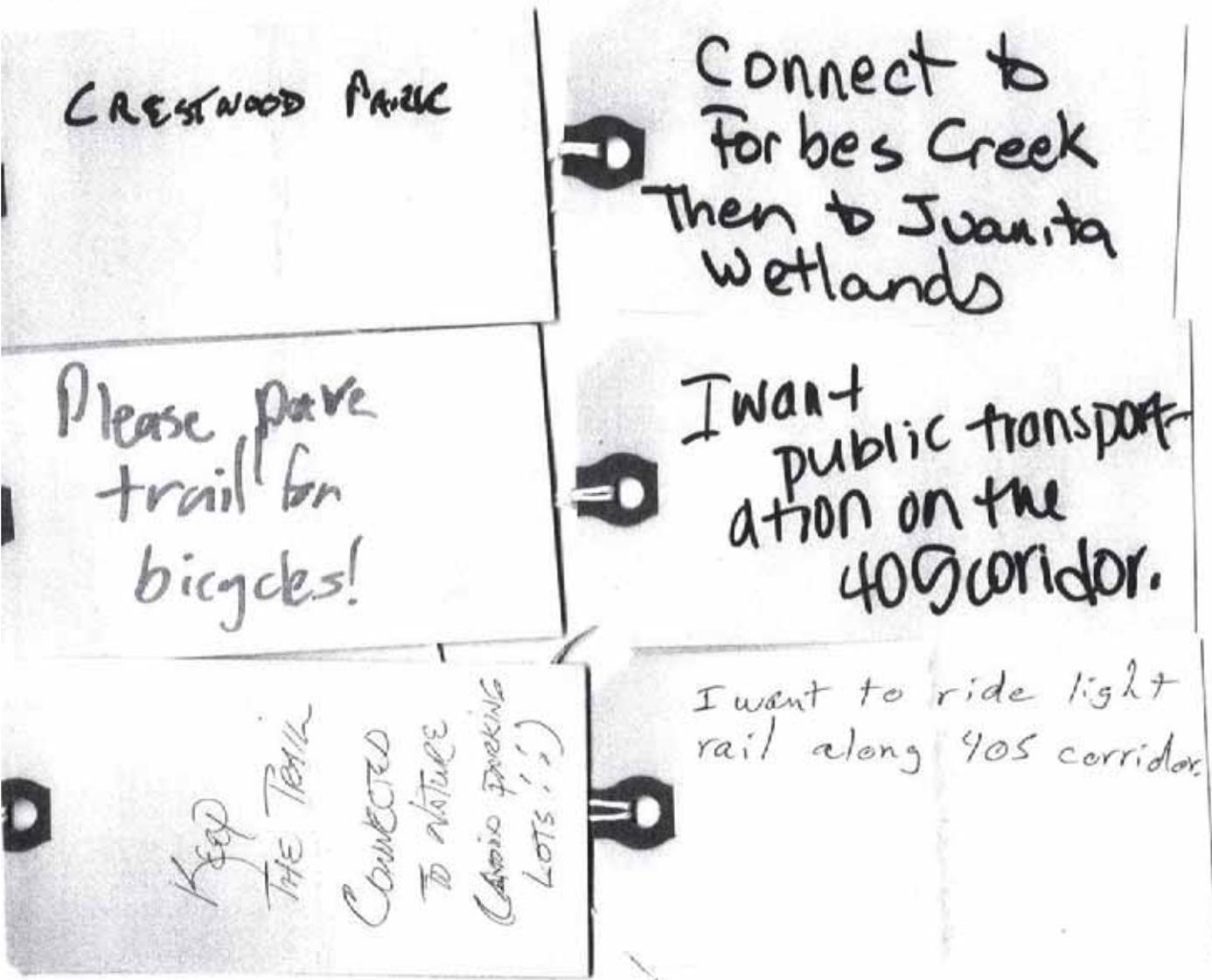
Maintain
7th ave.
connection

connect to
soccer field

60th
Houghton

CONNECT TO
SOUTH KIRKLAND
PTR

USE THE 68/70TH
CONNECTION OVER
1-405.



<p>Integrate with Totem Lake Park</p>	<p>over bridge(s) @ Totem Lake area?</p>
<p>access & parking are critical</p>	<p>Need good connections to the office park + <u>Shel</u> trail head + wayfinding!!</p>
<p>The real value of the corridor is in its <u>extent</u> not in benches and signs. Connect with wineries and Woodinville & the Tolt Pipeline trail now.</p>	<p>FUTURE DUAL USE — URBAN LAND INSTITUTE / COMMUNICATION! MOVE RAILS/TRANSIT TO ONE SIDE LEAVING A LOT OF ROOM FOR TRAIL ON THE OTHER!</p>

Appendix III – “Tag the Map” comments
 Community Planning Day – Saturday, June 8

Connect to trail around the lake at Totem Lake

Add the rest of the corridor that is in Kirkland.

Connections to new Public Safety Building
- signage?
- encourage bike/walk connections

Industrial Area
good place for art - picnic tables
- currently wetland area
↓

And a dog off-leash area along, or connecting to, the corridor = nirvana!

City should buy many more traffic counting devices to know how many per lane

Access to path from here should be reviewed. it is the closest point for much of North Highlands now it takes jumping the ditch.

Yes, keep it rustic
for walking & biking
and if there is a way
to incorporate larger
park spaces along trail,
nirvana!

Provide paved/gravel
access from community
to the trail

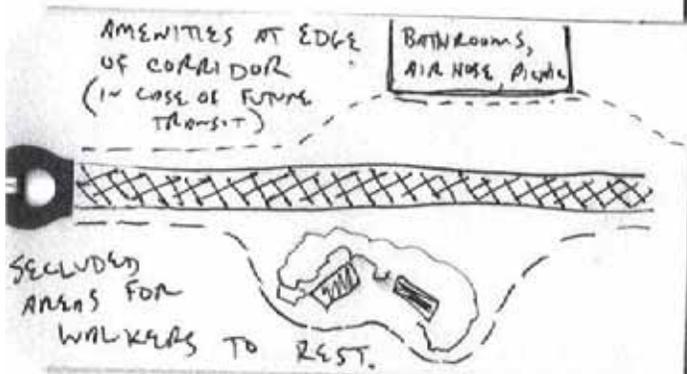
Please, no high
speed train
along the Cross
Kirkland trail!

Get the rails &
ties up so we
can walk!

Blow up the
Bridge across
Kirkland way!
Rebuild a higher
longer bridge safer
for cars & pedestrians

Would love to see cafes,
bakeries, maybe even a small
brewery around here. It
makes a destination for bikers.
Area is already industrial
(non-residential) in this pocket.

Provide good signage
in neighborhoods providing
directions to trail
ACCESS



Keep it wild & rustic!
we don't need another
Park like boulevard.
we have plenty of those
right now.

Pollinator pathways
on some of the
"hubs" connecting
to the CKC "spine"
PollinatorPathway.com

Mile markers
to 1/2 mile
Trail connections
VRS!

DENSITY = TRANSIT
GROWTH MANAGEMENT
PLAN = TRANSIT
STATIONS & HIGHER
DENSITY HOUSING NEARBY

NEED GOOD ACCESS FROM TRAIL TO 68th SO PEOPLE CAN GET TO SHOPPING DISTRICT FOR COFFEE, RESTROOM USE, ETC.

Provide "rest" facilities (restroom/trash/recycle receptacles) to keep it clean & neighbor friendly

Google needs to step up and provide access for kids to get to CKC so they can get to Lakeview Elementary

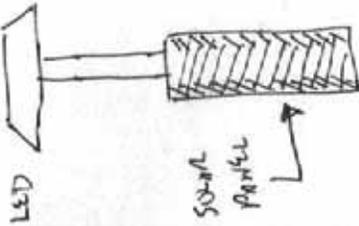
Restrooms
No Sand cans
Trash containers
Privacy for homes
Next to tracks

Bike Share/
Bike Access
Paved Trail

improve walkway - formerly concrete, now broken
C60th East of RR tracks

Safety issue?
 Google ee's may
 not want to use
 overhead walkway
 ↓ get hit by bikes

Avoid
 high fences &
 walls along the
 corridor that would
 block views & cut trail
 off from environment



- SOLAR LIGHTING:
- ① NO NEED TO RUN ELECTRICAL WIRE.
 - ② INSTALL AS NEEDED, ONE AT A TIME.
 - ③ AVAILABLE TODAY!

SkyTran



Alleviating Congestion
 Reducing Pollution
 Delivering High Speed
 Low Cost
 Transportation Solutions
 415-867-9605

RAIL CAR FOR
 REST ROOMS

Sustainable walkway surface!
 Recycled glass.
 - Artists + green

HISTORIC
MARKERS

PEDESTRIAN
SAFETY

Commuter Rail /
Trail

- Bike share @ South Kirkland P+R
- Kala Kala

All future high volume transportation should be concentrated/isolated on or next to 405. - Do not add (cut up) any residential areas w/ noise & pollution

Access needed to 520 trail -



In general - all that's needed is to pull up the tracks/ties + Pave. Gravel OK for mtn Bikes but not for road bikes (commuters).

- concerns about privacy
- will there be ^{frequent} restrooms?
- what about garbage receptacles?

KEEP TRAIL CONNECTIONS
OFF OF MAJOR ROADS,
SO THEY ARE SAFER!

AND YOU CAN BUILD MORE
OF THEM INTO NEIGHBORHOODS

Monorail
for corridor
connect @ TOV
→ Totem Pole

Bikes to
rent!!

Good interconnect
with 520 Bike
lane.

Improve connections
to bike corridors to
down town Bellevue

What
Bellevue
do in?



Appendix IV – “Tag the Map” comments

Business Roundtable Meeting – Tuesday, May 14



DRAFT Meeting Notes

Project:	Cross Kirkland Corridor	Date:	5/14/03
Location:	Kirkland Tennis Club	Page:	37 of 38
Time:	9:30 - 11:00 am		

Present: City of Kirkland Staff, Business and Founders Club associated with trail, Berger Partnership

Purpose: Business Stakeholder’s Outreach Event

Discussion: **See Below**

South to North

1. Vision of trail as a shopping/strolling/fitness destination is compelling. 60 feet of two-track rail is not compatible with that vision.
2. Opt for my 3:2 to live, work, play, all in my backyard
3. Imagine Housing – a corridor connecting diversity and providing access
4. Northwest University – Make the trail a great place for fitness!
5. Pedestrian walkway at 60th allows more access for walkers.
6. Kirkland watershown smearl – opportunities and constraints
7. Craig Gaudry & Associates, Windermere Real Estate, 826 6th Street South
8. Nyrec, Inc. We’re excited about creating an inviting place for the community to get on board the trail
9. I’m excited to see the CKC become an engaging and artful experience.
10. Talk to LWSD re: Peter Kirk Elementary reorientation to CKC
11. Moss Bay Web – Let’s get a bridge over the 6th Street South crossing!!!
12. Offer employees and tenants a better opportunity to bike to work. Most excited about connecting to regional bike trails.
13. KITH www.kithcares.org – Development of affordable housing close to trail access points. Creating healthy community.
14. Moss Bay Web – Let’s daylight Everest Creek (in a culvert now)
15. The Heathman Hotel – Outdoor amenity for our guests—jogging trail, dog walk, nature walk, bicycles

16. Kirkland Bicycle – We get a lot of tourists renting bikes and there is nowhere currently in Kirkland to send them other than the streets. They usually drive to other cities nearby to access bike-specific trails. We would also love to open a second location on the trail to serve cyclists on the CKC. Thank you – Josh Harris
17. Ask Police & Fire for special infrastructure add-ons to help them patrol and reduce crime. Ask hi-tech & energy companies if corridor can help them access more people and businesses. Solar or wind energy generating stations?
18. Get people out of cars and experience the city and allow people without cars (children especially) to participate in city life.
19. Keller Williams Realty Eastside, 11109 Slater Ave NE, Kirkland – Railway and foot/bike traffic don't mix...monorail-type system? Love the gondola idea. – Suzi Luke, Real Estate Broker
20. I am excited for the CKC to build community, bring visitors, develop businesses, and create joy for all those who use it. I love the idea of an art walk, lit path, and a gondola/lookout points for scenery. Golds Gym
21. Brenda Nunes, Keller Williams Eastside – Connectivity/people
22. I am most excited to see the great artwork and place for people to meet and exercise. The features such as lighting, water amenity and art will be great to see in the community. Alyssa St. Germain – Odabra Software
23. Forbes Creek – Sawmill, former dam and mill pond, run logs to Juanita – Aschsoft Consultants, George Bradshaw
24. Tennis Center – Connect to the trail and Totem Lake
25. Water park!
26. Continuous grade route for wheelchairs from Market Street to NE 112th St.
27. Walks and runs on trail! Events
28. Old dinner train: sound – romance, food. Green Hills – Color Seasons, George Braslaw. Bring the experience of the train to the trail permantly.
29. Connect with the rest of the city and region. Transpo Group
30. Draw more opportunities to share business ideas. Excited to be part fo the business community. Bring more business to community. Dual Data Storage
31. Wellness & education stations with creative health/fitness opportunities
32. Connection to Sammamish River Trail (&BGT)
33. Transportation is our big concern and vision for corridor – Jon Pederson, Nintendo of America
34. Potential site for Chainline Brewing Company

Meeting Adjourned

The preceding is assumed to be a complete and correct record of the significant items and actions agreed upon at the above meeting. Please advise the author immediately of any additions or corrections to the minutes. Work is proceeding on the basis of this record.

Prepared by: **Berger Partnership PS**

Public Involvement Plan CROSS-KIRKLAND CORRIDOR

September 4, 2013



Prepared for:
City of Kirkland



Prepared by:
Stepherson & Associates Communications



Introduction

The Public Involvement Plan (PIP) for the Cross-Kirkland Corridor (CKC) will work hand-in-hand with the development of a Master Plan, providing a framework for how outreach will be conducted. The PIP lays out how the City of Kirkland and the consultant team will communicate project benefits, provide a variety of opportunities for engagement, and receive valuable input from businesses, residents, other stakeholders, and the general public in order to mobilize the citizens' vision for the corridor. It includes a description of what has been done to date with regard to public involvement and outlines what will be done over the remainder of the master planning process.

PROJECT BACKGROUND

Since the 1970s, the City of Kirkland has envisioned a Cross-Kirkland Trail, a facility for bicycle and pedestrian transportation that would be parallel to Eastside Rail Corridor's active rail line. That vision became a possibility through the 2009 sale of the Woodinville subdivision from the Burlington Northern Santa Fe Railroad to the Port of Seattle, placing the Eastside Rail Corridor (between Snohomish and Renton via Kirkland) into public ownership. The Kirkland City Council and Transportation Commission moved quickly to identify and articulate citizens' interests and priorities for the rail corridor, issuing an "Interest Statement" based on an extensive public involvement effort. On April 13, 2012, the City of Kirkland closed a five million dollar purchase from the Port of Seattle for a 5.75 mile portion of the line. Today, the opportunity of a lifetime exists for the City of Kirkland to implement the citizens' vision for a welcoming, transportation-oriented facility for pedestrians and bicyclists, coupled with a high-capacity transit system that connects Kirkland to the region.

PROJECT DESCRIPTION

The Cross-Kirkland Corridor Master Plan process and resulting plan will provide an engaging common vision that builds excitement for the corridor. The Master Plan document will provide a summary of the planning process, guidelines for future development, and an overall concept plan based on Kirkland's public, private, and civic stakeholders. The Master Plan process will provide the city with a tool to pursue future funding and development of the corridor from its first phase of implementation to successive phases and many years of evolution.

Public Involvement Approach

The public involvement approach will build on the public outreach conducted in previous project phases and acknowledge the public's contribution to the project to date. In addition we will cast an even wider net to ensure that as many Kirkland residents and businesses as possible have the opportunity to participate in the master planning process. Because this is an exciting once-in-a-lifetime project for the City, we will create fun and interactive avenues for participation, beyond what is considered typical for public meetings.

While input is welcomed at all times, The PIP is designed to facilitate and encourage input at three major milestones:

1. **Aspirational:** Generating excitement and imagining what the corridor could be; all ideas and opportunities welcome (Completed, Summer 2013).
2. **Shaping:** Taking what we've heard and forming alternatives for review and input; what ideas and opportunities resonate (Fall 2013).
3. **Refining:** Bringing together the best ideas and taking advantage of opportunities to create one great plan for the corridor (Winter 2013/2014).

At this point in time we are nearing the end of the *aspirational* phase and will be moving into the *shaping* phase. We have conducted a number of activities (described below) to generate excitement and seek big ideas and

opportunities. As we move forward into the fall, we will focus on further developing ideas into conceptual alternatives and getting feedback on those.

Goals, Objectives, and Key Messages

GOALS FOR PUBLIC OUTREACH

GOAL 1 Identify the needs and concerns of the full cross-section of corridor

interests. (neighborhoods, businesses, adjacent property owners, user groups, advocacy groups, etc.)

Provide the City of Kirkland, the consultant team, and decision makers with a broad and deep understanding of public opinion, so that they are fully aware of the public's values, needs, interests, and perspectives that must be represented throughout the CKC Master Plan.

GOAL 2 Learn from the community's knowledge of the corridors unique characteristics and the city's unique qualities.

The residents of the many neighborhoods on or near the corridor bring an understating of the landscape and the culture of the city built up over many years that can be an asset to the design team in shaping a Cross Kirkland Corridor unique to the city. Beyond needs, concerns and priorities associated with the corridors development, we look to the public to add to our knowledge of the corridor and the city itself to shape the character of the corridor.

GOAL 3 Create ample opportunities for public engagement through the life of the project.

Involve stakeholders who live or work along the corridor or have interest in the CKC. Stakeholders and the public will have ample opportunities to learn about the project, provide their input at key milestones (visioning, alternative development, and alternative selection), and will have a clear understanding of what they are being asked to weigh in on and how their input is being used.

GOAL 4 Ensure that the City of Kirkland is successful in gaining public trust through early, transparent, timely, and objective communications.

Provide the public with balanced and objective information to assist them in understanding the challenges and opportunities that come with the CKC. Build on the existing contact list, and use it as a vehicle to inform the public.

GOAL 5 Build enthusiasm and excitement for the project.

Conduct the public process in a way that generates enthusiasm for the project by providing fun and engaging opportunities to learn about and provide input to the master planning process.

OBJECTIVES

The following objectives will support the goals described as they are incorporated in all public involvement activities throughout the CKC planning process:

- Provide accurate and timely information to the public and stakeholders.
- Commit to reporting back to the public on what was heard from them and how it was used in the decision-making process.
- Communicate the Master Plan schedule and next steps at each phase of the project.

- Engage in constructive dialogue on the issues and trade-offs.
- Provide decision makers with a comprehensive understanding of stakeholder and public perspectives and priorities.
- Use the “full toolbox” of public involvement methods to inform and engage stakeholders and the public.
- Conduct events that promote participation that is engaging, interactive, and fun.

KEY MESSAGES

The City of Kirkland and its consultant team will regularly interact with the public and stakeholders. The following key messages will be communicated through these interactions such that the City and its consultant team speak with one clear and consistent voice.

- **It’s more than a trail:** The corridor plan and design will result in more than a trail; it will stitch the community together by making new connections to parks, schools, businesses and downtown, providing new places to enjoy, and integrating art and culture.
- **The corridor will have many benefits:** The corridor will be a local and regional amenity that connects neighborhoods and businesses, promotes economic vitality and provides transportation options.
- **The corridor will be developed over time:** It’s an ambitious and community changing project and it will take time to plan and build. The corridor will “work” without light rail, but we will plan for it in our designs to make sure the trail and light rail fit together in the event that light rail comes to the corridor.
- **We will have an open, interactive and fun process:** The public will be informed and will play an important role throughout the project. We will use outreach methods that engage the entire community and that maximize the creativity and talent within the community and ensure that the design reflects the community.

Public Involvement Team

The public involvement strategized in this Public Involvement Plan is a list of opportunities to be completed by members of the public involvement team that includes both the consultant team and the city management team. This approach gives a broad menu of opportunities to be considered as outreach opportunities, allowing the opportunity for outreach events to evolve as needed. While many outreach strategies are listed, it is not anticipated that all will be completed (or that all are necessary). Therefore, all the outreach opportunities are not necessarily with the project scope of the consultant, but both scope evolution as well as city led outreach efforts assure that the right balance of these events can occur to achieve project goals and objectives.

Public Involvement Activities

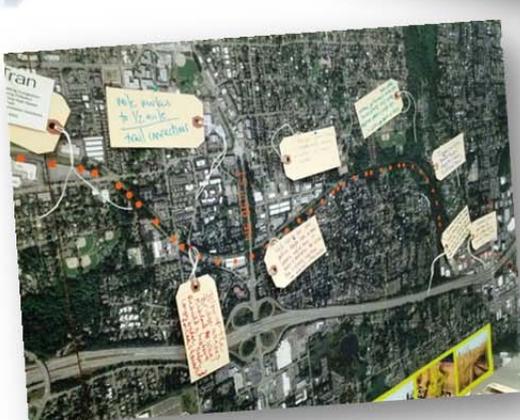
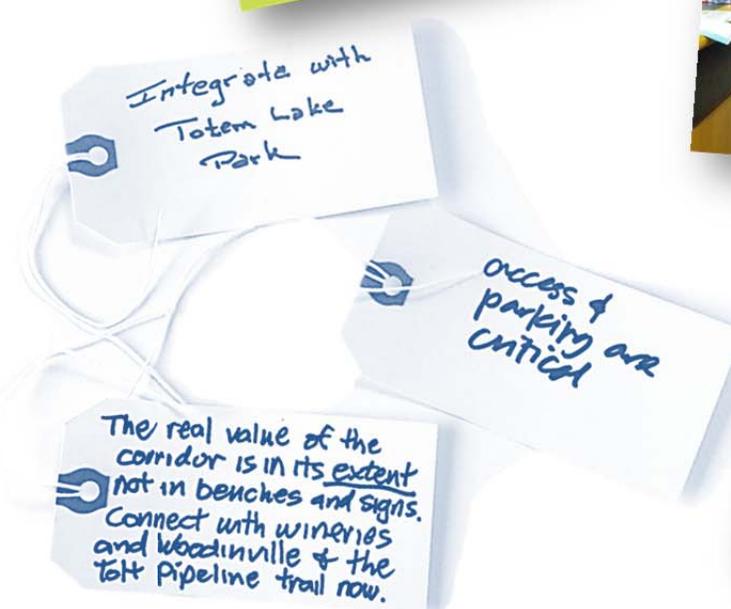
In coordination with the City and the consultant team, Stepherson and Associates (S&A) will plan and conduct public involvement activities with the belief that public involvement in shaping the Cross-Kirkland Corridor truly matters. We will ensure an informed and engaged public throughout the remainder of the planning process.

Note: a number of public involvement activities were conducted prior to finalizing this plan. These activities include an asterisk “*” in the heading. The project fact sheet and summaries of the completed meeting, events, and stakeholder interviews can be found on the project website:

http://www.kirklandwa.gov/Community/Cross_Kirkland_Corridor.htm.

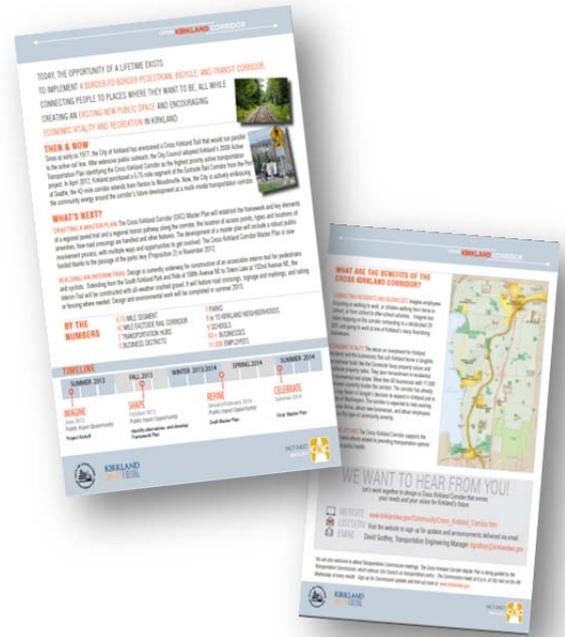
Community Planning Day*

On June 8, the City of Kirkland hosted a city-wide event to kick off “Vision 2035,” Kirkland’s two-year comprehensive planning process. The Community Planning Day was held at City Hall from 10 a.m. to 2 p.m. Informational booths for a number of projects and planning efforts were set up throughout the building. Staffed by city personnel and project teams, booths included interactive activities that were designed to increase participation in the many city projects currently underway. The Cross-Kirkland Corridor booth was in the main hallway on the ground floor of City Hall and included three different stations that provided multiple opportunities to learn about the project and make comments. We received over 65 comments from event attendees.



Fact Sheet*

We prepared a fact sheet that provides basic information about the Master Plan, its schedule, and ways to get involved. The fact sheet also discusses the project’s history and background and the benefits that could be realized by implementing the Master Plan. The fact sheet was distributed at the Community Planning Day and other events and is posted on the Master Plan website. New fact sheets will be developed as the Plan process continues.



Stakeholder Interviews*

Prior to finalizing the PIP we conducted 11 in-person interviews to identify the ideas, needs and concerns of the full cross-section of corridor interests (neighborhoods, businesses, adjacent property owners, user groups, advocacy groups, Parks Board, etc.). A topic guide was used with all interviewees to keep discussions focused and to ensure all interviewees were asked the same questions. Interviews were conducted between late June and mid-July, 2013.

Google Cross Kirkland Corridor Planning Open House*

On July 18, Google hosted the City of Kirkland in an open house event to welcome input on the development of the corridor that runs between their campus buildings. Google employees were invited to place pins on the map of where they plan to connect to and shared their ideas and priorities for the corridor.

Community Engagement Events

Two additional large scale public events (similar to the June 8 Community Planning Day) will be held to provide project information, identify community concerns and questions, and to gather input. The CKC Project will be one of a number of projects at these events.

SHAPING

The first of these events is scheduled for October 19, 2013, and will provide the opportunity for the CKC team to share work done to date and to begin to seek input on up to three draft alternatives. This event will be designed to promote the shaping, or further development, of the alternatives. After this event, the team will have a better understanding of the ideas, opportunities, designs, etc. that resonate with the community.

REFINING

The second event, planned for early 2014, will present a preferred alternative and provide opportunities for input on that alternative. The team will present an alternative that combines the “best” of the draft alternatives and will seek input on ways that alternative can be refined in order to improve it further.

Both events will be highly interactive and will be conducted in a creative manner to maximize participation and excitement about the project. Meeting materials will include displays, handouts, and comment forms.

ONGOING METHODS

We will use a number of methods on an ongoing basis; these methods will ensure we inform and engage the community throughout the entire planning process.

Community Contact List

The existing contact list that is being used to communicate with the public will be built upon throughout the life of the project. We will collect email addresses in a variety of ways, including community meetings, events, fairs, and the website. The city will continue to collect addresses of those who sign up to the list via the website. The consultant team will collect contact information at events and provide it to City staff, who will maintain and update the list throughout the project. Emails will be sent to the contact list at key milestones and prior to community engagement events.

Graphic Identity

The CKC graphic identity the team has created elicits excitement for the project, plays on the project’s key theme of “connections,” and unifies the project’s disparate constituencies (agencies, businesses, neighborhoods)—private and public space. The graphic identity will continue to be used on all materials, including fact sheets, displays, reports, and presentations.

Media Outreach

The following list of media outlets will be notified prior to community meetings and events and at key project milestones. Outreach will take the form of press releases to the Kirkland Reporter and short “blurbs” of information about the meetings to the City’s internal resources and the listservs and blogs. Paid advertisements will also be placed with the Kirkland Reporter prior to each community meeting. Media outreach content will be designed to be packed for use and distributed to a variety of media.

Media List - Electronic

City of Kirkland Website	“What’s New” announcement	Calendar and homepage
	Project Webpage	Calendar and homepage
TV/Video	Currently Kirkland (KGOV)	Weekly news desk format, Comcast channel 21
	Kirkland Life (Klife)	Comcast channel 75
Intranet	KirkNet	Internal: City of Kirkland
ListServ	Neighborhood News	City of Kirkland
	Kirkland Developers Partnership Forum	City of Kirkland
	Green E-Updates/Green Kirkland	City of Kirkland
Blogs	KirklandViews.com	Editorial
	Kirkland.patch.com	Editorial

Media List - Print Publications

Kirkland Reporter, City Update, Reuse-Recycle-Conserve

Fairs, Festivals, and Events

Fairs, festivals, and community events are great opportunities for one-on-one interaction with the public and can provide a meaningful connection with the project. Community fairs and festivals will supplement, not replace,

public events hosted by the project. City staff has attended a number of these events and City Staff and/or the team will continue to do so as the project progresses.

Some examples of Fairs and Festivals could include:

- Farmer’s markets (Kirkland Wednesday Market, Juanita Friday Market, etc.)
- Summer Concert Series
- Oktoberfest

Outreach Materials

Printed and online materials will help to heighten community awareness and interest, inform the public and encourage participation at upcoming public involvement opportunities. Many of these materials will be used as collateral at meetings and will be shared with the community via email or displayed in public places.

Type	Item	Distribution
Print	Postcard/Mailer	All residents
	Advertising	Kirkland Reporter
	Press Release	Kirkland Reporter, Kirkland Views Blog, and Kirkland Patch News, Seattle Times
	Posters	Public locations and in businesses and organizations
	Fact Sheet	Collateral material at events
	Display Boards	For display at events and public meetings
	Outdoor Signs	Along the corridor and on city property in highly visible locations (<i>the concept for the signs are described below</i>)
Digital	Website	project website
	Project Library	

Outdoor Signs

A collection of outdoor signs may be placed in targeted locations around the city to showcase the city’s *accomplishment thus far* (rich history of identifying, prioritizing and acquiring the corridor), and would help the thousands of passerby understand *what’s to come* (visioning, design, Master Plan, outreach opportunities). Locations will be selected both on and off the corridor, where the people with whom the project is most likely to resonate can best be reached. Examples of such locations include: Lakeview Elementary, Houghton Center plaza, South Kirkland Park and Ride, Crestwoods Park, Totem Lake.

In addition to displaying information, these may also serve as a method to receive feedback from the public. New and creative uses for receiving feedback at these temporary structures will be experimented with while outreach is underway.

Ideas Forum

A digital forum that promotes discussion will be a key compliment to the project website. Features of this online tool range from a quick and easy idea generator (“Ideas”), to a city-generated idea for public comment (“Forums”), to a detailed conversation about a particular issue and sub-topics (“Discussions”). A “Projects” feature allows the use of forums and discussions as well as a survey.

The Digital Forum will be monitored and updated with questions that prompt conversation among users, and follow the release of public information in line with the project schedule. Questions will be posted by the project team under the “Discussions” tab. This table outlines the themes that will be used to shape discussion questions:

Timeline	Theme	Possible “Discussion” topics	Deliverables
Summer 2013 (underway)	IMAGINE <i>Understand, Design</i>	Sharing your vision, aspirations, ideas, opinions	Compile Vision & Goals Outreach Compile information with opportunity & constraint mapping Vision & Goals Statement & Green Corridor Framework Plan Draft Guiding Principles & Preliminary Design Guideline Final Design Guidelines & Framework Document Conceptual Alternatives for community input
Fall 2013	SHAPE <i>Expand, Analyze, Develop</i>	Validating the public comment Did we hear you? What works for you? What doesn't?	Identify preferred Alternatives & Framework Plan Selection process of Preferred Alternatives “Greenest Corridor” Planning and Art Integration Impacts of selected alternative on schedule, budget and constructability Draft Implementation Plan and funding alternatives Draft Master Plan
Winter 2013/2014	REFINE Complete, Celebrate	Continuing to engage and inform on funding and phasing decisions	Capture and Document Draft Master Plan Community Input Final implementation plan, final design guidelines, Art Plan and Identify “First Win” project site and funding sources Final Master Plan May 2014

ADDITIONAL ACTIVITIES

Based on what we heard during the stakeholder interviews and our own analysis we are proposing additional activities that are intended to make the public process more robust, immediate, and accessible, and to reflect the fact that the CKC is a major, ongoing, and dynamic project for the City.

Social Media

Working hand-in-hand with the outreach goals for the Master Plan development, a social media presence will provide yet another way to encourage public involvement with the Cross-Kirkland Corridor. It will educate, inform, and mobilize targeted stakeholder groups and the general public. There are many social media platforms to choose from; we recommend establishing a Facebook page and Instagram account for the Cross-Kirkland Corridor. While Facebook is truly the industry standard for an organizational social media presence, we also propose launching an Instagram account as a tool to stimulate conversation through the sharing and exchanging of creative photography. The City currently uses a Twitter account which could be used to supplement or substitute for the Facebook or Instagram account.

Content Management

Facebook

Our content can help inspire social media users to envision possibilities for the future corridor. Our content development process generally follows a rule of thirds: 1/3 *Our Work*, 1/3 *Sharing* and 1/3 *Connecting*.

Our Work = project information

Examples: key milestones, design timelines, project media coverage and commentary

Sharing = inspiration

Examples: local news, initiatives and other transportation and public space projects on a local, regional, and global scale

Connecting = a personal touch

Examples: Profile local businesses, organizations, and neighborhoods; share photos, fun facts, “Photo Friday,” historic photos and stories, and other tangential information.

Sample Posts	
Join us for a discussion on Pedestrian Access and Mobility! This Friday, at Google Campus , imagine how the future CKC can be a safe and fun trail for all!	
Grab a fresh deli sandwich from PCC Natural Markets – Kirkland and take it to go! PCC on 68 th is just around the corner from the future CKC!	
A historic, multi-modal corridor! 7th Avenue in Kirkland, circa 1910s, was then called Piccadilly Avenue. Central School and a planked sidewalk are visible on the left side of the road. http://www.kirklandviews.com/archives/24483/	

Instagram

Instagram is a tool for creating and sharing creative photography. We will post four to five original photos per month on Instagram and monitor for interactions and discussions on a weekly basis.

Engagement Protocol

Social media is a living project that requires maintenance in order to grow. Growth of a digital following can be achieved by identifying and responding to interactions in a time-sensitive manner. Generally, engagement and response are warranted when:

1. Project information can be conveyed
2. Project-related commentary requires a response, as determined by the project team
3. A question about the project can be answered

“Like” and “Follow”: Building digital relationships

During account set-up, we will build a social network by identifying groups we choose to “Like” on Facebook and “Follow” on Instagram. By linking to other groups’ projects, we increase our reach and exposure to include the users who follow those groups.

Proposed organizations to “Like”

Organizations	Categories
City of Kirkland departments	Environment, Planning, Public Works
Local Businesses	Technology, Healthcare, Restaurants, Grocery Stores, Small Businesses

Neighborhood/Community Groups	TBD
Schools, Colleges, Academic Institutions	Kirkland Public and Private Schools, State and Private Colleges
Special Interest Groups	Commerce, Tourism, Labor, Urban Design, Parks and Open Space, Arts and Culture, Outdoor Recreation, Historic Preservation, Conservation, Youth, Seniors, Disabilities, PTAs
Transportation/Advocacy	Pedestrian Mobility, Bicycle, and Transit

Social Media Roles and Responsibilities

For Facebook and Instagram, content will be created, posted, and monitored by Stepherson & Associates. All content will be submitted to the project team for approval a week prior to posting. Content suggestions from all members of the project team are encouraged, as collaboration is essential to creating engaging and impactful content.

Role	Action Items	Responsibility
Account Administration	- Set up and administer accounts	Stepherson & Associates
Content Development, Review and Approval	- Develop original content - Research content to share <i>Including text, images, links, video</i>	Stepherson & Associates – Primary City of Kirkland Berger Partnership – Collaborate, Review, Approve
Account Monitoring	Monitor and manage engagement/interactions	Stepherson & Associates in consultation with: - City of Kirkland - Berger Partnership
Reporting	- Submit monthly report	Stepherson & Associates

Community Forums

As the City of Kirkland begins to look anew at the CKC, stakeholders and the general public must come together, bringing diverse opinions and ideas to the table and working alongside project representatives toward a collective vision for the future of this unique public space.

We heard from stakeholder interviewees that people want the opportunity to share and discuss ideas with one another. To facilitate this community conversation, we propose that the City of Kirkland host a series of small-scale, interactive, theme-based community forums. We will employ traditional notification methods to promote these events while also reaching out to local organizations and institutions to ask for their help with publicity, spreading the word to potential attendees via multiple avenues. This will not only broaden our reach but enable us to develop productive partnerships with key organizations.

Each community forum will include a presentation about opportunities and challenges relevant to each theme as well as hands-on activities and informal or facilitated discussion. Taking a theme-based approach will allow us to identify and activate niche interest groups, maximizing the quantity and quality of feedback received on particular aspects of the project. Community forum themes could include:

Access and Transportation	<i>How do we make the corridor friendly to all users - kids, families, cyclists, pedestrians, commuters, recreationists, and people with limited mobility?</i>
Environment and Ecology	<i>Can it help us learn and think creatively about restoring watersheds, fish passages, and innovative use of green stormwater infrastructure? Can the corridor be used as an educational tool?</i>
Arts and Culture	<i>How can the CKC engage Kirkland's own arts, culture and creative community? How do we create a sense of place along the CKC with permanent and temporary art installations, cultural activities and entertainment?</i>
Keepin' it Kirkland	<i>How can we make this space true to the history and spirit of Kirkland?</i>
Green and Clean in Kirkland	<i>What do we mean by "world-class" sustainability objectives?</i>



Additional Interviews

During the stakeholder interviews, we heard a number of recommendations for additional groups to reach out to during the master planning process. These include:

- Kirkland Heritage Society
- PTA's
- King County Conservation Voters
- Community Centers and Teen Center(to engage those under 18)

At a minimum, these organizations should be contacted to see if they are interested in an interview. However, we see greater value in reaching out to them and including them in the Community Forums described above as they are likely to be interested in specific themes and in sharing their ideas with other members of the community.

Endorsements and Pitches

The CKC aspires to be a world-class and world-famous public project, and will likely pique the interest of civic luminaries who are well enough recognized that their making a pitch for feedback would resonate well with stakeholders and the general public. The CKC outreach team would help capture and broadcast these testimonials by leveraging local and national media opportunities including:

- Interviews
- Op-Eds
- Appearances at events
- Public Service Announcements

Highly visible and well-known public figures will be selected based on their awareness, appeal, and relevance to the CKC project. Some examples of such targeted individuals include:

- Lou Whittaker
- Jeff Renner
- Rick Steves

Other individuals to target:

- Prominent citizens
- Well-known special interest advocates (environment/sustainability, green building, cyclist community)

Broadcasting

With these endorsements as collateral, pitching reporters and media outlets will generate project awareness and buzz. Some examples of these media outlets include:

Local

- Seattle Times
- Seattle P.I.
- The Stranger
- Seattle Weekly
- Great City
- Puget Sound Business Journal
- Grist

National

- Atlantic Cities
- NY Times
- Fast Company
- YES! Magazine
- Daily Journal of Commerce
- Huffington Post

Events

Beyond soliciting Input and creating awareness and understanding of the project, we see the opportunity for events on the corridor itself to help the community getting to better know the corridor and take an increased pride and stewardship of the corridor, as it stands today, as the interim trial, and as the eventually realized Cross Kirkland Connector. In addition to engaging residents, these events have the great ability to generate media anticipation and buzz.

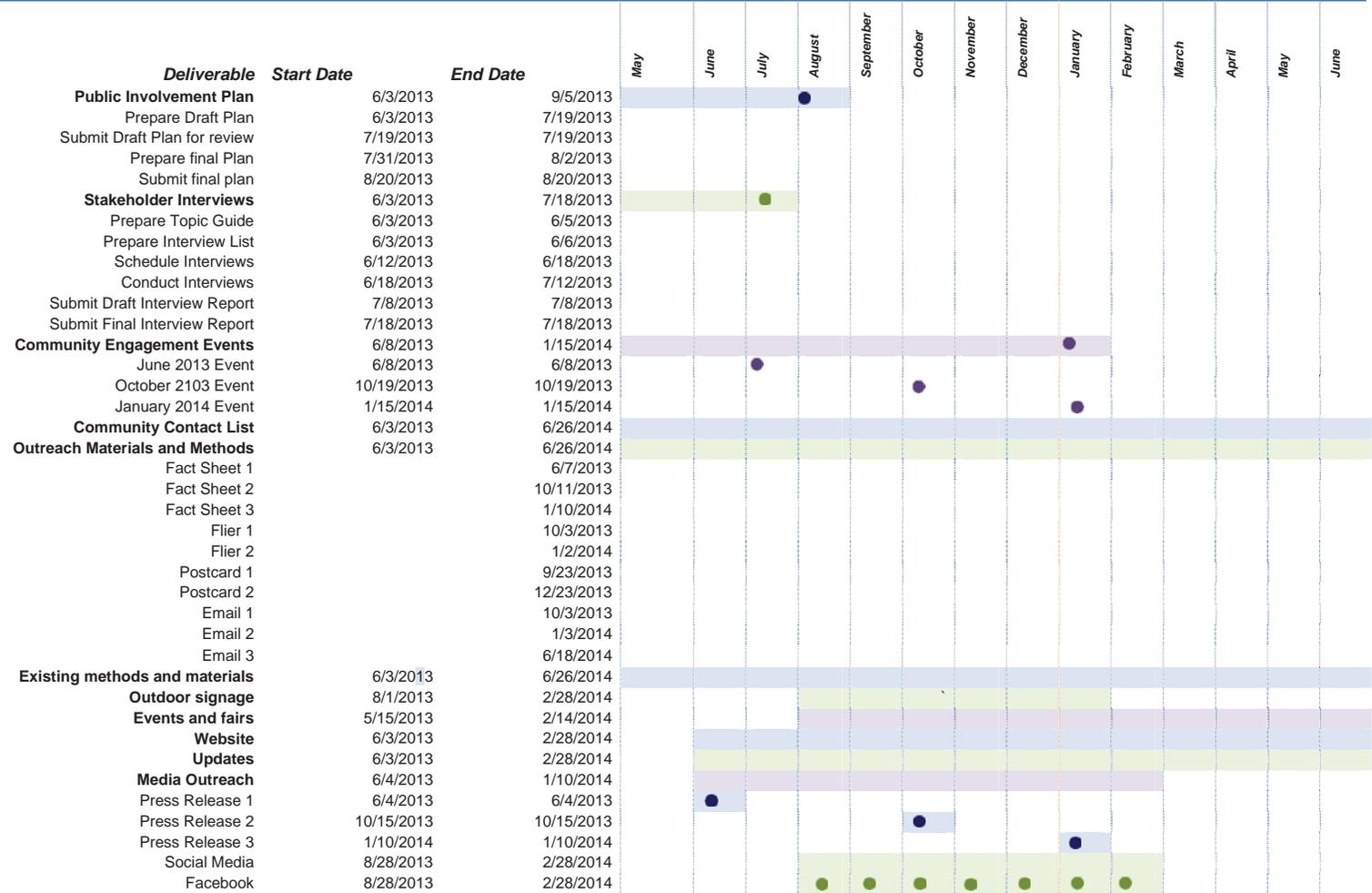
Events could include:

- Hike the corridor – A series of 2-3 hikes with the design team and city staff to share thoughts of the corridor as it exists today and what it can become.
- Bike the corridor - an event to “be the first to bike the cross Kirkland Corridor” (that would likely be on a mountain bike) that can engage the broader regional bike community and be a linear festival with vendor booths etc.
- Eat (on) the Corridor – Have a mobile food truck rodeo on a section of the corridor or a city sponsored BBQ on the corridor!
- Dogs on parade - a dog walk and fashion show on the corridor (on leash of course) to engage the very active contingent of dog owners in the city!

Matrix of Outreach Activities

Activity/Method	Purpose	Goals	Coordination	Production	Timing
Community Planning Day #2	To share and receive information of draft alternatives	1, 2, 3, 4 and 5	City plans Consultant supports	City	October 19, 2013
Community Planning Day #3	To share and get feedback on the preferred alternative	1, 2, 3, 4 and 5	City plans Consultant supports	City	Early 2014
Contact List	To keep and update an email list of interested parties; to send project updates and inform about community planning days.	4	City manages	City	Ongoing; At key milestone and prior to community planning days
Graphic identity	To promote the project's brand and create awareness	5	Consultant leads	Consultant	Ongoing
Fact sheet	To provide basic project information and updates at key milestones	4	Consultant leads City supports	Consultant	Prior to community planning days
Postcard	To promote community planning days	4 and 5	City leads Consultant supports	City	Prior to community planning days
Posters	To promote community planning days	4 and 5	Consultant leads City supports	Consultant	Prior to community planning days
Media Outreach	To provide project updates and promote community planning days	4	City leads Consultant supports	City	Prior to community planning days
Advertisements	To provide notice about community planning days	4	City leads Consultant supports	City	Prior to community planning days
Display boards	To create a vibrant online community that educates, informs and motivates	1, 3, and 5	Consultant leads City supports	Consultant	At community planning days
Website/digital forum	To provide information and opportunities to comment	1, 2, 3, 4 and 5	City leads Consultant supports	City and Consultant	Ongoing
Events and Fairs	To reach beyond typical project meetings and inform and engage	2, 3, 4 and 5	City leads Consultant supports	City and Consultant	Ongoing
Outdoor signs	To create a tangible project presence in the community and to provide community planning day notice	4 and 5	Consultant leads City supports	Consultant	Ongoing

Public Involvement Schedule



TODAY, THE OPPORTUNITY OF A LIFETIME EXISTS TO IMPLEMENT **A BORDER-TO-BORDER PEDESTRIAN, BICYCLE, AND TRANSIT CORRIDOR**, CONNECTING PEOPLE TO PLACES WHERE THEY WANT TO BE, ALL WHILE CREATING AN **EXCITING NEW PUBLIC SPACE** AND ENCOURAGING **ECONOMIC VITALITY AND RECREATION** IN KIRKLAND.



THEN & NOW

Since as early as 1977, the City of Kirkland has envisioned a Cross Kirkland Trail that would run parallel to the active rail line. After extensive public outreach, the City Council adopted Kirkland’s 2009 Active Transportation Plan identifying the Cross Kirkland Corridor as the highest priority active transportation project. In April 2012, Kirkland purchased a 5.75 mile segment of the Eastside Rail Corridor from the Port of Seattle; the 44-mile corridor extends from Renton to Woodinville. Now, the City is actively embracing the community energy around the corridor’s future development as a multi-modal transportation corridor.

WHAT’S NEXT?

DRAFTING A MASTER PLAN The Cross Kirkland Corridor (CKC) Master Plan will establish the framework and key elements of a regional paved trail and a regional transit pathway along the corridor, the location of access points, types and locations of amenities, how road crossings are handled and other features. The development of a master plan will include a robust public involvement process, with multiple ways and opportunities to get involved. The Cross Kirkland Corridor Master Plan is now funded thanks to the passage of the parks levy (Proposition 2) in November 2012.

BUILDING AN INTERIM TRAIL Design is currently underway for construction of an accessible interim trail for pedestrians and cyclists. Extending from the South Kirkland Park and Ride at 108th Avenue NE to Totem Lake at 132nd Avenue NE, the Interim Trail will be constructed with all-weather crushed gravel. It will feature road crossings, signage and markings, and railing or fencing where needed. Design and environmental work will be completed in summer 2013.

BY THE NUMBERS

- 5.75 MILE SEGMENT
- 44 MILE EASTSIDE RAIL CORRIDOR
- 2 TRANSPORTATION HUBS
- 3 BUSINESS DISTRICTS
- 7 PARKS
- 8 OF 13 KIRKLAND NEIGHBORHOODS
- 9 SCHOOLS
- 60+ BUSINESSES
- 10,000+ EMPLOYEES

TIMELINE

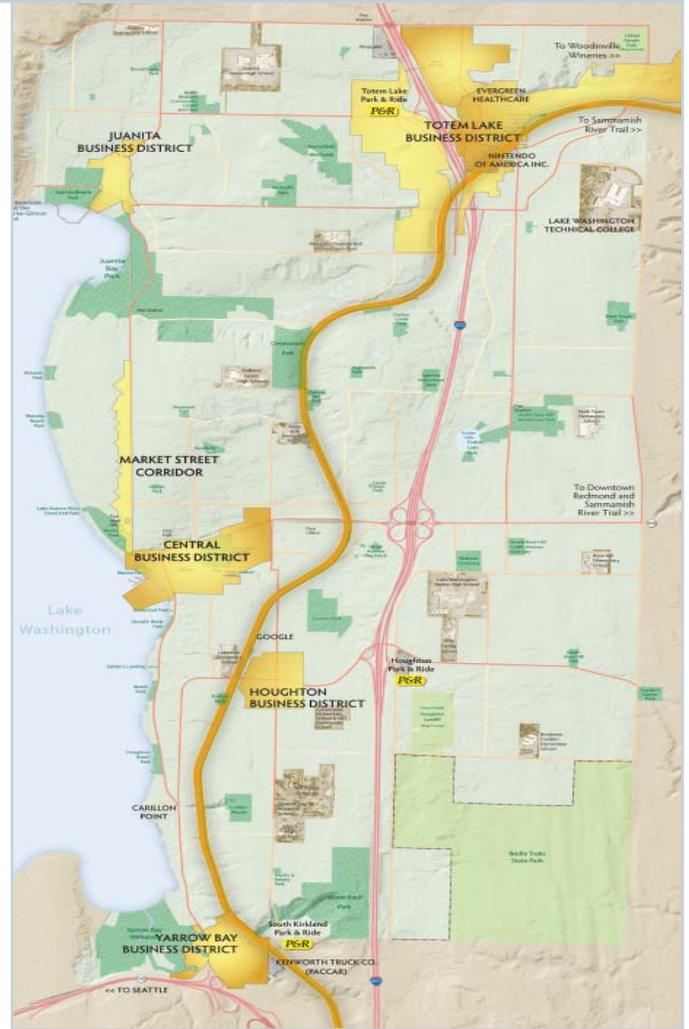


WHAT ARE THE BENEFITS OF THE CROSS KIRKLAND CORRIDOR?

CONNECTING RESIDENTS AND BUSINESSES Imagine employees bicycling or walking to work, or children walking from home to school, or from school to after-school activities. Imagine bus riders hopping on the corridor connecting to a refurbished SR 520, and going to work at one of Kirkland's many flourishing businesses.

ECONOMIC VITALITY The return on investment for Kirkland residents and the businesses that call Kirkland home is tangible. Recreational trails like the Connector buoy property values and accelerate property sales. They spur reinvestment in residential and commercial real estate. More than 60 businesses with over 10,000 employees currently border the corridor. The corridor has already been a key factor in Google's decision to expand in Kirkland and in the state of Washington. The corridor is expected to help existing businesses thrive, attract new businesses, and attract employees who value this type of community amenity.

PROVIDING OPTIONS The Cross Kirkland Corridor supports the City's long-term efforts related to providing transportation options that promote public health.



WE WANT TO HEAR FROM YOU!

Let's work together to design a Cross Kirkland Corridor that serves your needs and your vision for Kirkland's future.



WEBSITE www.kirklandwa.gov/Community/Cross_Kirkland_Corridor.htm



LISTSERV Visit the website to sign up for updates and announcements delivered via email.



EMAIL David Godfrey, Transportation Engineering Manager dgodfrey@kirklandwa.gov

You are also welcome to attend Transportation Commission meetings. The Cross Kirkland Corridor Master Plan is being guided by the Transportation Commission, which advises City Council on transportation policy. The Commission meets at 6 p.m. at City Hall on the 4th Wednesday of every month. Sign up for Commission updates and find out more at www.kirklandwa.gov

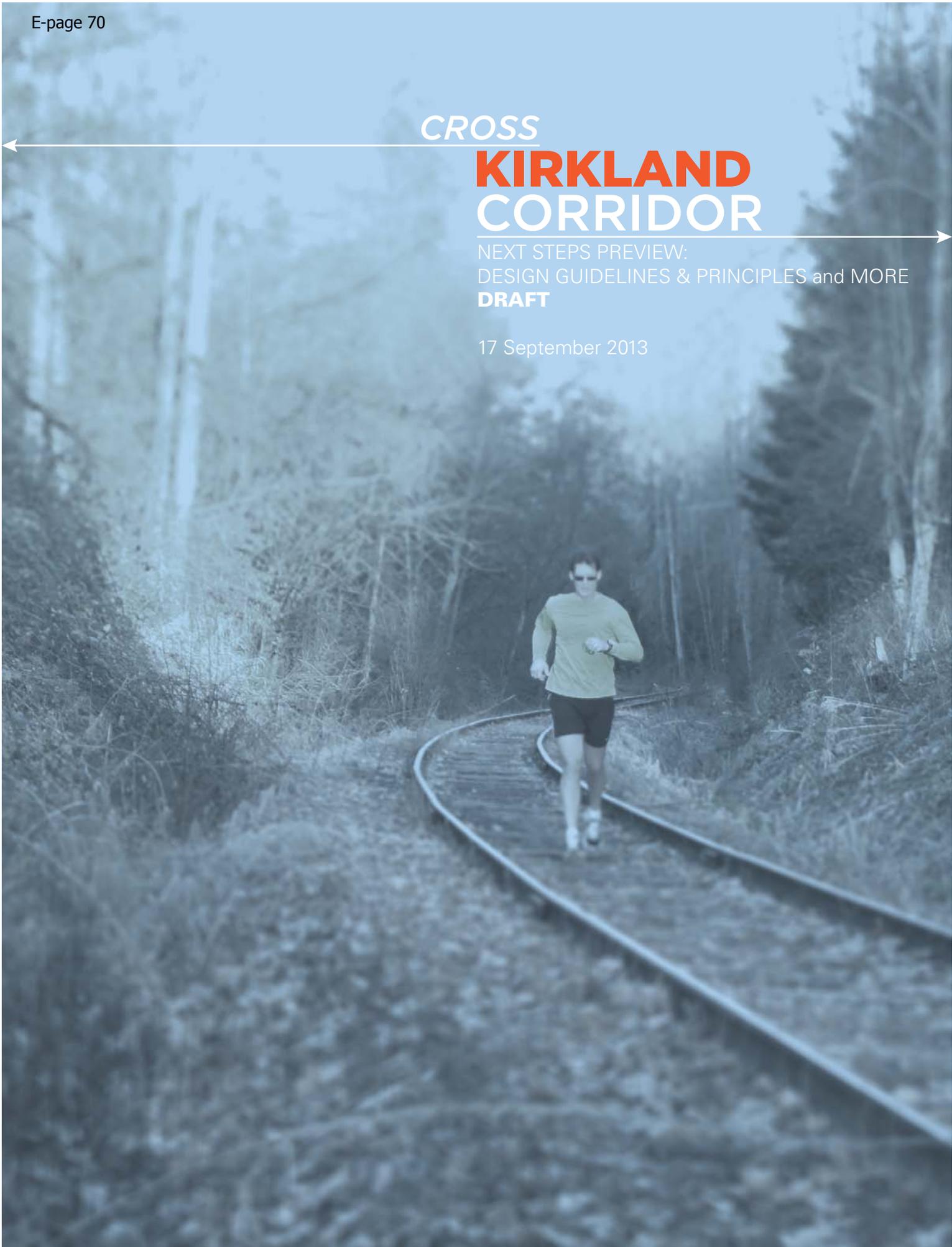


CROSS

KIRKLAND
CORRIDOR

NEXT STEPS PREVIEW:
DESIGN GUIDELINES & PRINCIPLES and MORE
DRAFT

17 September 2013



NEXT STEPS PREVIEW**DESIGN GUIDELINES & PRINCIPLES**

As the next steps of master plan development we will prepare design guidelines that will establish physical project parameters based on the overall vision and goals adopted for the corridor. This work will run through mid-October parallel to Task 6.0 - Conceptual/ Development Plan Alternative. This document is an outline of what the guidelines and principles will address as well as a preview of some of the work underway. Preface: This is very much an in-process document and work is subject to change!

**Trail Guidelines and Standards:**

We will be summarizing standards to be used on the corridor, acknowledging existing standards (city, county, AASHTO, NACTO) and noting our site-specific approaches to different areas.

(In progress:)**Trail Crossings: Best management practices to assure safe crossings as well as a vibrant cultural trail.****For trail crossings (of roads):**

Perpendicular crossings to minimize exposure to vehicles.

- 20-foot minimum clearance straight sections approaching crossings (chicanes are not encouraged).
- Sight distance: Optimize views of approaching traffic from trail.
- Provide clear edge definition at the point which a trail user enters a roadway and should be on high alert.
- Bike/pedestrian mixing/separations: Crossing may be designed to keep bikes and pedestrians separate but parallel, or create crossings as a mixing zone. This decision is influenced by adjacent conditions (if bikes and pedestrians are already separated). Preliminary reaction of the team is to mix bikes and pedestrians in intersections because trying to provide safe vehicular crossing while separating bikes and pedestrians would create too many movements to manage successfully.
- Use material colors and textures to create friction and alert trail users of intersections.
- Consider vertical and overhead elements to create visual friction and alert trail users of intersections.
- Consider grade separation scenarios as an alternative.

For trail access points (pedestrian):

- Improve access point to corridor from adjacent public realm (predominately ROW).
- Develop private corridor access approach, particularly for larger populations along the corridor, notably office parks.

For motorists:

- Sight distance: Use signage and vegetation management (pruning or removal) to warn motorists ahead of trail.
- Vehicle speed: Use traffic calming strategies near or approaching trail; consider center median and other elements that create friction and intuitively slow traffic.
- Use MUTCD guidelines and ADT to determine appropriate trail crossing strategies.

Typical Corridor Cross-Sectional Studies/ Typologies

The team will develop typical sections reflective of most corridor conditions (pinch points, cross slopes, etc.) to display different transportation uses, near term and long term. This may include light rail, bus rapid transit, bike and pedestrian users as well as existing and future utilities. These sections will be developed with and be reflective of alternative options.

Written and graphic guidelines will be developed for different typologies

The team will develop different narrative and/or graphic vignettes conveying approach to trail crossings and intersections; trail access points from adjacent right-of-way; trail access for adjacent properties; trailhead locations; typical trail material(s) and signage characteristics; approaches to lighting; typical fencing and railing needs; seating, parking, and public art and integration.

(In progress)

Parking: As we are developing a strategy for parking associated with the corridor, we are asking:

- How much parking, if any, do we want to address as part of the CKC project?
- What opportunities exist for shared parking reservoirs?
- Where might we want to consider parking?

Adjacent Development

We will make recommendations, at a conceptual level, on how adjacent development in near and long term can activate and address the corridor edge, possibly including architecture massing, setbacks and activation.

Beyond Guidelines and Principles

In addition to the work in Guidelines and Principles, we are beginning to generate a written narrative and guidance to shape the experience and aesthetic of the master plan as we move toward developing Task 6.0 - Conceptual/ Development Plan Alternatives.

Character zones

The corridor has several unique character zones (see Task 2.0 - Understanding the Corridor) as it passes through the city. These zones are not strictly bound by neighborhood and planning boundaries, but their characters provide a framework to build corridor character and identity.

For the purposes of this document we are submitting a very early framework for the "Buzz Zone" that has been accelerated in order to collaborate with the Google Development team:

Buzz Zone (*In progress*)

Buzz Zone influences:

- Uniquely located between the naturalistic sections of the Houghton Porch and Everest Edge, it is a contrast charged with both commercial and business activity.
- Enhance and create connections: The CKC will both enhance and forge new connections between the neighborhoods along its route. These connections will create a network of trails, streetscapes, and greenways that will tie the city to the corridor.
- Attitude: Home to Kirkland's industry, what was always an industrially inspired town is again home to the new industries shaping our world.
- Embrace contrast: In creating a corridor that will surprise and inspire people, it is important to embrace contrasts. With the many rich character zones along the corridor, the design will not simply seek to replicate a character, but seek opportunities to introduce contrasting elements. In doing so, the design will highlight the unique qualities of the space and create unexpected yet welcomed surprises along the corridor.
- Catalyst for commerce

NEXT STEPS PREVIEW

DESIGN GUIDELINES & PRINCIPLES

Character inspirations

- Cut orthogonal stone
- Complex wood product assemblies
- Mathematic formulas
- Code
- Contrast – crafted
- NOT tomorrow land!

Program

Art

- Ephemeral
- Integrated and permanent
- Limited stand-alone pieces

A place to create

- I leave something behind...ephemeral
- Engage...magnetic
- New media

Play (not playground)

- Integrated
- Limited structure interwoven into whole

Recreate/compete (shared space with Google)

- Bocce
- Climbing wall
- Ropes course (appropriate)
- Court

Escape

- Open space
- Eddies

Gateway

- To Buzz Zone
- Under, to Houghton, Everest, Moss Bay and Lakeview

Cross connection

- Through the campus

Commercial activation

- Edge condition: Engage the corridor
- CBD connector/integrator

Light!

- The active nature of this portion of the corridor suggests it is a unique opportunity for significant lighting as an attraction and for function; keep this section of the corridor vibrant and attractive well into evenings, year round.

Corridor ecology

- In the context of the whole corridor the Buzz Zone is a contrast to more naturalistic areas, with an emphasis on human activity. While ecology will be part of the buzz zone, it is not a dominant characteristic.

Trail Profiles at Buzz Zone:

Minimal trail conditions

- Primary trail: Shared-use trail (multi-use trail) – 16-foot total width (12+2+2), 12-foot minimum paved, greater at friction zones.
- Secondary trail: Adjacent – 8-foot minimum width, soft ADA trail or paved as appropriate.
- Fire lane: 20-foot minimum width with appropriate geometries. Achieved in tandem with either primary or secondary trail; variable surface as required to meet loading needs.

A Corridor of Deep Green

We will be expanding on opportunities to make the CKC the “the Greenest Corridor,” including:

- Identify sustainability metrics by which the corridor can be measured.
- Integrate stormwater management strategies and elements (identify opportunities).



CROSS KIRKLAND CORRIDOR

Final Stakeholder Interview Report

Prepared by:
Stepherson & Associates Communications
July 18, 2013



Introduction

The project team conducted 11 interviews with a cross-section of stakeholders to identify the ideas, opportunities, needs, and concerns related to the Cross-Kirkland Corridor (CKC). Interviews were conducted early in the master planning process to ensure the team was aware of and understood stakeholder views and opinions prior to developing any concepts or alternatives for the CKC.

Interview results will be used by the project team to inform the master plan and to ensure that the public involvement plan reflects the community's needs and effectively engages all stakeholders and the public.

Topic Guide

An interview topic guide was developed to ensure all desired topics were covered and that interviewees were asked the same questions. The topic guide asked questions to better understand stakeholders' familiarity with and interest in the corridor, their perceptions about opportunities within the corridor, and about the best ways to keep them and the community involved in the master planning process. While the topic guide was intended to structure stakeholder discussions, interviewees offered other comments as well. A copy of the topic guide is provided in Appendix A of this report.

Interviewees

A list of potential interviewees was developed to ensure that a representative cross-section of corridor interests were included in the interviews. Representatives, from neighborhood associations, businesses, advocacy groups, educational institutions, and government were invited to participate in an interview. The following organizations were invited to participate in an interview:

- Central Houghton Neighborhood
- Everest Neighborhood
- Highlands Neighborhood
- Astronics
- Evergreen Hospital
- The Heathman Hotel
- NYTEC
- CamWest
- Eastside Trail Advocates
- Kirkland Greenways
- Lake Washington Institute of Technology
- Lake Washington School District
- Kirkland Planning Commission
- Kirkland Park Board
- Muckleshoot Indian Tribe

Results

Eleven of the 15 organization contacted agreed to participate in the interviews. Interviews were conducted between June 18 and July 9, 2013. Interviews were conducted in person by Chris Hoffman of Stepherson & Associates and typically lasted between thirty minutes and an hour. Interviews were conducted in person with the exception of one phone interview. A summary of the interviews, which identifies common themes and key results, is provided below. The **bold type** corresponds to the specific questions that were asked during the interviews.

About the Interviewees

All interviewees were **familiar with the Cross Kirkland Corridor**, and a majority of them were very familiar with it. Their familiarity stemmed from participating on the City of Kirkland Business Roundtable, adopting segments of the corridor, using the corridor, and being involved in previous planning stages.

Interviewees had a range of expectation for the master plan, including that it:

- Will help to promote Kirkland and set the stage for a new amenity for Kirkland
- Will set a clear framework for the short-, mid-, and long-term development, operation, and maintenance of the corridor
- Recognize the corridor as a transportation option, and not just a recreational opportunity
- Be user-friendly but have data and analysis for those who are interested
- Be integrated into the City's transportation and economic development plans
- Have a vision and steps necessary to achieve it, with recommended priorities
- Be clear about light rail/transit

Interviewees had a variety of responses about **how the results of master plan will affect their organizations**. Key among them were that it will:

- Have a positive impact to our organization
- Provide transportation and recreational benefits, and access to all of Kirkland
- Provide connections to other key parts of the community (beaches, parks, businesses, schools) and gathering opportunities
- Address all road crossing and ensure they are safe and pedestrian-friendly
- Remove barriers to children getting to school by active transportation

About the Master Plan

This section summarizes interviewee responses to a number of questions about the master plan.

Interviewees identified a number of **interests regarding the corridor**. The primary interest among all interviewees was the trail. Interviewees made a number of comments about the trail, which included:

- The trail should be well-marked and easy to find for residents and out of town visitors alike
- The trail should be a place that the whole family can safely enjoy

- Providing connections to neighborhoods and businesses
- Separating bikes from pedestrians and fast bikers from slow bikers
- Making the trail safe (call boxes)

Other common themes for interests included:

- Making it a multi-modal corridor
- Transit and light rail
- Rezoning to encourage trail-oriented development
- Provide economic benefits to the Totem Lake Mall.

When asked about a **future vision for the corridor** the most common responses given by interviewees were:

- A trail with easy access
- A safe walking path with connections to the community
- A corridor that can be used for events and parades and that helps give Kirkland its identity
- A multi-modal transportation resource
- The community's spine that provide connections within the City
- Local pockets of interest
- Maximizing the entire corridor – more than a trail
- Looking beyond Kirkland's portion of the corridor -- connecting to Bellevue, Woodinville, and other communities in the region

When asked what they thought what was the **biggest opportunity presented by the corridor**, interviewee responses highlighted the following:

- An urban wilderness and connections to nature
- A linear garden
- Attract businesses and spur economic development
- Creating a new north-south transportation corridor
- Make it unique (Kalakala Ferry superstructure as a gateway)
- Inspire interest and use by making small places of interest
- Outdoor recreation
- Transit
- Access and connections

Interviewees were asked if the corridor should incorporate particular themes or concepts. The most common responses included:

- A native northwest forest in more natural sections
- Views and a wide open feeling
- Don't try to fit into what exists today; think about tomorrow and go with a strong vision

- Adopt personalities of different sections
- Different activities: gardens, beach volleyball, plantings, resting areas, access to commercial areas
- Reflect the corridor's (and Kirkland's) history

Interviewees identified a number of **other corridors they have seen or visited that they view as successful** or worthy examples. These included:

- The Burke Gilman Trail (goes through interesting places; would want separated bike and pedestrian trails)
- The Detroit Greenway, Detroit, MI (fast and slow lanes for bikes)
- UC Davis Greenbelt, Davis, CA (lots of connections)
- The Camino De Santiago, in Northern Spain (branding)
- The Sammamish River Trail (connections to businesses)
- Wissahickon Valley Park Trail (Forbidden Drive), Philadelphia, PA
- The Highline New York, NY (you can have open space anywhere)
- Sunriver, OR (network of bike trails separated from traffic)

The most prevalent responses to the question, **what are the most important issues to be addressed by the master plan**, were:

- The long-term maintenance and operational costs of the corridor
- Use technology to create interest and interpret history of the corridor and Kirkland
- Serving the competing interests; address controversies head on
- Road crossings (safety)
- Totem Lake area
- Consider connections to all of Kirkland, including I-405 crossings (need to improve these as they are not adequate or ADA compliant)
- The current legal hurdle
- Funding: consider forming a special district to help fund improvements (property owners whose values increase as a result of the trail need to help fund it)

Interviewees identified **other factors that may affect the outcome of the master plan**. The most common factors identified were:

- Budget and funding, specifically the State Transportation Budget
- Sound Transit, and ST3
- The high standard for safety that must be obtained in the public domain
- Litigation
- Development that could take place in the interim and that may not be consistent with the vision for the corridor
- Making sure we inform people, so there aren't surprises at the end of the process
- Corridor abutters, who may not want increased use, specifically transit

About Staying Involved

This section summarizes interviewee responses to questions about staying involved in the master planning process.

Interviewees identified a number of ways to **best keep them informed and involved** during the master planning process. These included:

- Listservs (but need to consolidate lists and use it more regularly and strategically)
- Local media
- Neighborhood associations and the Kirkland Alliance of Neighborhoods
- Large events
- Events on the corridor with entertainment and food trucks
- Business Roundtable
- Website
- Large outdoor signage
- Youtube videos
- Booths at events and festivals
- Chamber of Commerce

All interviewees said **they plan on being involved through the planning process**. When asked if there are **other organizations that should be involved**, interviewees made the following suggestions:

- Commercial and residential developers
- Teen Centers; schools
- Kirkland Heritage Society
- Bicycle coalitions
- PTA's
- King County Conservation Voters

When asked **how public input should influence decisions** related the master plan, interviewees said the following:

- Listen to all input but make decisions based on the greater good; don't give in to the loudest voices
- Don't try to make everyone happy
- Embrace everything that is said but you will have to make choices; explain why and why not you address input
- Involve people early and then provide options for the public to react to
- Look for general trends in what you hear, show what it could look like and explain why decisions were made

Interviewees made the following observations when asked if there was **anything else we should consider in the planning process**:

- Communicate the schedule
- Ask kids “what is missing in their lives?”
- Don’t passively “decorate” the corridor
- Consider how it fits in the 2035 plan and how it influences that picture
- Be thoughtful and careful with concepts and how they might influence surroundings, especially in neighborhoods
- Provide regular updates
- Consider a bikeshare program
- Keep it simple and affordable; we don’t want something we can’t afford
- Through rezoning, encourage businesses and property owners to reorient building towards the corridor

Interviewee responses to an inquiry if they had **any questions they’d like to ask** included:

- Will there be a version of the plan that does not include transit?
- How will construction be funded? Will there be another levy?

Appendix A – Interview Topic Guide

Cross Kirkland Corridor Master Plan Interview Topic Guide

Introduction

Since the 1990s, the City of Kirkland had envisioned a Cross Kirkland Trail, a facility for bicycle and pedestrian transportation that would be parallel to Eastside Rail Corridor’s active rail line. That vision soon became a possibility through the 2008 sale of the Woodinville subdivision from the Burlington Northern Santa Fe Railroad to the Port of Seattle, placing the Eastside Rail Corridor (between Snohomish and Renton via Kirkland) into public ownership. The Kirkland City Council and Transportation Commission moved quickly to identify and articulate the citizen’s interests and priorities for the rail corridor, by issuing an “Interest Statement” based on an extensive public involvement effort. On April 13, 2012, the City of Kirkland closed a five million dollar purchase from the Port of Seattle for a 5.75 mile portion of the line. Today, the opportunity of a lifetime exists for the City of Kirkland to implement the citizens’ vision for a welcoming, transportation-oriented facility for pedestrians and bicyclists, coupled with a high-capacity transit system that connects Kirkland to the region. The Cross Kirkland Corridor Master Plan process and resulting plan will provide an engaging common vision that builds excitement for the corridor.

We are beginning the planning process by conducting a series of interviews with a broad spectrum of corridor interests in order to fully understand those interests and to incorporate and address the ideas, questions, and concerns into the corridor plan and design – specifically how the corridor will look, function, and feel.

Questions

About you

1. Name of stakeholder:
2. Do you represent an organization as you provide input on the Cross Kirkland Corridor Project? If so, what organization?
3. What is your history and relationship to the Cross Kirkland Corridor?
4. How familiar are you with the Cross Kirkland Corridor?
5. What are your expectations for the master plan?

6. How will the results of the master plan affect you/your organization?

About the Project

7. What are your main interests with regard to the corridor (trail, bicycling, walking, arts, open space, transit, tourism, etc.)?
8. Do you have a future vision for the Cross Kirkland Corridor? How should it serve Kirkland residents and/or the region into the future?
9. What is the biggest opportunity presented by the corridor? Is there one big idea that should be captured in the master plan?
10. Are there particular themes or concepts that should be incorporated into the corridor's design? Are there different themes or concepts to consider for different sections of the corridor?
11. Is there an example of your idea anywhere in the world that you have seen or visited that you dream of this corridor resembling? What specific features, character elements, or experiences are special about it that you would like to include in this corridor?
12. In your opinion, what is/are the most important issue(s) to be addressed by the master plan? What is your/your organization's level of concern with this/these issue(s) (Low, Moderate, High)?
13. What other factors are you aware of that may affect the outcomes of the Master Plan (i.e. funding constraints, other City priorities, etc.)?

About staying involved

14. What are the best ways to keep you informed and involved during the master plan? Are there particular ways to effectively involve the community?
15. Do you plan on being involved throughout this process?
16. Are there other people/organizations you think we should talk to at this point in the planning process?
17. In your opinion, how should public input influence any decisions related to the Cross Kirkland Corridor Master Plan?
18. Is there anything else you think we should consider in the planning process?
19. Do you have any questions you'd like to ask us?



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: Tracey Dunlap, Director of Finance & Administration
Kathi Anderson, City Clerk

Date: September 5, 2013

Subject: PRESENTATION OF WASHINGTON COALITION FOR OPEN GOVERNMENT
(WCOG) KEY AWARD

RECOMMENDATION:

City Council accepts the Key Award presented by Washington Coalition for Open Government.

BACKGROUND DISCUSSION:

At its July 16, 2013 meeting, the Kirkland City Council adopted a Public Disclosure Ordinance and approved updated Public Records Act Rules to further define the City's process to help ensure compliance with the Public Records Act and to prevent excessive interference with other essential functions of the agency. The Washington Coalition for Open Government (WCOG), at the most recent meeting of its board of directors, voted unanimously to present its "Key Award" to the City of Kirkland in recognition of adoption of the City's comprehensive and innovative new public records ordinance and rules. The Key Award is presented by WCOG to recognize individuals or organizations that have made a notable contribution for the cause of open government. The award is presented to the entire city rather than any individual or group, because of the large number of people involved in the project. WCOG will issue a news release announcing the award, distribute it to news media statewide, and include it on the Awards page of the WCOG web site.

WCOG is an independent non-partisan non-profit organization founded in 2002 by a group of individuals representing organizations with a broad spectrum of opinions and backgrounds, all dedicated to the principles of strengthening the state's open government laws and protecting the public's access to government at all levels.

**PETITION AGAINST
CITY OF KIRKLAND EMERGENCY SEWER PROGRAM
REPRESENTING HOMEOWNERS IN AREA 4**

- We acknowledge that the installation of a sewer line has its benefits to some residents, but not those that will be impacted by the exorbitant cost that is being proposed as the responsibility of the homeowners.
- Residents on 108th Ave have been living there an average of ²⁷15+ years without any major septic issues.
- If the septic tank did fail and had to be replaced, it would be at far less a cost than what the City is proposing as the cost for homeowners (\$40,000 plus). An estimate for septic tank replacement of similar size properties is \$10-\$15,000.
- We find it unfair that we have to pay for infrastructure costs of sewer lines given that they will be utilized far beyond the years of our use. Infrastructure for other services such as gas, water, electricity, cable, etc. are not borne by the homeowner; only the hook up from the residence. (What is the history or precedence of other residents in Kirkland paying for the infrastructure costs of the sewer lines?)
- A sewer line in Area 4 primarily benefits five parcels owned by the City of Kirkland; parcels that were purchased with our taxpayer dollars. The proposed sewer line impacts 3 other residences.
- There is no direct monetary benefit to our homes, now or in the event of a future sale.
- The proposed expense of the system would cost each homeowner approximately \$350+ a month in loan repayment plus the monthly cost of sewer service. This amount would place an undue financial burden on us as homeowners, and would likely cause many of us to sell our homes and also diminish the value of our homes with the placement of a lien in the event of a sale.

Our signatures below represent our agreement that we do not want a sewer line in Area 4.

Property 11631:

Homeowner name	Signature	Date	Years in Residence
GEEGEE SUNDBY J. DAVID SUNDBY		8/26/13	37 years

Property 11633:

Homeowner name	Signature	Date	Years in Residence
LAMBA L JALOBSEN		8.26.13	27 yrs.

Property 11643:

Homeowner name	Signature	Date	Years in Residence
Julie Brand		9/4/13	17 years



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

MEMORANDUM

Date: September 5, 2013

To: Kurt Triplett, City Manager

From: Paul Stewart, Deputy Planning Director

Subject: Special Presentation on the Growing Transit Communities Strategy

Recommendation

Staff recommends the City Council receives a special presentation from Puget Sound Regional Council (PSRC) staff on the Growing Transit Communities Strategy.

Background

The Puget Sound region was awarded a \$5,000,000 regional planning grant from the U.S. Department of Housing and Urban Development to develop best practices and recommendations to implement the region's long range plans (e.g. VISION 2040).

A Growing Transit Communities (GTC) Partnership was formed to look at study areas within 16 cities and Snohomish, King and Pierce Counties along the region's three light rail corridors. Kirkland was not involved in the partnership since there are no currently adopted plans for light rail to Kirkland. However, the results and recommendations coming out of this effort are intended to apply to other potential high capacity corridors.

On July 12, 2013 the GTC Oversight Committee approved the Growing Transit Communities Strategy. A memo from PSRC staff Michael Hubner, Principal Planner and Mary Pat Lawlor, Principal Planner is attached. This memo explains the purpose of the partnership effort and includes an *Executive Summary* (Attachment A) and the *Regional Compact* (Attachment B). Mr. Hubner and Ms. Lawlor will present an overview of the GTC Strategy at the September 17 Council meeting. Information on the full *Strategy* is available online at <http://www.psrc.org/growth/growing-transit-communities>.

No action by the Council is requested at this time. In the future, PSRC staff will be reaching out to current and potential partners (including Kirkland) toward broad endorsement of the GTC Compact.

Attachments

- PSRC Memo
- A. GTC Strategy Executive Summary
- B. GTC Compact

**DISCUSSION ITEM**

September 17, 2013

To: Kirkland City Council**From:** Michael Hubner, Principal Planner, PSRC and Mary Pat Lawlor, Principal Planner, PSRC**Subject:** **Growing Transit Communities Strategy**

In October 2010, the region was awarded a \$5,000,000 regional planning grant from the U.S. Department of Housing and Urban Development through the Federal Partnership for Sustainable Communities to support a multi-year program called the *Growing Transit Communities Partnership* (GTC). The purpose of the grant has been to convene a wide variety of public and private community stakeholders to develop best practices and recommendations to address some of the greatest barriers to implementing the region's framework growth plans—VISION 2040, Transportation 2040, and the Regional Economic Strategy—and securing equitable outcomes for all of the region's communities.

The three-year grant is now in its final phase. Through a data-driven 18-month process involving monthly task force meetings, guidance from steering committees, consultant support, and continuous public review and comment, the GTC Partnership has developed recommendations for best practices and new tools and resources to address three overarching goals:

- Attract more of the region's residential and employment growth near high-capacity transit
- Provide housing choices affordable to a full range of incomes near high-capacity transit
- Increase access to opportunity for existing and future community members in transit communities

As defined in the grant work program, the GTC Partnership initially considered 74 transit community study areas along the region's three long-range light rail corridors identified in Transportation 2040. This includes sixteen cities (Everett, Lynnwood, Mountlake Terrace, Shoreline, Seattle, Mercer Island, Beaux Arts, Bellevue, Redmond, Tukwila, SeaTac, Kent, Des Moines, Federal Way, Fife, and Tacoma) and three counties (Snohomish, King, and Pierce). However, the recommendations from this work are intended to apply to both these and other high-capacity transit corridors in the region, including commuter rail, streetcar, bus rapid transit, and others.

On July 12, 2013, the GTC Oversight Committee approved the *Growing Transit Communities Strategy*, a keystone product of the work conducted under the Sustainable Communities grant. Attachment A contains an Executive Summary of this document. Information on the full *Strategy* is

available online at <http://www.psrc.org/growth/growing-transit-communities>. The *Strategy*, which furthers each of the program goals, consists of three components.

A *Regional Compact* affirms the diverse partners' support for the work, and a commitment to work toward regional goals. See attachment B. The compact calls for a continuing regional effort involving the region's diverse partners beyond the life of the grant, and clearly recognizes an acute need for additional resources to maintain and expand public transportation, as well as resources and tools to create and preserve affordable housing. The compact does not obligate partners to implement all recommendations, but rather to consider and adopt tools that fit best with community or organizational needs and available resources. Cities that are now or may be in the future served by high-capacity transit, including the City of Kirkland, are encouraged to take formal action to endorse the Compact.

Recommended Strategies and Actions, a toolkit of 24 recommended strategies with 204 implementing actions organized under eight broad implementation approaches, is intended to provide a menu of potential actions that partners throughout the region, including PSRC, local governments, transit agencies, and non-governmental stakeholders, should consider and take over time to make progress towards the goals. Among the project partners there is mutual understanding that some tools may work in some locations, and that each partner retains flexibility and discretion in pursuing the strategies that will work best in specific locations.

Individual Work Plans, which are local government, agency, or organization specific work plans, developed individually, in consultation with PSRC staff, and defining short- and medium-term actions that can implement the *Strategy*. It is anticipated that comprehensive plan updates, next due for King County jurisdictions in 2015, are among the opportunities for integrating recommendations from the Growing Transit Communities work.

During fall 2013 and beyond, PSRC staff will be reaching out to current and potential partners throughout the region to provide the latest information on the *Growing Transit Communities Strategy* including the work of PSRC to implement its recommendations. Staff will work regionally and locally toward broad endorsement of the *Compact* and adoption of individualized *Work Plans*.

For more information, please contact Ben Bakkenta, Program Manager at (206) 971-3286 or bbakkenta@psrc.org, Michael Hubner, Principal Planner at (206) 971-3289 or mhubner@psrc.org, or Mary Pat Lawlor, Principal Planner at (206) 971-3272 or mlawlor@psrc.org.

Attachments: A - *Growing Transit Communities Strategy Executive Summary*
B - *Growing Transit Communities Compact*



Growing Transit Communities Strategy

Executive Summary

Our region has a shared vision for a sustainable future that will benefit our people, our prosperity, and our planet. VISION 2040, the central Puget Sound region's long-range plan for growth, transportation, and economic development, describes the commitments, actions, and stewardship needed over many decades by many stakeholders to achieve far-reaching goals. As the region grows to 5 million people—a more than 30 percent increase—by the year 2040, a key goal calls for growth within existing urban areas and especially in compact, walkable communities that are linked by transit.

The region's recent commitments to invest over \$15 billion in high-capacity transit (light rail, bus rapid transit, express bus, streetcar, and commuter rail) present an once-in-a-lifetime opportunity to locate housing, jobs, and services close to these transit investments, and to do so in a way that benefits surrounding communities. A region-wide coalition of businesses, developers, local governments, transit agencies, and nonprofit organizations—the Growing Transit Communities Partnership—spent three years working together to create solutions that will encourage high-quality, equitable development around rapid transit.

The Challenges

Growth, as envisioned in VISION 2040, should benefit all people by increasing economic development and access to jobs, expanding housing and transportation choices, promoting neighborhood character and vitality, and improving public health and environmental quality. But, this is easier said than done. In particular, this growth may magnify several challenges currently facing the region:



Living in and working in walkable, transit-served communities. Recent market studies show that there is significant unmet demand for housing and jobs located within walking distance of transit. Many people want to live and work in compact, complete, and connected communities, but investments in transit and in transit station areas have fallen behind. Attracting growth to transit communities will require policies to encourage more housing and jobs near transit along with investments in the infrastructure and services for a growing population.



Housing choices for low and moderate income households near transit. Forty-three percent of the region's households make less than 80 percent of the area median income. However, most new market-rate housing that is accessible to transit is unaffordable to these households. With new investment in transit communities, many lower-cost units are at risk of displacement. For the lowest income households, many of whom are transit dependent, the supply of subsidized housing is far short of the need. Building mixed-income communities that meet these needs will require improved strategies to minimize displacement, and preserve and produce diverse housing types affordable to a full range of incomes.



Equitable access to opportunity for all the region's residents. Analysis of indicators across the region reveals that too many people do not have access to education, employment, mobility, health, and neighborhood services and amenities. These community resources are the building blocks that create the opportunity to succeed and thrive in life. Transit communities, with their access to the region's jobs, institutions, and services are critical focal points for achieving greater equity for the region's diverse residents. As these communities grow through public and private investment, equitable development will require targeted community improvements and strategies to connect existing and future residents to greater regional resources.

Why Now?

In the last decade, central Puget Sound voters have approved a series of high-capacity light rail and other transit investments—a commitment of approximately \$15 billion—that will serve the region’s most densely populated and diverse communities for decades to come. These investments present an once-in-a-lifetime opportunity to support and improve existing communities and meet regional goals through strategies to make great places for people to live and work. In order to do this, the region must:

Leverage transit investment to build sustainable communities. Transit investments, such as light rail, streetcars, commuter rail, and bus rapid transit, create value by connecting communities to the larger region. Transit communities are the best opportunity for the region to become more sustainable, prosperous, and equitable.

Create new resources and tools. Current resources available to governmental and non-governmental agencies alike are not enough. New tools and funding sources will be necessary to meet infrastructure, economic development, housing, and other community needs.

Work together across the region and across sectors. It will take collaboration among a wide spectrum of public, private, and nonprofit agencies and organizations working together to promote thriving and equitable transit communities. There are roles for everyone in this process.



The Strategy

How will this all be accomplished? The Growing Transit Communities Strategy calls for regional and local actions that respond to the challenges and opportunities in transit communities and represent major steps toward implementing the growth strategy in VISION 2040. The Strategy was developed by the Growing Transit Communities Partnership, an advisory body of various public, private, and nonprofit agencies and organizations working together to promote successful transit communities. The Partnership, which is funded by a three-year grant from the federal Partnership for Sustainable Communities and is housed at the Puget Sound Regional Council, established three main goals for the Strategy:

- *Attract more of the region’s residential and employment growth near high-capacity transit*
- *Provide housing choices affordable to a full range of incomes near high-capacity transit*
- *Increase access to opportunity for existing and future community members in transit communities*

Recommended Strategies and Actions

Twenty-four strategies, guided by a People + Place Implementation Typology, constitute the “playbook” for the Growing Transit Communities Strategy. From overarching regional approaches to local and individual actions, together these provide a set of coordinated steps toward ensuring a prosperous, sustainable, and equitable future.

The Strategy presents 24 strategies recommended by the Growing Transit Communities Partnership and includes specific actions for PSRC, transit agencies, local governments, and other regional partners. The recommendations address the three main goals for transit communities. As a whole, the strategies are a call to action for partners across the region to redouble efforts to create great urban places and build equitable communities around transit. Fully recognizing the strong policy

foundation embodied in regional and local plans, as well as the innovative work in implementing those plans to date, the Partnership makes these recommendations as a challenge to do more than is being doing today.

The Growing Transit Communities Recommended Strategies and Actions fall into four groupings:

The **Foundation Strategies** recommend a regional and local framework for ongoing work to support transit communities. Modeled on the relationships and values at the heart of the Growing Transit Communities Partnership, these strategies envision an ongoing regional effort involving a variety of partners and community members in decision making and implementation at all levels.

The **Strategies to Attract Housing and Employment Growth** recommend actions to make great urban places that are attractive to households and businesses, remove barriers to development, and support development in emerging markets.

The **Strategies to Provide Affordable Housing Choices** recommended actions to define and quantify housing needs, preserve existing affordable housing and supply new housing choices, and capitalize on the value created by the private market—enhanced by transit investments—in order to achieve the broadest range of affordability in transit communities.

The **Strategies to Increase Access to Opportunity** recommend actions to understand regional disparities in access to opportunity, identify existing and potential new resources and tools to meet community needs, and build support for equitable opportunities through education, coalitions, and leadership.



1. Establish a regional program to support thriving and equitable transit communities
2. Build partnerships and promote collaboration
3. Engage effectively with community stakeholders
4. Build capacity for community engagement
5. Evaluate and monitor impacts and outcomes



6. Conduct station area planning
7. Use land efficiently in transit communities
8. Locate, design, and provide access to transit stations to support TOD
9. Adopt innovative parking tools
10. Invest in infrastructure and public realm improvements



11. Assess current and future housing needs in transit communities
12. Minimize displacement through preservation and replacement
13. Direct housing resources to support transit-dependent populations
14. Implement a TOD property acquisition fund
15. Expand value capture financing as a tool for infrastructure and affordable housing
16. Make surplus public lands available for affordable housing
17. Leverage market value through incentives
18. Implement regional fair housing assessment



19. Assess community needs
20. Invest in environmental and public health
21. Invest in economic vitality and opportunity
22. Invest in equitable mobility options
23. Invest in equitable access to high quality education
24. Invest in public safety in transit communities

Successful implementation will require shared commitment and collaboration among governments, major stakeholders, and community members. There are roles for many different regional and local partners, each with a distinct jurisdiction, authority, and mission. Consistent with those roles, all are asked to use the Recommended Strategies and Actions as a “playbook” for taking action to advance the regional vision of creating thriving and equitable transit communities in a manner that is a best fit to each community.

People + Place Implementation Typology

No two transit communities are alike. Accordingly, there is no one-size-fits-all approach to the strategies that will help a transit community thrive and grow with equitable outcomes for current and future community members. The Strategy presents the People + Place Implementation Typology as a regional framework for local implementation. Working with stakeholders from each of three major light rail corridors, the Partnership analyzed conditions in 74 study areas as a basis for a set of locally tailored recommendations. Based on indicators of the physical, economic, and social conditions in each transit community, the results of this typology exercise suggest eight Implementation Approaches. Key strategies and investments address the needs and opportunities in different communities, while also advancing regional and corridor-wide goals. The Implementation Approaches and typology analysis are intended to complement and inform existing regional and, especially, local plans as they are implemented, evaluated, and refined in the coming years.



The Next Steps

The Growing Transit Communities Strategy includes a three-part implementation plan to promote thriving and equitable transit communities in the central Puget Sound region. The **Regional Compact** affirms the support of a variety of partners from throughout the region for the Partnership’s work and a commitment to work toward regional goals by implementing the Strategy. The **Typology and Recommended Strategies and Actions**, as described above and detailed in the body of this report, include eight implementation approaches, 24 recommended strategies, and corridor specific priorities that will guide an evolving approach to transit communities. The **Individual Work Plans** are local government, agency, or organization specific work plans, to be developed individually and in consultation with PSRC staff, which define short- and medium-term actions that can implement the Strategy. The nature and format of the Individual Work Plans will vary to reflect the diversity of public and private partners, legislative and decision-making processes, and actions adopted.



By working together, the central Puget Sound region can achieve its vision for a sustainable future that advances our people, our prosperity, and our planet. The Growing Transit Communities Strategy lays out essential tools and actions to get us there.



September 2013. For more information on the Growing Transit Communities Strategy, please visit www.psrc.org.



Growing Transit Communities Compact

Preamble

VISION 2040 was approved as the central Puget Sound region's plan for sustainable development following a broad-based, collaborative planning process. Central Puget Sound region voters also approved a series of high-capacity light rail and transit projects—a commitment of approximately \$15 billion—that will serve the region's most densely populated and diverse communities for decades to come. These investments present a once-in-a-lifetime opportunity to shape the region's urban form and ensure that transportation improvements support sustainable development and foster vibrant, healthy neighborhoods for all.

Recognizing what this unprecedented opportunity means for the region and its residents, a broad coalition of stakeholders came together to identify what will be needed to create the sustainable, equitable communities envisioned in the region's plans. The result was the Growing Transit Communities Partnership.

The Partnership produced the Growing Transit Communities Strategy as a tool to implement VISION 2040 and local comprehensive plans adopted under the state Growth Management Act, and which is supported by this Compact. Its goals and recommendations are wide-ranging, developed with the recognition that some tools and approaches may work in some locations but not in others, and that each partner retains flexibility and discretion in pursuing the strategies most appropriate to local needs and conditions. However, the envisioned outcomes, consistent with VISION 2040, require an ongoing dedicated partnership of many interests, including cities, counties, transit agencies, businesses and employers, housing authorities, public health agencies, affordable housing providers, educational institutions, community-based organizations, and development interests.

And while the Compact is not legally binding and does not mandate adoption of any particular policies or actions, it expresses the need for many and diverse partners to work together over time to achieve its goals, recognizing that opportunities for success cannot be achieved unless we work together.

Therefore, as signatories to the Compact, we commit ourselves to working in partnership to achieve the goals and strategies in this Compact, while respecting the diversity of interests, perspectives, and responsibilities throughout the region.

Whereas the central Puget Sound region has adopted VISION 2040, with the following vision statement:

Our vision for the future advances the ideals of our people, our prosperity, and our planet. As we work toward achieving the region's vision, we must protect the environment, support and create vibrant, livable, and healthy communities, offer economic opportunities for all, provide safe and efficient mobility, and use our resources wisely and efficiently. Land use, economic, and transportation decisions will be integrated in a manner that supports a healthy environment, addresses global climate change, achieves social equity, and is attentive to the needs of future generations.

and;

Whereas the central Puget Sound region is expected to add 1.3 million people and 1.1 million jobs by the year 2040; and

Whereas VISION 2040 includes among its goals (1) maintaining a prosperous and sustainable regional economy by supporting businesses and job creation, investing in all people, sustaining environmental quality, and creating great central places, diverse communities, and a high quality of life, and (2) focusing growth within already urbanized areas to create walkable, compact, and transit oriented communities, and (3) meeting housing needs through preservation and expansion of a range of affordable, healthy and safe housing choices; and

Whereas the voters of the central Puget Sound region have committed to a \$15 billion investment in light rail, commuter rail, bus rapid transit and local streetcar service that creates a once-in-a-lifetime opportunity to plan for and support the growth of communities near high capacity transit; and

Whereas in 2010 the region adopted Transportation 2040, a long-range transportation plan designed to implement VISION 2040 that calls for implementation of an aggressive transit strategy to keep up with increasing population and employment growth, including completion of Sound Transit 2 projects, additional Link light rail extensions to Everett, Tacoma, and Redmond, and local transit service increases of more than 100 percent in peak periods and over 80 percent in off-peak periods; and

Whereas The Regional Economic Strategy recognizes that transportation investments must address the diverse needs of the region's economy and support key employment sectors, provide more convenient and varied transportation options, and improve travel reliability to maintain and enhance quality of life in the region for workers and support local businesses; and

Whereas approximately 45% of households currently residing in proximity to existing and planned light rail corridors are moderately or severely housing cost burdened; and

Whereas current income distribution for the region shows 13% of households earn between 0-30% of the area median income, 12% of households earn between 30-50% of the area median income, and 18% of households earn between 50-80% of the area median income; and

Whereas new market-rate housing trends and subsidized housing resources are not providing sufficient housing choices in transit communities for households earning under 80% of the area median income; and

Whereas the combined cost burden of housing plus transportation can be substantially reduced by locating affordable housing opportunities in proximity to transit; and

Whereas the report “Equity, Opportunity, and Sustainability in the Central Puget Sound Region” identifies a widespread pattern within the region of unequal household access to educational, economic, transportation, environmental health, and neighborhood resources; and

Whereas many communities that are now or may be served by high-capacity transit are home to low-income and minority households and small locally- and minority-owned businesses that are at a potentially higher risk of displacement due to a range of factors; and

Whereas transit-oriented development is a land use pattern with many social, economic, and environmental benefits, including more sustainable and efficient use of urban land, support for regional and local economies, reduced combined housing and transportation costs per household, and improved access and mobility for residents; and

Whereas the Growing Transit Communities Partnership, a diverse coalition of governmental and nongovernmental partners, was funded by a grant from the federal Partnership for Sustainable Communities for the express purpose of helping to implement VISION 2040 by leveraging regional transit investments to create thriving and equitable transit communities around light rail and other high-capacity transit stations; and

Whereas the Equity Network Steering Committee has defined equity to mean that all people can attain the resources and opportunities that improve their quality of life and enable them to reach their full potential; and

Whereas the Partnership defines equitable transit communities as follows:

Equitable transit communities are mixed-use, transit-served neighborhoods that provide housing and transportation choices, and greater social and economic opportunity for current and future residents. Although defined by a half-mile walking distance around high-capacity transit stations, they exist within the context of larger neighborhoods with existing residents and businesses.

These communities promote local community and economic development by providing housing types at a range of densities and affordability levels, commercial and retail spaces, community services and other amenities integrated into safe, walkable neighborhoods.

Successful equitable transit communities are created through inclusive planning and decision-making processes, resulting in development outcomes that accommodate future residential and employment growth, increase opportunity and mobility for existing communities, and enhance public health for socially and economically diverse populations

Whereas Growing Transit Communities Partners recognize that transit communities throughout the region will have unique roles, functions, and opportunities, and will develop with different uses at varying intensities; and

Whereas creating vibrant transit-oriented communities can be substantially advanced through the development of additional tools and funding for infrastructure improvements in communities along transit corridors; and

Whereas *Growing Transit Communities Partners believe that progress toward creating equitable transit communities will depend on active participation from a full range of partners over the long term, including transit agencies, businesses, non-profit organizations, as well as local jurisdictions and the Puget Sound Regional Council; and*

Whereas *the Growing Transit Communities Partnership has developed Recommended Strategies and Actions that recommend adoption of specific actions and tools by regional and local governments, by both public and private stakeholders, in order to create, grow, and enhance equitable transit communities throughout the region; and*

Whereas *updates to local comprehensive plans and development regulations, transit agency plans, and the refinement of regional growth and transportation plans present continuing opportunities to implement the Recommended Strategies and Actions;*

Now, therefore, the signatories to this Regional Compact:

Agree that the region's long-range growth management, economic, environmental, and transportation goals depend heavily on continued investment in more and better public transportation services ; and

Acknowledge the acute need for additional resources and tools to create and preserve affordable housing throughout the region; and

Recognize that cities and counties will require new resources to create the critical physical and social infrastructure that will support growth, including transportation, utilities, recreation, and public services; and

Agree that progress toward equitable transit communities requires a cooperative, regional approach with diverse partners across governmental and nongovernmental sectors that supports and builds upon existing and ongoing planning efforts by regional and local governments and transit agencies; and

Commit to build upon the work of the Growing Transit Communities Partnership through the promotion of equitable transit communities in light rail station areas and transit nodes located within the region's three long-range light rail transit corridors, and around transit nodes outside these corridors in other parts of the region; and

Recognize that each corridor is at a different stage of high-capacity transit system development, and that future stations may be identified and sited that should also be considered under this Compact; and

Understand that this Compact is designed to express the intent of diverse partners to work together toward common goals, with specific actions identified by partners appropriate to their roles and responsibilities; and

Recognize that the policies and programs promoted by the Partnership may also benefit community development around other transit investments and corridors, including but not limited to bus rapid transit, streetcar, commuter rail, intercity express bus, and ferries; and

Support a continuing process of collaboration and coordinated action to advance the development of equitable transit communities, as guided by the following goals, signatories to this Compact will strive to:

Attract more of the region's residential and employment growth to high capacity transit communities.

VISION 2040 calls for a compact pattern of growth within the Urban Growth Area, particularly in regional and subregional centers served by high capacity transit. The Growing Transit Communities work program has demonstrated that the region's light rail corridors alone have the potential to support this vision by attracting at least 25% of the housing growth and 35% of the employment growth expected in the region through the year 2040. Attracting additional TOD market demand to other regional corridors that are served by other types of high capacity transit is also essential. To advance the Regional Growth Strategy adopted in VISION 2040, promote economic development, and realize the multiple public benefits of compact growth around rapid transit investments, the signatories to this Compact will strive to:

- Use a full range of tools, investments, and economic development strategies, to attract the potential demand for residential and commercial transit oriented development within transit communities consistent with and in furtherance of regional policies and plans, and
- Plan for and promote residential and employment densities within transit communities that support ridership potential and contribute to accommodating growth needs within each high-capacity transit corridor.

Additional transit communities along the region's other high-capacity transit mode corridors will also attract significant portions of future residential and employment growth.

Provide housing choices affordable to a full range of incomes near high-capacity transit.

Adopted regional policy recognizes housing as a basic human need and calls for local policies and tools that provide for an adequate supply of housing affordable at all income levels, to meet the diverse needs of both current and future residents. Region-wide, affordable housing need is defined by current household incomes, where 18% of households earn between 50% and 80% of AMI, 12% earn between 30% and 50% of AMI, and 13% earn less than 30% of AMI. In transit communities, projected need for affordable housing is higher, especially for households in the lowest income range due to their greater reliance on transit. Depending on local market conditions, efforts to meet that need will focus on new housing, housing preservation, or combined strategies.

In order to meet a substantial portion of this need within walking distance of rapid transit services, the signatories to this Compact will strive to:

- Use a full range of housing preservation tools to maintain the existing level of affordable housing within each transit community, and
- Use a full range of housing production tools and incentives to provide sufficient affordable housing choices for all economic and demographic groups within transit corridors, including new housing in the region's transit communities collectively that is proportional to region-wide need or greater to serve transit-dependent households.

These goals apply to the region's transit corridors collectively, and do not suggest a specific desired outcome for any individual transit community. Further, fully attaining these goals will require new tools, resources, and subsidies beyond those that exist today.

Increase access to opportunity for existing and future residents of transit communities.

Adopted regional policy recognizes the need to address the diverse housing, transportation and economic needs of current and future residents so that all people may prosper as the region grows. This requires special attention to communities that lack access to transportation choices, quality schools, and other social and physical neighborhood components that allow community members to thrive and succeed.

In order to more equitably meet the needs of all residents of the region, the signatories to this Compact will strive to:

- Improve access to opportunity in the transit corridors through targeted investments that meet the needs of residents and businesses in communities with limited access to opportunity, targeted affordable housing investments in communities with good access to opportunity, and transit connections linking areas with good access to opportunity and areas with limited access to opportunity.
- Use a full range of community engagement strategies to increase the involvement of diverse and historically under-represented groups in transit community development, empower communities to influence decisions at all levels of government, and ensure opportunities for participation throughout decision-making processes.

In order to maximize this historic opportunity, show regional leadership, and act as a national model of how diverse stakeholders can make transformative decisions that advance a region's goals for its people, its prosperity, and the planet, the signatories to this Compact pledge to work individually and collaboratively toward the goals described above, and toward the implementation of the Growing Transit Communities Strategy, as appropriate to each jurisdiction and organization. PSRC will periodically convene representatives of Compact signatories as an Advisory Committee to evaluate the region's progress over time toward achieving equitable transit communities. PSRC's regional monitoring program will track progress of implementing and achieving the goals described in this compact.



August 2013. For more information on the Growing Transit Communities Partnership, please contact Program Manager Ben Bakkenta (bbakkenta@psrc.org or 206-971-3286) or visit the Growing Transit Communities website at <http://www.psrc.org/growth/growing-transit-communities/>



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: Marilynne Beard, Deputy City Manager
Date: September 6, 2013
Subject: KIRKLAND 2035 PUBLIC INVOLVEMENT PLANNING UPDATE #6

RECOMMENDATION

City Council receives an update on recent and upcoming public outreach and communication efforts related to the Kirkland 2035 plan updates.

BACKGROUND

This report is the fifth in a series monthly updates to keep City Council and the public informed about the results of recent public involvement activities and upcoming opportunities to get involved.

Comprehensive Plan Visioning Process

Planning staff has developed a visioning exercise that they will be taking "on the road" beginning in October. The group process will supplement input received through other sources such as on-line comments, comment cards received at community events and comments provided through Council email and public comment. The visioning exercise can be used with groups of different sizes and interests. The general format is outlined below:

- Participants will sit at tables of eight (or for small groups, the exercise can be facilitated for the whole group)
- The facilitator will welcome the group
- A brief background on the Comprehensive Plan will be provided by staff as well as basic demographic and trend information
- A short video will be shown to get participants thinking about different aspects of the community and what they see for the future. The video can be viewed at http://kirkland.granicus.com/MediaPlayer.php?view_id=13&clip_id=2675
- The facilitator will then engage the whole group in developing list of words that describe their vision of Kirkland. The words will be compiled and converted to a "wordle" which graphically displays major themes that emerged from the exercise. The larger words represent those that were mentioned most often. An example of a wordle is shown below.



- Staff will then describe the purpose of the visioning exercise and how it will be used
- At this point, the small groups will work together. Each group will be assigned one or more topic areas to discuss. Topic areas include:
 - Transportation
 - Economy
 - Environment
 - Housing
 - Parks, Recreation and Open Spaces
 - Land Use
 - Community Character

A group facilitator will provide prompt questions to begin discussions. A staff person will record answers on a flip chart. Flip chart notes will be transcribed and posted on the K2035 web page.

- The wordle developed earlier in the session will be displayed at the end of the session.

Visioning sessions are planned for:

- Joint Planning Commission, Transportation Commission and Parks Board – October 7
- Senior Council and Human Services Advisory Committee – October 8
- Business Round Table – October 9
- Community Planning Day (two sessions) – October 19
- Youth Council – October 28
- Kirkland Alliance of Neighborhoods (date to be determined)

On-Line Dialogue

Staff is continuing implementation of IdeasForum (www.IdeasForum.Kirklandwa.gov) an on-line dialogue site designed to encourage public input on specific questions, generate ideas and spark on-line conversations. Initial demonstrations prompted feedback to simplify the site. Staff is working on limiting the number of options, improving directions, and testing the site with users. Once the site is ready, it will be publicized as widely as possible.

Recent Public Involvement Activities

Staff has continued to conduct outreach activities during the summer months:

Neighborhood Picnics

Staff was able to attend all of the neighborhood picnics held this summer to provide informational materials about the Kirkland 2035 efforts.

Kirkland Alliance of Neighborhoods – September 11

Planning staff attended the September KAN agenda to learn more about their ideas on how to get the community involved with vision update process. The results of that meeting will be presented during the staff presentation on September 17.

Upcoming Events

Kirkland Downtown Association – September 30

An open house will be held on September 30 for downtown merchants at Zoka Cafe. Kirkland 2035 displays will be set up and staff will be available to answer questions and provide opportunities for participants to share ideas.

Visioning Sessions

- Joint Planning Commission, Transportation Commission, Design Review Board and Parks Board – October 7
- Senior Council and Human Services Advisory Committee – October 8
- Business Round Table – October 9
- Community Planning Day (two sessions) – October 19
- Youth Council – October 28
- Kirkland Alliance of Neighborhoods (date to be determined)

Fall Community Planning Day – October 19, 10 am to 2 pm, Peter Kirk Community Center

The next Community Planning Day will be held on Saturday, October 19 at the Peter Kirk Community Center. Participants will be able to attend group sessions on community visioning and the Cross Kirkland Corridor. In addition, displays on other plans and projects in process will be available throughout the event. Conceptual alternatives should be available for the Cross Kirkland Corridor Master Plan, Juanita Drive Corridor Improvements and Totem Lake Park. One of the important objectives of the Community Planning Day is to bring forward comments made at earlier events and demonstrate how those comments are being applied to the development of the plans and projects. Attendees should be able to participate in any or all of the activities. The planned schedule for the event is as follows:

10:00 – 2:00	General Displays, interactive displays and video interviews
10:30 – 11:30	Visioning Session #1 Cross Kirkland Corridor Session #1
12:00 – 1:00	Visioning Session #2 Cross Kirkland Corridor Session #2

The Cross Kirkland Corridor sessions will be run by Berger and Associates. Participants will receive a presentation summarizing input to date and potential alternatives. They will then be asked to comment on alternatives.

The Community Planning day will be marketed again through posters, a direct mail postcard, City Update (scheduled for publication October 1) and an advertisement in the City's Parks Brochure scheduled for publication in mid-August.

Updates on the status of specific plans will be presented at the September 17 meeting.



KIRKLAND CITY COUNCIL REGULAR MEETING MINUTES
September 03, 2013

1. CALL TO ORDER

2. ROLL CALL

ROLL CALL:

Members Present: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

Members Absent: None.

3. STUDY SESSION

a. 2013-2018 Capital Improvement Program Update

Joining Councilmembers for this discussion were City Manager Kurt Triplett, Director of Finance and Administration Tracey Dunlap, Senior Financial Analyst Neil Kruse and Public Works Capital Projects Manager Dave Snider.

4. EXECUTIVE SESSION

Council concluded their study session and Mayor McBride announced that, following a short break, they would enter into an executive session to discuss potential litigation at 7 p.m., returning to regular meeting at 7:30 p.m.

a. To Discuss Potential Litigation

At 7:30 p.m., City Clerk Kathi Anderson announced that the City Council would require additional time for their executive session and that they would return to regular meeting at 7:40 p.m., which they did. City Attorney Robin Jenkinson was also in attendance at the executive session.

5. HONORS AND PROCLAMATIONS

a. 2013 Eastside Month of Concern for the Hungry Proclamation

Youth Services Coordinator Regi Schubiger shared information about the upcoming Month of Concern for the Hungry food drive. Emergency Feeding Program Operations Manager Brian Anderson and Kirkland Hopelink Center Manager Teresa Andrade accepted the proclamation from Mayor McBride and Councilmember Asher.

6. COMMUNICATIONS

- a. Announcements
- b. Items from the Audience

Brian Gaines
Lisa McConnell
Steve Brillling
Jim McElwee

- c. Petitions

(1) Against Slurry Seal in Brookhaven Neighborhood

The petition was acknowledged.

7. SPECIAL PRESENTATIONS

None.

8. CONSENT CALENDAR

- a. Approval of Minutes:

(1) August 6, 2013 Special Meeting

(2) August 6, 2013

- b. Audit of Accounts:

Payroll \$5,541,331.42

Bills \$7,013,569.08

run #1236 check #545732

run #1237 checks #545733 – 545876

run #1238 checks #545902 – 545923

run #1239 checks #545924 – 546090

run #1240 check #546091

run #1241 checks #546118 – 546120

run #1242 checks #546121 – 546266

run #1243 checks #546267 – 546278

- c. General Correspondence

- d. Claims

Claims received from Martin Chin and Diane Wambheim were acknowledged via approval of the Consent Calendar.

e. Award of Bids

(1) Maintenance Center Fuel Station, Saybr Contractors, Inc., Tacoma, WA

The contract to repair damage at the Maintenance Center's fueling station was awarded to Saybr Contractors, Inc. of Tacoma, WA, in the amount of \$74,720.61. All but \$5,000 of the \$74,720.61 is expected to be reimbursed by insurance. The \$5,000 deductible will be paid from the Facilities Building Contingency Fund.

(2) Peter Kirk Elementary School Walk Route Sidewalk Project, Road Construction Northwest, Renton, WA

The contract for the construction of the Peter Kirk Elementary School Walk Route Sidewalk Project was awarded to Road Construction Northwest of Renton, WA, in the amount of \$183,217.50. A budget modification was approved returning \$49,000 excess Surface Water Funding and increasing the general government funding participation with \$19,000 of REET 2 Reserves.

(3) Kirkland Intelligent Transportation Systems (ITS) Implementation Phase IA - Traffic Management Center, Bayley Construction, Mercer Island, WA

The construction contract for the Kirkland Intelligent Transportation System Implementation Phase IA - Traffic Management Center was awarded to Bayley Construction of Mercer Island, WA, in the amount of \$104,025.

(4) 100th Avenue NE Bicycle Lanes Project, Road Construction Northwest, Inc., Renton, WA

The construction contract for the 100th Avenue NE Bicycle Lanes Project was awarded to Road Construction Northwest, Inc. of Renton, WA, in the amount of \$190,470. A budget increase of \$27,000 using REET 2 Reserves was also approved.

(5) Generator Transfer Switches Installation-Emergency Power Generators, Pointer Electric, Inc., Bow, WA

The contract to install two separate Generator Transfer Switches for emergency generators at Northwest University and Saint John Vianney Church was awarded to Pointer Electric, Inc. of Bow, WA, in the amount of \$53,696.61.

f. Acceptance of Public Improvements and Establishing Lien Period

(1) Lakeview Elementary Pedestrian Improvement Project, Road Construction Northwest, Inc., Renton, WA

g. Approval of Agreements

(1) Resolution R-4993, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND SUPPORTING THE CONTINUATION OF THE EASTSIDE TRANSPORTATION PARTNERSHIP AS THE EAST KING COUNTY FORUM FOR INFORMATION SHARING, CONSENSUS BUILDING AND COORDINATION TO PROVIDE ADVICE ON REGIONAL TRANSPORTATION ISSUES AND APPROVING CONTINUED PARTICIPATION IN THE EASTSIDE TRANSPORTATION PARTNERSHIP BY THE CITY OF KIRKLAND."

h. Other Items of Business

(1) Resolution R-4994, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE SUBDIVISION AND FINAL PLAT OF JUANITA TOWNHOMES BEING DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT FILE NO. SUB13-00739 AND SETTING FORTH CONDITIONS TO WHICH SUCH SUBDIVISION AND FINAL PLAT SHALL BE SUBJECT."

(2) Reject Bids for 2013 Cross Kirkland Corridor (CKC) Ditch Sediment Removal and Restoration

(3) Resolution R-4995, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADDING TO THE MEMBERSHIP OF THE KIRKLAND CULTURAL ARTS COMMISSION."

(4) Report on Procurement Activities

(5) Surplus and Disposal of Equipment Rental Vehicles

Vehicle	Year	Make	VIN/Serial Number	License #	Mileage
U-07	2003	Ford F450 Utility	1FDXF46P33ED60388	36372D	48,874

Motion to Approve the Consent Calendar.

Moved by Councilmember Penny Sweet, seconded by Councilmember Dave Asher

Vote: Motion carried 7-0

Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

9. PUBLIC HEARINGS

None.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

a. Investment Policy External Review

Deputy Director of Finance and Administration Michael Olson presented an overview of the proposed revised investment policy and responded to Council questions.

(1) Resolution R-4996, Adopting a Revised Policy for Investment of City Funds.

Motion to Approve Resolution R-4996, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING A REVISED POLICY FOR INVESTMENT OF CITY FUNDS."

Moved by Councilmember Amy Walen, seconded by Deputy Mayor Doreen Marchione

Vote: Motion carried 7-0

Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

(2) Ordinance O-4416 and its Summary, Updating References to the Department of Finance and Administration in the Kirkland Municipal Code and Making Certain Housekeeping Corrections.

Motion to Approve Ordinance O-4416 and its Summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND UPDATING REFERENCES TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION IN THE KIRKLAND MUNICIPAL CODE AND MAKING CERTAIN HOUSEKEEPING CORRECTIONS."

Moved by Councilmember Shelley Kloba, seconded by Deputy Mayor Doreen Marchione

Vote: Motion carried 7-0

Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

b. Ordinance O-4417, Relating to Zoning and Land Use and Amending the Kirkland Zoning Ordinance 3719, as Amended, to Establish Limits on the Number of Residential Suites Units Allowed in the Central Business District and Establishing Minimum Required Common Living Area, File No. CAM13-00178.

Planning Commission Chair Jon Pascal provided an overview of the Planning Commission's process and recommendation; Planning Supervisor Jeremy McMahan also responded to Council questions and comment.

Motion to Approve Ordinance O-4417, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ZONING AND LAND USE AND AMENDING THE KIRKLAND ZONING ORDINANCE 3719, AS AMENDED, TO ESTABLISH LIMITS ON THE NUMBER OF RESIDENTIAL SUITES UNITS ALLOWED IN THE CENTRAL BUSINESS DISTRICT

AND ESTABLISHING MINIMUM REQUIRED COMMON LIVING AREA, FILE NO. CAM13-00178," as amended.

Moved by Councilmember Dave Asher, seconded by Councilmember Amy Walen

Vote: Motion carried 4-3

Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Mayor Joan McBride, and Councilmember Amy Walen.

No: Deputy Mayor Doreen Marchione, Councilmember Toby Nixon, and Councilmember Penny Sweet.

Motion to Amend Ordinance O-4417 to change the cap on the number of living units for the entire CBD from 720 living units to 500 living units and to change the sunset clause on restriction for the CBD from five years (September 2018) to three years (September 2016).

Moved by Councilmember Dave Asher, seconded by Councilmember Amy Walen

Motion to divide the question

Moved by Councilmember Toby Nixon, seconded by Councilmember Dave Asher

Vote: Motion carried 7-0

Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

Motion to Amend Ordinance O-4417 to change the cap on the number of living units for the entire CBD from 720 living units to 500 living units.

Moved by Councilmember Toby Nixon, seconded by Councilmember Dave Asher

Vote: Motion carried 4-3

Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Mayor Joan McBride, and Councilmember Amy Walen.

No: Deputy Mayor Doreen Marchione, Councilmember Toby Nixon, and Councilmember Penny Sweet.

Motion to Amend Ordinance O-4417 to change the sunset clause on Residential Suites Adjacency Restrictions within the CBD Zones from five years to three years, as amended.

Moved by Councilmember Toby Nixon, seconded by Councilmember Dave Asher

Vote: Motion carried 7-0

Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

Motion to Amend the amendment to Ordinance O-4417 to change the sunset clause on Residential Suites Adjacency Restrictions within the CBD Zones from five years (September 1, 2018) to three years (September 1, 2016).

Moved by Councilmember Dave Asher, seconded by Councilmember Amy Walen

Vote: Motion carried 7-0

Yes: Councilmember Dave Asher, Councilmember Shelley Kloba, Deputy Mayor Doreen Marchione, Mayor Joan McBride, Councilmember Toby Nixon, Councilmember Penny Sweet, and Councilmember Amy Walen.

Motion to Amend Ordinance O-4417, to change the requirement for a minimum amount of common living areas for each project to pertain only to the CBD Zones. Moved by Councilmember Penny Sweet, failed due to lack of second.

c. King County Transfer Station Plan Review

Solid Waste Programs Lead John McGillivray provided a briefing on the status of the King County Solid Waste Division's review of the Transfer Plan and received Council feedback on a proposed draft resolution and responded to Council questions.

Council recessed for a short break.

d. Cultural Arts Commission Appointment

Motion to appoint Dawn Laurant to a four-year term on the Cultural Arts Commission ending March 31, 2017.

Moved by Councilmember Dave Asher, seconded by Deputy Mayor Doreen Marchione

Vote: Motion carried 7-0

Yes: Mayor Joan McBride, Deputy Mayor Doreen Marchione, Councilmember Dave Asher, Councilmember Amy Walen, Councilmember Penny Sweet, Councilmember Shelley Kloba, and Councilmember Toby Nixon.

12. REPORTS

a. City Council

(1) Finance and Administration Committee

Have not met.

(2) Public Safety Committee

Have not met.

(3) Community Planning, Housing and Economic Development Committee

Have not met.

(4) Public Works, Parks and Human Services Committee

Have not met.

(5) Regional Issues

Councilmembers shared information regarding the upcoming Senate Transportation Committee meetings; Cascade Water Alliance; Councilmember Asher requested a substitute at the next Regional Law, Safety and Justice Committee meeting, Councilmember Sweet agreed to do so; Councilmember

Nixon requested a Sound Cities Association Public Issues Committee meeting substitute, Councilmember Walen agreed to do so; Councilmember Nixon's recent visit to Kirkland's sister city, Emmerich, Germany; Deputy Mayor Marchione's visit with Camp Unity Director; Association of Washington Cities Legislative Committee kick-off; invitations from Lake Washington Institute of Technology for meet-and-greet and breakfast events; Deputy Mayor meeting with Salma Jiwani regarding volunteer opportunities; Kirkland Alliance of Neighborhoods meeting schedule for Councilmember attendance; East King County Shelter and Housing Summit; Memorial service for former Councilmember Joe Martineau; US Submarine Veterans Tolling the Boats ceremony; recent passing of former Houghton Community Councilmember Hugh Givens; Girls Softball Tournament and Kirkland team standing; Council agreed to send a congratulatory letter to City of Sammamish re little league success; recent passing of Former State Representative and Senator Alan Bluechel.

b. City Manager

(1) Calendar Update

Councilmembers Kloba, Nixon and Sweet will serve on a subcommittee to reduce interviewees for the upcoming Library Board appointment.

Councilmember Walen requested food policies and programs to be considered by a Council committee.

Inquiry from Kirkland's legislative lobbyists to determine if there was Council interest in joining a new statewide transportation advocacy group, Keep Washington Rolling, and in having staff prepare a resolution stating the Council's support of this group; Regional Animal Services of King County is considering amending Title 11 of their code to require veterinarians who are providing rabies vaccinations to notify King County if a pet is unlicensed.

13. ITEMS FROM THE AUDIENCE

None.

14. ADJOURNMENT

The Kirkland City Council regular meeting of September 3, 2013 was adjourned at 9:50 p.m.

City Clerk

Mayor



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: September 5, 2013
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) Nicholas Hahn
700 Broadway E, #202
Seattle, WA 98102

Amount: \$937.22

Nature of Claim: Claimant states damage resulted from property being erroneously entered by City firefighters.

- (2) Place One Sixteen PUD c/o Best Management Company
11513 and 11516 NE 115th Court
Kirkland, WA 98033

Amount: \$1,867.98

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

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



CITY OF KIRKLAND
Department of Finance and Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager
From: Barry Scott, Purchasing Agent
Date: September 4, 2013
Subject: INTERLOCAL COOPERATIVE PURCHASING AGREEMENT WITH SNOHOMISH COUNTY

RECOMMENDATION:

It is recommended that the City Council authorizes the City Manager to execute an Interlocal Cooperative Purchasing Agreement with Snohomish County.

BACKGROUND AND DISCUSSION:

Snohomish County has requested that the City of Kirkland execute an Interlocal Cooperative Purchasing Agreement (Exhibit A) to allow the County the opportunity to use competitively bid contracts awarded by the City. Likewise, the City would have the opportunity to use competitively bid contracts that are awarded by the County when it has been determined to be in the City's best interest to do so.

At this time, Snohomish County is considering using two contracts that were awarded by the City. One contract allows for bail payments to be made by credit card. The other contract is for providing jail telephone services.

This agreement places no financial obligation on the City.

This Interlocal Cooperative Purchasing Agreement complies with the cooperative purchasing requirements set forth in KMC 3.85.180 and RCW 39.34.

RESOLUTION R-4997

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING PARTICIPATION BY THE CITY IN AN INTERLOCAL COOPERATIVE PURCHASING AGREEMENT WITH SNOHOMISH COUNTY AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY OF KIRKLAND.

WHEREAS, the City of Kirkland and Snohomish County seek to enter into an intergovernmental agreement enabling the City of Kirkland to purchase goods and services through Snohomish County purchase contracts and also enabling Snohomish County to purchase goods and services through City of Kirkland purchase contracts to the extent permitted by law; and

WHEREAS, the City Council has determined it to be in the best interest of the City of Kirkland to enter into such an interlocal cooperative purchasing agreement; and

WHEREAS, Chapter 39.34 RCW authorizes Kirkland and Snohomish County to enter into an interlocal cooperation agreement to perform any governmental service, activity or undertaking which each contracting party is authorized by law to perform;

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

Section 1. The City Manager is authorized and directed to execute on behalf of the City of Kirkland an Interlocal Agreement substantially similar to that attached as Exhibit "A", which is entitled "Interlocal Cooperative Purchasing Agreement."

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2013.

Signed in authentication thereof this ____ day of _____, 2013.

MAYOR

Attest:

City Clerk

INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Agreement is made by and between CITY OF KIRKLAND, and SNOHOMISH COUNTY, both public agencies of the State of Washington within the meaning of RCW 39.34.020(1) (collectively the "Parties" and, individually, a "Party").

WHEREAS, Chapter 39.34 RCW, the Interlocal Cooperation Act, provides for interlocal cooperation between governmental agencies; and

WHEREAS, each of the Parties desires to utilize the other Party's competitively awarded contracts when it is consistent with those awards and applicable law and when it is in their individual interest;

NOW, THEREFORE, the Parties agree as follows:

1. Each of the Parties from time to time goes out to public bid or undertakes other competitive solicitation and then contracts with vendors and service providers to purchase supplies, materials, equipment, and services.
2. Each of the Parties hereby agrees to extend to the other Party the right to purchase pursuant to such bids and contracts to the extent (a) permitted by applicable law and (b) agreed upon between the awarding Party and its bidders, contractors, vendors, suppliers or service providers.
3. Each Party shall comply with all applicable laws and regulations governing its own purchases.
4. A Party purchasing from one of the other Party's contracts shall pay the bidder, contractor, vendor, supplier, or service provider directly in accordance with its own payment procedures for its own purchases.
5. This Agreement shall create no obligation on either Party to purchase any particular good or service from the other Party's contracts, nor shall it create any assurance, warranty, or other obligation on either Party to supply to the other Party any good or service through contracts awarded by it.
6. Each Party will indemnify and hold the other Party harmless as to any claim arising out of its negligence in the use of this Agreement.
7. Any purchase made pursuant to this Agreement is not a purchase from either of the Parties. The Party awarding a contract shall not be responsible or liable for the performance of the bidder, contractor, vendor, supplier, or service provider. No obligation, except as stated

herein, shall be created between the Parties or between the Parties and any applicable bidder or contractor.

- 8. No separate legal or administrative entity is intended to be created pursuant to this Agreement. Nothing in this Agreement shall be construed to render the Parties partners or joint venturers.
- 9. Both Parties agree that they shall not discriminate against any person or vendor on the grounds of race, creed, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (Chapter 49.60 RCW) or the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101 et seq.) or another applicable state, federal or local law, rule or regulation.
- 10. The Purchasing Manager of Snohomish County and the Purchasing Agent of the City of Kirkland shall be the representatives of the Parties for purposes of carrying out the terms of this Agreement.
- 11. This Agreement will become effective upon execution by the parties and either: (a) filing of the Agreement with the appropriate County Auditor, or (b) listing of the Agreement by subject on the public agency's web site as provided in RCW 39.34.040.
- 12. This Agreement shall continue in force until terminated by either Party, which termination may be effected upon receipt by one of the Parties of the written notice of termination of the other Party.
- 13. In the event of termination of this Agreement, any goods or services acquired by either Party pursuant to the terms of this Agreement shall remain the property of the purchasing Party.
- 14. This Agreement constitutes the entire Agreement between the Parties as to its subject matter.

SNOHOMISH COUNTY

AGENCY: CITY OF KIRKLAND

By: _____
County Executive

By: _____
Kurt Triplett, City Manager

DATED: _____, 2013

DATED: _____, 2013

Approved as to form:

Approved as to form:

By: _____
Snohomish County
Deputy Prosecuting Attorney

By: _____
Assistant City Attorney

**CITY OF KIRKLAND**

Department of Planning and Community Development
123 Fifth Avenue, Kirkland, WA 98033 425-587-3225
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Dawn Nelson, Planning Supervisor

Date: September 6, 2013

Subject: SLATER 116 CONDITIONAL CERTIFICATE FOR MULTIFAMILY PROPERTY TAX EXEMPTION, FILE HSG13-01106

RECOMMENDATION

Staff recommends that the City Council approves the enclosed resolution authorizing the Planning Director to:

- Enter into the contract included as Exhibit A with MSPT IV LLC for a potential multifamily housing property tax exemption; and
- Issue a conditional certificate of acceptance of tax exemption.

BACKGROUND DISCUSSION

The City of Kirkland first adopted the Multifamily Housing Property Tax Exemption program in May, 2004. It was initially part of the package of incentives developed to encourage the creation of affordable housing in multifamily and mixed use projects. With the mandatory affordable housing regulations created in December 2009, it is now a key part of the regulations that offset the cost of providing required affordable housing. In zones where affordable housing is not required, it remains as an incentive to encourage the creation of affordable housing. To date, it has been used twice: once in a voluntary situation and once as part of a project where affordable housing was required.

The regulations allow projects that include a minimum of four new multifamily units in defined geographic areas to request an exemption from the ad valorem taxes on the residential improvement value in exchange for providing affordable housing. The City allows an eight year exemption if at least 10 percent of the units in a project are affordable and a twelve year exemption if at least 20 percent of the units are affordable. The length of the exemption is established by [RCW 84.14](#). The current regulations are included in [KMC 5.88](#). Additional background information about the financial implications of the program is available on pages 4 and 5 of the [June 7, 2011 City Council materials](#). The 2011 background materials were provided to support the Council's action to extend the tax exemption into the new

neighborhoods of Finn Hill, Juanita and Kingsgate, as well as make them available for the S. Kirkland Park and Ride project.

There are not many multifamily projects currently using the tax exemption. One example is a 52 unit rental project in the North Rose Hill Business District. However, multifamily development has been extremely slow in the last five years. There are several projects in the presubmittal and permit review process that will likely use the exemption in the next few years.

The Slater 116 project is a 4 story mixed use retail and residential development that was recently completed at 12340 NE 115th Place in the North Rose Hill business district (see Attachment 1). The business owner for the project is MSPT IV LLC. The project includes 108 residential apartments and approximately 10,000 square feet of retail space. The project includes a mix of open one-bedroom, one-bedroom and one-bedroom plus den units ranging in size from 607 square feet to 1,030 square feet. The 11 proposed affordable units include two open one-bedroom units, six one-bedroom units and three one-bedroom plus den units (see Attachment 2).

Affordable housing is not required as part of new residential development in the North Rose Hill business district and the multifamily housing property tax exemption program is creating affordable housing where it would not otherwise exist. The prescribed affordability level for rental projects in this situation is 80% of King County median income. The affordability provisions are required to remain in place for the life of the project and are secured by the agreement attached to the resolution.

The process for approving a multifamily housing property tax exemption includes the following steps:

- Review and approval of application for conditional certificate for tax exemption by the Planning Director – *completed on September 5, 2013*
- Approval of resolution to enter into contract with City – *pending action by City Council on September 17, 2013*

Actions to occur following approval of the resolution:

- Execution of contract and issuance of conditional certificate of acceptance of tax exemption
- Recording of covenant that addresses long term affordability requirements (Exhibit D to contract)
- Submittal of request for final certificate for tax exemption and review by Planning Director
- Filing of final certificate of tax exemption with the King County Assessor

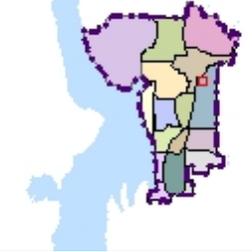
- Submittal of annual certification of compliance by property owner

ATTACHMENTS

1. Vicinity Map
2. Slater 116 Site Plan and Affordable Unit Layouts

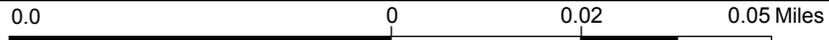


SLATER 116 VICINITY MAP



- Legend**
- Address
 - City Limits
 - Grid
 - QQ Grid
 - Railroad
 - Streets
 - Parcels
 - ComPlace Names
 - Buildings
 - Parks
 - Schools
 - z_Image09
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3

1 : 1,558

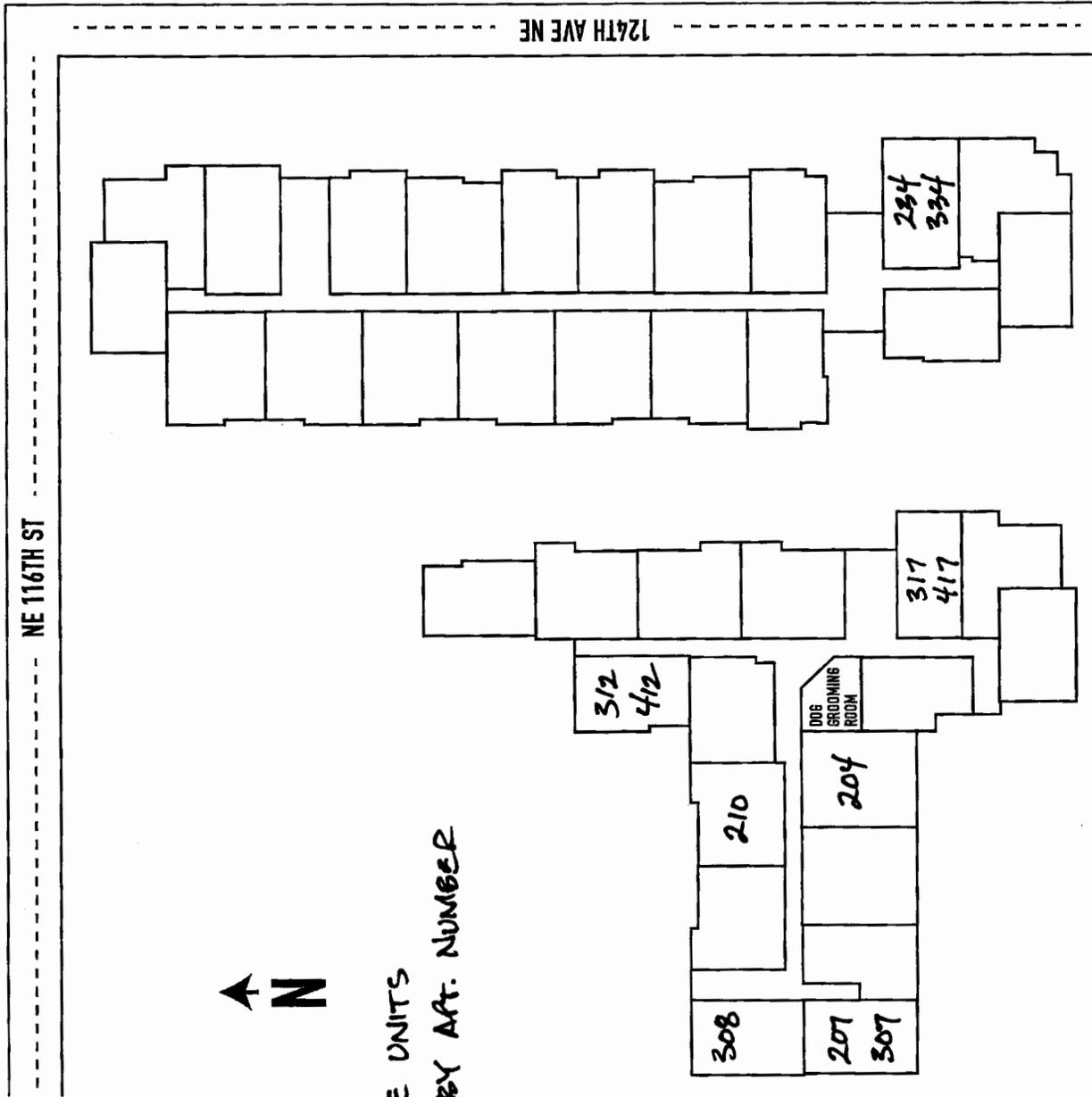


NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet
Produced by the City of Kirkland. © 2013 City of Kirkland, Washington, all rights reserved.

No warranties of any sort, including but not limited to accuracy, fitness or merchantability, accompany this product.

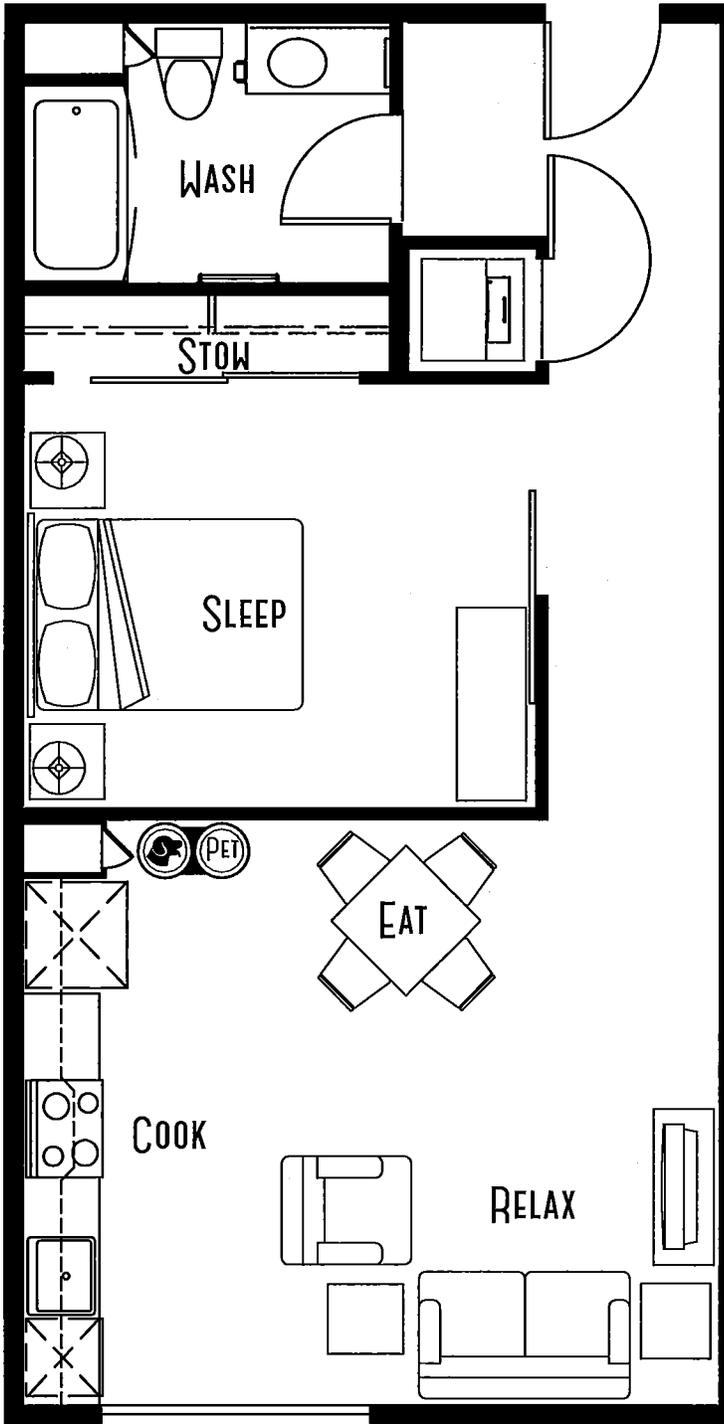
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



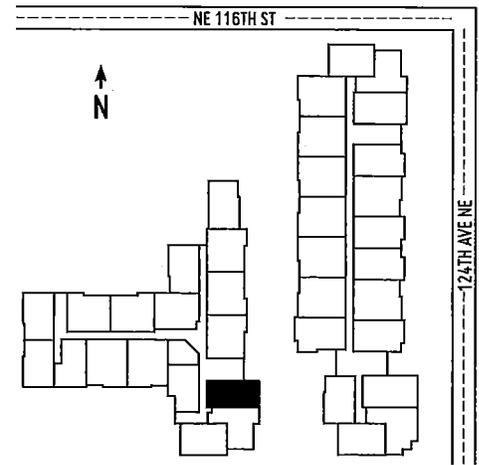
AFFORDABLE UNITS
INDICATED BY APT. NUMBER

SLATER 116



APARTMENT | 317

1 BEDROOM/1 BATH
SQUARE FEET: 643



In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

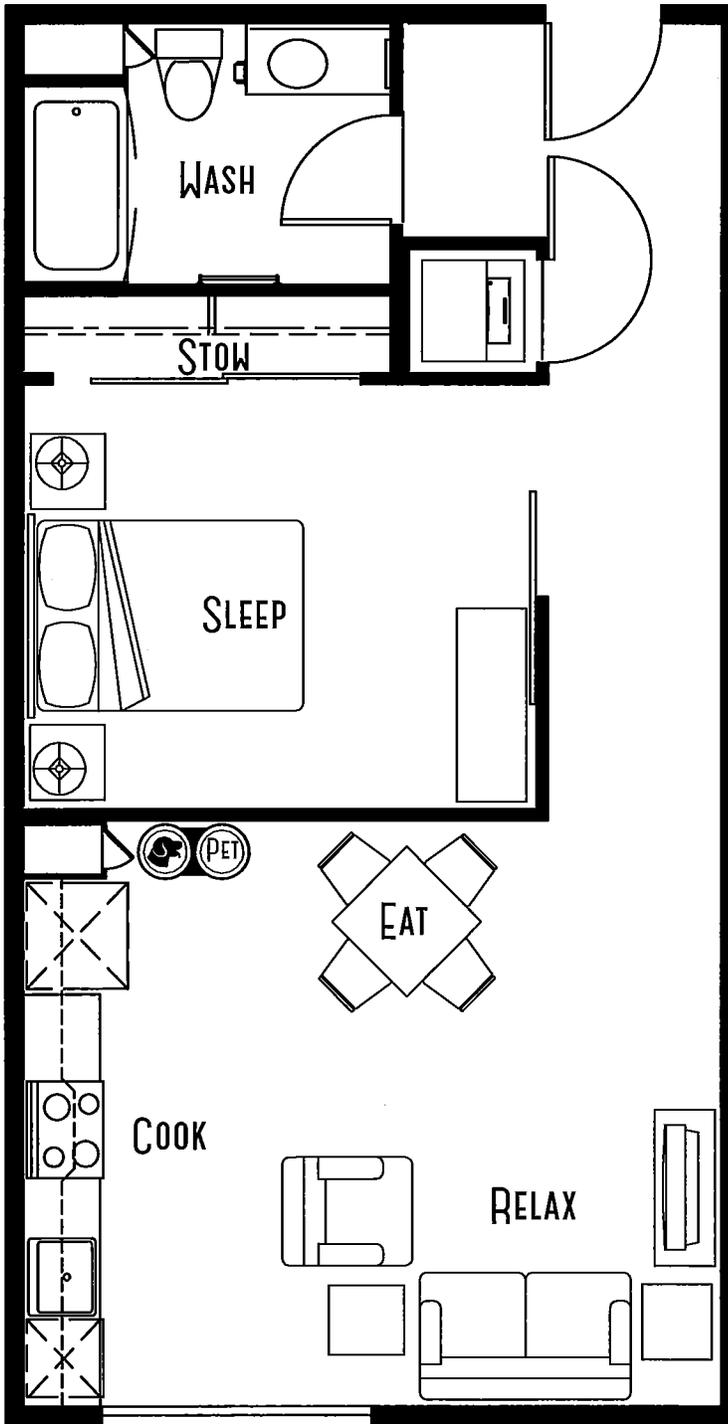
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.



www.slater116apartments.com | 12340 NE 115th Place, Kirkland | hello@slater116apartments.com

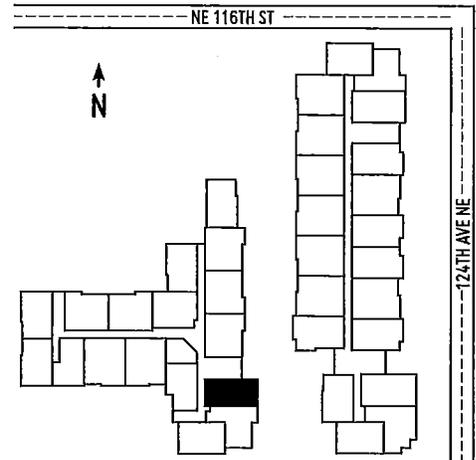
425.629.3633

SLATER 116



APARTMENT | 417

1 BEDROOM/1 BATH
SQUARE FEET: 643



In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

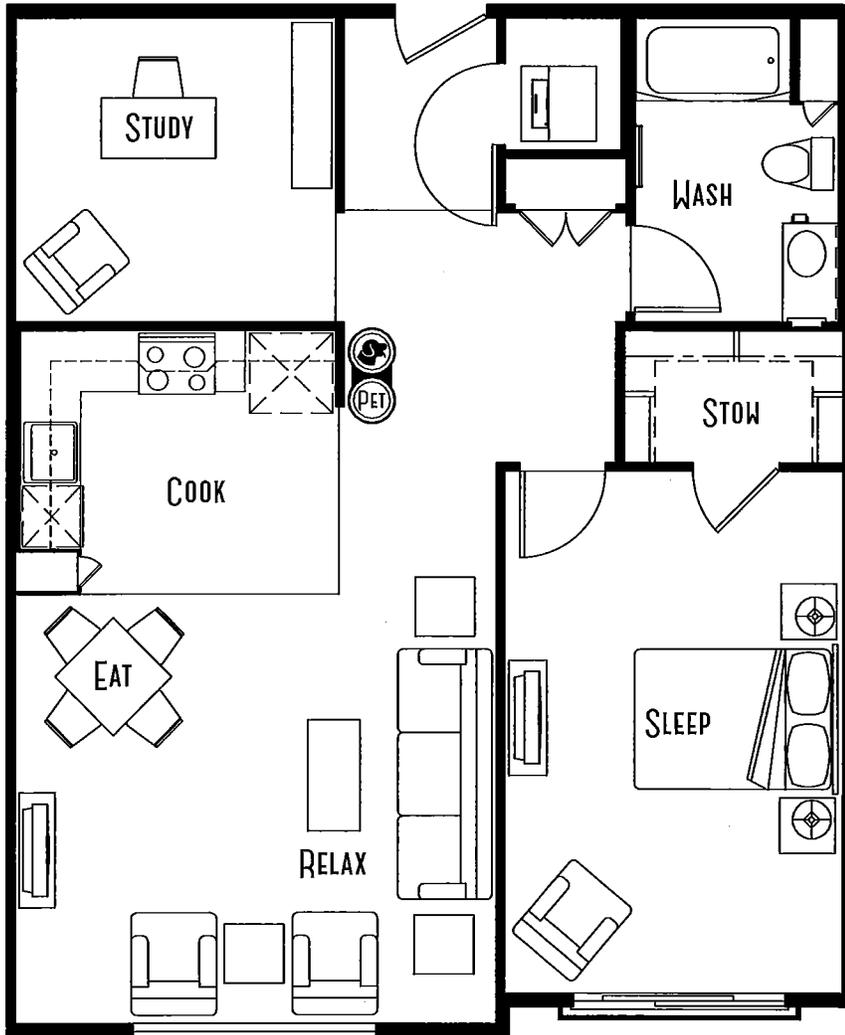
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.



www.slater116apartments.com | 12340 NE 115th Place, Kirkland | hello@slater116apartments.com

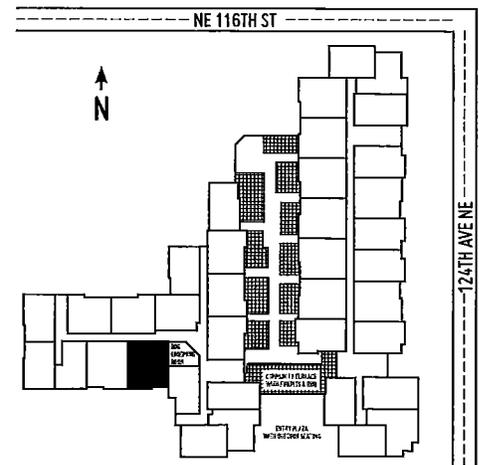
425.629.3633

SLATER 116



APARTMENT | 204

1 BEDROOM/1 BATH
SQUARE FEET: 884



In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

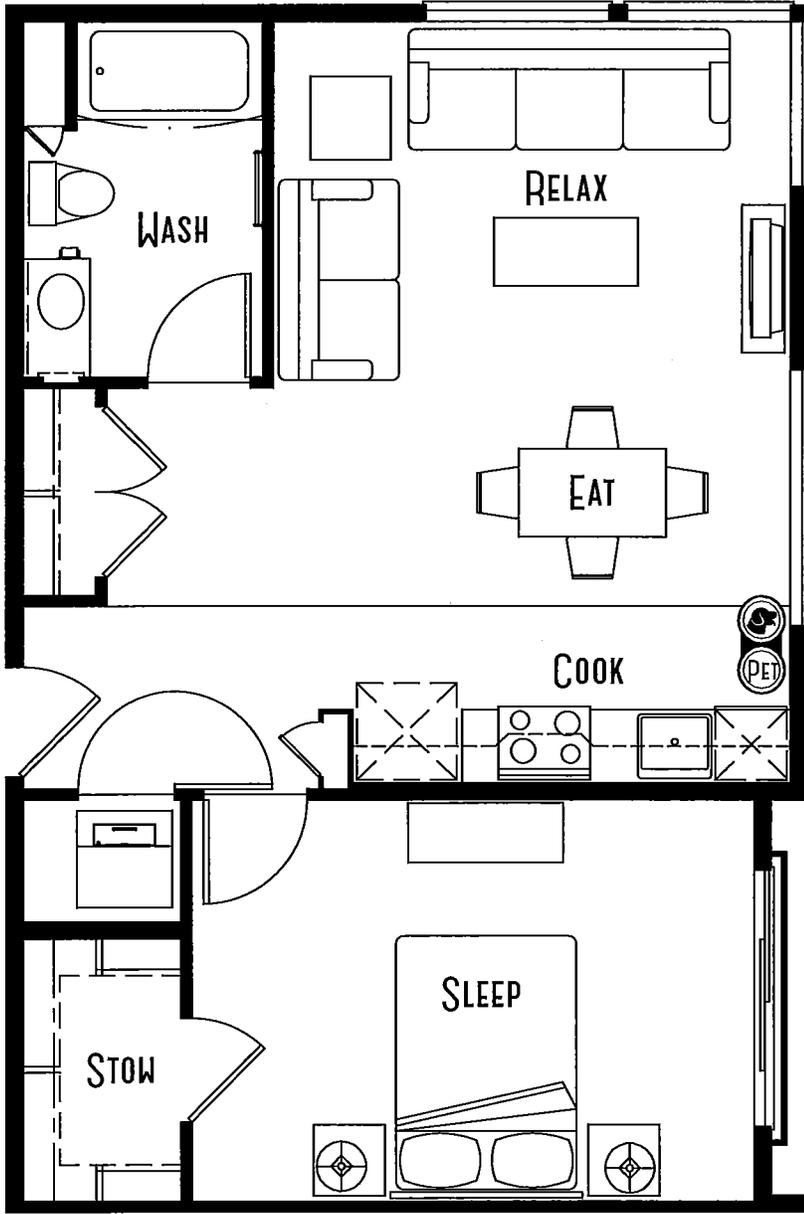
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.



www.slater116apartments.com | 12340 NE 115th Place, Kirkland | hello@slater116apartments.com

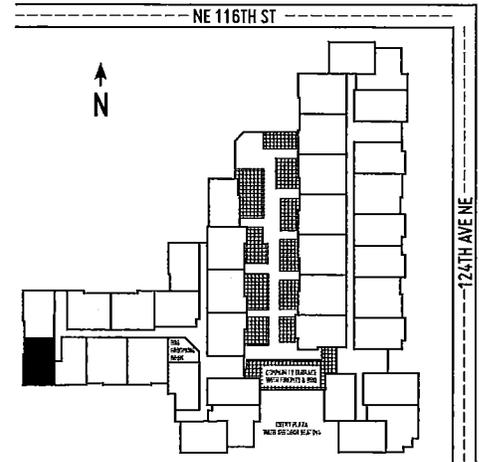
425.629.3633

SLATER 116



APARTMENT | 207

1 BEDROOM/1 BATH
SQUARE FEET: 661

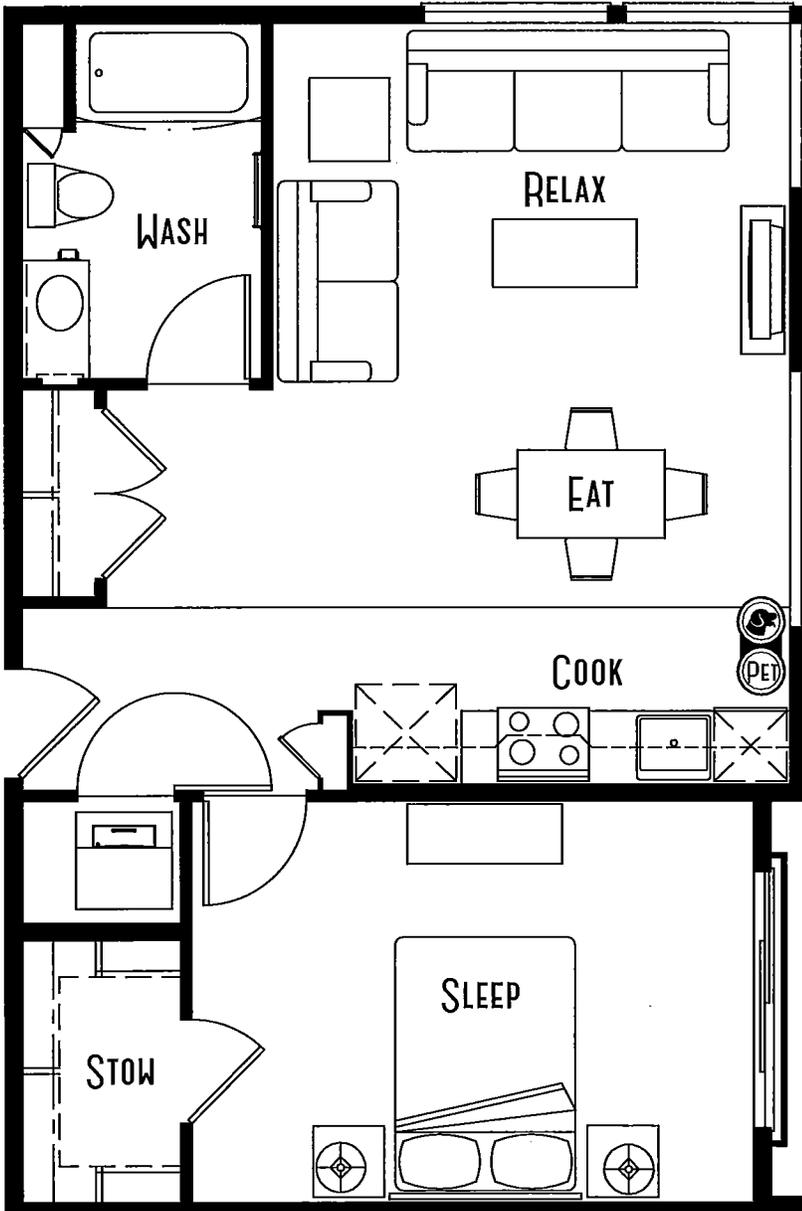


In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

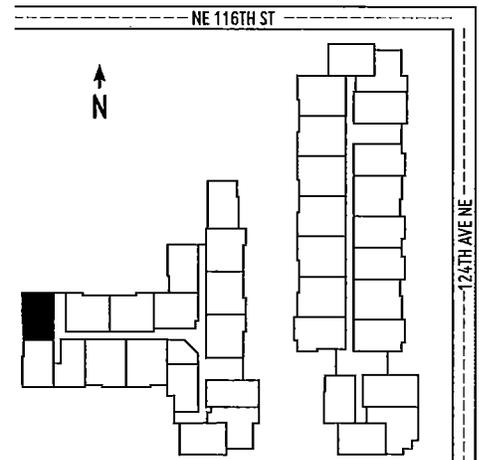
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.

SLATER 116



APARTMENT | 308

1 BEDROOM/1 BATH
SQUARE FEET: 661



In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

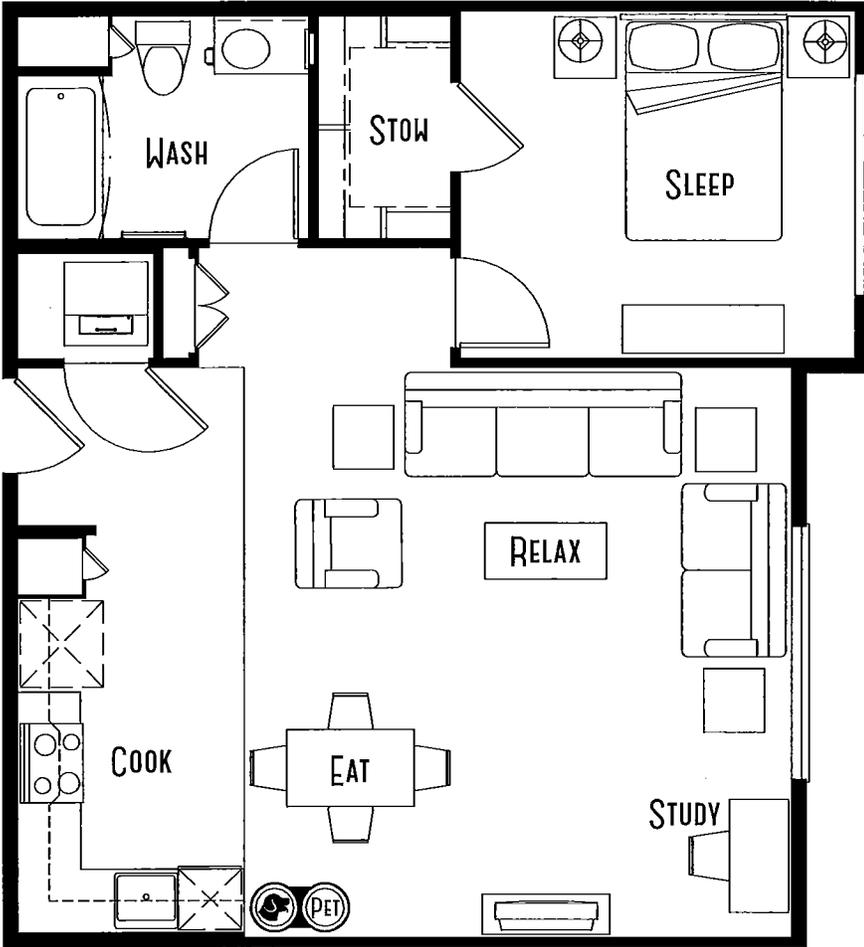
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.



www.slater116apartments.com | 12340 NE 115th Place, Kirkland | hello@slater116apartments.com

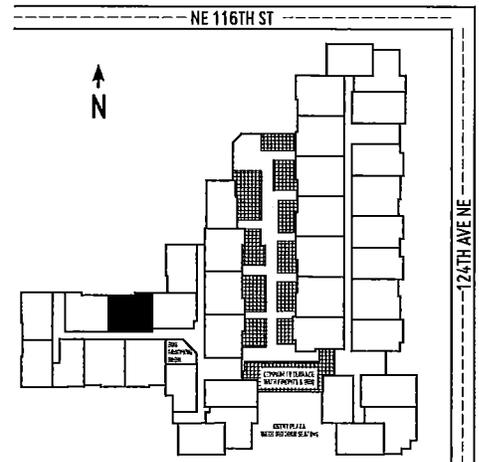
425.629.3633

SLATER 116



APARTMENT | 210

1 BEDROOM/1 BATH
SQUARE FEET: 734



In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

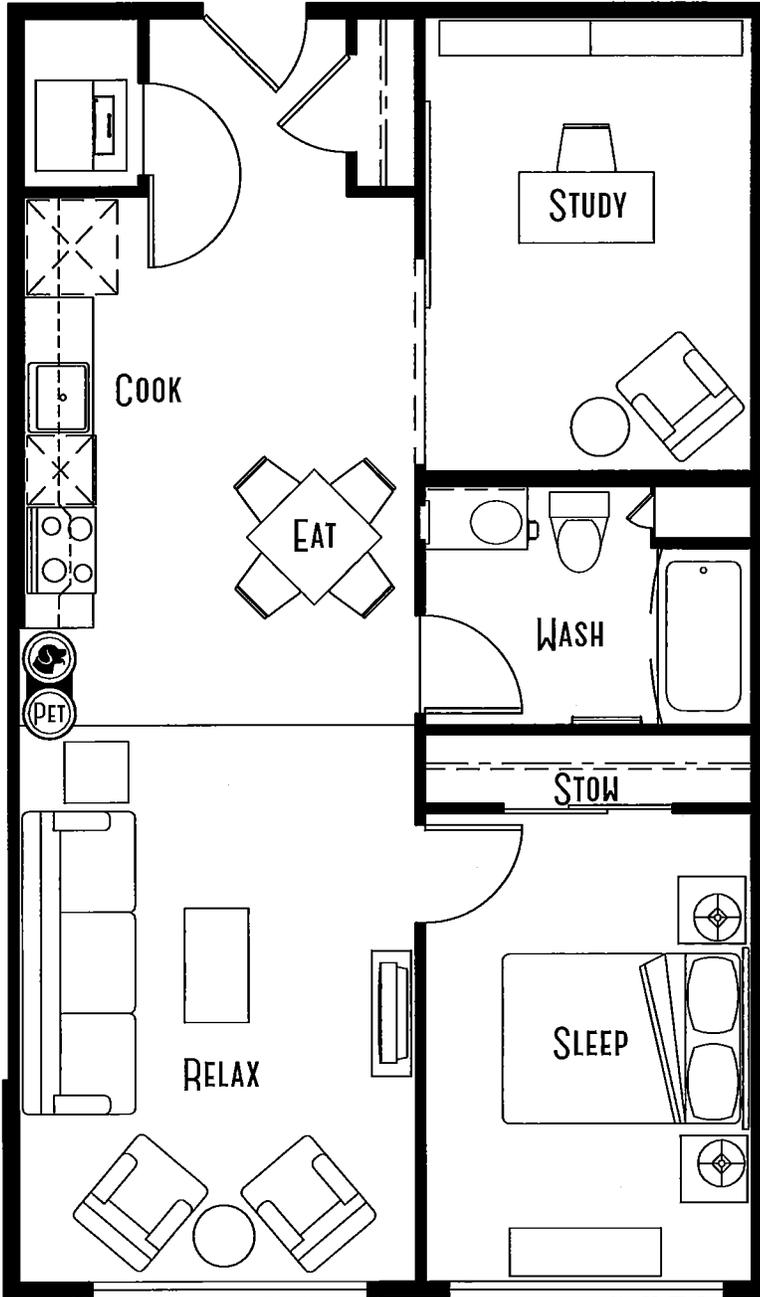
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.



www.slater116apartments.com | 12340 NE 115th Place, Kirkland | hello@slater116apartments.com

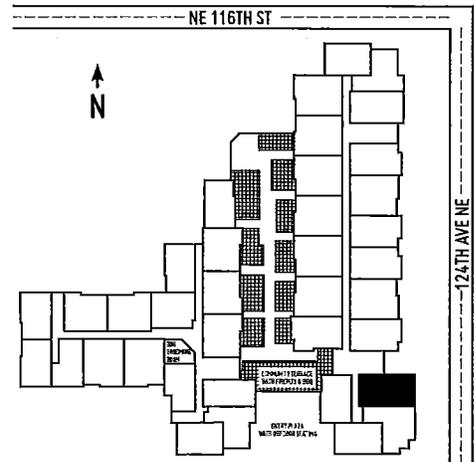
425.629.3633

SLATER 116



APARTMENT | 234

1 BEDROOM/1 BATH
SQUARE FEET: 773



In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

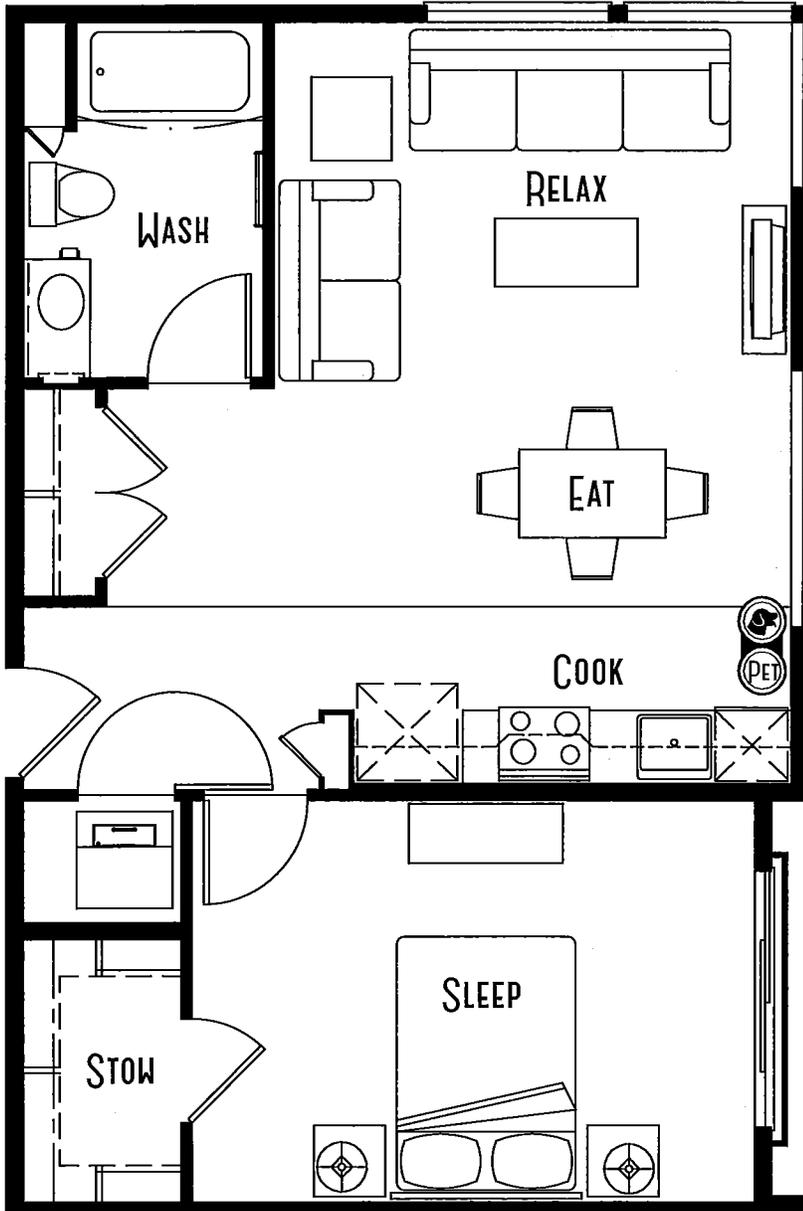
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.



www.slater116apartments.com | 12340 NE 115th Place, Kirkland | hello@slater116apartments.com

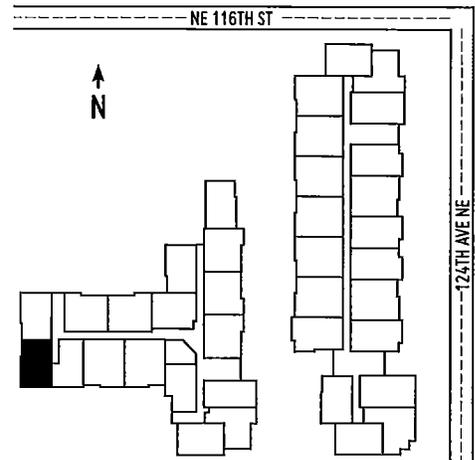
425.629.3633

SLATER 116



APARTMENT | 307

1 BEDROOM/1 BATH
SQUARE FEET: 661



In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

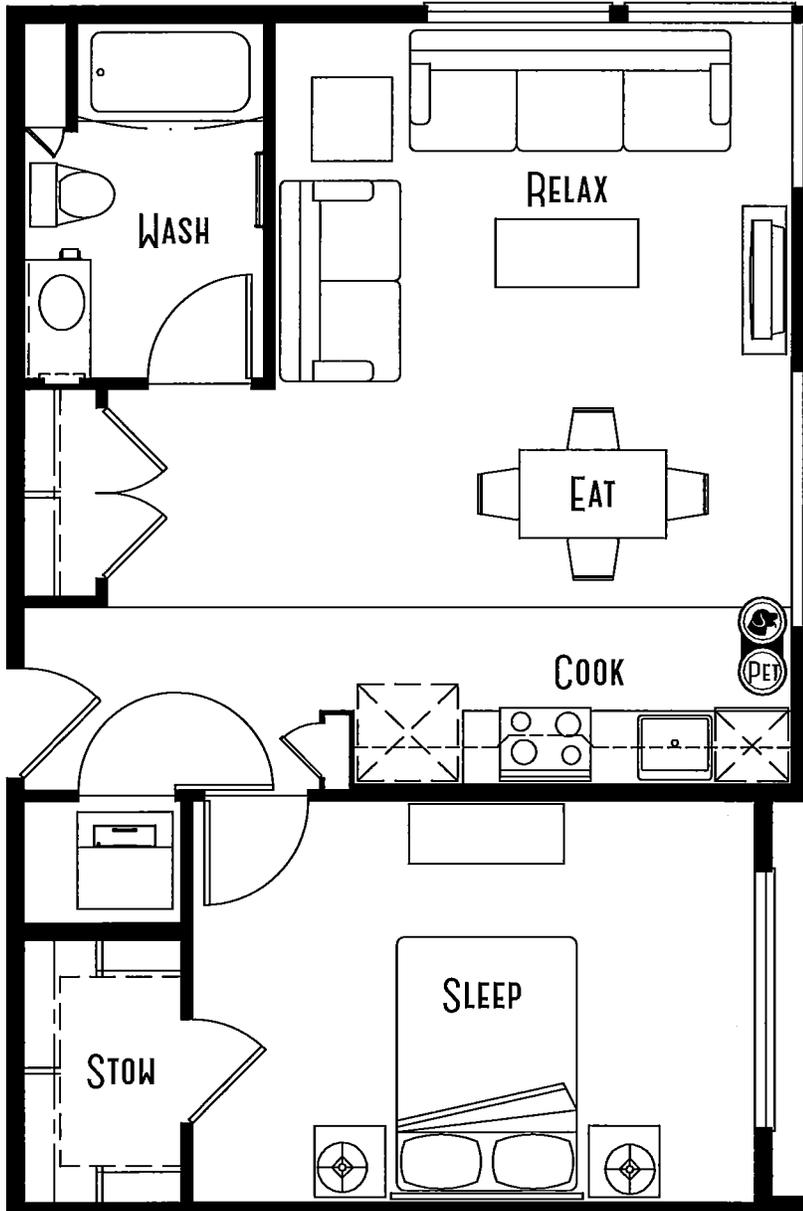
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.



www.slater116apartments.com | 12340 NE 115th Place, Kirkland | hello@slater116apartments.com

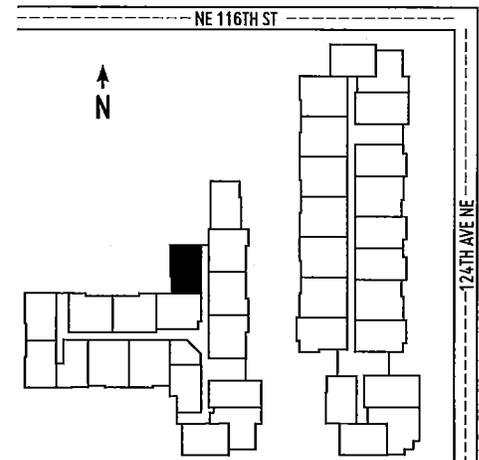
425.629.3633

SLATER 116



APARTMENT | 312

1 BEDROOM/1 BATH
SQUARE FEET: 661



In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

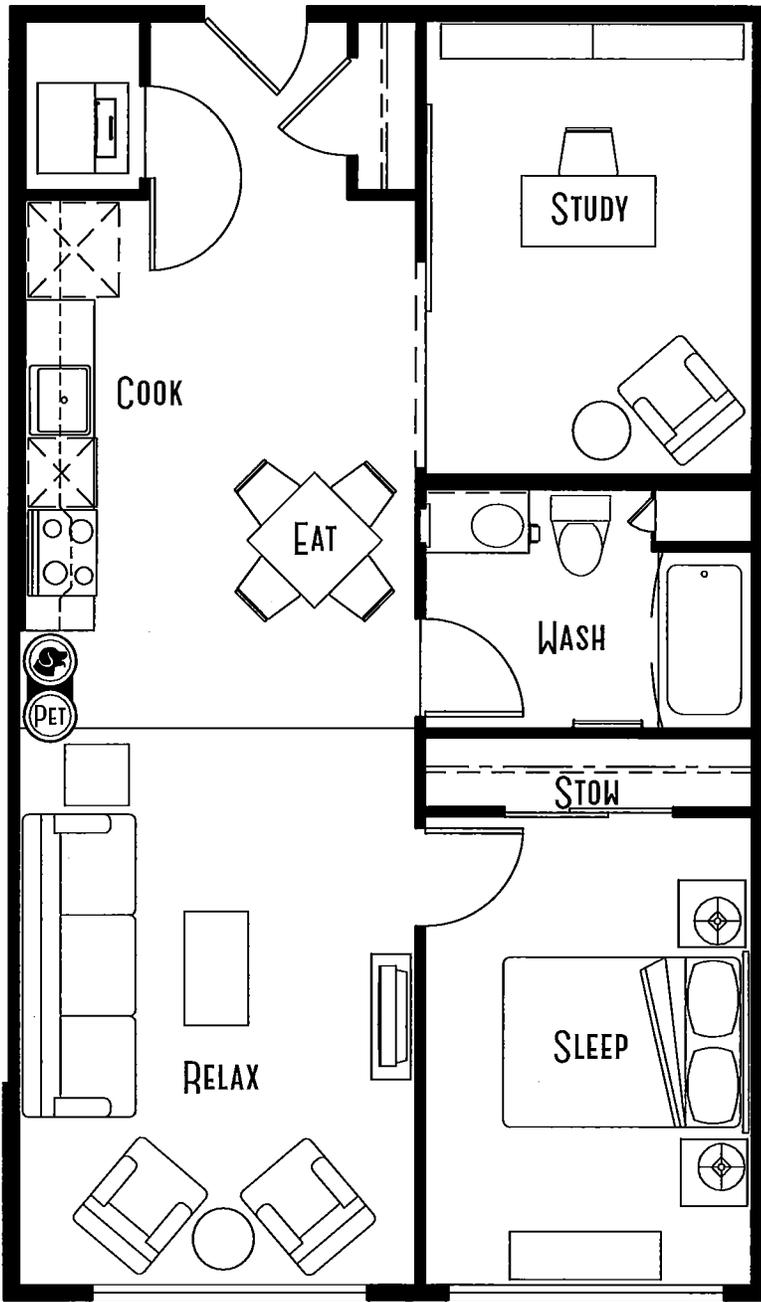
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.



www.slater116apartments.com | 12340 NE 115th Place, Kirkland | hello@slater116apartments.com

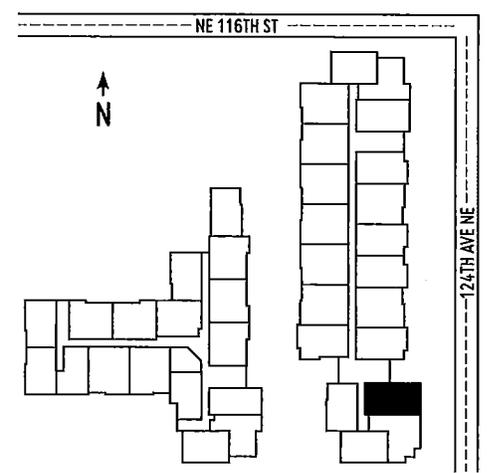
425.629.3633

SLATER 116



APARTMENT | 334

1 BEDROOM/1 BATH
SQUARE FEET: 773

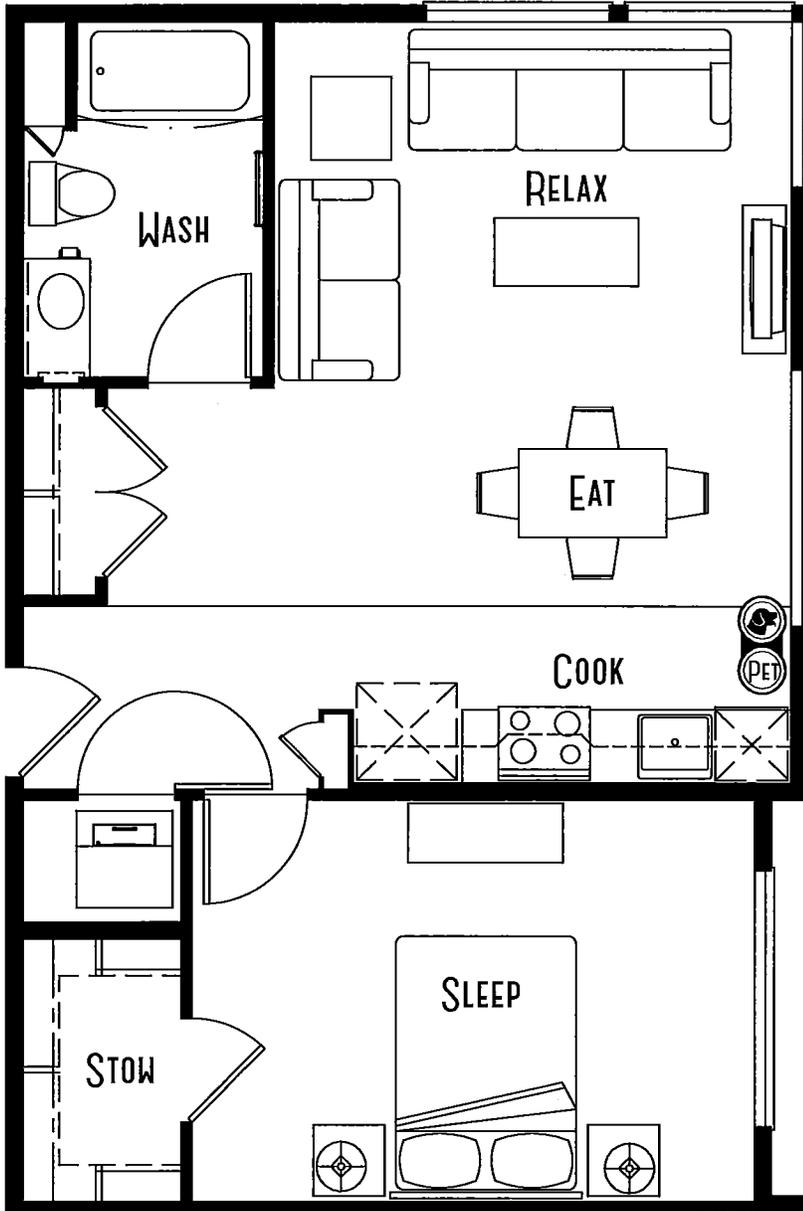


In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

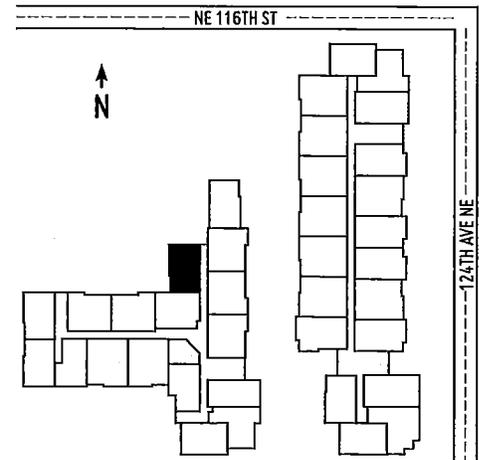
A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.

SLATER 116



APARTMENT | 412

1 BEDROOM/1 BATH
SQUARE FEET: 661



In our continuing effort to improve the design and function of our homes, we reserve the right to modify or change plans, specifications, features and prices without notice. All dimensions and sizes are approximate.

CONNECT | 116

A busy life demands efficiency. Slater 116 makes both commutes and getaways quick and easy. Make the choice to get more done. Make the choice to live at Slater 116.



www.slater116apartments.com | 12340 NE 115th Place, Kirkland | hello@slater116apartments.com

425.629.3633

RESOLUTION R-4998

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING THE DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT TO ENTER INTO A CONTRACT WITH MSPT IV LLC, REGARDING A POTENTIAL MULTIFAMILY HOUSING PROPERTY TAX EXEMPTION AND APPROVING THE ISSUANCE OF A CONDITIONAL CERTIFICATE OF TAX EXEMPTION

WHEREAS, MSPT IV LLC, has applied for a limited property tax exemption as provided for in Chapter 84.14 RCW and Chapter 5.88 KMC for multifamily residential rental housing ("Multifamily Housing") in the Totem Lake/North Rose Hill Target Area, and the Director of Planning and Community Development has approved the application; and

WHEREAS, MSPT IV has submitted to the City preliminarily site plans and floor plans for new Multifamily Housing to be constructed as part of a one hundred eight (108) unit mixed use project on property situated at 12340 NE 115th Place, Kirkland, Washington; and

WHEREAS, the Director has determined the multifamily housing will, if completed, occupied, and owned as proposed, satisfy the requirements for a Final Certificate of Tax Exemption,

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

Section 1. The Director of the Department of Planning and Community Development is hereby authorized and directed to execute on behalf of the City of Kirkland, an agreement substantially similar to that attached as Exhibit "A", which is entitled "MultiFamily Housing Limited Property Tax Exemption Agreement" and thereafter issue a Conditional Certificate of Acceptance of Tax Exemption

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2013.

Signed in authentication thereof this ____ day of _____, 2013

MAYOR

Attest:

City Clerk

MULTIFAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 2013, between the City of Kirkland, a State of Washington municipal corporation ("City") and the MSPT IV LLC ("Applicant"), and incorporated attachments and exhibits, contains all terms and conditions agreed to by the City and the Applicant to undertake the activities described herein.

RECITALS

1. Applicant has applied for a limited property tax exemption as provided for in Chapter 84.14 RCW and Chapter 5.88 KMC for multifamily residential rental housing ("Multifamily Housing") in the Totem Lake Residential Target Area, and the City's Director of Planning and Community Development ("Director") has approved the application; and

2. Applicant has submitted to the City preliminary site plans and floor plans for new Multifamily Housing to be constructed as part of a 108-unit project ("Project") on property situated at 12340 NE 115th Place in Kirkland, Washington ("Property"), and as more particularly described in Exhibit A which is attached hereto, and incorporated by reference herein; and

3. Applicant is the owner of the Property; and

4. No existing rental housing building that contained four (4) or more occupied dwelling units was demolished on the Property within 18 months prior to Applicant's submission of its application for limited property tax exemption; and

5. The City has determined that the Multifamily Housing will, if completed, occupied, and owned as proposed, satisfy the requirements for a Final Certificate of Tax Exemption.

6. This Agreement is entered into pursuant to City Council action taken on _____.

NOW, THEREFORE, in consideration of the mutual promises herein, City and Applicant do mutually agree as follows:

1. Conditional Certificate of Acceptance of Tax Exemption.

City agrees, upon execution of this Agreement following approval by the City Council, to issue a Conditional Certificate of Acceptance of Tax Exemption ("Conditional Certificate"), which Conditional Certificate shall expire three (3) years from the date of approval of this Agreement by the Council, unless extended by the Director as provided in KMC 5.88.070.

2. Agreement to construct Multifamily Housing.

a. Applicant agrees to construct the Project on the Property, including the Multifamily Housing, substantially as described in the site plans, floor plans, and elevations attached hereto in Exhibit B, subject to such modifications thereto as may be required to comply with applicable codes and ordinances, including the design review process. In no event shall Applicant provide fewer than four (4) new dwelling units designed for permanent residential rental or ownership

occupancy, nor shall permanent residential housing comprise less than fifty percent (50%) of the gross floor area of the Project constructed pursuant to this Agreement.

b. Applicant agrees to construct the Project on the Property, including the Multifamily Housing, and to comply with all applicable zoning requirements, land use regulations, and building and housing code requirements contained in KMC Titles 21, 22, 23, and 25 or other applicable law. Applicant further agrees that approval of this Agreement by the City Council, its execution by the Director, or issuance of a Conditional Certificate by the City pursuant to KMC chapter 5.88.060 in no way constitutes approval of proposed improvements on the Property with respect to applicable provisions of KMC Titles 21, 22, 23, and 25 or other applicable law or obligates the City to approve proposed improvements.

c. Applicant agrees that the Multifamily Housing will be completed within three years from the date of approval of this Agreement by the Council, unless extended by the Director for cause as provided in KMC 5.88.070.

3. Agreement to provide affordable housing.

Applicant agrees to provide eleven (11) "Affordable Units" for rent, specifically available for Low and Moderate Income Households as shown in the following table, and affordable to households whose household annual income does not exceed the percent of the King County median household income given in the table, adjusted for household size, as determined by HUD, and no more than thirty percent (30%) of the monthly household income is paid for monthly housing expenses (rent and an appropriate utility allowance).

	Percent of King County Median Income		
	Income for Determining Maximum Housing Expense	Maximum Income at Initial Occupancy	Number of Affordable Units
Moderate Income	80%	80%	11

4. Location and design of Affordable Units – Affordability Agreement – Conversion.

The Affordable Units shall be those units indicated in Exhibit C. The Owner may propose to change the particular units dedicated for the Affordable Units, provided that a total of eleven (11) units are designated for Affordable Units, and the same unit mix and minimum sizes of Affordable Units is maintained. The Owner shall request in writing the City's approval of any proposed change to the units dedicated for the Affordable Units. The City will review the proposed changes and shall base its approval or disapproval of the proposed changes upon the criteria set forth in this section.

The exterior designs of the Affordable Units are to be compatible and comparable with the market rate units. The interior finish of the Affordable Units shall at a minimum include standard features and result in a totally finished and livable home.

Prior to issuing a certificate of occupancy, an agreement in a form acceptable to the city attorney ("Affordability Covenant") and substantially in the form of Exhibit D that addresses

price restrictions, eligible household qualifications, long-term affordability, and any other applicable topics of the Affordable Units shall be recorded with the King County department of records and elections. After recording the Affordability Covenant, in the event of conflict between it and this Agreement, the Affordability Covenant will control. This agreement shall be a covenant running with the land and shall be binding on the assigns, heirs and successors of the Applicant. Affordable Units that are provided under this section shall remain as affordable housing for the life of the project.

In the event the Project is proposed for conversion to condominium, owner-occupied, or non-rental residential use, the Owner must submit to the City for its approval a plan for preserving the Affordable Units. The City can consider options which would convert the Affordable Units to owner occupancy Affordable Units. In the event a condominium conversion occurs during the period of the property tax exemption and owner-occupied Affordable Units are provided at the affordability levels as defined in Section 5.88.020(a) or that have such other comparable level of affordability as provided for in the city's affordable housing multifamily tax exemption incentive program, as regulated through Chapter 112 of the Kirkland Zoning Code, per Section 6 of this Agreement, the Affordable Units will continue to be eligible for the property tax exemption for the balance of the exemption period or for the period of time the conversion allows, whichever is appropriate. The balance of the Project would no longer be eligible for the exemption, and City will not cancel the Final Certificate of Tax Exemption as provided in Section 10 of this Agreement.

5. Requirements for Final Certificate of Tax Exemption.

Applicant may, upon completion of the Project and upon issuance by the City of a temporary or permanent certificate of occupancy, request a Final Certificate of Tax Exemption. The request shall be in a form approved by the city and directed to the City's Planning Department and at a minimum include the following:

a. A statement of expenditures made with respect to the overall Project and the residential and non-residential portions of the Project.

b. A description of the completed work, including floor area of residential and non-residential area, and a statement of qualification for the exemption.

c. Documentation that the Multifamily Housing was completed within the required three-year period or any authorized extension and in compliance with the terms of this Agreement.

d. Information regarding Applicant's compliance with the affordability requirements in KMC 5.88.090 and this Agreement, which shall include the following:

(1) Identification of all Affordable Units, whether rented or held vacant to be rented by Income Eligible Occupants, the size of the Affordable Units, and the maximum rents and household incomes for each affordable unit at time of initial leasing;

(2) Rents (or offering rents, as applicable) for all Affordable Units;

(3) A copy of the application and income verification form used for rental of Affordable Units; and

(4) A copy of the form of lease or rental agreement to be used for Affordable Units; and

e. Any such further information that the Director deems necessary or useful to evaluate eligibility for the Final Certificate of Tax Exemption.

6. Agreement to Issue Final Certificate.

The City agrees to file a Final Certificate of Tax Exemption, with an exemption period of eight (8) years with the King County Assessor within forty (40) days of submission of all materials required by paragraph 5, if Applicant has:

a. Successfully completed the Multifamily Housing in accordance with the terms of this Agreement and KMC chapter 5.88;

b. Filed a request for a Final Certificate of Tax Exemption with the Director and submitted the materials described in Paragraph 5 above;

c. Paid to the City a fee in the amount of \$150.00 to cover the Assessor's administrative costs; and

d. Met all other requirements provided in KMC chapter 5.88 for issuance of the Final Certificate of Tax Exemption.

7. Annual certification.

Within thirty (30) days after the first anniversary of the date the City filed the Final Certificate of Tax Exemption and each year thereafter for the term of the Affordability Covenant, Applicant agrees to file a certification or declaration with the Director, verified upon oath or affirmation, with respect to the accuracy of the information provided therein, containing at a minimum the following:

a. A statement of the occupancy and vacancy of the Multifamily Housing units during the previous year; and

b. A statement that the Multifamily Housing has not changed use since the date of filing of the Final Certificate of Tax Exemption; and

c. A statement that the Multifamily Housing continues to be in compliance with this Agreement and the requirements of KMC chapter 5.88; and

d. A description of any improvements or changes to the Project made after the filing of the Final Certificate or the previous certification; and

e. A statement of the change in ownership of all or any part of the property since the final certificate was filed; and

f. Information and documentation sufficient to demonstrate, to the satisfaction of the Director, compliance with the affordability requirements of KMC 5.88.090 and this Agreement, which shall, at minimum, include the following:

(1) Identification of each Affordable Unit, and any substitution of Affordable Units during the previous year and for each Affordable Unit, the current Household Income limits and maximum allowed rent.

(2) For each Affordable Unit that was initially occupied or that had a change of tenancy during the previous year, the date of each tenant's initial occupancy, the household size and Household Income of each tenant household at initial occupancy, and the rent charged at initial occupancy.

(3) For each Affordable Unit that was occupied by the current tenant prior to the previous year, the date of each tenant's initial occupancy, the tenant's current Household Income, the tenant's Household Income at initial occupancy, and current contract rent.

8. No violations for duration of exemption.

For the duration of the exemption granted under KMC chapter 5.88, Applicant agrees that the Project and that portion of the Property on which the Project is constructed will have no violations of applicable zoning requirements, land use regulations, and building and housing code requirements contained in KMC Titles 21, 22, 23, and 25 or other applicable law for which the Department of Planning and Community Development or its functional successor shall have issued a notice of violation, citation or other notification that is not resolved by a certificate of compliance, certificate of release, withdrawal, or another method that proves either compliance or that no violation existed, within the time period for compliance, if any, provided in such notice of violation, citation or other notification or any extension of the time period for compliance granted by the Director.

9. Notification of transfer of interest or change in use.

Applicant agrees to notify the Director within thirty (30) days of any transfer of Applicant's ownership interest in the Project or that portion of the Property on which the Project is constructed. Applicant further agrees to notify the Director and the King County Assessor within sixty (60) days of any change of use of any or all of the Multifamily Housing on the Property to another use. Applicant acknowledges that such a change in use may result in cancellation of the tax exemption and imposition of additional taxes, interest and penalties pursuant to State law.

10. Cancellation of exemption - Appeal.

a. The City reserves the right to cancel the Final Certificate of Tax Exemption if at any time the Multifamily Housing, the Project or that portion of the Property on which the Project is

constructed no longer complies with the terms of this Agreement or with the requirements of KMC chapter 5.88, or for any other reason no longer qualifies for an exemption.

b. If the exemption is canceled for non-compliance, Applicant acknowledges that state law requires that an additional real property tax is to be imposed in the amount of: (1) the difference between the tax paid and the tax that would have been paid if it had included the value of the non-qualifying improvements, dated back to the date that the improvements became non-qualifying; (2) a penalty of 20% of the difference calculated under paragraph (a) of this paragraph; and (3) interest at the statutory rate on delinquent property taxes and penalties, calculated from the date the tax would have been due without penalty if the improvements had been assessed without regard to the exemptions provided by Chapter 84.14 RCW and KMC chapter 5.88. Applicant acknowledges that, pursuant to RCW 84.14.110, any additional tax owed, together with interest and penalty, become a lien on that portion of the Property on which the Project is constructed and attach at the time the portion of the Property is removed from multifamily use or the amenities no longer meet applicable requirements, and that the lien has priority to and must be fully paid and satisfied before a recognizance, mortgage, judgment, debt, obligation, or responsibility to or with which the Property may become charged or liable. Applicant further acknowledges that RCW 84.14.110 provides that any such lien may be foreclosed in the manner provided by law for foreclosure of liens for delinquent real property taxes.

c. Upon determining that a tax exemption is to be canceled, the Director, on behalf of the City Council, shall notify the property owner by certified mail, return receipt requested. The property owner may appeal the determination in accordance with KMC 5.88.100(h).

11. Amendments.

No modification of this Agreement shall be made unless mutually agreed upon by the parties in writing and unless in compliance with the provisions of KMC 5.88.065.

12. Binding effect.

The provisions, covenants, and conditions contained in this Agreement are binding upon the parties hereto and their legal heirs, representatives, successors, assigns, and subsidiaries.

13. Audits and inspection of records.

Applicant understands and agrees that the City has the right to audit or review appropriate records to assure compliance with this Agreement and KMC chapter 5.88 and to perform evaluations of the effectiveness of the Multifamily Tax Exemption program. Applicant agrees to make appropriate records available for review or audit upon seven days' written notice by the City.

14. Notices.

All notices to be given pursuant to this Agreement shall be in writing and shall be deemed given when hand-delivered within normal business hours, when actually received by facsimile transmission, or two business days after having been mailed, postage prepaid, to the

parties hereto at the addresses set forth below, or to such other place as a party may from time to time designate in writing.

APPLICANT: MSPT IV LLC
11415 Slater Avenue NE, Suite 100
Kirkland, WA 98033
Attn: Jackie Hizey

CITY: City of Kirkland
Planning Department
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033
Attn: Planning Director

15. Severability.

In the event that any term or clause of this Agreement conflicts with applicable law, such conflict shall not affect other terms of this Agreement that can be given effect without the conflicting terms or clause, and to this end, the terms of the Agreement are declared to be severable. However, if the severable term prevents the City from receiving the benefits of having affordable housing as set forth in RCW Chapter 84.14 and KMC Chapter 5.88, then this agreement shall be deemed terminated, or may be terminated, as soon as possible in compliance with any applicable law.

16. Exhibits.

The following exhibits are attached to this Agreement and incorporated herein by this reference:

Exhibit A	Legal Description
Exhibit B	Project Site Plan
Exhibit C	Designation of Affordable Units
Exhibit D	Regulatory Agreement and Affordability Covenant

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

THE CITY OF KIRKLAND

APPLICANT

Eric R. Shields
Its: Planning Director

Kelly Price
Its: Manager

Approved as to Form

City Attorney

EXHIBIT A

LEGAL DESCRIPTION

LOTS 2 AND 3, ALTERATION OF LOT LINE NO. LL-98-83, RECORDED UNDER RECORDING NUMBER 9811249010, BEING A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 26 NORTH, RANGE 5 EAST, WILLAMETTE MERIDIAN, IN KING COUNTY, WASHINGTON; EXCEPT THE EAST 8 FEET CONVEYED TO THE CITY OF KIRKLAND BY DEED RECORDED UNDER RECORDING NUMBER 20040115000414; TOGETHER WITH THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 26 NORTH, RANGE 5 EAST, WILLAMETTE MERIDIAN, IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 33; THENCE NORTH 88°36'29" WEST ALONG THE NORTH LINE THEREOF, 384.64 FEET; THENCE SOUTH 00°51'09" WEST PARALLEL WITH THE NORTH-SOUTH CENTERLINE OF SAID SECTION 33, 311.51 FEET, MORE OR LESS, TO THE SOUTH LINE OF THE NORTH 311.5 FEET OF SAID SUBDIVISION AND THE BEGINNING OF A TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 78.00 FEET AND THE TRUE POINT OF BEGINNING; THENCE SOUTHWESTERLY ALONG SAID CURVE AN ARC DISTANCE OF 73.67 FEET THROUGH A CENTRAL ANGLE OF 54°06'55" TO A POINT OF TANGENCY; THENCE SOUTH 54°58'04" WEST, 112.00 FEET, MORE OR LESS, TO THE NORTH LINE OF LOT 1 IN SHORT PLAT NUMBER 778140, ACCORDING TO THE SHORT PLAT RECORDED UNDER RECORDING NUMBER 7912100778; THENCE SOUTH 88°36'29" EAST ALONG SAID NORTH LINE, 159.02 FEET TO THE WESTERLY LINE OF SLATER AVENUE NORTHEAST; THENCE NORTHEASTERLY ALONG SAID MARGIN, 138.48 FEET, MORE OR LESS, TO THE SOUTH LINE OF THE NORTH 311.5 FEET OF SAID SUBDIVISION; THENCE NORTH 88°36'29" WEST ALONG SAID SOUTH LINE, 84.70 FEET TO THE TRUE POINT OF BEGINNING; (ALSO KNOWN AS LOT 2 OF UNRECORDED KING COUNTY LOT LINE ADJUSTMENT NUMBER 982059) TOGETHER WITH AN UNDIVIDED INTEREST IN THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 26 NORTH, RANGE 5 EAST, WILLAMETTE MERIDIAN, IN KING COUNTY, WASHINGTON, KNOWN AS THE "COMMON OWNERSHIP ACCESS TRACT A" AS DESCRIBED AND DELINEATED IN DECLARATION RECORDED UNDER RECORDING NUMBER 8401190381, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 33; THENCE NORTH 88°36'29" WEST ALONG THE NORTH LINE THEREOF, 384.64 FEET; THENCE SOUTH 0°51'09" WEST PARALLEL WITH THE NORTH-SOUTH CENTERLINE OF SAID SECTION 33, 60.0 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING SOUTH 0°51'09" WEST 251.51 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 78.00 FEET; THENCE ALONG SAID CURVE AN ARC DISTANCE OF 73.67 FEET THROUGH A CENTRAL ANGLE OF 54°06'55" TO A POINT OF TANGENCY; THENCE SOUTH 54°58'04" WEST 112.00 FEET; THENCE SOUTH 0°51'09" WEST 136.00 FEET; THENCE NORTH 88°36'29" WEST 43.00 FEET; THENCE NORTH 0°51'09" EAST 135.60 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF OF 43.00 FEET; THENCE ALONG SAID CURVE AN ARC DISTANCE

Exhibit A
MSPT IV LLC Slater 116 Multifamily Housing Limited
Property Tax Exemption Agreement
Page 2

OF 40.61 FEET THROUGH A CENTRAL ANGLE OF 54°06'55" TO A POINT OF TANGENCY; THENCE NORTH 54°58'04" EAST 112.00 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 35.00 FEET; THENCE ALONG SAID CURVE AN ARC DISTANCE OF 33.06 FEET THROUGH A CENTRAL ANGLE OF 54°06'55" TO A POINT OF TANGENCY; THENCE NORTH 0°51'09" EAST 251.91 FEET TO THE SOUTHERLY MARGIN OF THAT ADDITIONAL RIGHT OF WAY CONVEYED TO THE STATE OF WASHINGTON FOR STATE ROAD 405; THENCE SOUTH 88°36'29" EAST 43.00 FEET TO THE TRUE POINT OF BEGINNING. (ALSO KNOWN AS "NEW LOT 1", CITY OF KIRKLAND ALTERATION OF LOT LINE NO. LL-00-68, AS RECORDED UNDER RECORDING NUMBER 20020314002030) TOGETHER WITH THAT PORTION OF VACATED SLATER AVENUE, BY CITY OF KIRKLAND ORDINANCE NUMBER 4094, RECORDED UNDER RECORDING NUMBER 20070913002289; AND TOGETHER WITH EASEMENTS AS PROVIDED FOR IN DOCUMENT RECORDED JANUARY 19, 1984, UNDER RECORDING NUMBER 8401190381.

EXHIBIT B
SITE PLAN

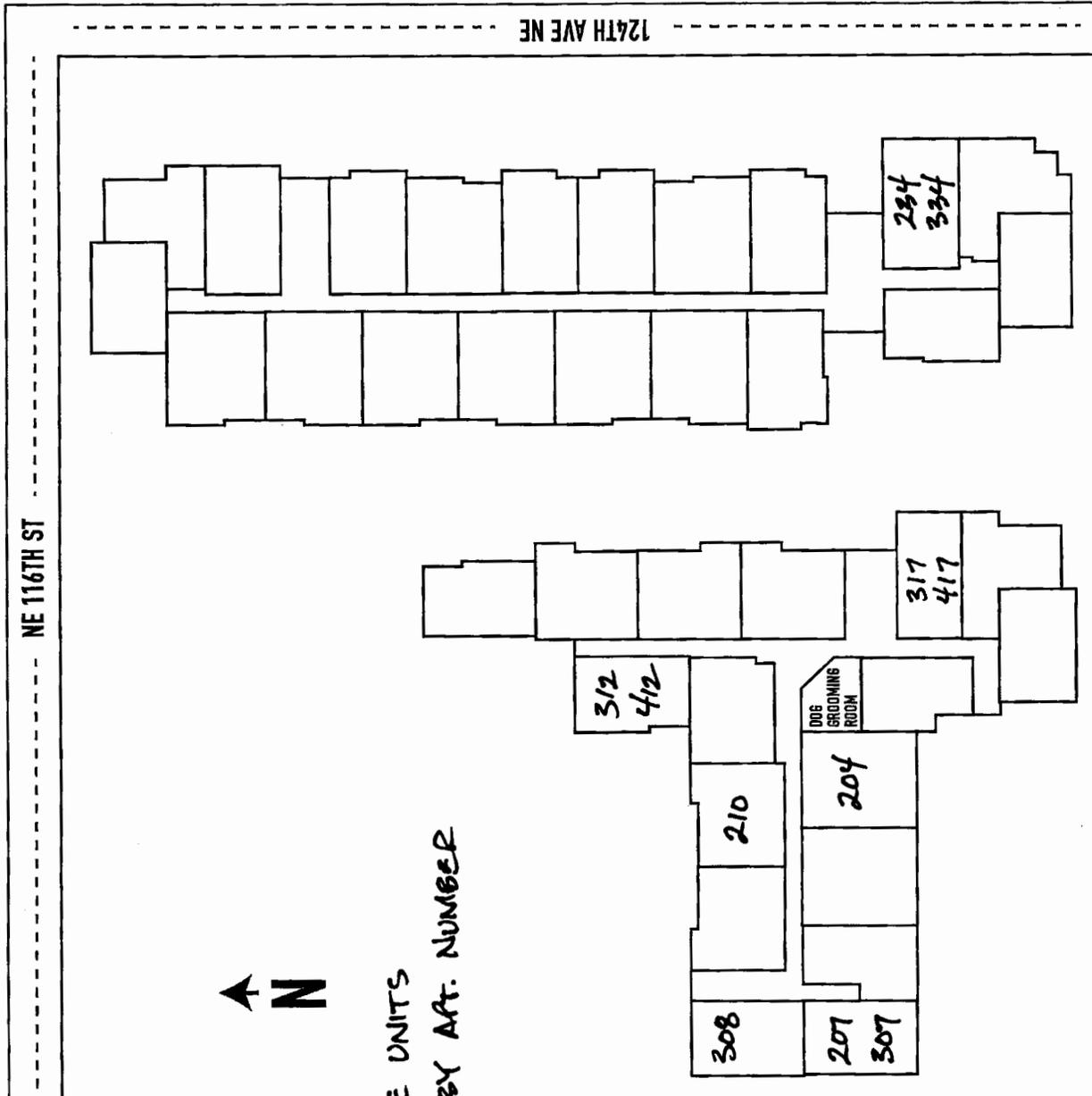


EXHIBIT C

DESIGNATION OF AFFORDABLE UNITS

Unit Number	Unit Type	Unit Size (sq ft)
204	1-bedroom + den	870
207	1-bedroom	661
210	1-bedroom	734
234	1-bedroom + den	793
307	1-bedroom	661
308	1-bedroom	661
312	1-bedroom	668
317	Open 1-bedroom	643
334	1-bedroom + den	793
412	1-bedroom	668
417	Open 1-bedroom	643

EXHIBIT D

SLATER 116

REGULATORY AGREEMENT AND DECLARATION OF RESTRICTIVE COVENANTS

SECTION 1 —	DEFINITIONS AND INTERPRETATION
SECTION 2 —	RESIDENTIAL RENTAL PROPERTY
SECTION 3 —	AFFORDABLE UNITS FOR ELIGIBLE HOUSEHOLDS
SECTION 4 —	REPORTING REQUIREMENTS
SECTION 5 —	SECTION 8 CERTIFICATE HOLDERS
SECTION 6 —	LEASE PROVISIONS
SECTION 7 —	SALE OR TRANSFER OF THE PROJECT
SECTION 8 —	TERM
SECTION 9 —	NO DISCRIMINATION
SECTION 10 —	COVENANTS RUN WITH LAND
SECTION 11 —	ENFORCEMENT
SECTION 12 —	SUBORDINATION, TERMINATION, RIGHTS RESERVED BY HUD
SECTION 13 —	ESTOPPEL CERTIFICATE
SECTION 14 —	AGREEMENT TO RECORD
SECTION 15 —	RELIANCE
SECTION 16 —	GOVERNING LAW
SECTION 17 —	NO CONFLICT WITH OTHER DOCUMENTS
SECTION 18 —	AMENDMENTS
SECTION 19 —	NOTICES
SECTION 20 —	SEVERABILITY
SECTION 21 —	CONSTRUCTION
SECTION 22 —	TITLES AND HEADINGS

EXHIBITS

"A"	LEGAL DESCRIPTION OF PROPERTY
"B"	DESIGNATION OF AFFORDABLE UNITS
"C"	CERTIFICATE OF HOUSEHOLD ELIGIBILITY
"D"	ANNUAL PROJECT CERTIFICATION

REGULATORY AGREEMENT DECLARATION OF RESTRICTIVE COVENANTS

THIS REGULATORY AGREEMENT AND DECLARATION OF RESTRICTIVE COVENANTS (the "Agreement") is made and entered into as of this _____ day of _____, 20____, by and between the CITY OF KIRKLAND, a Municipal Corporation of the State of Washington (the "City"); and MSPT IV LLC, a Washington limited liability company (the "Owner").

WITNESSETH:

A. This Agreement is predicated upon the following facts:

1) The Owner is the owner of property located at 12340 NE 115TH Place, Kirkland, Washington. Owner intends to develop said property by constructing and renting one hundred eight (108) rental units (the "Project") subject to City approval, and such other approvals by State and local agencies, as required.

2) The Owner's proposed Project shall include eleven (11) affordable rental units for Moderate-Income Households ("Eligible Households", as the term is defined below). Such affordable rental units shall be of such bedroom quantity and quality as are in proportion to the overall proportion of bedroom quantity and quality of all of the rental units in the Project.

3) The City finds that the Project will benefit the City by providing rental housing for Eligible Households.

4) The Owner has indicated its willingness to accept certain conditions affecting the use of the Property. It is the purpose of this Agreement to set forth the conditions under which the City has approved the Project and to impose enforceable restrictions on the use and occupancy of the rental portion of the Project.

5) This Agreement is entered into pursuant to Section 5.88 of the Kirkland Municipal Code, which implements the Affordable Housing policies of the City of Kirkland.

NOW, THEREFORE, for and in consideration of the mutual promises aforesaid and made and relied upon by the parties hereto, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Owner and the City agree as follows:

SECTION 1 — DEFINITIONS AND INTERPRETATION

Capitalized terms used herein shall have the following meanings unless the context in which they are used clearly requires otherwise.

"Affordable Rents" means a monthly housing expense, including if applicable a Utility Allowance and parking for a minimum of one car, which is no greater than thirty percent (30%) of the monthly median income for Eligible Households within the Seattle-Bellevue, WA HUD Metro FMR ("Seattle MSA"), as shown in the following chart, as adjusted for Household Size. The maximum Affordable Rents shall be adjusted no more than once every twelve (12) months

and such adjustment shall be by a factor equivalent to adjustments in the Seattle MSA Median Income.

Applicable Median Income Level

Affordable Rent Level	
Moderate Income	80%

"Affordable Units" means the eleven (11) units in the Project as selected by the Owner and as approved by the City or its Designee, as set forth in Exhibit B, and reserved for occupancy by Eligible Households pursuant to Section 3, adjusted for household size.

"City" means the City of Kirkland.

"Completion Date" means the date of the completion of the acquisition, construction, purchase, reconstruction and equipping, as the case may be, of the Project, as that date shall be certified as provided in Section 4.

"Designee" means A Regional Coalition for Housing ("ARCH") or such other agency as may be designated by the City in writing to the Owner. The City shall notify the Owner of any determination not to utilize ARCH as its Designee for purposes of this designation.

"Eligible Household" means one or more adults and their dependents which adults certify that they meet the qualifications for eligibility set forth below in this definition, Section 3.F of this Agreement, and as set forth in the Certificate of Household Eligibility attached hereto as Exhibit C and incorporated by reference herein, and who certify that their Household Income does not exceed the applicable percent of the Median Income for the Seattle MSA, as set forth in this definition and Section 3.F of this Agreement, adjusted for household size, as published by the United States Department of Housing and Urban Development ("HUD").

Maximum Percent of Median Income at Occupancy

Income Level	
Moderate Income	80%

"Household Income" means all income from all household members over the age of 18 residing in the household. Income consists of those items listed in Exhibit C, Certificate of Household Eligibility (e.g. wages, interest income, etc.). Income of dependents who reside within a household for less than four (4) months of the year will not be counted toward Household Income.

"Household Size" means the average household size assumed for purposes of calculating Affordable Rents as follows:

<u>UNIT TYPE</u>	<u>AVERAGE HOUSEHOLD SIZE</u>
Studio	1 Person
1 Bedroom	2 Persons
2 Bedroom	3 Persons
3 Bedroom	4 Persons

"Lender" means HUD/FHA, Veterans Administration ("VA"), Federal National Mortgage Association ("FNMA"), Federal Home Loan Mortgage Corporation ("FHLMC"), or another party acquiring such loan upon foreclosure of a deed of trust or mortgage ("Deed of Trust") insured, made or held by HUD/FHA, VA, FNMA, FHLMC or an institutional third-party lender or investor.

"Median Income" means the median income for the Seattle MSA as most recently determined by the Secretary of Housing and Urban Development (the "Secretary") under Section 8(f)(3) of the United States Housing Act of 1937, as amended, or if programs under said Section 8(f)(3) are terminated, median income determined under the method used by the Secretary prior to such termination.

"Owner" means MSPT IV LLC, and its successors and assigns, and any surviving, resulting or transferee entity.

"Owner Representative" means the person or persons (who may be employees of the Owner) designated from time to time to act hereunder on behalf of the Owner in a written certification furnished to the City or its Designee, containing a specimen signature of such person or persons and signed by the Owner or on behalf of the Owner by a duly authorized representative of the Owner.

"Project" means the building, structures and other improvements to be constructed on the Property, and all equipment, fixtures and other property owned by the Owner and located on, or used in connection with, such buildings, structures and other improvements and all functionally related and subordinate facilities.

"Property" means the real property which will be devoted to the Project as more particularly described in Exhibit A which is attached hereto, and incorporated by reference herein, and all rights and appurtenances thereunto appertaining.

"Qualified Project Period" means for the life of the Project.

"Regulatory Agreement" or "Agreement" means this Regulatory Agreement and Declaration of Restrictive Covenants between the City and the Owner.

"Utility Allowance" means that portion of housing expenses for utilities. Therefore, Affordable Rents are calculated assuming payment of all utilities (not including phone, internet service, or cable or satellite television) by the Owner. In the event gas and/or electric utilities, used for purposes of heating, cooking and/or lighting, are paid directly by the tenant, then the monthly Affordable Rent will be reduced by the following allowance:

Studio	\$38
One Bedroom	\$57
Two Bedroom	\$76
Three Bedroom	\$95

The base year for the ARCH utility allowance figures is 2013. The allowance figures will be adjusted annually based on changes in the Consumer Price Index—U.S. Cities Average—All Urban Consumers. If water, garbage and/or sewage are paid for directly by the tenant, the

affordable rent levels will be further reduced by the typical cost to the tenant of such utilities, or a set allowance established by the City or its Designee.

SECTION 2 — RESIDENTIAL RENTAL PROPERTY

A. General Description. The Project will be acquired and constructed for purposes of providing multi-family rental housing and neighborhood retail uses and the Owner shall own, manage and operate (or cause the management and operation of) the Project to provide multiple family rental housing comprising a building or structure or several inter-related buildings or structures, each consisting of more than one dwelling unit and neighborhood retail uses and facilities functionally related and subordinate thereto, and no other facilities. As used herein facilities functionally related and subordinate to the Project shall include facilities for use by the tenants, including, for example, recreational facilities, parking areas, and other facilities which are reasonably required for the Project, for example, heating and cooling equipment, trash disposal equipment or units of resident managers or maintenance personnel.

B. Similar Quality Construction. All of the dwelling units in the Project shall be constructed of similar quality, and each dwelling unit in the Project shall contain facilities for living, sleeping, eating, cooking and sanitation for a single person or a household which are complete, separate and distinct from other dwelling units in the Project and will include a sleeping area, separate bathing facility, and a cooking range, refrigerator and sink.

C. Conversion to Condominium. In the event the Project is proposed for conversion to condominium, owner-occupied, or non-rental residential use, the Owner must submit to the City for its approval a plan for preserving the Affordable Units, which approval shall not be unreasonably withheld, conditioned or delayed. The City can consider options which would convert the Affordable Units to owner occupancy by Eligible Households. This section does not waive the Owner's obligations to comply with any other law or regulations pertaining to conversion to ownership use.

SECTION 3 — AFFORDABLE UNITS FOR ELIGIBLE HOUSEHOLDS

A. Number of Affordable Units. All of the Affordable Units in the Project shall be leased or rented, or available for lease or rental, to the general public, and the Owner shall designate all of the Affordable Units, reserved for occupancy by Eligible Households, as follows:

Median Income Level	Affordable Units
Moderate Income	11

B. Designation/Re-designation of Affordable Units. Prior to issuance of a Building Permit, the Owner shall submit to the City or its Designee for the City's or its Designee's approval a certificate in writing of such designation of Affordable Units. (See Exhibit B.) Units so designated shall have substantially the same equipment and amenities as other dwelling units in the Project with the comparable number of rooms. The Affordable Units shall be intermingled with all other dwelling units and shall be of a unit mix comparable to the overall mix of units in the Project. The City or its Designee shall base its approval or disapproval of the proposed Affordable Units upon the criteria set forth in this section.

The Owner, from time to time, may propose to change the particular units declared as Affordable Units provided that at all times at least eleven (11) of all of the residential units in the Project are designated as Affordable Units, and provided that at all times the same unit mix is retained. The Owner shall notify the City or its Designee of the proposed change in writing for the City's or its Designee's approval. The City or its Designee will review the proposed changes and shall base its approval or disapproval of the proposed changes based upon the criteria set forth in this section.

C. Affordable Units Rent Level. The monthly rent for the Affordable Units occupied by Eligible Households shall not exceed the applicable Affordable Rents, and for each specific tenant, shall be adjusted no more than once every twelve (12) months, and in no event within the first twelve (12) months of occupancy.

D. Renting Affordable Units to Eligible Households. During the Qualified Project Period, the Owner shall rent or lease the Affordable Units to Eligible Households and, if at any time the Owner is unable to rent or lease the Affordable Units, the Affordable Units shall remain vacant pending rental or lease to Eligible Households.

E. Equal Access to Common Facilities. Tenants in the Affordable Units shall have equal access to enjoyment of all common facilities of the Project.

F. Qualifying Eligible Household Income for Affordable Units at Initial Occupancy and Recertification. Qualifying Eligible Household Income at time of occupancy may not exceed the applicable percent of Median Income set forth in the chart below, adjusted for Household Size. If applicable pursuant to the provisions of Section 4.D, at time of annual recertification, a household will remain eligible for an Affordable Unit as long as Household Income does not exceed the Maximum Recertification Income set forth in the chart below, adjusted for Household Size. If at the time of recertification Household Income exceeds the Maximum Recertification Income limit for the income level initially qualified for by a household, then such household must within 90 days either pay market rent and the next available comparable market rate unit must be rented as an Affordable Unit; or vacate the unit, unless otherwise prohibited by law, to make it available for an Eligible Household.

Maximum Permitted Income Levels

Eligible Households	Maximum Initial Income	Maximum Recertification Income
Moderate Income	80%	100%

G. Household Size Limits for Affordable Units. The Owner shall utilize the following occupancy standards for Affordable Units:

<u>Unit Size</u>	<u>Household Size</u>
Studio	1–2 Persons
1 Bedroom	1–2 Persons
2 Bedroom	1–4 Persons
3 Bedroom	2–6 Persons

SECTION 4 — REPORTING REQUIREMENTS

A. Notice of Occupancy Permit. Within thirty (30) days of issuance of any final inspection, and if applicable occupancy permits, the Owner shall notify the City's Planning and Community Development Department [Attn: Housing Planner] or its Designee, of receipt of the first occupancy permit for the Project.

B. City Mailing List. The City maintains a mailing list of households interested in occupying Affordable Units. From time to time the City or its Designee will provide to the Owner the names of persons from the City's mailing list. In determining which eligible applicants shall be rented Affordable Units, the Owner shall, subject to Section 4.C below, reasonably consider persons on the City's mailing list, and when they were placed on the City's mailing list.

C. Completion of Certificate of Household Eligibility. In the event the Affordable Units are restricted to Eligible Households pursuant to Section 3.D of this Agreement, prior to allowing any household to occupy any Affordable Unit, the Owner shall require the prospective tenant to complete a Certificate of Household Eligibility that shall be substantially in the form set forth in Exhibit C. The Owner shall also undertake a good faith effort to verify the applicant's Household Income, as reported on the completed Certificate. The Owner's obligation to verify the reported Household Income shall be limited to requesting copies of and reviewing the applicant's federal income tax returns, unless the Owner has actual knowledge, or reason to believe, that the information provided by the applicant is materially inaccurate. In the event federal income tax returns are not available, Household Income shall be verified by wage or salary statements, or other income records that the City or its Designee may consider appropriate.

D. Annual Recertification of Residents. On an annual basis, the Owner shall require all households occupying an Affordable Unit to complete and return to the Owner an updated Certificate of Household Eligibility. The Owner shall undertake a good faith effort to verify the reported Household Income, as reported in the completed Certificate. The Owner's obligation to verify the Household Income shall be limited to obtaining a copy of and reviewing the tenant's federal income tax returns, unless the Owner has actual knowledge or reason to believe that the information provided by the household is materially inaccurate. In the event federal income tax returns are not available, Household Income shall be verified by wage or salary statements, or other income records the City or its Designee may consider appropriate.

Such certifications shall be filed with the City or its Designee, by attachment to the Annual Project Certification required pursuant to Subsection E and are subject to independent investigation and verification by the City or its Designee.

E. Annual Project Certification. After the Completion Date and until 90% of the rental units are occupied, the Owner shall, on a quarterly basis, file with the City or its Designee an Annual Project Certification, in substantially the form of Exhibit D. Thereafter, during the term of this Regulatory Agreement, such certification shall be filed annually on or before March 31st and shall set forth the required information for the preceding year.

F. Maintain Complete Records. The Owner shall maintain complete and accurate records pertaining to the Affordable Units, and shall permit any duly authorized representative

of the City, including, without limitation, its Designee to inspect the books and records of the Owner pertaining to the Affordable Units, and if applicable, incomes of Eligible Households residing in the Project. Failure to maintain such records or failure to allow examination by the City or any duly authorized representative shall constitute a default hereunder.

G. Form of Certification. Notwithstanding anything in this Section to the contrary, all documentation required by this Section shall be submitted on the forms designated herein as such forms may be modified by the City or its Designee from time to time. Changes to forms by the City or its Designee shall not significantly enlarge the Owner's obligations hereunder.

SECTION 5 — SECTION 8 CERTIFICATE HOLDERS

The Owner shall accept as tenants for Affordable Units, on the same basis as all other prospective households, households who are recipients of Federal certificates for rent subsidies pursuant to the existing program under Section 8 of the United States Housing Act of 1937, as amended. The Owner shall not apply, or permit the application of, management policies or lease provisions with respect to the Project which have the effect of precluding occupancy of Units by holders of Section 8 certificates.

SECTION 6 — LEASE PROVISIONS

A. It is the Owner's responsibility to screen and select tenants for desirability and credit worthiness. Such selection is within the Owner's discretion. If written management policies exist, or exist in the future, with respect to the Project, the City or its Designee may review such written policies and may require changes in such policies, if necessary, so that they comply with the requirements of this Agreement.

B. In the event income certifications are required pursuant to Section 4.C of this Agreement, all leases for Eligible Households shall contain clauses wherein each individual lessee: (i) certifies the accuracy of the statements made in the Certificate of Household Eligibility, (ii) agrees that the household income and other eligibility requirements shall be deemed substantial and material obligations of the tenancy, and (iii) agrees that misrepresentation in the certification is a material breach of the lease, entitling the Owner to terminate the lease for the Affordable Unit.

SECTION 7 — SALE OR TRANSFER OF THE PROJECT

The Owner hereby covenants and agrees not to sell, transfer or otherwise dispose of the Project or any portion thereof without first providing a written notice from the purchaser stating that the purchaser understands, and will comply with the Owner's duties and obligations under this Agreement. Such notice must be received by the City or its Designee at least 10 days prior to the close of escrow.

SECTION 8 — TERM

This Regulatory Agreement shall become effective upon its execution and delivery, and shall continue in full force and effect throughout the Qualified Project Period, unless sooner modified or terminated in accordance with Section 12 hereof.

SECTION 9 — NO DISCRIMINATION

The Owner shall not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, age, national origin, marital status, or presence of any mental or physical handicap as set forth in RCW 49.60.030, as now existing and as may be amended, in the lease, use, or occupancy of the Project or in connection with the employment or application for employment of persons for the operation and management of the Project.

SECTION 10 — COVENANTS RUN WITH LAND

The City and Owner hereby declare their understanding and intent that the covenants, conditions and restrictions set forth herein directly benefit the land (i) by enhancing and increasing the enjoyment and use of the Project by certain Eligible Households, and (ii) by furthering the public purposes of providing housing for Eligible Households.

The City and the Owner hereby declare that the covenants and conditions contained herein shall bind and the benefits shall inure to, respectively, the Owner and the City all for the Qualified Project Period. Except as provided in Section 12 of this Regulatory Agreement, each and every contract, deed or other instrument hereafter executed conveying the Project or any portion thereof or interest therein shall contain an express provision making such conveyance subject to the covenants and conditions of this Agreement, provided however, that any such contract, deed or other instrument shall conclusively be held to have been executed, delivered and accepted subject to such covenants and conditions, regardless of whether or not such covenants and conditions are set forth or incorporated by reference in such contract, deed or other instrument.

SECTION 11 — ENFORCEMENT

A. Enforcement Provisions. The Owner shall exercise reasonable diligence to comply with the requirements of this Agreement and shall correct any such noncompliance within sixty (60) days after such noncompliance is first discovered by the Owner or would have been discovered by the exercise of reasonable diligence, or within 60 days after the Owner receives notice of such noncompliance from the City or its Designee; provided however, that such period for correction may be extended by the City if the Owner is exercising due diligence to correct the noncompliance. If such noncompliance remains uncured after such period, then the Owner shall be in default and the City on its own behalf may take any one or more of the following steps:

1) By any suit, action or proceeding at law or in equity, require the Owner to perform its obligations under this Regulatory Agreement, or enjoin any acts or things which may be unlawful or in violation of the rights of the City hereunder; it being recognized that the beneficiaries of the Owner's obligations hereunder cannot be adequately compensated by monetary damages in the event of the Owner's default;

2) Have access to, and inspect, examine and make copies of, all of the books and records of the Owner pertaining to this Regulatory Agreement or enforcement of this Regulatory Agreement. Provided, however, the City or its Designee shall not divulge such

information to any third party unless required by law or unless the same is necessary to enforce the City's rights hereunder; and

3) Take such other action at law or in equity as may appear necessary or desirable to enforce the obligations, covenants, conditions and agreements of the Owner under this Regulatory Agreement.

4) The Owner hereby grants to the City or the Designee the option, upon Owner's default under this Regulatory Agreement, for the Qualified Project Period to lease up to eleven (11) of the units in the Project as mutually selected by the City or its Designee and the Owner for the purpose of subleasing such units to Eligible Households, but only to the extent necessary to comply with the provisions of this Agreement. The City or its Designee may lease from the Owner the units at the Affordable Rent level less a reasonable management fee to reimburse the City or its Designee for any expenses incurred in connection with such sublease. The City or its Designee may terminate its lease of the units in the Project upon determination that the Owner is no longer in default pursuant to this Agreement.

B. Hold Harmless. The Owner hereby agrees to pay, indemnify and hold the City and its Designee and any other party authorized hereunder to enforce the terms of this Regulatory Agreement harmless from any and all costs, expenses and fees, including all attorneys' fees which may be incurred by the City or the Designee or any other party in enforcing or attempting to enforce this Regulatory Agreement following any default hereunder on the part of the Owner, whether the same shall be enforced by suit or otherwise; together with all costs, fees and expenses which may be incurred in connection with any amendment to this Regulatory Agreement or otherwise by the City at the request of the Owner.

C. No Third Party Beneficiaries. The provisions of this Agreement and of the documents to be executed and delivered in connection herewith are and will be for the benefit of the Owner, the City and its Designee only and are not for the benefit of any third party (including, without limitation, any tenants or tenant organizations), and accordingly, no third party shall have the right to enforce the provisions of this Agreement or of the documents to be executed and delivered in connection herewith.

SECTION 12 — SUBORDINATION, TERMINATION, RIGHTS RESERVED BY HUD

A. Notwithstanding any provision in this Agreement to the contrary, all of the provisions of this Agreement shall terminate and have no further force and effect upon the occurrence of one of the following events:

(1) Foreclosure of a HUD/FHA insured loan is initiated under which the Project is held as a security.

(2) Title to the Project is acquired by Lender or HUD/FHA by deed in lieu of foreclosure of the Deed of Trust.

(3) Title to the Project is acquired by HUD/FHA, Veterans Administration ("VA"), Federal National Mortgage Association ("FNMA"), Federal Home Loan Mortgage Corporation ("FHLMC") or another party upon foreclosure of a deed of trust or mortgage ("Deed

of Trust") insured, made or held by HUD/FHA, VA, FNMA, FHLMC or an institutional, third-party lender or investor (collectively, "Lender").

- (4) The Deed of Trust, if insured by HUD/FHA, is assigned to HUD/FHA.

Notwithstanding anything in this Agreement to the contrary, enforcement of this Agreement shall not serve as a basis for (i) default under the Deed of Trust insured by HUD/FHA or any other Lender, or (ii) an acceleration of the loan secured by the Deed of Trust ("Loan"), or result in any claim against the Project, the Loan proceeds, any reserve or deposit required by HUD/FHA or any other Lender in connection with the Loan transaction or the rents or other income from the Project other than from available surplus cash as that term is defined by HUD/FHA or any other Lender.

B. Notwithstanding anything in this Agreement to the contrary:

(1) All of the provisions of this Agreement are subordinate and subject to the Deed of Trust, the Loan, and all documents relating to the Loan ("Loan Documents"), if any, as well as all applicable HUD/FHA mortgage insurance regulations, related HUD/FHA administrative requirements, Section 8 of the U.S. Housing Act of 1937, as amended and the regulations thereunder, as amended, and the rights of the Lender thereunder. In the event of any conflict between this Agreement and the provisions of any applicable HUD/FHA mortgage insurance regulations, related HUD/FHA administrative requirements, Section 8 of the U.S. Housing Act of 1937, as amended, and the regulations thereunder, as amended the applicable HUD/FHA mortgage insurance regulations, related HUD/FHA administrative requirements, Section 8 of the U.S. Housing Act of 1937, as amended, and the regulations thereunder, as amended will control.

(2) Lender shall take no role in monitoring compliance with state and federal use and occupancy requirements; nor shall Lender be required to provide notice to third parties of actions under the Deed of Trust, if any.

(3) No amendment to this Agreement will be effective without the prior written consent of Lender, if any.

(4) The Owner will take all steps necessary to comply with this Agreement; provided that the Owner shall not be required to take action prohibited by, or to refrain from action required by Lender, pursuant to the National Housing Act (as amended), applicable HUD/FHA mortgage insurance regulations, related administrative requirements, Section 8 of the Housing Act of 1937, as amended, and the regulations thereunder, as amended, or the Loan and the Loan Documents.

SECTION 13 — ESTOPPEL CERTIFICATE

The City agrees, upon the request of the Owner or its successor in interest, to promptly execute and deliver to the Owner or its successor in interest or to any potential or actual purchaser, mortgagor or encumbrance of the Project, a written certificate stating, if such is true, that the City has no knowledge of any violation or default by the Owner of any of the

covenants or conditions of this Agreement, or if there are such violations or defaults, the nature of the same.

SECTION 14 — AGREEMENT TO RECORD

The Owner shall cause this Regulatory Agreement to be recorded in the real property records of King County, Washington. The Owner shall pay all fees and charges incurred in connection with such recording and shall provide the City or its Designee with a copy of the recorded document.

SECTION 15 — RELIANCE

The City and the Owner hereby recognize and agree that the representations and covenants set forth herein may be relied upon by City and the Owner. In performing its duties and obligations hereunder, the City may rely upon statements and certificates of the Owner and Eligible Households, and upon audits of the books and records of the Owner pertaining to occupancy of the Project. In performing its duties hereunder, the Owner may rely on the Certificates of Tenant Eligibility unless the Owner has actual knowledge or reason to believe that such Certificates are inaccurate.

SECTION 16 — GOVERNING LAW

This Regulatory Agreement shall be governed by the laws of the State of Washington, except to the extent such laws conflict with the laws of the United States or the regulations of federally insured depository institutions, or would restrict activities otherwise permitted in relation to the operation of federally insured depository institutions.

SECTION 17 — NO CONFLICT WITH OTHER DOCUMENTS

The Owner warrants that it has not executed and will not execute, any other agreement with provisions contradictory to, or in opposition to, the provisions hereof, and that in any event the requirements of this Regulatory Agreement are paramount and controlling as to the rights and obligations herein set forth and supersede any other requirements in conflict herewith.

SECTION 18 — AMENDMENTS

This Regulatory Agreement shall be amended only by a written instrument executed by the parties hereto or their respective successors in title, and duly recorded in the real property records of King County, Washington. Amendments to Exhibit B shall be considered to be approved in writing when the revised Exhibit B is signed by the Owner and the City and/or its Designee without the need for a further written document attaching the revised exhibit and striking prior versions of the exhibit. In the event of conflict between versions of Exhibits B, the version maintained by the City or its Designee as the then-current version, signed by Owner and City or its Designee, shall prevail.

the construing this document or any provision hereof or in ascertaining intent, if any question of intent shall arise.

IN WITNESS WHEREOF, the Owner and City have each executed the Regulatory Agreement and Declaration of Restrictive Covenants on the Date first above written.

Owners:

City:

Kelly Price
Its Manager

Kurt Triplett
Its: City Manager

Approved as to Form:

City Attorney

STATE OF WASHINGTON }
 }
 COUNTY OF KING } ss.

On this _____ day of _____, 201____, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, known to me to be the _____ of the CITY OF KIRKLAND, who executed the foregoing document on behalf of said City, and acknowledged the said document to be the free and voluntary act and deed of said City, for the uses and purposes therein mentioned, and on oath stated that s/he was authorized to execute said document.

IN WITNESS WHEREOF I have given under my hand and official seal this ____ day of _____, 201____.

 Notary Public in and for the State of Washington.
 Print Name _____
 Residing at _____
 My commission expires _____

STATE OF WASHINGTON }
 }
 COUNTY OF KING } ss.

On this _____ day of _____, 201____, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the _____ of MSPT IV LLC, who executed the foregoing instrument on behalf of the said corporation, and acknowledged the said document to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated that s/he was authorized to execute said document.

IN WITNESS WHEREOF I have given under my hand and official seal this ____ day of _____, 201____.

 Notary Public in and for the State of Washington.
 Print Name _____
 Residing at _____
 My commission expires _____



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: September 6, 2013
Subject: TRANSPORTATION FUNDING RESOLUTION

RECOMMENDATION:

Council should consider adoption of the attached resolution stating the City Council's support of a comprehensive statewide transportation investment package, including direct funding and funding options for local governments, and urging the Governor to convene a special legislative session of the Washington State Legislature in 2013 to enact a balanced transportation investment package.

BACKGROUND DISCUSSION:

At the September 3, 2013 meeting of the City Council, councilmembers requested that staff provide a draft resolution urging the Governor to convene a special legislative session of the Washington State Legislature in 2013 to enact a balanced transportation investment package (Attachment A). Consistent with its adopted 2013 State Legislative Agenda, Council also supported joining in the efforts of the "Keep Washington Rolling Coalition" to continue advocating for a transportation investment package in 2013, as long as the Coalition's efforts remained focused on advocacy and did not include campaign activities of any kind.

The resolution under consideration is nearly identical to [Resolution 4978](#), unanimously approved by the Kirkland City Council at its regular meeting on May 21, 2013. Resolution 4978 expressed Council's strong support of a comprehensive transportation investment package, including direct funding and funding options for local governments and urged the Legislature to enact a balanced transportation investment package to create jobs, relieve congestion, support our businesses and maintain our quality of life. The only difference is that Section 2 of Resolution 4978 called on the legislature to enact a transportation package, and Section 2 of this proposed Resolution urges the Governor to convene a special legislative session in 2013 to so that the legislature can enact such a package (Attachment B).

Also on September 3, Governor Jay Inslee and King County Executive Dow Constantine held a transportation press conference outlining the necessity to address critical transportation system maintenance needs regionally and statewide. The Governor called for a bipartisan comprehensive transportation investment package in 2013 and signaled his intention to call a special session of the legislature in November.

HB 1954 and HB 1955 were introduced during the regular session and therefore are still in play for the legislature's consideration. The City of Kirkland continues to have much at stake in the Transportation Investment Package. The transportation revenue legislation that passed the House, but was not voted on in the Senate, contains nearly \$8 million for Kirkland specific transportation priorities and projects. One Kirkland project (\$1.3 million) in that package was moved into the Capital Budget which was passed by the legislature in late June.

- I-405 and NE 132nd interchange - \$5,000,000
- NE 104th St Sidewalk - \$920,000 (Safe Routes to School)

- NE 132nd St Sidewalk Improvement at Finn Hill MS - \$816,000 (Safe Routes to School)
- Park Lane Pedestrian Corridor Enhancements - \$1,180,000

In addition to Kirkland specific project funding, millions more in potential revenue from a statewide tax plan as well as authorized local options are included in the Transportation Investment Package that could be considered in a special session.

It should be noted that the Senate Majority Coalition Caucus has linked a series of reform concepts to the passage of any transportation revenue package. How the package and these reforms are negotiated is uncertain at this time.

Attachments: Transportation Funding Resolution
Resolution 4978 of the Kirkland City Council

RESOLUTION R-4999

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND URGING THE GOVERNOR TO CONVENE A SPECIAL SESSION OF THE WASHINGTON STATE LEGISLATURE IN 2013 AND PASS A COMPREHENSIVE TRANSPORTATION INVESTMENT PACKAGE.

WHEREAS, the Kirkland City Council supports legislation that promotes the City Council's goals and protects the City's ability to provide basic municipal services to its residents; and

WHEREAS, the Kirkland City Council adopted State Legislative Priorities for 2013 that include support for providing state and local transportation revenue to maintain infrastructure investments and complete projects that enhance economic vitality; and

WHEREAS, a healthy transportation system is a critical foundation of our state and local economies and our quality of life, as well as our global position as the nation's most trade-dependent state; and

WHEREAS, Washington State's transportation system is suffering from disrepair, with a backlog of maintenance and preservation needs, and data showing that without any new investments more than half the pavement on our state roads and highways will be in poor condition by 2023; and

WHEREAS, failing roads and bridges, congested highway corridors, and bottlenecked interchanges undermine the mobility of vehicles, buses, and freight-carriers to transport people and goods; and

WHEREAS, the Connecting Washington Task Force released a report in early 2012, identifying \$50 billion in unfunded transportation needs and recommending an investment of \$21 billion in state funding during the next ten years for maintenance, preservation, and strategic investments; and

WHEREAS, Kirkland has \$249 million in unfunded street, bridge and sidewalk needs and these projects are critical for the safety and economic development of the City of Kirkland; and

WHEREAS, investing in maintaining and upgrading our transportation system is a positive step the Legislature can take to catalyze construction jobs, enhance freight mobility for our Ports, and create a pathway for retaining and growing new jobs for key industry sectors; and

WHEREAS, through SHB 1954, SHB 1955 and related bills, the 2013 Washington State Legislature is considering a 12-year, \$9.5 billion package of transportation infrastructure investments; and

WHEREAS, this package would provide critical funding for key highway corridor projects throughout the state, including the I-405/NE

132nd Street Interchange ramps in Kirkland, previously authorized by the Legislature; and

WHEREAS, the proposed transportation package would also provide a direct gas tax distribution that would provide new funding each year for the City of Kirkland to maintain local roadways and arterials and to leverage existing funding; and

WHEREAS, the package also includes local transportation financing options that cities and counties can submit to their voters for transportation improvements in their communities including Kirkland; and

WHEREAS, the transportation package would invest in grant programs that are vital for cities and counties, including the Transportation Investment Board (TIB), the Freight Mobility Strategic Investment Board (FMSIB), "Complete Streets," Safe Routes to Schools, and Bicycle-Pedestrian Safety; and

WHEREAS, the package also includes direct funding allocations for transit agencies, including King County Metro Transit, that would otherwise have to make drastic cuts in routes which carry people to work sites and serve local communities; and

WHEREAS, the Governor of the State of Washington may call the legislature back into special session in 2013 to discuss this transportation package or similar proposals;

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

Section 1. The Kirkland City Council strongly supports a comprehensive statewide transportation investment package, including direct funding and funding options for local governments.

Section 2. The Kirkland City Council urges the Governor to convene a special legislative session in 2013 to enact a balanced transportation investment package to create jobs, relieve congestion, support our businesses, and maintain our quality of life.

Passed by majority vote of the Kirkland City Council in open meeting this ___ day of _____, 2013.

Signed in authentication thereof this ___ day of _____, 2013.

MAYOR

Attest:

City Clerk



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: Katy Coleman, Development Engineering Analyst
Pam Bissonnette, Interim Public Works Director

Date: August 23, 2013

Subject: RESOLUTION TO RELINQUISH THE CITY'S INTEREST IN A PORTION OF UNOPENED RIGHT-OF-WAY

RECOMMENDATION:

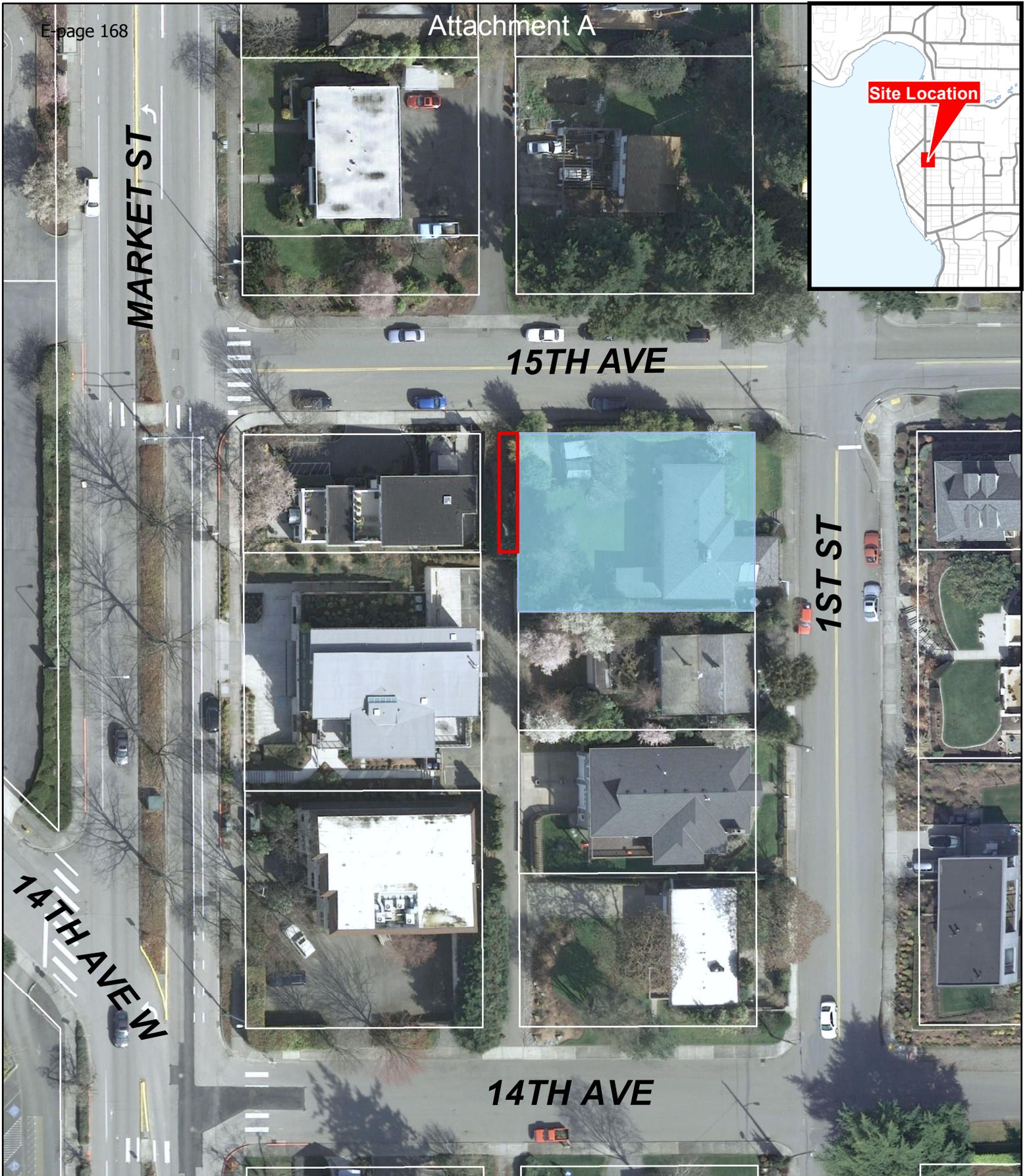
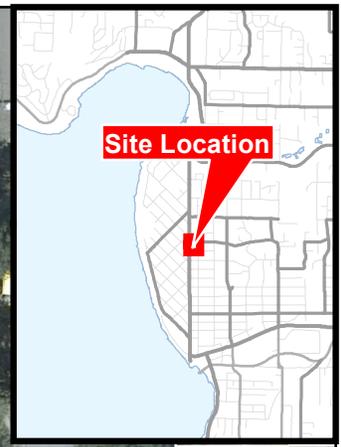
It is recommended that the City Council adopts the enclosed Resolution relinquishing interest, except for a utility easement, in a portion of unopened alley being identified as the east 8 feet of the unopened alley abutting the west boundary of lots 1 and 2, Block 133, Kirkland Addition, according to the plat thereof recorded in Volume 6 of Plats, page 53, records of King County, Washington.

BACKGROUND DISCUSSION:

The unopened portion of the alley abutting the property of 1419 1st St (Attachment 1) was originally platted and dedicated in 1890 as Kirkland Addition (aka Town of Kirkland). The Five Year Non-User Statute provides that any street or right-of-way platted, dedicated, or deeded prior to March 12, 1904, which was outside City jurisdiction when dedicated and which remains unopened or unimproved for five continuous years is then vacated. The subject right-of-way has not been opened or improved.

Andrew Kispert and Alice Dobry, the owners of the property abutting this right-of-way, submitted information to the City claiming the right-of-way was subject to the Five Year Non-User Statute (Vacation by Operation of Law), Laws of 1889, Chapter 19, Section 32. After reviewing this information, the City Attorney believes the approval of the enclosed Resolution (Attachment 2) is permissible.

Attachment A: Vicinity Map
Attachment B: Resolution



Kispert/Dobry Non-User Vacation Exhibit
1419 1st St

- Proposed Vacation
- Kispert/Dobry Property
- Granted Non-User Vacations



Produced by the City of Kirkland.
 (c) 2013, the City of Kirkland, all rights reserved.
 No warranties of any sort, including but not limited to accuracy, fitness or merchantability, accompany this product.

RESOLUTION R-5000

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND RELINQUISHING ANY INTEREST THE CITY MAY HAVE, EXCEPT FOR A UTILITY EASEMENT, IN AN UNOPENED RIGHT-OF-WAY AS DESCRIBED HEREIN AND REQUESTED BY PROPERTY OWNERS ANDREW KISPERS AND ALICE DOBRY

WHEREAS, the City has received a request to recognize that any rights to the land originally dedicated in 1890 as right-of-way abutting a portion of the Town of Kirkland (aka Kirkland Addition) have been vacated by operation of law; and

WHEREAS, the Laws of 1889, Chapter 19, Section 32, provide that any county road which remains unopened for five years after authority is granted for opening the same is vacated by operation of law at that time; and

WHEREAS, the area which is the subject of this request was annexed to the City of Kirkland, with the relevant right-of-way having been unopened; and

WHEREAS, in this context it is in the public interest to resolve this matter by agreement,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kirkland as follows:

Section 1. As requested by the property owners Andrew V. Kispert and Alice E. Dobry, the City Council of the City of Kirkland hereby recognizes that the following described right-of-way has been vacated by operation of law and relinquishes all interest it may have, if any, except for a utility easement, in the portion of right-of-way described as follows:

A portion of unopened alley being identified as the east 8 feet of the unopened alley abutting the west boundary of the following described property: Lots 1 and 2, Block 133, Kirkland Addition, according to the plat thereof recorded in Volume 6 of Plats, page 53, records of King County, Washington.

Section 2. This resolution does not affect any third party rights in the property, if any.

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2013

Signed in authentication thereof this ____ day of _____, 2013.

MAYOR

Attest:

City Clerk



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: September 5, 2013

Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF SEPTEMBER 17, 2013

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 August 22, 2013, are as follows:

	Project	Process	Estimate/Price	Status
1.	Caterpillar Backhoe/Loader	Cooperative Purchase	\$97,948.85	Purchase from NC Machinery, Kent, WA using WA State contract.
2.	Video Detection Equipment for Intelligent Transportation System (ITS) Project-Phase 1*	Cooperative Purchase	\$186,082.11	Purchase from Kar-Gor, Inc., Salem, OR using WA State contract.
3.	Software & Support for ITS Project-Phase 1*	Cooperative Purchase	\$100,382.37	Purchase from Western Systems, Everett, WA using WA State contract.
4.	Assorted equipment for ITS Project-Phase 1*	Cooperative Purchase	\$317,485.77	Purchase from Western Systems, Everett, WA using WA State contract.

*Funded through Federal Grant



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: Marilynne Beard, Deputy City Manager
Development Services Steering Team

Date: September 6, 2013

Subject: DEVELOPMENT SERVICE STUDY IMPLEMENTATION PLAN

RECOMMENDATION:

City Council receives and provides feedback on the staff's proposed implementation plan for recommendations contained in the 2013 Development Services Study.

BACKGROUND DISCUSSION:

The results of the Development Services Study were presented to the City Council at the March 19, 2013 City Council meeting. At that time, an overview of major findings was provided along with the contents of the full report. Staff recommended that a response and implementation plan be developed and provided to the City Council at a later date. In June, the recommended implementation plan was presented to the Community Planning, Housing and Economic Development Committee.

Since the March meeting, Development Services staff, in coordination with the City Manager's Office, prepared a response and proposed course of action for the 218 recommendations. At this time, 67 of the 218 recommendations, or 30%, have been implemented and another 46 are in the process of being implemented. Staff does not recommend implementing nine of the consultant's recommendations based on further clarification of current practice (see comments on attached matrix). The remaining recommendations will need to be implemented over time. Some are related to specific projects that are scheduled for later this year or next year. Others will require resources that would need to be allocated through a budget development or amendment process.

The consultant recommended seven priority areas for focus in the near term (see Attachment A Executive Summary):

1. Performance Standards/Plan Review Timelines – The recommendations focused on adopting and implementing faster permit review times and creating a mechanism for tracking performance. An aggressive expedited review program was also recommended that would be funded by fees paid for the expedited review.

2. Organization – The consultant did not recommend a major reorganization at this time, however, they did recommend that customer service for all development services in all three departments be provided from one centralized counter.
3. Staffing – Adequate staffing needed to meet workload demands was recommended in response to an increasing trend in permit activity. A combination of contractors and new staff were recommended to meet permit workloads that would be funded by the accompanying increased development fee revenue.
4. Resources/Budgets/Fees – A comprehensive update of the development services cost of service and fee study was recommended including development of a staffing model that responds to workload and revenue trends.
5. Project Managers – The formalization of a project manager system was recommended to provide better continuity in permit process monitoring.
6. Policies and Regulations – The consultants recommended streamlining the update process and products associated with the Comprehensive Plan and Zoning Code to improve ease of use and assure consistency.
7. Technology – There is significant opportunity for greater use of technology to improve customer service and streamline processes. Customers today expect and will use on-line applications and resource assistance.

The full text of the Zucker Report can be found on the City's website at http://www.kirklandwa.gov/depart/Development_Services/developmentservicesreport.htm.

The recommended priorities address only a portion of the total recommendations. In order to respond comprehensively to all 218 recommendations, they were grouped within nine categories for discussion purposes:

1. Operational Process Improvements
2. Update of Forms and Website
3. Development Fee Study
4. Customer Service
5. General Administration and Management
6. Employee Training and Development
7. Performance Measurement and Accountability
8. City Hall Facility Improvements
9. Technology

A matrix containing a response to each recommendation is included as Attachment B to this memo. The following discussion presents the highlights for each category and responds to major recommendations.

OPERATIONAL PROCESS IMPROVEMENTS

Faster processing times was recommended to respond to customer feedback, particularly for single family permits.

- Hire contractors or staff to meet workload requirements
- Create an expedited review processes
- Fill vacant positions
- Condense time frames for assigning and processing permit applications

Decreasing permit review times is a function of both staffing and process improvements to streamline and improve the customers' experience. The development of a staffing model (as part of the cost of service/fee study) will better inform ongoing staffing needs and provide a data-driven model to respond to work load peaks.

Steps that have been taken to date include:

- All three divisions (Public Works, Planning and Building), have either added staff or hired consultants to assist with new single family permit review.
 - Assistant Planner overtime \$17,400
 - 1 FTE Permit Technician
 - 1 temporary Building Inspector
 - Plans Examiner overtime \$23,726
 - 1 FTE Plans Examiner
 - I Technology Program Analyst
 - Temporary Construction Inspector
 - 1 FTE Right-of-Way Inspector
 - 1 Temporary Assistant Planner (recruitment in process)
- In the case of Public Works and Planning, consultants have been added to help meet the demand due to the sharp increase in the number of new permit applications.
 - Contract arborist and planner services \$28,100
 - Additional contract planner services \$40,000
 - Engineering Plan Review Services \$50,000
- A program will be developed to offer expedited reviews to other types of permits such as new commercial building permits.
- The Building Division is in the process of filling the vacant Plan Reviewer positions.
- A program is being developed to reduce first review times (the time it takes to review a permit and provide comments back to the applicant) from five weeks to three weeks.

Two factors have challenged staff's ability to improve permit processing times. The dramatic increase in development permit activity has created greater competition for qualified staff and the sheer volume has been overwhelming. Review times have not slipped, however, progress has been stymied by workload.

UPDATE OF FORMS AND WEBSITE

A number of the high priority recommendations presented by the consultant related to improving on-line customer services.

- Increase the number of application forms available on-line.
- Update flow charts for all processes
- Update all handouts
- Improve content and navigation on website

An update of MyBuildingPermit.com will require changes to current forms and which also makes this recommendation a high priority for staff. Up-to-date, consistent and user-friendly forms and instructions will assist both the customer and the staff in providing faster and more efficient services. Staff has recommended engaging a third party contractor to perform much of the work in two phases which will be awarded based on a Request for Proposals process (RFP).

One RFP will provide for the update all of the Development Services forms into a common format with the ability for the applicant to fill in the form online and save it on their computer. A contract has been executed with the Latimore Company for this work. The estimated cost of phase one of the project is \$35,000 which is being funded from the Development Services Technology Reserve. This project will also enable on-line fillable forms (currently forms must be downloaded, printed out and filled in manually). The City will need to purchase Adobe Live Cycle software to enable fillable forms. Most City departments could benefit from this functionality. Staff recommends purchasing sufficient licenses to meet the overall needs of the departments. The estimated cost of purchasing and maintenance is approximately \$100,000. A service package request will be presented to Council as part of the Mid-biennial Budget Update.

The second phase of the project will update the Development Services website and create process flow charts. Staff is hoping the website will include new tools for the customer such as a GIS based parcel report, a permit fee estimator, target and current review times and permit status. This phase is expected to be approximately \$100,000 and will be presented as a service package the 2013-2014 mid-biennial budget update.

An external consultant is recommended both from a technical skill perspective but also to provide an outside, objective look at current forms and instructions.

CUSTOMER SERVICE

A close corollary to process improvements is customer service improvements to address feedback received during the consultant's survey and on-site work.

- Provide consistent counter coverage across all functions
- Return phone calls and emails same day
- Add staff to meet customer demands

Kirkland's Development Services staff prides itself on its good customer service and is continually seeking ways to improve the customers' experience. Ideally, our customers will tell their peers that Kirkland is by far the best City to work with when it comes to development and building permitting. Some of the things implemented to date include:

- An emphasized importance on returning phone calls and e-mails on the same day or next business day.
- Refined counter coverage schedules for each respective department to provide more technical staff when needed.
- Hiring staff or consultants to assist with plan review to meet increases in permitting volume.
- Planning for the conceptual layout of the City Hall remodel to best serve customers seeking permits. Staff also discussed which Development Services positions need to be

adjacent to each other to foster better communication. For example, Building and Public Works inspectors should be adjacent to each other.

DEVELOPMENT FEE STUDY

Some of the recommendations related to an update of the City's development services cost of service and fee model that is planned for 2013-2014. This model is typically updated every three years; however the recent annexation and pending development services study prompted staff to delay the study. The consultant recommendations focused on methodology and considerations for changes in policies:

- Adjust all fees to full cost recovery
- Use revenues that exceed budget to supplement staff or consultants to meet peak workloads
- Develop staffing model as part of fee study

The current development services fees were set by determining the cost of resources dedicated to providing these services and applying the cost recovery targets. Cost recovery targets reflect adopted Council policy regarding the amount of cost to be recovered through fees versus subsidized by general government revenues. The targets are applied by function which, in turn, identifies the amount of fees to be collected. The result is compared to the current revenue to determine if a fee adjustment is needed.

Based on the consultant's recommendations, staff is currently in the process of developing a staffing model that captures the resources needed to process each type of permits. The model will identify the average time needed to process a typical permit based on past experiences and estimates from Development Services Managers. The average time per permit data along with activity data and the number of inspections by permit type conducted by the City will be used to develop a new staffing model. This approach will help the City capture the full cost of providing development services by permit or activity type and will form the basis of the fee study that will be undertaken in the Fall of 2013. Staff anticipates that the results of the staffing and fee study will necessitate policy discussions regarding cost recovery targets in light of the consultant's recommendation that the City adjust all fees to full cost recovery. It is likely that the City will be implementing revised development services-related fees effective January 1, 2014, based on the new staffing and fee models and Council direction on cost recovery targets for these services.

GENERAL ADMINISTRATION AND MANAGEMENT

Many of the recommendations related to the study's implementation strategy, department policies and procedures, employee supervision, organizational structure and communication.

- Work with City Manager's Office to develop an implementation work plan
- Adopt a true project manager model of permit oversight
- Conduct a Zoning Code diagnosis and enhance usability
- Streamline the Comprehensive Plan update process and document
- Work with Economic Development Manager to find opportunities to support ED goals through land use planning
- Consider delegation of decisions to facilitate resolution

- Address employee management challenges including up-to-date performance evaluations, job descriptions and minimum qualifications, use of flex time, customer service skills, and communication
- Simplify staff reports

While many of these recommendations have already been implemented, there are many that will need to be addressed over time.

Implementation of the project manager model of permit oversight has been underway for a number of years. However, there is work to do. There are written procedures for the role of the project manager at a pre-submittal meeting. But written procedures are still needed to describe the project manager's responsibility during permit review, such as tracking progress and resolving bottlenecks. Staff understands the role for the most part, but further review and documentation would be useful. The Development Services Managers along with the Development Review Committee will undertake this in 2013-14.

The Economic Development Manager has identified existing and future coordination opportunities with development services. First, there is increased communication between the disciplines on the combined Planning, Housing, Economic Development Council Committee. Next, the Economic Development Manager and Business Retention Consultant will meet twice per year with development services staff - once at a Planning Staff meeting, and once at a Development Services staff meeting to inform staff of the current economic development initiatives.

Numerous issues were identified in the strategic plan associated with the Kirkland Zoning Code. The study recommends a zoning code diagnosis: a relatively small project to identify the major issues that are interfering with the effective and efficient administration of the code. Staff has begun the zone chart simplification project and has completed six chapters so far. In addition, staff has identified an opportunity to enhance the usability of the Zoning Code through technology. The KZC is currently hosted by the City of Bellevue. By transferring hosting to Code Publishing, features such as E-notes, search functions and zoning definitions can be available. An annual hosting fee of \$350 per year would apply for basic enhancements. For a slightly higher hosting fee, additional features are available. Planning staff is working with the City Clerk on implementing this change.

Another recommendation pertains to a comprehensive update of the Zoning Code as part of the Planning Work Program. Staff recommends this project be completed after the current Comprehensive Plan update to coincide with zoning code changes that emerge from the comp plan process. Staff will develop a more specific strategy for updating the Zoning Code closer to the completion of the Comprehensive Plan.

Recommendations Not Supported by Staff

General Administration and Management category contained most of the recommendations that staff did not believe should be implemented:

- Add temporary half-time Planning Department administrative staff until EnerGov is fully implemented – Additional staff is not needed due to EnerGov.
- Consider transferring electrical plan review to Plan Review Section - This is not recommended due to the difference in required skill sets (four years electrical

journeyman experience versus two years' building code experience for plan review) .

Combining these functions would make it difficult to attract a qualified pool. Currently, the City's electrical inspectors complete electrical plan reviews in addition to inspections.

- For new Plans Examiners, consider electrical qualifications – this is not recommended due to the large difference in required skills.
- Distribute Design Review Board notice of decision within four days after the hearing – this is not recommended because staff needs more than 4 days to write up the decision, get the chair's signature and distribute.
- Create submittal deadline schedules in order to make certain hearing dates – The idea behind this recommendation is to set a hearing date at the time of permit intake. On face value, this may appear to provide some certainty for applicants. However, staff does not recommend it because it would encourage applicants to rush and submit incomplete materials. Planning staff prefers to wait to schedule hearings until the initial comment period is over so that there is adequate time to respond to issues. Setting deadlines could potentially lead to unrealistic expectations for applicants rather than certainty. As an alternative, flow charts will be prepared so that applicants can have a clear understanding of the permit process and anticipated timeline. All permit applications are unique in terms of the project to be built, the experience of the applicant and unforeseen circumstances. Consequently, permit review times cannot be accurately ascertained at the beginning of the process.
- Planning Director to render decision at close of meeting – this is not a plausible recommendation because the Planning Director does not hold hearings/meetings. The Planning Director takes all testimony in written form and prepares a written decision.
- Assign file close out to administrative staff – this is not recommended because it would not be efficient for administrative staff to try to determine what can be removed from the file and to assemble the electronic documents.

EMPLOYEE TRAINING AND DEVELOPMENT

The consultants emphasized the importance of training in ensuring staff effectiveness and enhancing customer service.

- Budget 2% of personnel budget and 5% of time for training
- Expand training in EnerGov, GIS, SEPA, Bluebeam program and general supervision and management

In the 2013-2014 Budget, training and related travel accounted for 0.3% and 0.4% of personnel costs in the development services functions. The City reduced travel and training budgets citywide by 22% in the 2009-2010 Budget and those reductions largely remain in place. The budgeted amount does not take into account training offered at no cost to the departments through the City, through local professional organizations such as the Green Building group and through development services in-service trainings. All supervisory and management staff are participating in the Managing to Excellence training provide by Human Resources. Changes to the training budget should be evaluated in the context of the budget process.

PERFORMANCE MEASURES AND ACCOUNTABILITY

Most of the recommendations in this category related to establishing benchmarks and standards and mechanisms to monitor and audit actual performance against targets.

- Establish performance standards and auditing program for permit time lines, inspections, plan review, and fire inspection
- Use EnerGov to monitor performance
- Incorporate performance measures in employee performance evaluations

Staff has been working with EnerGov for the last several months to develop a report that shows how each department is doing relative to review times. The plan is to have this complete by September 2013. A report was recently developed that shows the number of permits each staff member has processed. At this time, there is no report that will easily show the number of reviews and inspections each staff member has completed. Work on this report is expected to begin this fall and completed early next year. The report will be available to all staff and will be reviewed by the Development Services Managers on a monthly basis. The results of this report can also be incorporated into employees' performance evaluations.

CITY HALL REMODEL

Some of the recommendations can be addressed directly or indirectly through the City Hall remodel project which is in the planning stages now and will begin in Summer 2014 with Council approval.

- Use one counter for all Development Services functions
- All packets to be electronic
- Improve customer amenities and services at counter

The Development Service Managers plan to visit other cities to view one counter operations first hand. There are several questions to answer, for example, how to handle reception and whether there are separate stations for permit intake.

In order for all packets to be electronic, either all Board and Commission members will need laptop computers, which is problematic due to the cost and high tech-support requirements, or computers would need to be built into the dais when the City Hall and Council Chamber is remodeled. Most if not all packets are already sent electronically via links to board and commission websites. However, paper packets are still produced so that the members can refer to packets during meetings. If a computer is built into the dais, then this step could be avoided.

TECHNOLOGY

Kirkland is already employing many best practice technology solutions. The implementation of EnerGov presented a number of challenges early on. Since the time the study was conducted, many of the problems with EnerGov reported at that time have been resolved or improved. Nevertheless, there are still many features and modules that need to be implemented.

- Use EnerGov to track timelines and review permit status, record staff time, handle correction notices and file notes and create forms and letters
- Integrate EnerGov with GIS
- Computerize Zoning Code

Staff is working closely with Information Technology and the vendor to prioritize EnerGov fixes, reports and enhancements.

Kirkland is ahead of most cities when it comes to the use of new technology. Kirkland has been providing online permits for 'over-the-counter' permits since 2002 through the MyBuildingPermit.com (MBP) portal. Kirkland is one of the original six founders of MBP which has now grown to 13 cities plus Snohomish County. The EGov Alliance has continually made improvements to the MBP portal. Two years ago the City went live with the first phase of the ePlan module of MBP which allowed plumbing, mechanical and electrical plans to be submitted online. The second phase of ePlan became available this summer and allows all permit types to be submitted electronically. In August we went live with Building, Grading and Drainage (Land Surface Modifications - LSM), Fire and Sign permits and in October we plan to go live with Land Use, Right of Way and Tree permits. We have been allowing Building and LSM plans to be submitted electronically for several years, but the process involved an FTP site that is 'clunky' for customers and staff. The new ePlan 2 module has an intuitive customer dashboard and automated communications between the customer and staff. Since the upgraded portal requires customers to submit City forms electronically, it is also driving the need to update the Development Services forms and website as discussed above.

The City has also invested in a new permit tracking program called EnerGov (EG). EG is very customizable and interfaces with MBP. It will also allow much more tracking and reporting capabilities than we previously had. The implementation of EG has been much slower than anticipated as the company was expanding too fast and still developing many promised features. Over the last two years EG has proven their commitment to providing a state of the art program and has added new enhancements. EG will be continually customized to fit the City's changing needs with the expectation that all of the desired functionality will be fully operational in six months.

Finally, Development Services staff is working with Information Technology (IT) to provide a GIS tool for the public that will allow greater self-service capability for customers. IT plans to complete this project by the end of 2013.

SUMMARY AND NEXT STEPS

A complete matrix of all recommendations including the status and staff comments is attached to this memo. The matrix is organized according to the categories used in this memo, with completed items shown first in each category. Each recommendation is cross-referenced to the recommendation and page number in the final consultant's report.

The highest priorities for the Development Services staff were generally consistent with the consultant's recommendation. At this time, the departments' emphasis is on:

- Updating forms and the website
- Reducing permit review times and identifying and resolving bottlenecks
- Development of a public-facing GIS system
- Finalizing the implementation of the project manager system
- Development of a staffing model that will be the basis for the cost of services study

- Initiating a diagnosis of the Zoning Code, simplifying use charts and enabling new technology to enhance usability

Staff will provide continuing updates to the Community Planning, Housing and Economic Development Committee throughout the year. Progress will be dependent on development trends and the availability of funding.

I. EXECUTIVE SUMMARY

A. BACKGROUND

This study was initiated by the City for an Organizational Evaluation of Development Services functions.

B. KEY FINDINGS AND PRIORITY AREAS

Kirkland's Development Services functions include many features that we consider Best Practices and is one of the better organizations we have reviewed. The functions can become even better by implementing the 218 recommendations in this study. These recommendations will serve to satisfy customer concerns and reinforce the City's emphasis on economic development. While all the recommendations are important, we believe there are seven key areas or groupings that need the highest priority as follows:

1. Performance Standards/Plan Review Timelines

Findings

The number one complaint we heard from Development Services customers was slow plan review and processing of plans. Surveys indicate that Kirkland is similar to other communities in the region, except for review of single-family houses. However, in our experience, these comparative times are not audited and can be inaccurate. Records indicate that on the average, Kirkland meets many of its pre-set performance standards. Many projects require more than one review and that may be where some project review times break down. Irrespective of current performance standards and actual performance, we believe the current performance standards are too long. Kirkland has expressed a new interest in economic development. Reducing timelines can be an important part of an economic development strategy.

Recommendations

- Adopt new and shorter performance standards, Recommendation 26, 46, 89, 90, 91, 168, and 208.
- Hire contractors as necessary to meet performance standards, Recommendation 63, and 65.
- Adopt an aggressive Expedited Plan Check program, Recommendations 94 and 95.
- Develop an improved reporting system to monitor timelines, Recommendation 89, 115, and 116.

2. Organization

Findings

The City's Development Services functions are organized under the three departments of Fire & Building, Planning, and Public Works. The functions are often referred to as Development Services but there is no actual organization with this title. For the purposes of this report, planning includes both the current and long-range planning functions and zoning code enforcement. Fire & Building include the development related functions but no other functions of the Fire Department. Public Works includes the engineering function and Transportation Engineering but no other aspects of the Public Works function. There are many different ways to organize these functions and many communities have taken the step of merging them into one department. Kirkland's Development Services functions have a number of excellent features including a joint permitting system, joint performance standards, and coordinated development activities through a Development Review Committee I and Development Review Committee II structure. In spite of being in three separate departments, the functions work well together.

Recommendation

We believe it would be counter-productive to undertake a major reorganization of Kirkland's development functions at this time. Instead we suggest a staged approach to be revisited at such time as one or more of the key managers retires or leaves and if a regional Fire Authority is created, Recommendations 2 and 58.

As an initial integration measure we suggest all three functions operate out of one integrated public counter, Recommendation, 21.

We also suggest tighter management of the DRC II Committee, Recommendations 15.

3. Staffing

Findings

Workload was very high during the 2005, 2006 period but was reduced substantially after that time. However, annexation along with increased development activity has increased workload with building permit activity approximately 22% above the levels reached in 2006. Staffing in 2006 was 49.09 positions. It is now 54.18 positions. It appears that workload is likely to continue to increase which will make it difficult to meet performance standards. Also, as noted in Item 1 above, we are recommending major reductions in approval timelines (performance standards), which will also have an impact on staffing needs.

Recommendations

We recommend that the organizations be properly staffed to meet increased workloads and the new performance standards. However, rather than expanding to permanent staff we recommend the use of temporary staff and supplemental consultants. Specific recommendations include:

- Develop a staffing model as part of the proposed fee study, Recommendation 17.
- Pending the staffing study, adopt interim staffing factors for Planning Administration, Code Enforcement and Current Planning, Recommendations 136, 143, 145, and 146.
- Continue to contract for an inspector in Public Works, Recommendation 189.
- Add a Right-of-Way inspector in Public Works, Recommendation 190.
- Use contractors and necessary to meet performance goals in Building, Recommendation 63.
- Fill the vacant Plans Examiner position in Building, Recommendation 64.

4. Resources/Budgets/Fees

Findings

Kirkland, like many cities has been impacted by the recession with a reduction in revenue. For the Development Services functions, this issue has been addressed by keeping certain positions vacant and using Development Services reserve funds. Kirkland has had a sophisticated budgeting and fee approach with clear adopted City Council policies. Overall cost recovery for Building has been set at 91%, Fire Prevention at 88%, Planning at 55%, and Public Works at 72%, based on the weighted average of the cost recovery targets by function set by the City Council in 2007 and updated in 2009. The national trend for Development Services functions is full cost recovery. Most developers are more concerned with short timelines and good service than they are with processing fees. Most of Kirkland's processing fees are higher than most of seven comparison communities. However, in order to meet our suggested performance standards and if workload continues to increase, it will be necessary to either raise fees or increase support from the General Fund to support necessary staffing levels.

Recommendations

- Adjust fees to full cost over a five-year period, Recommendation 18.
- Use revenues that exceed budget projections to supplement staff or consultants, Recommendation 19.
- Adopt an aggressive Expedited Plan Check process, Recommendation 94.

5. Project Managers

Findings

Best Practice communities generally use project managers to manage each project. This becomes a single point of contact for the applicant. Kirkland has had this approach with a Planner being assigned as a project manager for planning applications and a Building Plans Examiner for building permits. Engineers serve as project managers for LSM permits. However, customers have not always found this system successful and there is a certain amount of confusion related to the responsibilities for these project managers.

Recommendations

- Building Plan Examiners should be true project managers with an expanded role, Recommendation 92 and 93.
- Planners should be true project managers with an expanded role, Recommendation 144.
- Engineers should also use a project manager approach, Recommendation 197.

6. Policies and Regulations

Findings

In order for Development Services functions to operate successfully, there needs to be clear policy guidance. Although Kirkland has had a good Comprehensive Plan, it is in need of being up-dated. More importantly, Kirkland's Zoning Ordinance is recognized as being unwieldy with a poor format. Additionally, some suggest the Ordinance could do a better job of implementing the Comprehensive Plan.

Recommendation

- Complete a Comprehensive Plan update in 12 to 18 months, Recommendation 173.
- Bring the Comprehensive Plan and Zoning Code into conformance, Recommendation 174.
- Conduct a Zoning Code diagnosis, Recommendation 177.
- Computerize the Zoning Code, Recommendation 178.
- Include a comprehensive review of the Zoning Code in annual work program, Recommendation 179.

7. Technology

Findings

Kirkland has had a good technology approach to supporting Development Services activities. This has included an excellent GIS system, an integrated permitting system (Advantage), a web site, and extensive work with the MyBuilding Permit Alliance on selected joint building permit applications. It has also included electronic plans examination through the use of Bluebeam software. The national Best Practice is to allow all applications to be received over the Internet and to comprehensively move to electronic plans and electronic plan check. Kirkland should continue progress in this area. EnerGov is replacing the Advantage software permitting system because the vendor is no longer supporting Advantage. EnerGov has been a troubled installation due primarily to vendor software problems. City staff is working with the vendor to correct these problems.

Recommendations

- We have numerous recommendations related to EnerGov to assist the City in full deployment of the software including Recommendations 28, 30, 31, 47, 61, 76, 82, 83, 157, 161, 163, 170, and 199.
- Expand permits to be issued by MyBuilding Permit, Recommendation 29.
- Allow all application online, Recommendation 105 and 181.
- Increase voice mail storage capacity for Code Enforcement, Recommendation 139.

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Completed										
PROCESS IMPROVEMENTS										
Process Imp	63	Hire contract inspectors as needed for increased workload	Building Official	68	1	Done	Currently using on-call and temp inspectors to meet workload			
Process Imp	65	Hire contract plans examiners as necessary re workload	Building Official	69	1	Done				
Process Imp	190	Add ROW inspector to inspection team	Development and Environmental Services Manager	193	1	Done				
Process Imp	64	Fill vacant Plans Examiner position	Building Official	68	2	Done	Recruitment has begun.			
Process Imp	156	Storm Water Engineer to attend some pre-submittal conferences	Development and Environmental Services Manager	144	2	Done				
Process Imp	81	Expand tools for Fire code enforcement	Fire Marshal	74	3	Done	Fire Marshal has had discussions with code enforcement staff. A process has been identified. Process may need to be modified depending on effectiveness			
DEVELOPMENT SERVICES COST OF SERVICE AND FEE STUDY										
Fee Study	19	Use revenues that exceed budget estimates to supplement staff or consultants	City Manager and Finance Director	34	1	Done	All development services revenue is being used for development services expenses. Postions/consultants are being added commensurate with increased activity and revenue.			
Fee Study	187	Include all relevant Public Works staff in fee staffing model	Finance Department	184	2	Done				
CUSTOMER SERVICES										
Customer Svc	145	Add one temporary planner for current planning activities	Planning Director	132	1	Done	The City Manager has recently approved a request to use funds from the development services reserve fund to hire contract planning services. Use of additional funds will be requested if workload further increases and funds are available. Further consideration should occur as part of discussions on shortening application review times and increasing application fees.			
Customer Svc	189	Monitor permit activity levels to set staffing levels	DSM	193	1	Done	This is an on-going process as workloads are monitored on a monthly basis and staff is requested if necessary			
Customer Svc	6	Aggressively address employees with customer service issues	DSM	26	2	Done	Coaching and counseling has been done with front line staff.			
Customer Svc	7	Return phone calls and emails same day received	DSM	27	2	Done	All staff has been directed to do this. An item will also be addressed in the DRC manual.			
Customer Svc	150	Clearly communicate plan sign offs	DRC 2 team	137	2	Done				

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Customer Svc	77	Permit Technician Supervisor to assist at public counter 25% of time	Building Official	73	3	Done				
Customer Svc	218	Share customer survey with City Council, Planning Commission, and Hearing Examiner	City Manager	219	3	Done				
ADMINISTRATION										
Admin	14	Update DRC Manual	DSM	30	1	Done	Same as recommendation 129			
Admin	15	The DRC II to have a chairperson	DSM	31	1	Done	The DSM's share chairperson duties such as setting agendas, running the weekly meeting, and serving as spokesperson. The DSM have found that it is preferable to share the chair duties to spread the workload and maintain progress when one is out of the office.			2013
Admin	30	Require EnerGov to test software prior to shipping	Information Technology	46	1	Done				
Admin	35	Add staff photos to website	Development Services Managers	49	3	Done				
Admin	43	Add links to Growth Management Laws	Deputy Director	51	3	Done				
Admin	51	Compile index of all handouts	Development Review Committee	60	3	Done				
Admin	53	Hire Administrative Support Supervisor for Fire	Deputy Fire Chief	61	3	Done				
Admin	58	Continue combined Fire and Building pending regional Fire Department	City Manager	63	1	Done	No action is planned pending RFA decision.			
Admin	92	Building plan checkers to be permit project managers	Building Official	81	1	Done				
Admin	93	Clearly communicate plan checker permit project manager role	Building Official	81	1	Done				
Admin	139	Increase voice mail storage capacity for code enforcement	Planning Director	122	1	Done	Rather than adding additional storage for voice mails, use Outlook file folders for storage. Once a message has been heard, it should be moved to a folder that corresponds to the enforcement case to which the message pertains.			
Admin	173	Complete Comprehensive Plan update in 12 to 18 months	Deputy Director	168	1	Done				
Admin	192	Designate Public Works project manager for certain projects	Development and Environmental Services Manager	194	1	Done				

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Admin	31	EnerGov Committee to continue to participate in Energov user group	EnerGov Committee	47	2	Done				
Admin	47	Continue to participate in EnerGov User Group	Building Official	60	2	Done				
Admin	48	Business cards to include Inspectors cell phone number	Building Official	59	2	Done	We are now doing this.			
Admin	55	Fire Marshal to become full-time plans examiner	Director of Fire and Building	62	2	Done	Assistant FM assigned with part time duties as Plans examiner and development services technical expert due to staffing limitations.			
Admin	68	Purchase e-codes for 2013 codes	Building Official	69	2	Done	Purchased in April			
Admin	72	Obtain copies of new codes	Building Official	71	2	Done	Purchased in March			
Admin	74	Develop public education program re new codes	Building Official	71	2	Done	Kirkland is a member of MyBuildingPermit.com and WABO which is already providing this training for our customers. The building industry (BIAW) is also providing this training.			
Admin	100	Complex plans to be reviewed by qualified staff or consultant	Building Official	86	2	Done	We have always done this.			
Admin	108	Review timelines for delivering agenda packets to DRB members	Development Review Manager	93	2	Done				
Admin	110	Finalize Guide to Hearings Before the Hearing Examiner	Development Review Manager	96	2	Done				
Admin	120	Convert paper files to electronic files	Planning Director	109	2	Done	Discuss at Senior Staff meeting.			
Admin	123	Log Code Enforcement customers in EnerGov	Development Review Manager	110	2	Done	Receptionist is doing this			
Admin	125	Revise meeting formats, agendas, etc.	Planning Director	113	2	Done	Discuss at Senior Staff meeting, then at a staff meeting.			
Admin	133	Assign lunch hour telephone coverage to administrative staff	Planning Director	117	2	Done	This has been accomplished.			
Admin	134	Staff to use outlook system calendar for sick/vacation time	Planning Director	118	2	Done				
Admin	137	Provide IFAS, TRIM, and EnerGov manuals to appropriate staff	Planning Director	120	2	Done	None of the above programs actually have detailed manuals. Instead each has general tip sheets. All staff should have copies of those sheets.			
Admin	171	Continue to set staffing needs for Long Range planning as part of 2013 work program	Deputy Director	166	2	Done				
Admin	172	Expand planning work program to accommodate special projects	Deputy Director	167	2	Done	Council policy			
Admin	182	Do not accept PAR applications after deadline	Deputy Director	178	2	Done	Council policy			
Admin	203	Develop communication link re tree permits	Development and Environmental Services Manager	199	2	Done				

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Admin	213	Review workload and delegation issues with Development Services Managers	City Manager	208	2	Done				
Admin	211	Meet with Fire Staff regarding employee scoring of department management survey questions	Director of Fire and Building	206	2	Done				2013
Admin	212	Review employee low scores for eight questions	Director of Fire and Building	207	2	Done				2013
Admin	111	Determine workload for processing hearings for other departments	Development Review Manager	96	3	Done	Minor impact; inconsequential			
Admin	112	Use strike out and bold text for changes in policy documents	Deputy Planning Director	98	3	Done				
Admin	119	Improve policy for meeting rooms	DSM	108	3	Done				
Admin	122	Contract documents to be managed via HP TRIM software	Planning Director	109	3	Done	This should already be happening, as it is City policy to process contracts in TRIM. Agreements for individual projects that are under the overall scope of a previously executed contract do not need to be routed through TRIM (examples include the three party agreements with the Watershed Company or project assignments for contract planners). However, from this point forward, administrative staff will save a copy of the executed agreements in TRIM.			
Admin	67	Monitor inspector and plan reviewers qualifications	Building Official	69	3	Done	We have always done this.			
Admin	135	Decide on one name to refer to planning function	Planning Director	118	3	Done	We should use "Planning and Community Development Department." It is acceptable to abbreviate the name to PCD. Also, the Zoning Code already uses "Planning Department" throughout, with an explanation in the definition chapter that it means Planning and Community Development Department.			
Admin	141	Increase outreach for voluntary code compliance	Development Review Manager	125	3	Done				
Admin	202	Retain current organizational structure for Transportation	Public Works Director	198	3	Done				
Admin	3	Give out business cards to all customers	DSM	26	32	Done				
TRAINING										
Training	69	Include line item in budget for training	Building Official	70	2	Done	1% is more appropriate because we receive a lot of low cost training			
Training	70	Weekly training sessions for plan checkers and inspectors	Building Official	70	2	Done	Weekly meetings are being done in Building. Bi-weekly meetings are being held in Fire Prevention			

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Training	73	Prepare staff training program for new codes	Building Official	71	2	Done	Concentrated training was done this year. Training will continue as an ongoing, budgeted program.			
Training	66	Continue to support training for inspection and plan review staff	Building Official	69	2	Done				
Training	191	Initiate comprehensive training program for inspection staff	Development and Environmental Services Manager	193	2	Done				
Training	113	Commissioners to attend APA training sessions	Deputy Director	99	3	Done				
Training	152	Review staff training and tools for building plan review	Development Review Manager	137	3	Done	Staff indicated a need for Blue Beam/Adobe and "electronic permit management" training. Also, planners are consistent in the level of review. There was agreement that if the applicant is pushing the maximum thresholds then review is much more detailed, otherwise the planners double check all numbers quickly.			
PERFORMANCE MEASUREMENT AND ACCOUNTABILITY										
Perf Meas	97	Create project tracking log re time spend on plan checks	Plan Review Supervisor	85	2	Done				
Perf Meas	98	Use tracking report to balance plan check assignments	Plan Review Supervisor	85	2	Done				
Perf Meas	80	Create inspection auditing program	Fire Marshal	73	3	Done				
Perf Meas	101	Set performance standards for Plan Reviewers	Building Official	86	3	Done				
TECHNOLOGY										
Technology	82	Consider converting inspection tracking system to EnerGov	Fire Marshal	74	2	Done	Currently retaining New World data system.			2013
Technology	201	Add additional dual monitors	Development and Environmental Services Manager	198	2	Done				
Technology	196	Evaluate increased access to GIS files	Development and Environmental Services Manager	195	3	Done				

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
In Process or to be Completed										
PROCESS IMPROVEMENTS										
Process Imp	208	Change Public Works review times	DSM	202	1	Requires Further Study	We need to survey our customers to see if this is needed if we reduce our review times.			
Process Imp	91	Adopt new plan check times	DSM	81	1	To Do	Need to survey customers to find what the desired review time is. After agreeing on a time, each department will need to identify how they will add capacity and how much it will cost.	\$\$\$	y	2014
Process Imp	94	Create aggressive Expedited plan review program	DSM	83	1	To Do	We need to survey our customers to see if this is needed if we reduce our review times. Our current programs seems to be meeting our customer's needs 90% of the time.			2014
Process Imp	155	Do completeness checks on resubmittals within 5 working days	Development Review Manager	142	2	To Do	Review with supervisors/staff			2013
Process Imp	183	Review Process IVA criteria to allow more types of projects	Development Review Manager	179	2	To Do	Code amendment in process			2013
Process Imp	216	Discuss overall customer timeline concerns	DSM	217	2	To Do	Need to survey customers to find what the desired review time is. After agreeing on a time, each department will need to identify how they will add capacity and how much it will cost.			2013
Process Imp	217	Discuss planning customer timeline concerns	Planning Director	217	2	To Do	Need to survey customers to find what the desired review time is. After agreeing on a time, each department will need to identify how they will add capacity and how much it will cost.			2013
Process Imp	130	Consistently process all applications	Development Review Manager	115	3	To Do	confirm with supervisors; planners all on same page			2013
Process Imp	95	Set Expedited Plan Review times	DSM	84	1	To Do	We need to survey our customers to see if this is needed if we reduce our review times. Our current programs seems to be meeting our customer's needs 90% of the time.			
Process Imp	204	Review tree regulations	Deputy Director	199	3	To Do	On code amendment list but unscheduled			
FORM AND WEB UPDATE PROJECT										
Form and Web Project	52	Update all handouts and applications	Development Review Committee	60	2	In Process	This is part of a larger project to update and reformat all forms.			
Form and Web Project	181	Provide for PAR application online	DSM	177	1	In Process	This is part of a larger project to update and reformat all forms.	\$\$		2013
Form and Web Project	37	Up-date tree removal forms for on-line completion	DSM	50	2	In Process	This is part of a larger project to update and reformat all forms.			2013
Form and Web Project	41	Add to Building's FAQs on web site	Building Official	50	3	In Process	This has been assigned to a Plans Examiner II. Work should be complete by September 2013			2013
Form and Web Project	44	Add maps to City Hall	Information Technology	51	3	In Process	To be incorporated into website redesign project.			2014

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Form and Web Project	32	Develop integrated Development Services web page	DSM	47	2	To Do	This is part of a larger project to update and reformat all forms; 2014 service package will be requested	\$\$		2013
Form and Web Project	36	Up-date all on-line applications	DSM	50	2	In Process	This is part of a larger project to update and reformat all forms.			
Form and Web Project	40	Develop simple flow charts for all processes	DSM	50	2	To Do	This is part of a larger project to update and reformat all forms.			2013
Form and Web Project	75	Review all handouts re new codes	DSM	72	2	In Process	This is part of a larger project to update and reformat all forms.	\$\$		2013
Form and Web Project	5	Uniformly design handouts	DSM	26	3	In Process	This is part of a larger project to update and reformat all forms.			2013
Form and Web Project	9	Use Customer Comment Cards	DSM	28	3	To Do	Survey needs to be re-written to allow results to be compiled. This is part of a larger project to update and reformat all forms.			2013
Form and Web Project	10	Correct issues with on-line survey	DSM	28	3	To Do	Survey needs to be re-written to allow results to be compiled. This is part of a larger project to update and reformat all forms.	\$\$		2013
Form and Web Project	34	Rename website "Directory" to "Staff Directory"	DSM	49	3	To Do	This is part of a larger project to update and reformat all forms.			
Form and Web Project	38	Review and clarify all handouts	DSM	50	3	In Process	This is part of a consultant project to update and reformat all forms and improve the DS website.	\$\$		2013
Form and Web Project	39	Add revision dates to all handouts	DSM	50	3	In Process	This is part of a larger project to update and reformat all forms.			
Form and Web Project	42	Add vision and goal statements to all departments web pages	DSM	51	3	To Do	Need to decide if an overall DS vision statement should be on DS web page. This is part of a larger project to update and reformat all forms. See recommendation #38			
Form and Web Project	45	Add staff organization charts	DSM	51	3	To Do	This is part of a larger project to update and reformat all forms.			2013
Form and Web Project	159	Simplify review and Notice of Application/Comment form (SEPA)	Development Review Manager	147	3	To Do	The form will be reviewed for readability and understanding by lay people while meeting IEnergoval requirements.			2013
Form and Web Project	157	Convert pre-submittal logistics to online process	DSM	146	2	In Process	This is part of a larger project to update and reformat all forms.			2013
Form and Web Project	105	Reformat Predesign Conference applications for filling on-line	DSM	91	1	To Do	This is part of a larger project to update and reformat all forms.			2013
Form and Web Project	33	Have residents' tab on city's website	DSM	47	3	To Do	This is part of a larger project to update and reformat all forms.			2014
Form and Web Project	151	Revise Multi-family dwelling checklist	DSM	137	3	In Process	This is part of a larger project to update and reformat all forms.			2013
DEVELOPMENT SERVICES COST OF SERVICE AND FEE STUDY										
Fee Study	17	Develop staffing model as part of fee study	Finance Department	34	1	To Do	Start in May 2013			2013
Fee Study	18	Adjust fees to full cost	Finance Department	34	2	To Do	Policy evaluation early 2014		X	2014

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Fee Study	143	Use factor of 11 hours average for code enforcement cases and add staff or consultants if volumes go up	Finance Department	126	1	To Do	Part of /staffing/fee study.			2013
Fee Study	146	Use 1,349 hours as current productivity hours needed for current planners and supplement as necessary with consultants.	Finance Department	132	1	To Do	Part of /staffing/fee study.			2013
CUSTOMER SERVICES										
Customer Svc	78	Ensure Fire, counter backup	Deputy Fire Chief	73	3	In Process	Staffing limitations have been identified. Assignments are being coordinated with building staff. Additional staff may be requested.	?		2013
Customer Svc	13	Invite applicants to DRC meeting	DSM	30	3	Not Recommended	Applicants are invited to meetings with staff to discuss issues after DRC meetings, but only with the staff that work on the particular project. This recommendation is not appropriate for a DRC meeting because there are too many staff at DRC meetings that are not involved with any one project and because reviewing one project is not the purpose of the DRC meeting.			
Customer Svc	188	Develop uniform policy for counter hours	DSM	192	2	To Do	Future discussion			2014
Customer Svc	205	Local developers to review Pre-Approved Plans Manual	Development and Environmental Services Manager	200	3	To Do	Fall of 2013 we will be updating standards again and we will solicit comments from developers and engineers. We have done this in the past.			2014
ADMINISTRATION										
Admin	50	Update DRC Manual	Development Review Committee	47	2	In Process	Individual items are updated as identified, however, a larger project update/improve the format for the DRC manual is part of the consultant project Phase II.			
Admin	2	Use a staged approach to re-organizing the DS departments	Deputy CM	25	1	In Process	A staged approach will be proposed to the City Manger	\$\$\$	X	2015
Admin	174	Comprehensive Plan and codes to be in conformance	Deputy Director	168	1	In Process	Part of comprehensive plan update		Y	2015
Admin	177	Conduct Zoning Code diagnosis	Deputy Director	173	1	In Process	Consider as part of work program after Comprehensive Plan update	\$\$\$	Y	?
Admin	16	Planners to review approach to economic development	Economic Development Manager	31	2	In Process	There is increased communication between the disciplines on the combined Planning, Housing, Economic Development Council Committee. In addition, the Economic Dev. Manager and Business Retention Consultant will meet twice per year with staff - once at a Planning Staff meeting, and once at a Development Services staff meeting.			2014
Admin	25	All employees to receive annual evaluation	DSM	39	2	In Process	Supervisors have been notified.			2013

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Admin	114	Establish formal chain of command	Planning Director	106	2	In Process	Discuss at Senior Staff meeting, then at a staff meeting.	\$		2013
Admin	117	Increase public outreach	Planning Director	108	2	In Process	Discuss at Staff meeting.	\$		2014
Admin	124	Analyze all meetings regarding purpose	Planning Director	113	2	In Process	Discuss at Senior Staff meeting, then at a staff meeting.			2013
Admin	138	Update administrative staff procedures	Administrative Supervisor	120	2	In Process	Admin staff has a series of templates, checklist and follow-up forms for meeting packets, public notices and internal processes. As amendments are made, the written documentation is continually updated. With the implementation of EnerGov, we have needed to update the various directions from the Advantage wording to the EnerGov wording.			2013
Admin	147	Consider additional delegation of land use decisions	Planning Director	134	2	In Process	Code amendment in process		X	2013
Admin	148	Move more appeals to Hearing Examiner	Planning Director	134	2	In Process	Code amendment in process		X	2013
Admin	166	Distribute Process IIB recommendations only electronically	Planning Director	153	2	In Process	Discuss at Senior Staff meeting. Is this possible? Is it a good idea? What about other types of permit applications?			2014
Admin	175	Reduce volume of Comprehensive Plan	Deputy Director	168	2	In Process	Part of comprehensive plan update		Y	2015
Admin	176	Simplify and complete neighborhood plans in 6 to 12 months	Deputy Director	170	2	In Process	Under discussion by Planning commission	\$\$	Y	2014
Admin	184	Move Urban Forestry position to Public Works	Deputy Director	183	2	In Process	The Planning Department is coordinating with Public Works to accomplish the transition by year's end if not sooner.			2013
Admin	197	Increase delegation and staff empowerment	Development and Environmental Services Manager	195	2	In Process				2013
Admin	210	Update Traffic Concurrency Data Base	Traffic Eng. Manager	203	2	In Process	Part of comp plan project			2014
Admin	136	Add temporary half-time Administrative staff until EnerGov is fully implemented	Planning Director	120	1	Not Recommended	Additional admin staff is not needed due to Energov			
Admin	144	Planners to be true project managers	Planning Director	129	1	To Do	The DSM's and DRC Committee should prepare written procedures to describe PM's role during permit review.			2013-14
Admin	12	Consider creating checklists for staff to use at DRC meetings when bringing a project to the group.	Development Review Committee	30	2	To Do	Discuss at future DRC meeting.			2013

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Admin	49	Set rules for implementing new programs	DSM	59	2	To Do	The DSM will formalize communication guidelines with staff. Current methods include the full Development Services Staff meetings, the DRC meetings, procedure documentation and email. The guidelines will describe the best method for each type of upcoming change or new program to ensure all are informed.			2013
Admin	126	Clarify Department's mission	Planning Director	113	2	To Do	The mission statement is posted on the PCD Kirknet page. Discuss at staff meeting.			2013
Admin	142	Develop more comprehensive enforcement strategy	DSM	125	2	To Do	Start by discussing at Code Enforcement Service Team.			2014
Admin	149	Resolve wage issues for Expedited Reviews	Deputy CM	136	2	To Do	This will requires a nEnerGovotiated change in the union contract. Also, the need for an expedited review will need to be validated by a customer survey.			2014
Admin	160	Transmit Notice of Decision electronically	Development Review Manager	147	2	To Do	Review with Admin staff			2013
Admin	185	Simplify Chapter 95 of Zoning Code	Deputy Director	183	2	To Do	On code amendment list but unscheduled	\$	Y	?
Admin	209	Provide weekly list of all active projects	DSM	203	2	To Do	Need updated EnerGov report			2014
Admin	4	Develop comprehensive customer service email lists	DSM	26	3	To Do	We will work to increase customers subscriptions to Developers Partnership Forum by the use of flyers and announcements on the DS web page.			2013
Admin	60	Review flex-time program	Department Directors	64	3	To Do	Each director will review their flex time policy to ensure adequate coverage and customer service is being provided.			?
Admin	11	Improve DRC meeting	DSM	29	2	To Do	DSM will update DRC procedures to clarify who is running the meetings, how agendas are prepared and how materials are distributed prior to the meeting.			2013
Admin	179	Include comprehensive update of zoning code in annual work program	Deputy Director	173	1	To Do	Consider as part of work program after Comprehensive Plan update			
Admin	180	Update Process Guide for Processes IV and IVA	Administrative Supervisor	173	2	To Do	Admin staff has a series of templates, checklist and follow-up forms for meeting packets, public notices and internal processes. As amendments are made, the written documentation is continually updated. With the implementation of EnerGov, we have needed to update the various directions from the Advantage wording to the EnerGov wording.			
	76	Create processing manual re issuing permits in EnerGov	DSM	72	1	To Do	Several processes have already been documented. DSM have tasked staff with creating more, especially those that can be used by all dept. This may also be part of a larger project to update and reformat all forms.			2013

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Admin	54	Create desk procedures and performance standards	Administrative Supervisor	61	3	In Process	Admin staff already has desk procedures and performance standards. They need to be updated. Each of the admin staff is currently working on updating the procedures manual related to their position. Some duties have been moved between admin positions so the updated manuals will reflect that.			2013
Admin	56	Up-date Building and Fire job descriptions	Personnel Department	62	3	To Do	This has been discussed with HR. This work will be included in a larger project by HR to review all city job descriptions.			2014
Admin	57	Add minimum certification requirements to Electrical/Building Inspector position	Personnel Department	63	3	In Process	We have bEnerGovun discussions with HR to determine the best way to resolve this issue. It will most likely require a change in the minimum qualifications for the inspector positions.			2014
Admin	59	Evaluate and recommend a long term solution to records management issues.	City Clerk	64	3	To Do	The City Clerk's office is available to review issues and develop a plan for development services records management. Because of the visibility of public disclosure issues, the City Clerk's office recommends this task be given a high priority.	\$\$		unknown
Admin	62	Consider transferring electrical plan review to Plan Review Section	Building Official	68	3	Not Recommended	We have decided it is not practical to do because of the large difference in required skill set.			
Admin	99	For new Plans Examiners consider electrical qualifications	Building Official	86	3	Not Recommended	We have decided it is not practical to do because of the large difference in required skill set.			
Admin	104	Create plan review procedures manual	Plan Review Supervisor	87	3	To Do	This has been assigned to the Plan review Supervisor. It is expected to be completed by the end of the year.			2013
Admin	109	Distribute DRB notice of decision within 4 days after the hearing	Development Review Manager	94	3	Not Recommended	The Design Review Board process is different than other processes. The DRB decision is stated orally at the hearing, but then staff needs time to write it up and send it to the chair for signature. It is then distributed. In comparison - for a Process IIA permit, the Hearing Examiner has 8 days to write a decision (it is not stated at the hearing), then it is distributed within 4 days.			
Admin	127	Simplify staff reports for complex projects	Development Review Manager	114	3	To Do	Design Board Review report to be simplified. Substantial Development Permit reports to be tailored to specific types of permits.			2013
Admin	128	Create policy and guidelines for power point	Planning Director	115	3	To Do	Need to discuss with planners to determine what is really needed.			2013
Admin	129	Regularly update Development Review Committee Manual	DSM	115	3	In Process	Individual items are updated as identified, however, a larger project update/improve the format for the DRC manual is part of the consultant project Phase II.			
Admin	140	Clarify Exception to Work Hours Request Forms	Development Review Manager	124	3	In Process	Discussed at Current Planning on 3/27/13. Need to document in counter procedures.			2013

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Admin	153	Create submittal deadline schedules in order to make certain hearing dates	Development Review Manager	140	3	Not Recommended	Discussed with staff and the consensus was that such a schedule would encourage applicants to rush and submit incomplete materials. Also, especially for complex projects, planners wait until the initial public comment period is over to set the hearing dates to be sure there is adequate time to respond to issues.			
Admin	158	Planning Director to render decision at close of meeting	Planning Director	146	3	Not Recommended	In this recommendation, Zucker makes the incorrect assumption that the Planning Director holds a public hearing. For Process I permits, the Planning Director takes all testimony in written form and prepares a written decision. Therefore, this is not a plausible recommendation.			
Admin	162	Simplify Public Notice form	Development Review Manager	149	3	To Do	Need to discuss with planners to determine what is really needed. Survey staff and customers for ideas.			2013
Admin	164	Assign file close out to administrative staff	Development Review Manager	150	3	Not Recommended	Discussed with full staff and no change is needed. Planners will close out files and request help if needed from Admin staff. It would not be efficient for Admin staff to try to determine what needs to be cleaned out of the file or to collect the electronic documents for the CD.			
Admin	186	Adopt and implement the Urban Forest Strategy Management Plan	Deputy Director	183	3	In Process	Tree team is implementing	\$\$	Y	
Admin	193	Hire consultant for filing system	Development and Environmental Services Manager	194	3	To Do	This is part of larger issue; need to consult IT and City Clerk.	\$\$		2015
Admin	194	Add temporary staff to digitize files	DSM	195	3	Requires Further Study	May be applicable to all Depts. - City Clerk and IT involvement required.	\$\$\$		
Admin	195	Set deadline for digitized electronic files	Development and Environmental Services Manager	195	3	In Process	Staff will continue to digitize as time allows			2015
TRAINING										
Training	167	All planning staff to have additional EnerGov training on SEPA	Planning Supervisor	155	1	To Do	EnerGov provides a means to access SEPA information and fill in forms to create SEPA documents. A tip sheet will be prepared to describe how to use this information.			2013
Training	199	Expand EnerGov staff training	EnerGov Committee	197	1	In Process	Identify what training is needed; by department and interdepartmentally			2013
Training	27	Expand GIS training program	Information Technology	45	2	To Do	GIS is planning to deliver more training after the next major GIS software upgrade mid-2013			2013-2014
Training	131	Budget 2% of personnel budget and 5% time for training	Planning Director	116	2	To do	Discuss at Senior Staff meeting, then at a staff meeting. For next budget cycle.			2014
Training	200	Additional training re Bluebeam program	DSM	197	2	To Do				

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Training	206	Training for inspection staff re field computers	Development and Environmental Services Manager	201	2	To Do	waiting for new field computers			2014
Training	214	Review Planning Department training needs	Planning Director	208	2	To Do	Discuss at Senior Staff meeting, then at a staff meeting. For next budget cycle. Each staff member and supervisor to discuss and forward to Planning Director to assess.			
Training	215	Review Public works training budget	Public Works Director	208	2	To Do	Will review during next budget cycle			2014
Training	8	Seminar for staff problem solving	DSM	27	3	In Process	DSM will continue to offer this type of training at all DRS meetings			2013
Training	71	Fire staff to participate in Manager/Supervisor training	Director of Fire and Building	71	3	In Process	Fire staff receiving Managing to Excellence training and additional supervisor training appropriate for position. Effort initiated April 11, 2013			
Training	132	Identify staff training needs	Planning Director	117	3	To Do	Each staff member and supervisor to discuss and forward to Planning Director to assess.			2013
Training	198	Increase management training for some Public Works staff	Development and Environmental Services Manager	196	3	In Process	Will seek training for Supervisors and leads when available			2015
PERFORMANCE MEASUREMENT AND ACCOUNTABILITY										
Perf Meas	26	Implement new performance standards re timelines	DSM	42	1	To Do	We need to survey our customers to see if this is needed if we reduce our review times.	\$\$\$		2013
Perf Meas	89	EnerGov to report on percent that meet performance standards	Information Technology	77	1	To Do	We will need Information Technology or EnerGov to write a report that does this. We are still working on developing other EnerGov reports that have a higher priority. Developing similar report now that gets us part way there.			2014
Perf Meas	90	Table of plan check times to be developed and available to public	DSM	79	1	To Do	Should be simple project. We can start by publishing current review times.			2013
Perf Meas	96	EnerGov to track each plan reviewers times	DSM	85	2	To Do	Need updated EnerGov report			2013
Perf Meas	79	Establish performance standards for all positions	Fire Marshal	73	3	In Process	Target September 1st 2013			2013
Perf Meas	84	Establish performance standards for inspections	Inspection Supervisor	75	3	To Do	Supervisor to see what other cities are doing.			2013
Perf Meas	85	Create inspection auditing program	Inspection Supervisor	76	3	In Process	This is currently being accomplished informally. A more formal plan is being developed by the inspection supervisor			2013
Perf Meas	86	Use audit reports as part of employee evaluations	Inspection Supervisor	76	3	In Process	This will be done after the the inspection auditing program is developed			
Perf Meas	102	Establish plan review auditing program	Plan Review Supervisor	86	3	To Do	This is currently being accomplished informally. A more formal plan is being developed by the Plan review supervisor			2013

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Perf Meas	103	Incorporate audit information into performance evaluations	Plan Review Supervisor	86	3	To Do	Will have to accomplish #84 first, then need to work with HR			2014
CITY HALL REMODEL										
City Hall	21	Use one counter for Development Services functions	DSM	37	1	CH Remodel	Need to review other City Hall plans			2013/2014
City Hall	20	Decide how to handle City Hall reception function	Deputy CM	36	2	CH Remodel	Staff will visit other cities to see which reception model would best for Kirkland.			2013
City Hall	163	All packets to be electronic	Planning Director	149	2	CH Remodel	In order to do this the City Council Chamber would have to be outfitted with computers so that all board and commission members can look at packets during meetings.	\$\$	x	2014
City Hall	22	Pay permits at same location as process	Finance Department	37	3	CH Remodel	would require a dedicated DS cashier, or adjacent to DS; need to evaluate with CH remodel			2013/2014
City Hall	23	Use customer participation techniques at counters	DSM	38	3	CH Remodel	to be dealt with CH remodel design			2014
City Hall	24	Include some sit down counters in City Hall remodel	City Manager	38	3	CH Remodel	to be dealt with CH remodel design			2014
City Hall	107	Design Review Board members to use laptops or I-Pads	Planning Director	93	3		In order to do this the City Council Chamber would have to be outfitted with computers so that all board and commission members can look at packets during meetings.			
City Hall	118	Purchase printer for centralized location	Planning Director	108	3	CH Remodel	Defer to City Hall remodel.	\$		2014
TECHNOLOGY										
Technology	46	Allow permit status check in EnerGov	Information Technology	52	1	To Do	Need to show status of plan case, related to My Building Permit			2013
Technology	61	Correct inspection module in EnerGov	EnerGov Committee	68	1	In Process	EnerGov has made some progress, but there are still serious problems and they are working on finding a new module			2014
Technology	83	Resolve Interactive Voice Recognition (IVR) System issues	EnerGov Committee	75	1	in process	We have signed a contract with EnerGov to provide the ability for contractors to leave a contact number. My Building Permit is planning to provide inspection request intEnerGovration by the end of 2013. This will require paying EnerGov to update our interface	\$		2013
Technology	115	Use EnerGov reports to track timelines	DSM	107	1	To Do	Need updated EnerGov report- see # 96			2014
Technology	116	Record all time data in EnerGov	Development Review Manager	107	1	In Process	Staff is working on the EnerGov reports for this. When done she will review with the planners.			2013
Technology	161	Program EnerGov to create form letters and notices	EnerGov Committee	149	1	To Do	Need to identify who is doing which report			2013
Technology	28	Integrate GIS into EnerGov	Information Technology	45	2	To Do	EnerGov has not agreed to this for security and IP reasons, but IT will pursue it.			2014

DEVELOPMENT SERVICES STUDY RECOMMENDATIONS
STAFF RESPONSE

Category	Rec. No.	Recommendation	Responsibility	Page	Priority	Status	Notes	Requires Funding	Requires Council Action	Target Date of Completion
Technology	87	Replace tablet computers	DSM	76	2	To Do	We are trying to test EnerGov to see if iPads will be a good solution. This may be the same for the other department's inspectors	\$		2014
Technology	88	Enter all inspection correction notices into EnerGov	Inspection Supervisor	76	2	To Do	EnerGov has made some progress, but there are still serious problems and they are working on finding a new module			
Technology	121	Program EnerGov to handle file notes prior to an application	Information Technology	109	2	To Do	We will ask EnerGov if this is possible and what is the cost; if not IT will research other options			2014
Technology	165	Consider if file close out can be done via EnerGov	Development Review Manager	150	2	Not Recommended	Energov cannot automate file close-out. This needs to be done by planners.			2013
Technology	169	Add new layers to GIS maps	Information Technology	164	2	To Do	GIS will add storm and sewer layers, not water for security reasons, available to public			2014
Technology	170	Integrate GIS with EnerGov	Information Technology	165	2	To Do	EnerGov has not agreed to this for security and IP reasons, but IT will pursue it.			
Technology	207	Improve inspection call process	Development and Environmental Services Manager	201	2	To Do	related to IVR problems			2014
Technology	178	Computerize Zoning Code	Deputy Director			To Do	Investigate improving existing KZC on-line; see also #177	\$	Y	2014-15



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: John MacGillivray, Solid Waste Programs Lead
Pam Bissonnette, Interim Public Works Director

Date: September 4, 2013

Subject: King County Transfer Station Plan Review Resolution

STAFF RECOMMENDATION

Staff recommends that the City Council adopts the attached Resolution and Position Statement concerning its support for the closure of the Houghton Transfer Station; its support of evaluating alternatives to limiting self-haul service at existing and new transfer stations, while exploring disposal options for small business users who are not commercial haulers; and its support for the adoption of a rate differential policy for cities that have elected not to extend their Solid Waste Interlocal Agreements with King County through 2040.

BACKGROUND

At its September 3, 2013 meeting, the City Council received a staff presentation on the status of the King County review of the Solid Waste Transfer and Waste Export System Plan and a draft resolution and position statements for consideration at the September 17, 2013 City Council meeting. A link to the memorandum and attachments from the September 3, 2013 meeting is provided [here](#). After additional research and discussion with King County Solid Waste Division staff, a slightly modified Resolution (attached) is recommended for adoption.

NEXT STEPS

September 27: Final Transfer Plan Review Workshop. If adopted by the City Council, staff will present the Resolution and Position Statement to the King County Solid Waste Division.

October 9: King County to deliver draft Transfer Plan Review to stakeholders. Start of comment period.

TBD: End of stakeholder comment period

November 27: Final Transfer Plan Review to be delivered to King County Council

RESOLUTION R-5001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING A POSITION STATEMENT ON THE CLOSURE OF THE HOUGHTON TRANSFER STATION, THE CONSIDERATION OF LIMITING SELF HAULING AT TRANSFER STATIONS AND THE ESTABLISHMENT OF DIFFERENT CUSTOMER CLASSES TO AVOID DISPROPORTIONATE FINANCIAL IMPACTS ON THOSE WHO SIGNED THE AMENDED AND RESTATED INTERLOCAL AGREEMENT THROUGH 2040.

WHEREAS, King County Solid Waste Division (KCSWD) has owned and operated the Houghton Transfer Station in the City of Kirkland for many years; and

WHEREAS, it has been the goal of the City to close this facility for many years because it does not meet the majority of criteria necessary for a safe and modern transfer station and is the only transfer station located entirely within a residential neighborhood with only local access; and

WHEREAS, with the assistance of the Metropolitan Solid Waste Advisory Committee (MSWAC), KCWSD has been formulating a Solid Waste Transfer and Waste Export Plan that results in the closure of the Houghton Transfer Station as well as considering alternative plans for handling solid waste in King County; and

WHEREAS, concurrently with this effort, the County was negotiating with a number of cities the Amended and Restated Interlocal Agreement (Amended ILA) that would extend the duration of the Amended ILA and by which the Cities using KCSWD facilities would continue to be part of the KCSWD system; and

WHEREAS, failure of some of the cities to agree to the Amended ILA will have disproportionate financial impacts on the cities that did sign if no differential solid waste rate is established; and

WHEREAS, the Kirkland City Council approved the Amended ILA on February 19, 2013 date, based in part on assurances by the KCSWD that the Houghton Transfer Station would be closed and that a differential solid waste rate would be established; and

WHEREAS, the Council wishes to present a Position Statement to KCSWD as to its preferences in these matters,

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

Section 1. The City Council adopts the attached Position Statement, which is incorporated by reference, recommending 1) to provide the County sufficient time to site, design, construct, and commission facilities to serve them, Bellevue and the other cities who have elected not to extend their contracts for solid waste disposal with

King County should be provided a date certain in the near term beyond which they will be precluded from returning to the system; 2) a new transfer station should be constructed and the Houghton Transfer Station closed; 3) that King County Solid Waste Division's Transfer Plan review should consider alternatives for limiting self-haul at existing and new transfer stations, while exploring disposal options for small business users who are not commercial haulers; and 4) different customer classes should be established by King County to ensure that system users who extended contracts with King County do not pay a disproportionate share of the cost of improvements to system assets as a result of other Cities' decisions not to extend their contracts for solid waste disposal with King County.

Section 2. The City Council authorizes the City Manager or designee to present the attached Position Statement to KCSWD at its Final Transfer Plan Review Workshop on September 27, 2013, as well as for subsequent King County Council deliberations.

Passed by majority vote of the Kirkland City Council in open meeting this ___ day of _____, 2013.

Signed in authentication thereof this _____ day of _____, 2013.

MAYOR

Attest:

City Clerk

CITY OF KIRKLAND

KING COUNTY SOLID WASTE TRANSFER AND WASTE EXPORT PLAN POSITION STATEMENT

Regarding Houghton Transfer Station, Self-Hauling and Financial Impacts

September 17, 2013

The current adopted Solid Waste Transfer System Plan of 2006 is the preferred plan, having been arrived at by significant and long regional negotiation. That Plan has been called into question by the City of Bellevue and four satellite cities when, unlike other cities in the King County Solid Waste (KCSW) service area, they elected not to extend their contracts with King County for solid waste disposal beyond 2028. By not extending the contract, Bellevue and the satellite cities are signaling they will be leaving the system by 2028.

The King County Solid Waste Division (KCSWD) is now not planning to include Bellevue and the other cities' tonnage, which comprises about 10% of the entire system and 50% of the tonnage processed by the Factoria Transfer Station in Bellevue. Yet the KCSWD has not proposed differential solid waste rates to account for the financial impact of these cities leaving the system as the KCSWD continues to state hope that Bellevue and the other cities will change positions and remain within the KCSW system. This has resulted in adverse impacts and uncertainty to those cities that elected to extend their contracts to 2040, and in particular to the City of Kirkland, the host of the Houghton Transfer Station. The closure of Houghton has been predicated on the construction of Factoria and a new northeast transfer station. There needs to be sufficient time to site, design, construct and commission operation of a transfer station. This may take 10-15 years even though solid waste transfer stations are essential public facilities under the Growth Management Act (GMA). Therefore, the issue of whether Bellevue and the other cities will change their positions must be resolved.

1. **Position Statement Regarding Planning Assumptions and Timing:** To provide the County sufficient time to site, design, construct, and commission facilities to serve them, Bellevue and the other cities who have elected not to extend their contracts for solid waste disposal with King County should be provided until the end of 2014 to extend their ILAs, beyond which they will be precluded from returning to the system. In the meantime, planning for cities remaining within the system will proceed without tonnages of those leaving the system and on the assumption that Bellevue and the other cities will not be remaining in the system after 2028.
2. **Position Statement Regarding the Houghton Transfer Station:** Construct the new Factoria Transfer Station as currently designed as soon as possible. Initiate a siting process in 2014 for an expanded Factoria on the Eastgate property or a new northeast transfer

station capable of handling the combined solid waste of the cities remaining in the County system at that time that cannot be handled by the new Factoria transfer station. Complete the expansion by 2021 and close Houghton Transfer Station.

3. **Self-Haul Position Statement:** To limit cost and subsidy of self-haul services, both capital and operating, the KCSWD's Transfer Plan review should consider alternatives for limiting self-haul at existing transfer stations and in the design of new transfer stations while exploring disposal options for small business users who are not commercial haulers. Those using self-haul services that do not belong to the KCSWD system should be surcharged to recover the full cost of self-haul services.
4. **Rate Differential Position Statement:** Different customer classes should be established by King County to ensure system users do not pay a disproportionate share of the cost of improvements to system assets as a result of the decision by Bellevue and other cities not to sign an Amended and Restated Interlocal Agreement through 2040. The rate differential should be established to account for the full pay-off costs incurred for development of KCSWD system assets prior to the end of the mid-2028 Solid Waste Interlocal Agreement (SWIA) term. These rate differentials should reflect actual costs necessary for paying off construction bonds issued on behalf of the KCSWD with costs apportioned to the solid waste tonnage originating in those cities that elected to end their SWIA in mid-2028. The KCSWD should put verification measures in place that ensure any rate differential applies only to solid waste originating in cities that elected to end their ILA's in mid-2028, regardless if solid waste is self-hauled or delivered by a commercial carrier. The costs of any verification measures should be included in the overall rate differential applied to those cities that elect to end their SWIA in mid-2028.



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: Ellen Miller-Wolfe, Economic Development Manager
Date: September 5, 2013
Subject: Resolution Approving Interior Public Art for the Public Safety Building

RECOMMENDATION:

City Council adopts Resolution R-5002 approving three interior art pieces for the Public Safety Building and receives an update on the status of one exterior piece.

BACKGROUND DISCUSSION:

Authority for Public Art Expenditure and Organization of Stakeholder Committee

In accordance with the Capital Improvements Project 1% for Art Policy, \$289,000 was set aside from the Public Safety Building budget for the selection of public art. Given limited staffing, consultants Perri Howard, VMG: Velocity Made Good and Lesley Bain, Weinstein AU, were retained to oversee the project following a competitive process.

In accordance with the Resolution R-4995 the Cultural Arts Commission is authorized to advise the City Council on public art acquisitions and loans, and review and recommend projects under the City's "one percent for the arts" program. In addition, a Stakeholder Committee that included four members of the Cultural Arts Commission augmented by representatives from the Court and from the Kirkland Police Department as occupants of the Public Safety Building, would convene as the stakeholder group to determine the themes, materials and locations of the art, as well as to select the artists and oversee the process for defining the art pieces.

An outline of the art schedule is included as Attachment A. What follows is a summary of the process and description of the art that has been selected and recommendations to the City Council for its consideration.

Public Safety Building Public Art Process

Art Concepts Development

The process extends from January, 2013 to the June, 2014, and concludes with the art installation. The first meeting defined the mission or ethos for the project. The Stakeholder Committee determined that:

The selected artist or team will develop and create a new site specific project in response to one of three possible conditions: 1. Interior artwork based on a contemporary approach to law and justice memorabilia, 2. A landmark, exterior artwork that assists visitors in transitioning from the parking lot to a civic building 3. An interior artwork or series of amenities that is integrated with the lobby entry point, courtroom interior, or other interior spaces to be determined. (Attachment B: Map with final locations of artwork)

The Committee stated that in all instances the artwork will uphold the project ethos of fairness justice, dignity, civility and sanctity. The artists will consider law and justice as those concepts relate to the local community, the architectural renovation and surrounding natural areas.

Artwork Selection Process

Following the identification of 40 artists based on a tour of comparable regional facilities and a review of other artists work that could be appropriate for the PSB project, the Stakeholder Committee interviewed five artists and subsequently chose two. The artists were Ellen Sollod, who was tasked with creating art for the exterior space and vestibule entry to courts, and Katy Stone, who was asked to create art for three and eventually, given budget constraints, two courtrooms. (Attachment C: Kirkland Public Safety Building - Artwork Selection Process Timeline)

Artist's Art Proposals Described

Courtroom Artwork

Katy Stone, creator of the courtroom artworks describes the art as follows:

Medians: Sky Meets Water/Earth Meets Air

My works reference nature and use natural form as a metaphor to express human emotion and the idea of underlying interconnectedness. They have a distinct material presence and capture a sense of both the monumental and the ephemeral, often evoking feelings wonder and reverence. They are obvious constructions: accumulations of separate parts that together make a larger whole—in this context, alluding both to the individual and to society.

Each artwork is based on the concept of balance and equilibrium, characteristics that reflect the ideals of both our justice and law enforcement systems. Each artwork uses the element of line to convey a feeling of stability and regularity, yet these lines are also subtly dynamic, creating a sense of both stillness and motion. The compositions depict a meeting point of two separate substances and allude to the relationship between them. The artworks suggest natural forms that define our area: calm water and vast sky, a mountain peak shrouded with mist. These phenomena are easily recognizable and they are associated with strength, dignity, and the enduring. They are symbolic places where many of us seek solitude and perspective. Within the stressful environment of the courtrooms, the artworks will create a zone for contemplation, a moment of escape, and sense of peacefulness.

The proposed artworks for the courtrooms are relief wall sculptures, made of dozens of 14 gauge (1/16th inch) laser-cut aluminum shapes, hand-painted with oil paint and permanently

mounted to the wall with custom hardware, at depths ranging from 1/2" to 3". They will employ the same basic design element to create two unique compositions in the two largest courtrooms, fulfilling the committee's desire for the artwork in each courtroom to feel distinct but related.

The pieces will be located 5 feet above the courtroom floor and anchored in a manner that precludes anyone from vandalizing the work or using the materials with dangerous intent. (Attachment D: Images of Katy Stone's Art Concept and past work)

Interior Vestibule Artwork

Ellen Sollod, the creator of the vestibule artwork describes it as follows:

Blind Justice is a legal concept regarding the neutrality of the dispensing of justice. The use of the eye chart references that as well as the many ways of interpreting the law. The topographic map references Kirkland in a regional context.

This artwork will be located in the divider that separates incoming from outgoing court visitors at the entrance to the Courts. The work substitutes for what would have been a plain glass divider at this spot. The quote originates from the Preamble to the Constitution.

Media for the Court vestibule is fired, vitreous enamels and sandblasting/etching on insulated, tempered glass units. The glass artwork meets or exceeds standards set in the project specifications for safety and maintenance. It will be installed by Larson Glass, the glazer for the overall project. (Attachment E: Ellen Sollod Art Concept Presentation)

Exterior Artwork

The exterior art piece is a work in progress and has not yet been accepted by the various review groups. Most stakeholders agree that more work is necessary. The continued evaluation is recommended by all involved, but due to the work already done by the artist it may result in either an increase to the art budget, or a decrease in the amount of money available for the exterior piece. The goal is to ensure the piece best reflects the ethos and mission that the Stakeholder Committee set for the art, to articulate the Police and Court functions inside the building, and most importantly, to provide the monumental civic symbol that the City desires for the building frontage. The plan is to bring a concept approved by the Stakeholder Committee and the Cultural Arts Commission to the City Council at a later date.

Process

Following several meetings of the Stakeholder Committee to refine the art concepts, the Cultural Arts Commission together with the Stakeholder Committee met on September 4, 2013 and recommended City Council approval of the three interior art pieces for the Public Safety Building. The artwork was also reviewed by the Public Safety Committee at their September 6, 2013 meeting. The Public Safety Committee concurred with the Cultural Arts Commission recommendation to approve the three interior pieces of art, and with the decision to continue development of the exterior work.

PSB ART PROJECT SCHEDULE

2013

09 MAY - ARTIST KICK-OFF MEETING

17 MAY - GROUNDBREAKING CEREMONY

20 MAY - ARTISTS UNDER CONTRACT/PROOF OF INSURANCE

29/31 MAY - STAKEHOLDER MEETING W/ ARTISTS

01 JUL - ARTWORK LOCATIONS FINALIZED

01 AUG - FINAL CONCEPT DUE W/ SUPPORTING DOCUMENTATION

21 AUG - ARTISTS PRESENT TO ARTS COMMISSION FOR VOTE

01 SEP - PACKET FOR CITY COUNCIL DUE

17 SEP - PRESENT TO CITY COUNCIL FOR VOTE

01 OCT - FABRICATION BEGINS

31 OCT - ART INSERT FOR CDs DUE

2014

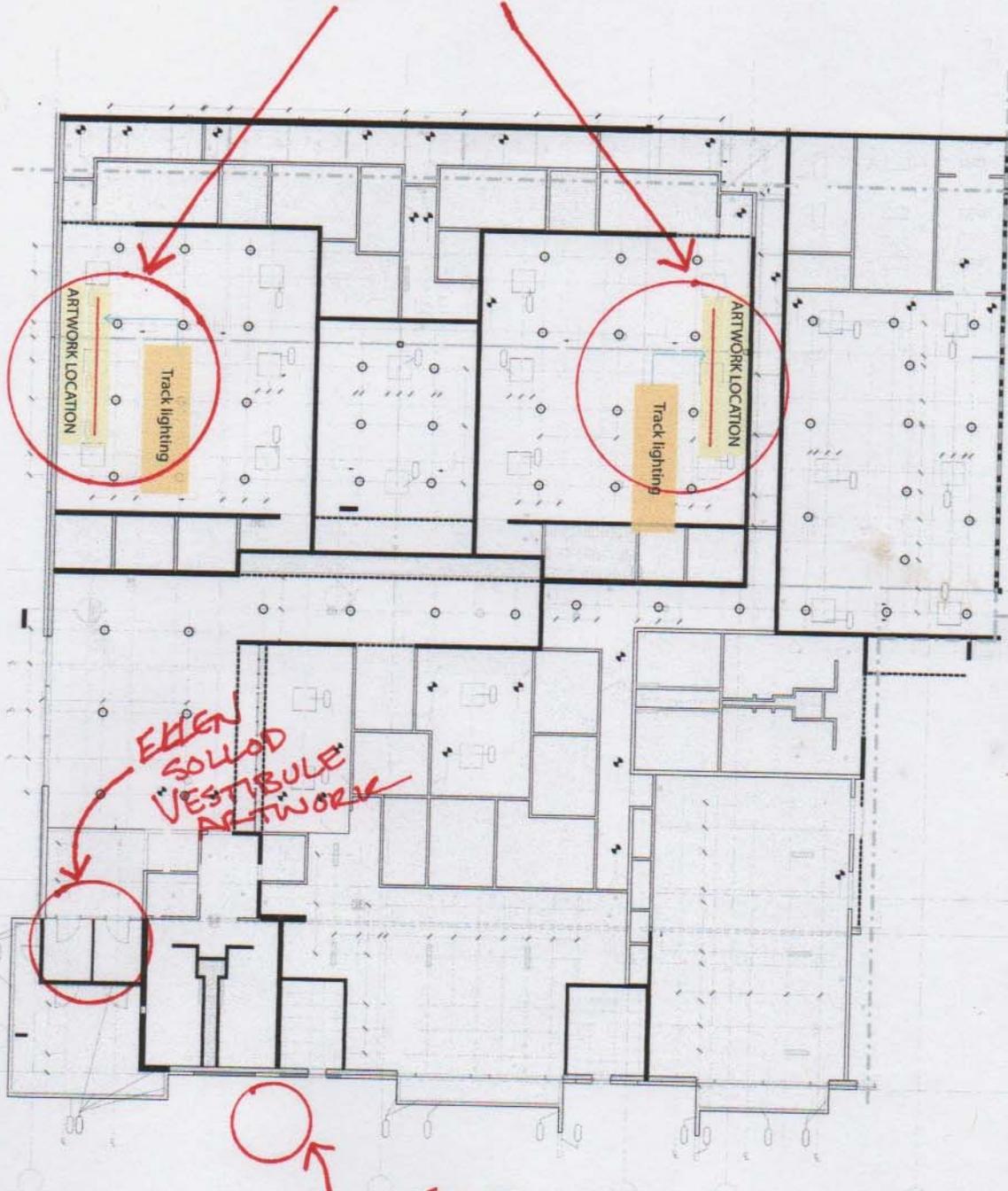
JAN - 50% FABRICATION COMPLETE

MAR - 100% FABRICATION

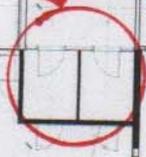
JUN - ART INSTALLATION COMPLETE

JUL - FINAL DOCUMENTATION DUE

KATY STONE
COURTROOM ARTWORKS



ELEN SOLLOD
VESTIBULE
ARTWORK



ELEN SOLLOD
EXTERIOR ARTWORK

= LOCATIONS ARE APPROXIMATE =
= NOT TO SCALE =



MILLER HULL

MPH 04SEP13

Kirkland Public Safety Building - Artwork Selection Process

02 JAN 13 - Brainstorming session with project stakeholders.

13 FEB 13 - Art tour of civic spaces for project stakeholders.

19 FEB 13 - Artist roster complete.

27 FEB 13 - RFQ sent to 40 invited artists from the Pacific Northwest and one bronze artist from the Midwest (recommended by the client).

18 MAR 13 - Applications received from 18 artists. Selection panel established with representatives from Courts, Police, City staff, and the Kirkland Arts Commission.

25 MAR 13 - Selection panel reviews applicants and narrows the field to 5 finalists.

08 APR 13 - Selection panel convenes to interview five artist finalists. Two artists chosen, Katy Stone and Ellen Sollod. Katy Stone chosen for courtroom artwork. Ellen Sollod chosen for an exterior public artwork and interior work for the court lobby.

09 MAY 13 - Artists meet with project team for site orientation and placement discussion. Rain garden, court rooms and court vestibule are identified as good locations for artwork based on foot traffic and visitor experience.

14 MAY 13 - Confirmation that Car #54 will be located in the Police lobby area.

17 MAY 13 - PSB ground breaking ceremony

19 JUN 13 - Art Consultant presents project update to Kirkland Arts Commission.

29 JUN 13 - Arts Commission Chair, Melissa Nelson coordinates with Police for her daughter (MFA UW, 2012) to design and arrange the memorabilia display for PD on a volunteer basis.

11 JUL 13 - Artists present preliminary concepts to stakeholder group for review. Stakeholders approve concept for court room art and vestibule art, but remain divided over concepts for exterior work.

17 JUL 13 - Art Consultant presents project update to Kirkland Arts Commission.

07 AUG 13 - Artists present final concepts and preliminary designs to the stakeholder group for review. Stakeholder group approve two artworks for two of the courtrooms instead of three, to increase scale and consolidate the budget. Courtroom artwork will be located in the two large courtrooms and not the traffic court.

NEXT STEPS

03 SEP 13 - Artists meet with PSB project team for construction planning and integration.

04 SEP 13 - Artists present proposals to the Kirkland Arts Commission for a vote.

27 SEP 13 - If a "Yes" vote is received from the Arts Commission, Artists present proposals to Kirkland City Council for final endorsement.

01 OCT 13 - Final revisions of artwork complete.

31 OCT 13 - Art insert for Construction Documents due.

31 MAR 14 - Footings and Electrical Installed.

15 JUN 14 - Art installation complete.

15 JUL 14 - Final Documentation of artwork due.

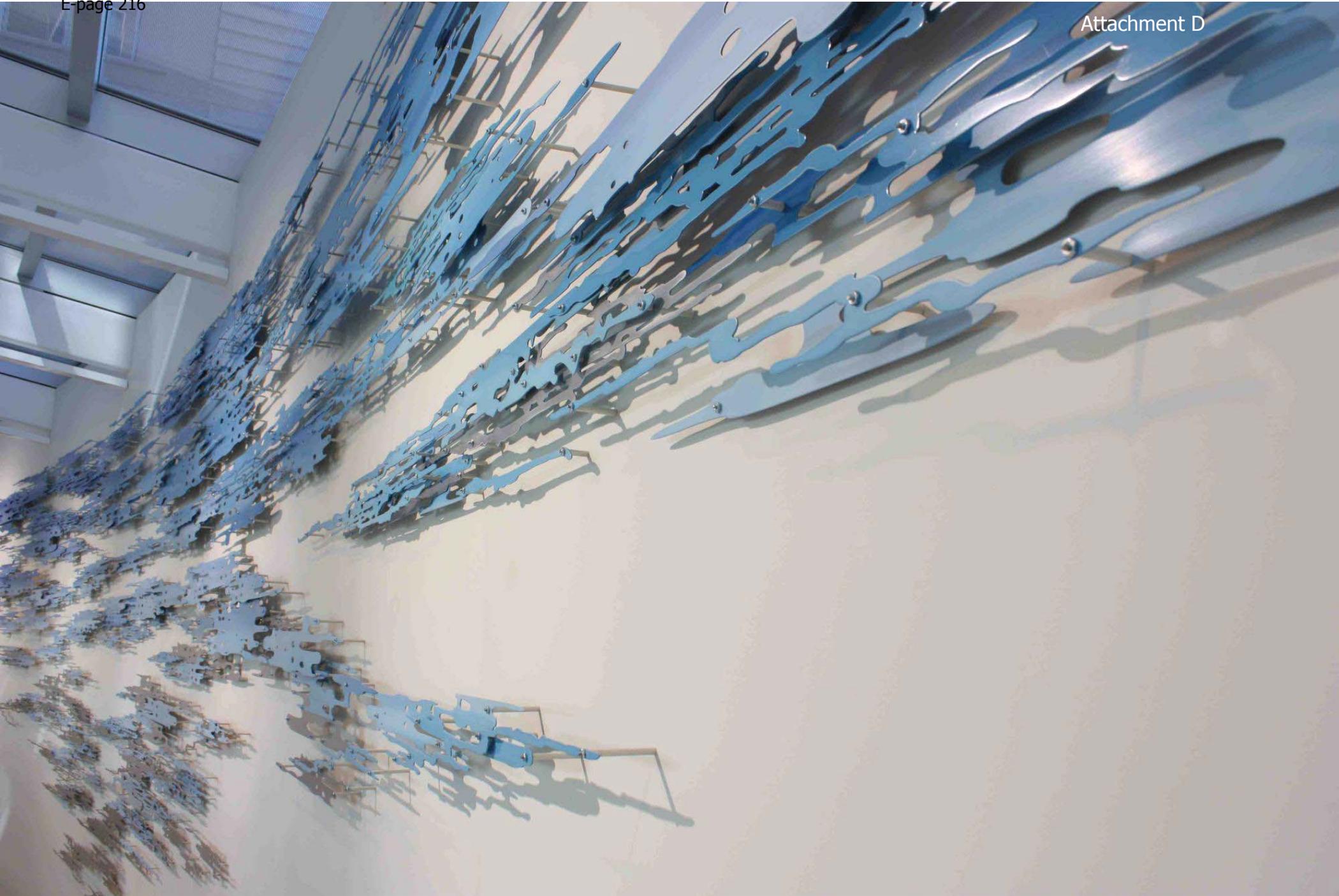
31 JUL 14 - Groundbreaking and dedication.

Note: Timeline for the conceptual design, approval and fabrication of exterior artwork has yet to be determined.



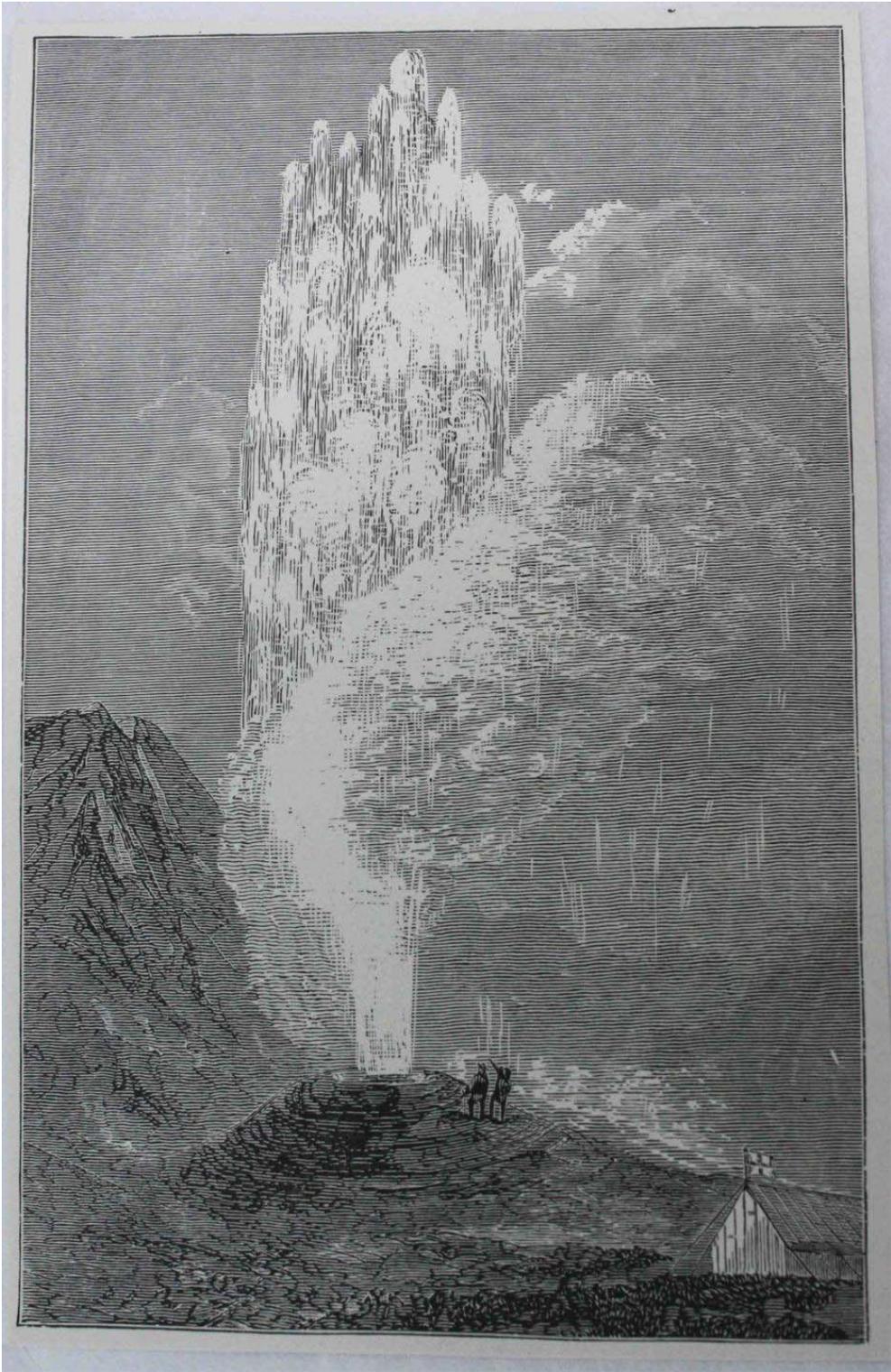


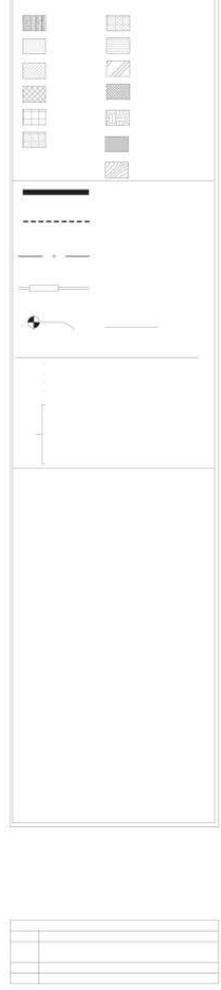




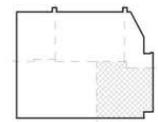








6288 REGISTERED ARCHITECT
Sarah Hull
SARAH HULL ARCHITECTS
STATE OF WASHINGTON

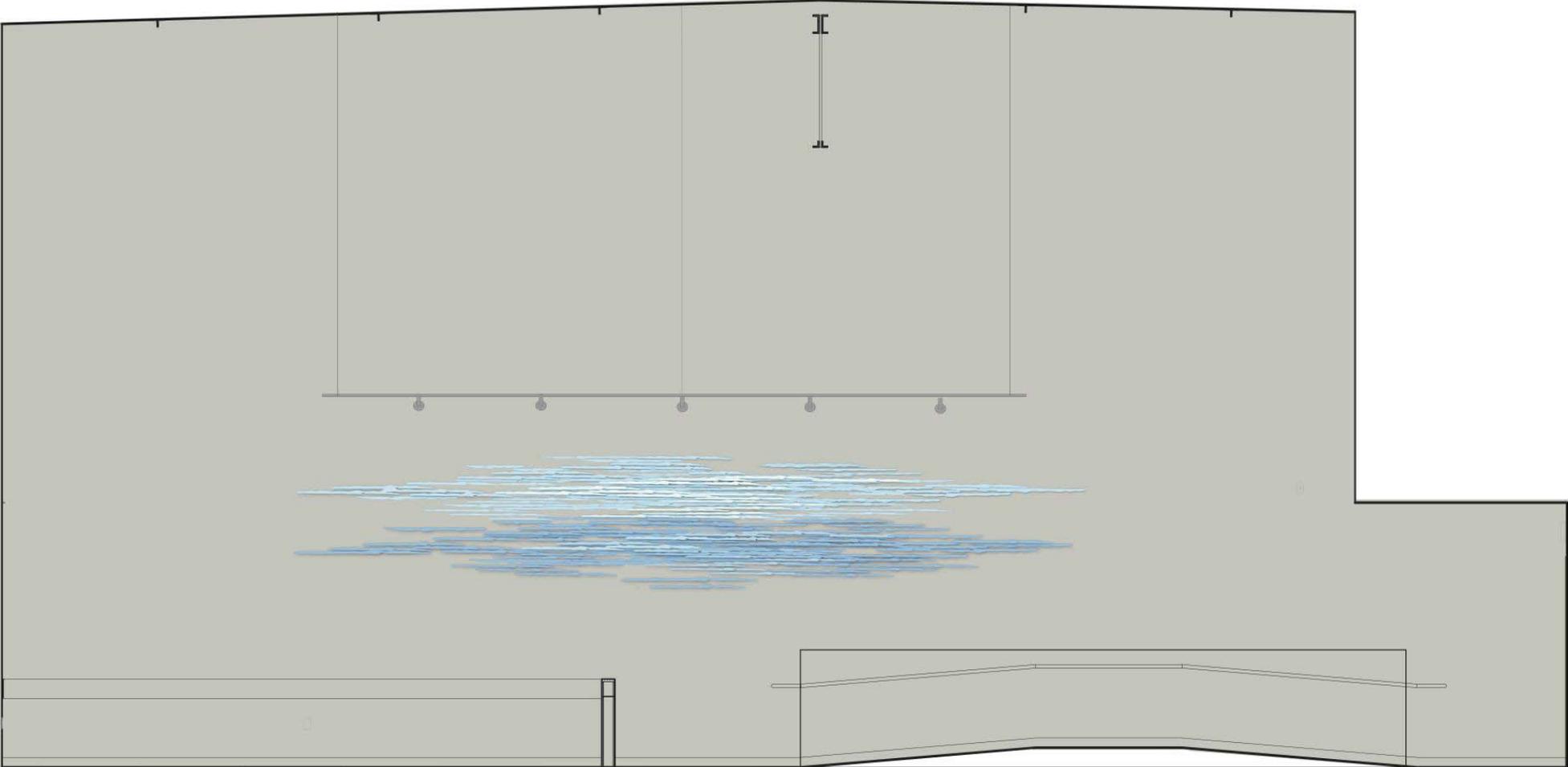


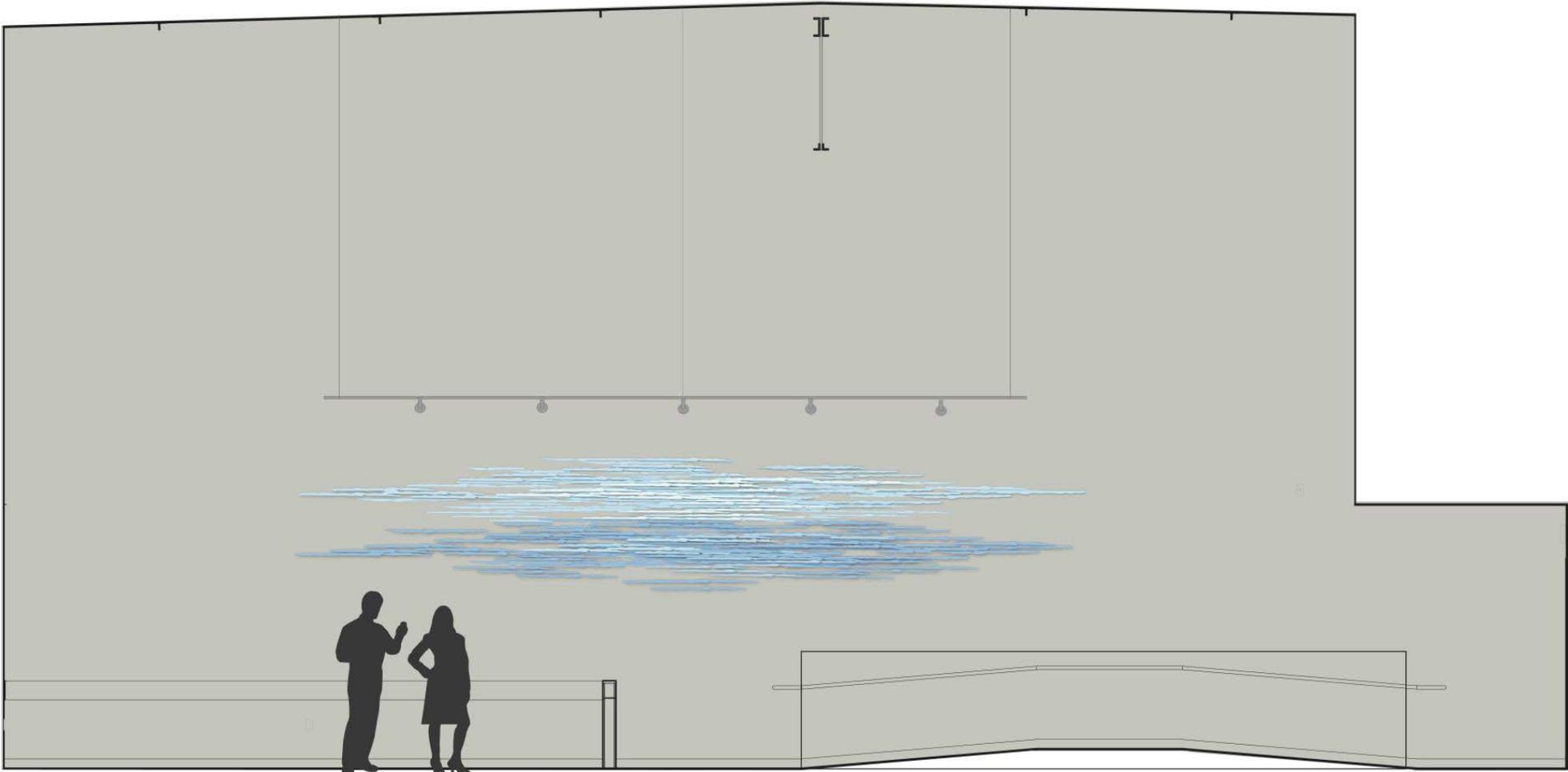


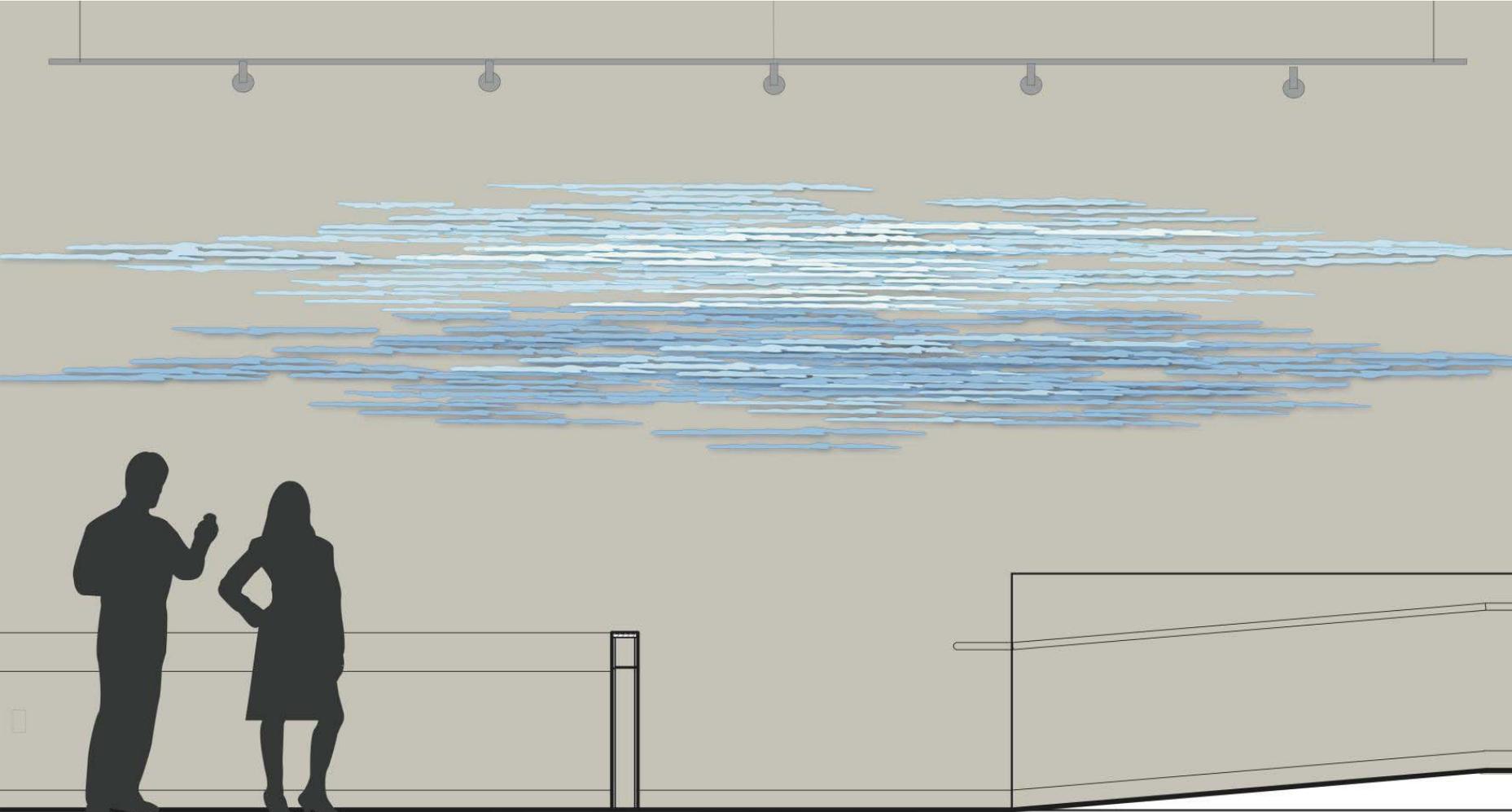
36 inches x 1.5 inches

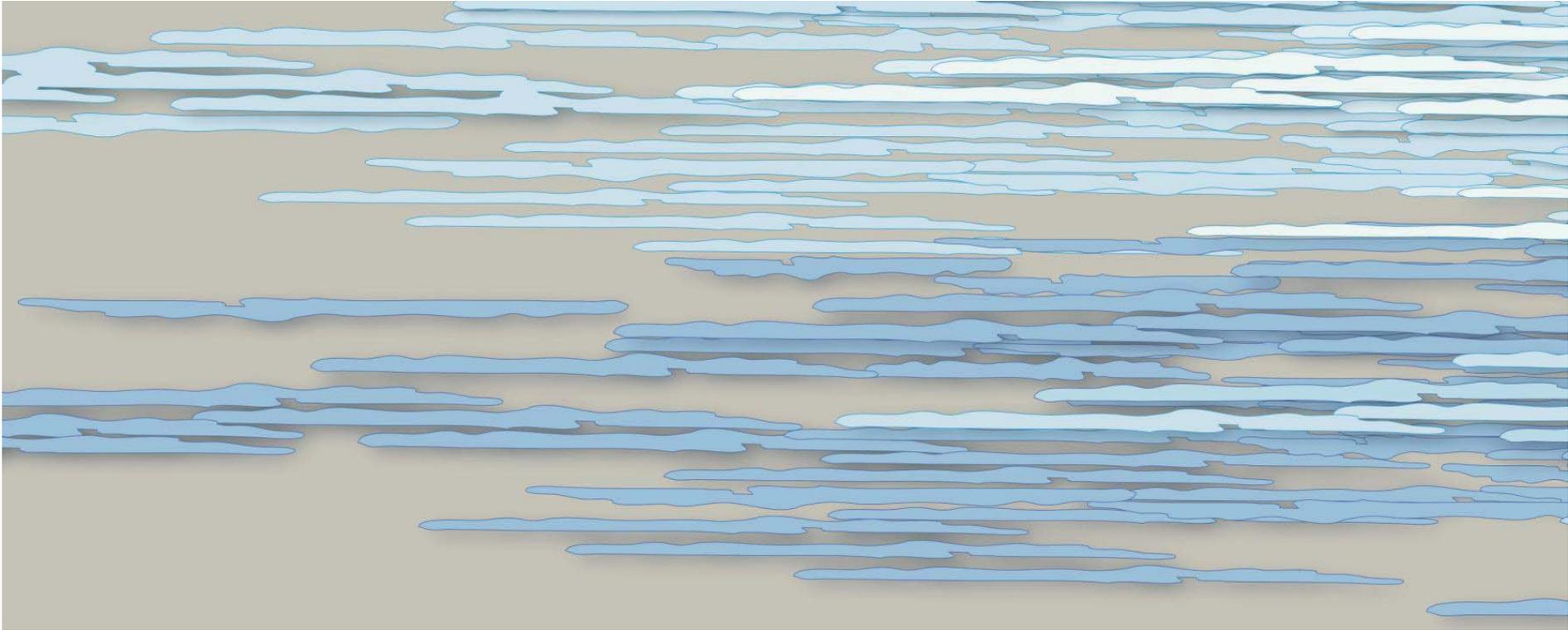


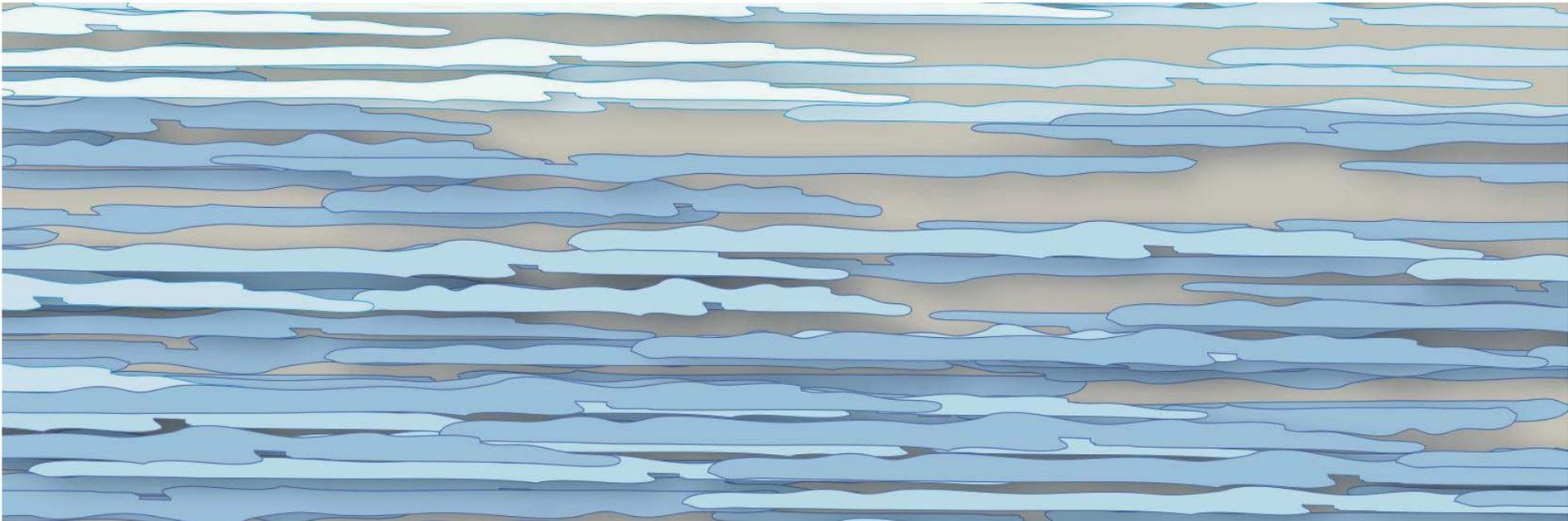
84.5 inches x 4.5 inches

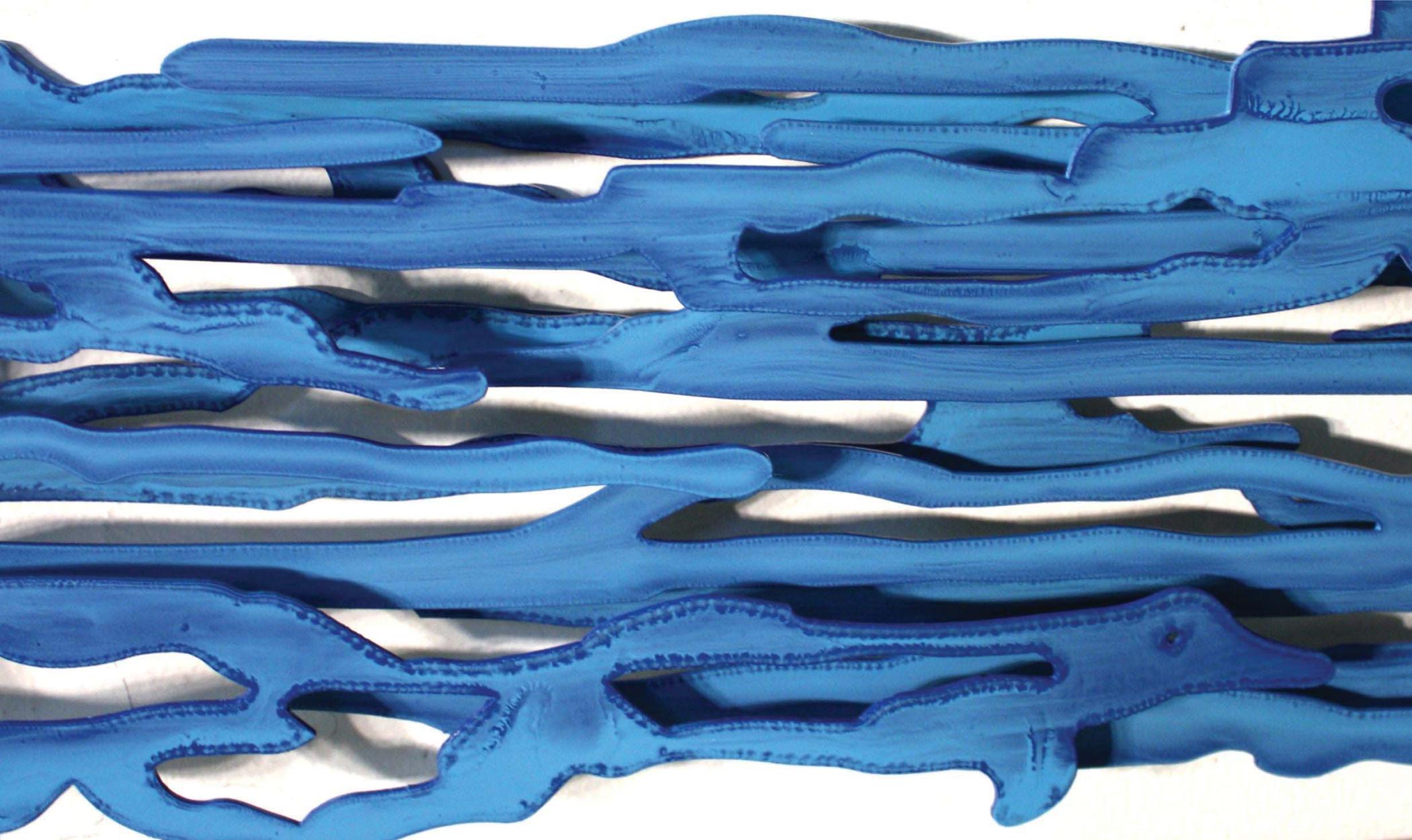


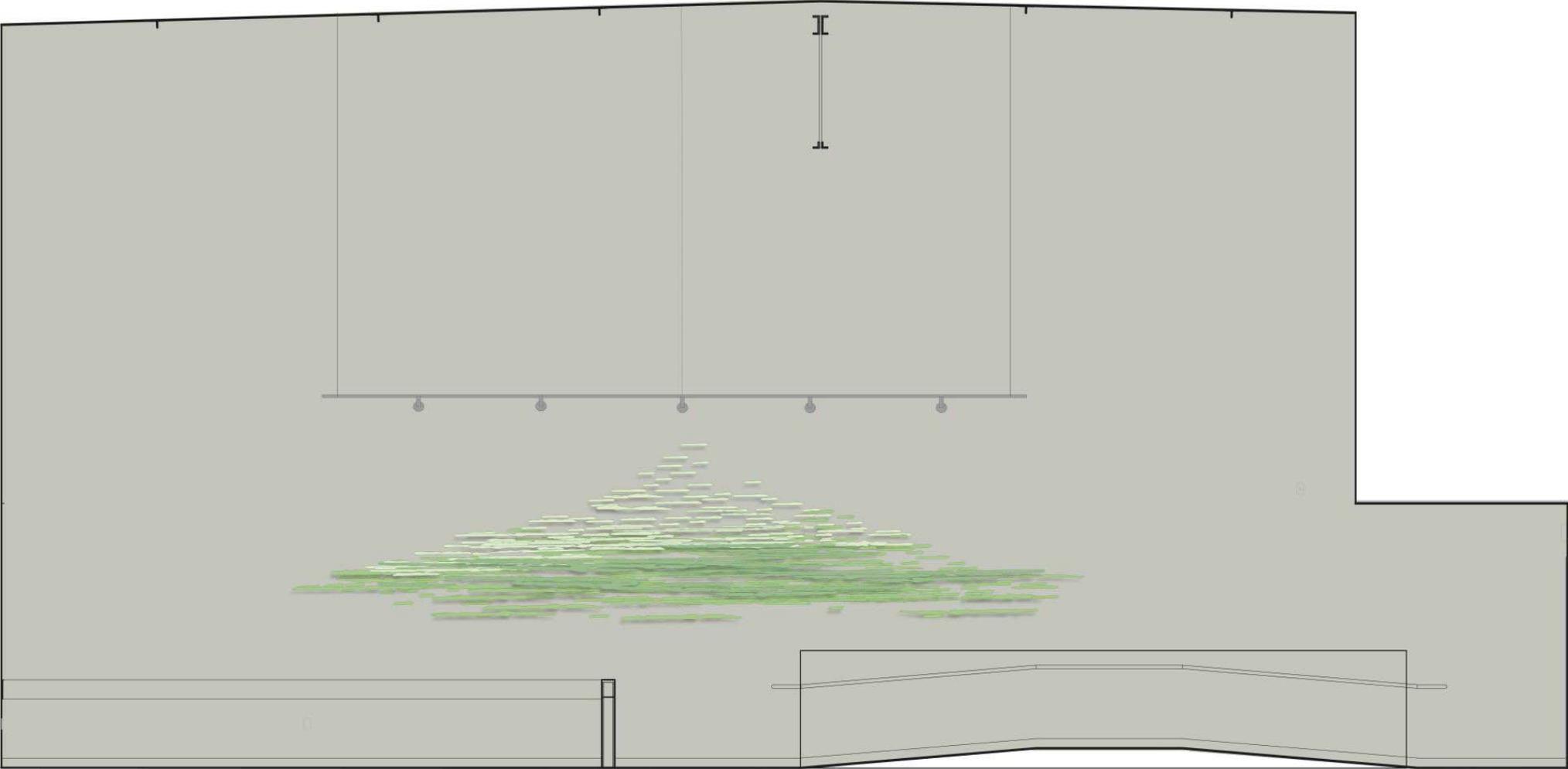


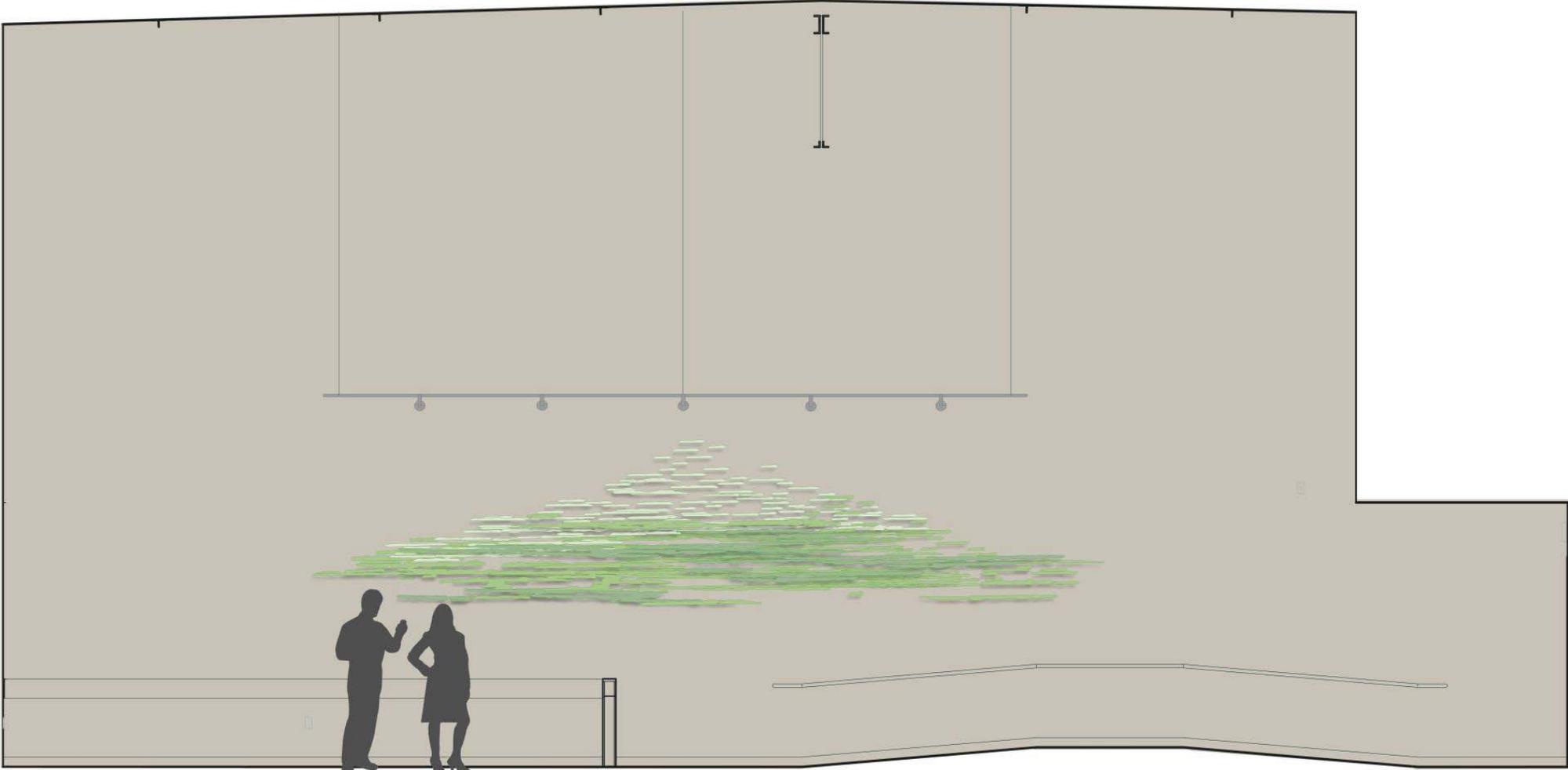


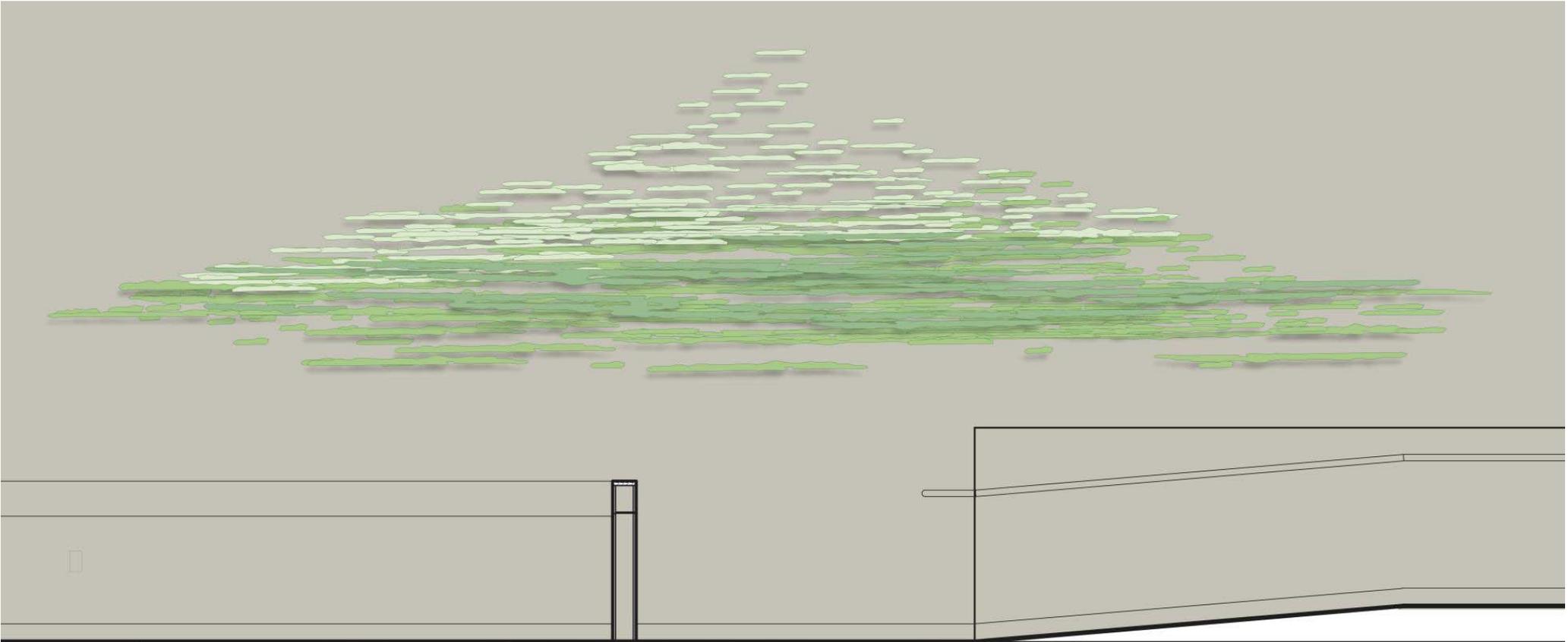


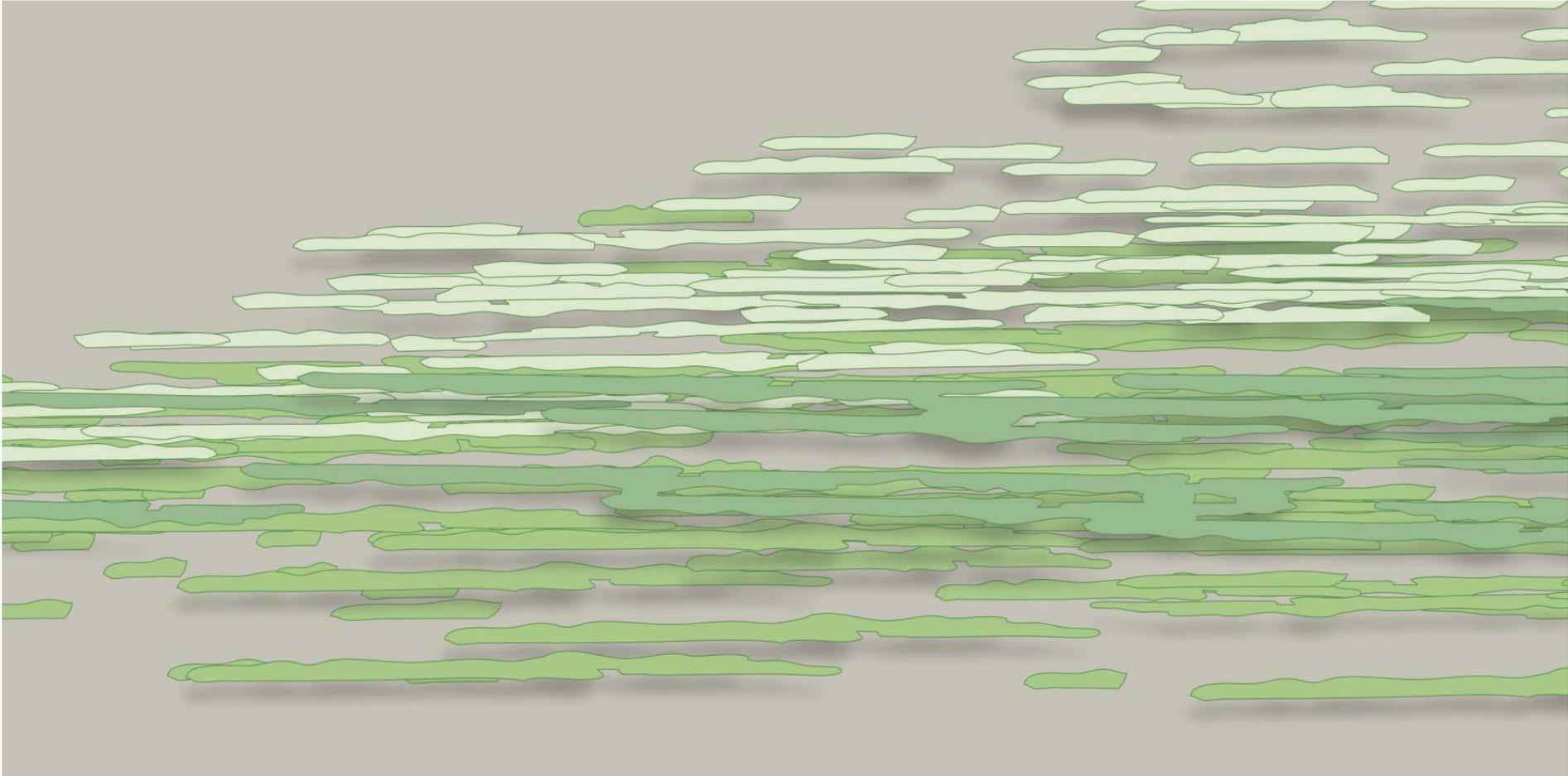


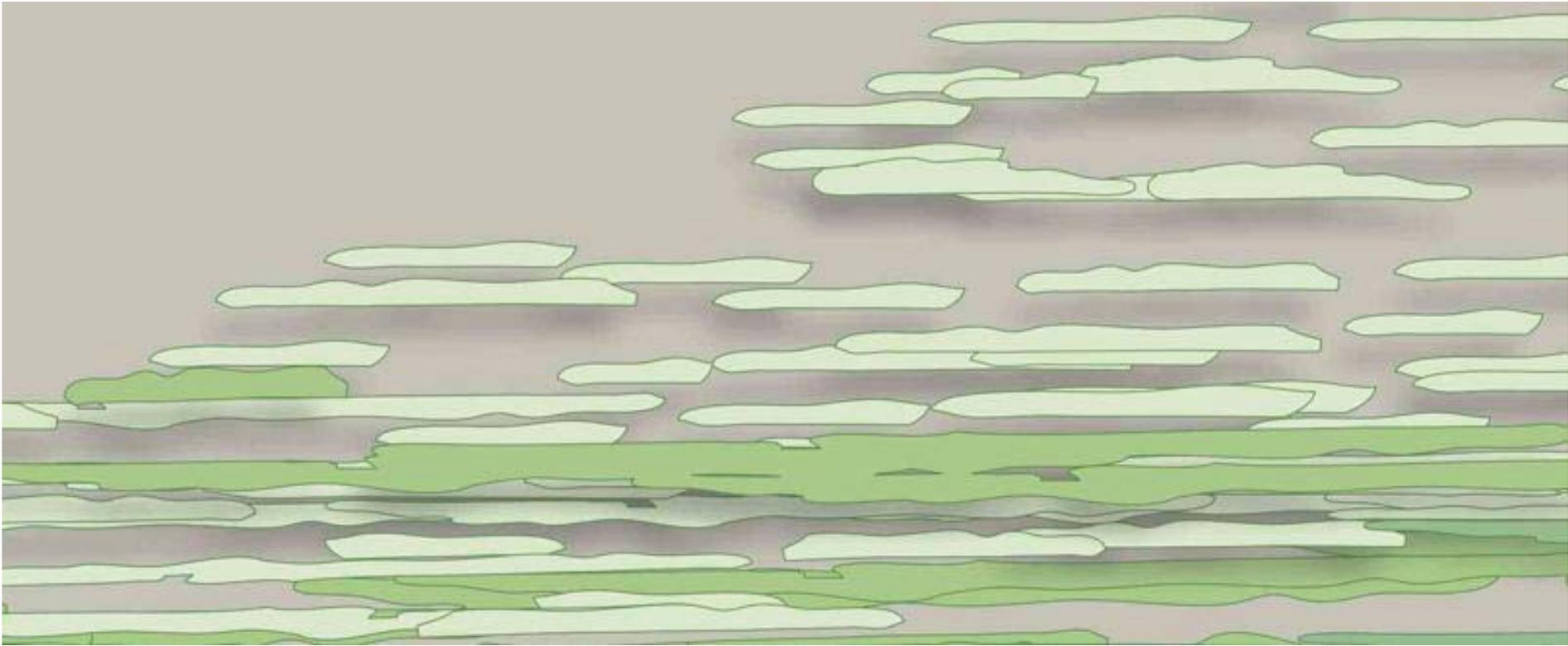


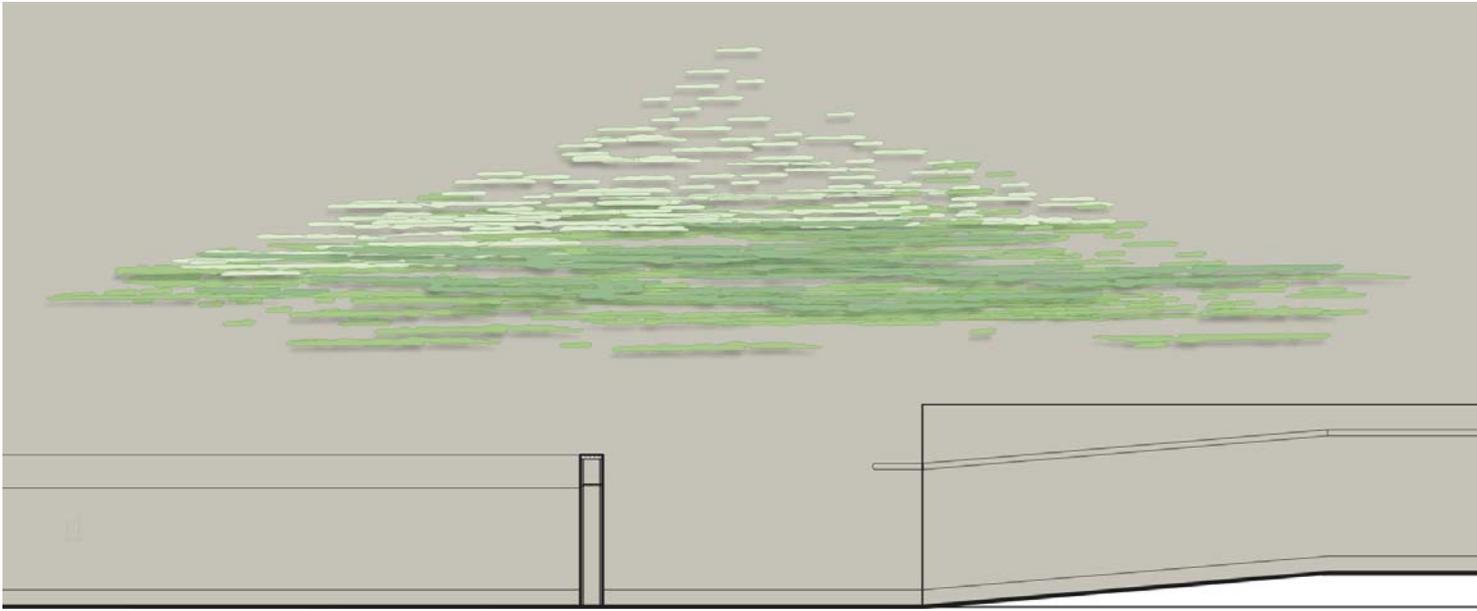
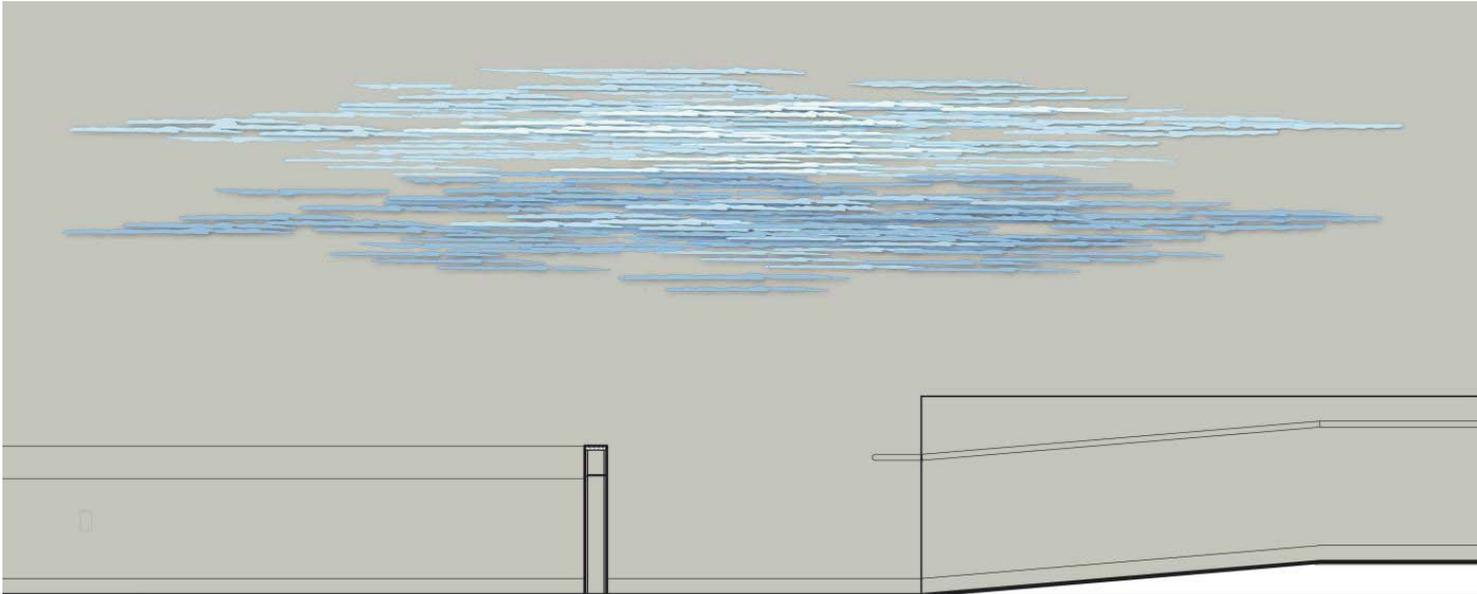












Blind Justice

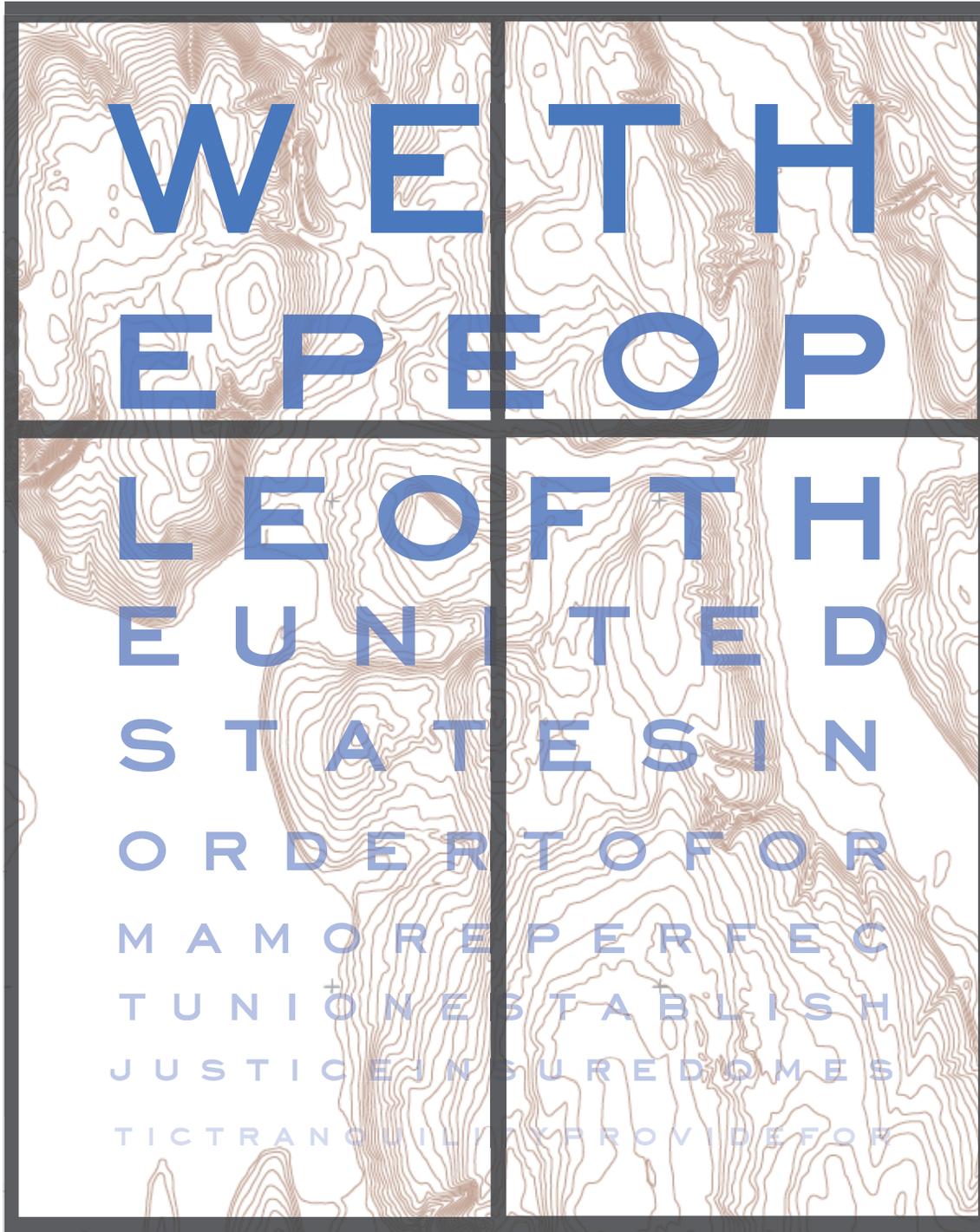
147”h x 114”

Fired vitreous enamel on float glass



Artwork Location

BLIND JUSTICE



RESOLUTION R-5002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE RECOMMENDATION OF THE CULTURAL ARTS COMMISSION FOR THREE INTERIOR ART PIECES FOR THE PUBLIC SAFETY BUILDING.

WHEREAS, under Resolution R-4995 the Cultural Arts Commission is authorized to advise the City Council on public art acquisitions and to review and recommend projects under the City's "one percent for the arts" policy; and

WHEREAS, for the selection of artwork for the Public Safety Building, the Cultural Arts Commission and representatives from the Kirkland Municipal Court and Kirkland Police Department met to determine the themes, materials and locations of the art, as well as to select the artists and oversee the process for defining art pieces; and

WHEREAS, on September 4, 2013, the Cultural Arts Commission recommended acceptance of three interior art pieces proposed by the selected artists;

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

Section 1. The recommendation of the Cultural Arts Commission is approved, with artist Katy Stone to create two courtroom artworks entitled *Sky Meets Water/Earth Meets Air* and artist Ellen Sollod to create artwork for the vestibule at the entrance to the courtrooms entitled *Blind Justice*.

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2013.

Signed in authentication thereof this ____ day of _____, 2013.

MAYOR

Attest:

City Clerk



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: September 10, 2013

Subject: RESOLUTION AMENDING 2013-2014 WORK PROGRAM TO EXPLORE OPTIONS FOR REPLACING THE JUANITA AQUATIC CENTER LOCATED AT JUANITA HIGH SCHOOL

RECOMMENDATION

That the City Council adopts a resolution amending the City 2013-2014 Work Program to include partnering with the Lake Washington School District and other public and private entities to explore options for the replacement of the Juanita Aquatic Center located at Juanita High School by 2017.

BACKGROUND

Juanita Aquatic Center Pool Closure Pending

At their regular meeting of August 6, 2013 the City Council received input from citizens and members of the Lake Washington School District (LWSD) Board of Directors regarding the potential closure of the Juanita High School swimming pool, known as the Juanita Aquatic Center. The District has determined that the facility is nearing the end of its useful life and that replacement costs could be as much as \$15 million.

The LWSD will be placing a bond measure on the February 2014 election ballot which in part would renovate/replace Juanita High School. However, the LWSD Board has determined that a renovated or new pool will not be included in the bond measure. Should the bond measure be approved by voters, the District will need to close the pool potentially as early as 2017, leaving Kirkland residents without access to a public year-round swimming pool in our community.

The testimony asked that the City of Kirkland consider participating in the building of a new aquatic facility to replace Juanita. Kirkland is a key potential partner because the pool is the only public year-round aquatic facility in the Kirkland community, and is utilized extensively not just by students, but by residents for competitive swimming, youth and adult swim lessons, fitness, and recreation. Other partners could include entities such as Redmond, Bothell, Evergreen Health, Wave Aquatics, and Northwest University.

The City Council asked the staff for options and the City Manager pledged to return to the September 17th meeting with recommendations for Kirkland's response to the testimony. This memo includes those recommended next steps.

PFEC Exploration of Aquatics Facility and the 2012 Parks Levy

The Parks Funding Exploratory Committee (PFEC) convened by the Council to recommend elements of the 2012 Kirkland Parks Levy did evaluate whether to include an aquatics facility in the 2012 ballot measure. Ultimately the PFEC recommended not including a pool facility in the ballot measure for several reasons. In general, there were too many unknowns about the project, such as how much it would cost, where would it be located and what would it cost to operate. These questions couldn't be answered in time to get a package to the 2012 ballot. In addition, the LWSD had yet to decide whether the Juanita pool would be replaced in 2014 and the PFEC felt that funding it in the 2012 levy would be premature. Finally, the cost of including an indoor aquatic facility would either make the ballot measure too large, or require significant cuts to the rest of the capital projects in the levy. The initial purpose of the parks levy was to restore maintenance and operations resources for Kirkland parks, so the PFEC was not interested in such a large capital component, and the other capital projects were deemed to be more urgent. In the end, the PFEC recommended that the City pursue an indoor aquatics facility in 2021 when the existing Parks bonds were retired and when the capital projects included in the 2012 Parks Levy would be completed. The City Council concurred with those recommendations and did not include an indoor aquatics facility in the 2012 Parks Levy which was passed by the voters.

The recent decision by the LWSD not to include a pool in their 2014 ballot measure and the resulting closure of the Juanita Aquatic Center in 2017 is new information, and it is reasonable for the Kirkland City Council to reassess the need for an indoor pool at this time.

School Board Pledges Support and Funding for Pool Partnership

On Monday, September 9, 2013 the LWSD Board adopted a resolution (Attachment A) affirming its intent to enter into future pool partnerships with cities and/or other interested entities. The resolution also authorized directing an undetermined amount of unspent funds from the District's 2006 capital bond measure towards a portion of future pool facility project(s) enabling use by high school swim and dive teams. The District estimates that \$10 to \$12 million will remain once all the school projects are completed and much of that could be applied towards a pool facility in partnership with other entities. However, these funds would be necessary for other District capital purposes should the proposed 2014 bond measure fail.

Aquatic Facility Not On City Work Program

Based on previous analysis done by the Kirkland Parks Department, a modern, financially sustainable indoor aquatic facility would cost tens of millions of dollars, depending upon its location and size. Exploring an aquatic facility partnership that would have such a pool sited and completed by 2017 would be a major undertaking for the City of Kirkland. Should the City Council desire to actively work with the LWSD and other entities in considering this issue and exploring joint development of a new aquatic facility, staff recommends amending the City's 2013-2014 Work Program accordingly. The current Work Program (Attachment B) does not identify this issue as a high priority for the organization.

Such a project would require significant organizational resources, considerable staff time, consultation with aquatic facility experts, and extensive public involvement. Currently the Kirkland Parks Dept. staff do not have the capacity to assume this project without significantly reprioritizing current projects. Current priorities include implementing 2012 Park Levy projects, updating the City's PROS Plan, Totem Lake Park Master Plan, and Kirkland 2035. Rather than deferring or delaying any existing projects, staff recommends bringing in an outside consultant to help manage the pool project. Project management costs could be deferred/reduced if other entities provide in-kind project management support or a

financial contribution. Staff estimates that the initial costs for this project could range from \$125,000 - \$200,000.

Preliminary project cost estimates include:

\$50,000 - \$75,000	Contracted Project Management
\$60,000 - \$80,000	Aquatic Facility Expertise (Design consultant, capital cost estimating, and operational/ revenue modeling)
<u>\$15,000 - \$45,000</u>	Analysis of potential site or sites (suitability analysis, zoning/permitting assessment, traffic/neighborhood impact analysis, etc.)
\$125,000 - \$200,000	Estimated Total Initial Project Budget

The costs associated with the project would vary based on the extent of involvement from other entities, such as neighboring cities, other educational institutions, and private pool operators. It is possible that project costs could be shared among the key partners. Products of the initial funding would be more detailed capital and operating cost estimates of a proposed aquatic facility as well as feasible locations and potential financing mechanisms.

A process for overseeing the project would be determined by mutual agreement of the partners. One suggestion would be a "PFEC-like" (Park Funding Exploratory Committee) process used to develop the recommendations which led to the 2012 Park Levy. Such a committee or task-force could include key stakeholders and be co-chaired by elected or appointed officials from the various jurisdictions. The process would likely extend over several months and could be concluded sometime in 2014. Realistically, the earliest the project could start would be November/December of this year.

Staff has prepared the attached resolution to amend the City of Kirkland 2013-2014 Work Program to include development of an aquatic facility as follows:

13. *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**.*

If the Council amends the Work Program to add exploring a replacement pool, potential sources for the project could include the City-School Partnerships funding in the 2012 Parks Levy, one-time general fund dollars, or possibly Real Estate Excise Tax reserves. Staff would propose specific funding for the project management and feasibility analysis as part of the mid-biennial budget process later this year.

Recommendation

Staff recommends adoption of the Resolution. Exploring the replacement of the Juanita Aquatic Center does not commit the City to funding a facility, but will provide the City Council with the information needed to decide next steps.

Frequently Asked Questions

The following information has been provided by the Lake Washington School District in response to frequently asked questions (also available on LWSD website: <http://www.lwsd.org/News/2014-Levy-and-Bond/Pages/Swimming-Pool-FAQs.aspx>):

Juanita High School Pool

Q. I see the swimming pool is not included in the modernization of Juanita High School in the proposed bond. Does that mean that the swimming pool will be closed if the bond passes?

A. The district is actively looking to partner with community entities for a pool to serve Juanita and neighboring communities. The pool is an important community asset. In fact, a review of current pool use showed that the pool was used much more by the community than for school programs. Since this facility serves an important community purpose, the district is in discussions with the city of Kirkland and other interested groups around possible partnerships.

Currently, we expect between \$10 and \$12 million to be left in the 2006 bond measure fund, since those projects have come in under budget. The board has expressed its interest in committing funds from this source toward a new community pool, in partnership with one or more other organizations. If the bond does not pass, those funds will be needed for housing of students in portables due to our growing enrollment and will not be available for a pool project.

Q. How much do district schools use the pool?

A. The current Lake Washington School District use of the pool is for the Juanita High School and Lake Washington High School competitive swimming/diving teams, as well as for very limited swimming lessons for three elementary schools. (For example, one of the elementary schools provides one hour swim lessons for two weeks to fourth graders.) There is also some use for high school meets that involve district teams. All other use of the pool is by community members, by high school teams from other school districts and by groups such as WAVE Aquatics, Lake Washington Masters, Seattle Synchro, and others. There is no school district use of the pool during the summer. High school competition for girls takes place in the fall and for boys in the winter; there is no competitive high school use of the pool in the spring or summer.

Q. If the pool is an important community asset, why doesn't the district just ask the community for more money?

A. The school board has to prioritize its funding requests to the community. Given the high cost of a swimming facility and the fact that the school district uses it only for part of the day and part of the year, it makes sense that we find partners to share in both the use of a facility and the cost.

Exploring partnerships

Q. Who is the district talking with?

A. The district has had discussions with the cities of Kirkland, Redmond and Sammamish, as well as WAVE Aquatics, the group that is currently managing both the Juanita Aquatic Center and the city of Redmond's Hartman Pool.

Q. Why is the district talking to Redmond and Sammamish?

A. The district is interested in making sure that competitive swimming facilities are available for students at all four comprehensive high schools in the district: right now, no high school in our district is assured of those facilities for the long term. While Sammamish is building a new recreation facility with a swimming pool, that facility currently does not have in its plans the set-up needed for high school teams to compete there. And Redmond's Hartman Pool is aging just as the Juanita Aquatic Center is. We need to look at swimming opportunities district-wide.

Partnering with the cities and potentially other entities may be the best way to ensure that the school

district helps fund the needs of high school swim teams but does not take on the entire burden of funding and running recreational swimming facilities, something that is not our area of expertise. At the same time, it would mean that cities, which are responsible for parks and recreation facilities, can get some help to make sure they have swimming facilities that can accommodate our high school swim teams as well as recreational needs.

Timing

Q. If the bond passes and Juanita High School is going to be modernized, when would any new partnership or funding have to be in place? Is there a danger that the pool could be demolished at some point?

A. High schools are very large construction projects that take time to plan, design and obtain permits. If the bond passes, it is likely that actual construction of a new Juanita High School would begin in 2017. That means there are several years to develop alternative plans.

Q. What kind of shape is the pool in? Why can't we just leave the building as it is if no funding is found, and just fix whatever needs it?

A. The facility is nearing the end of its useful life. You can keep a car that has 200,000 miles on it and continue to pour money into fixing everything that breaks. But you can't rely on that vehicle to perform reliably and safely. While we may be able to eke a few more miles out of the Juanita pool, we are reaching the point where we can't expect it to perform reliably and safely. The district does not have the money to repair a catastrophic equipment failure, which will mean the closure of the pool.

Attachments

cc: Park Board
Dr. Traci Pierce, Superintendent, Lake Washington School District

ATTACHMENT A

INTENT TO ENTER INTO FUTURE POOL PARTNERSHIPS

RESOLUTION NO. 2166

WHEREAS, the Board adopted Resolution No. 2164 placing a bond measure on the February 2014 ballot;

WHEREAS, the bond measure is proposed in order to provide space for increasing enrollment and replacement of aging schools;

WHEREAS, the February 2014 measure includes funding for the modernization of Juanita High School, but does not include funding for the replacement of the pool currently sited on the Juanita High School campus known as the Juanita Aquatic Center;

WHEREAS, approximately 300 Lake Washington School District students participated in high school swim and dive teams using the Juanita Aquatics Facility and the Redmond Aquatic Center during the 2012-13 school year;

WHEREAS, the district values the swimming program in its athletic program;

WHEREAS, the district is nearing completion of the construction called for in the bond measure approved by the voters in February 2008, which provided funding for the district's Phase 2 modernization program;

WHEREAS, the district anticipates the projects in the Phase 2 modernization program to be completed for less than the currently allocated resources;

WHEREAS, should the upcoming 2014 bond measure not pass, these unspent monies will be needed for portables and other temporary student housing measures;

WHEREAS, should the upcoming 2014 bond measure pass, these unspent monies would be available to enter into pool partnership(s) with cities and/or other entities to fund a portion of pool projects which will enable use by high school swim and dive team for practice and competition; and,

WHEREAS, the ability to repurpose unspent funds will require a formal public hearing be conducted prior to authorization by the Board of Directors.

ATTACHMENT B

Intent to Enter into Future Pool Partnerships

Resolution No. 2166

September 9, 2013

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors intends, should the 2014 bond measure pass, to authorize a portion of the unspent Phase 2 modernization funds for potential pool partnership(s) in order to benefit Lake Washington School District student athletes.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting held on the 9^h day of September 2013.

BOARD OF DIRECTORS

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Attest:

Secretary, Board of Directors

City of Kirkland

2013-2014 City Work Program

Priority Goals:

*Economic Development ~ Financial Stability ~ Public Safety ~ Dependable Infrastructure
Parks, Open Space & Recreational Services ~ Neighborhoods*

Revitalize the Totem Lake Business District through continued implementation of the Totem Lake Action Plan to further the goals of Financial Stability and Economic Development.

Partner with the private sector **to attract tenants to Kirkland's major business districts** to further the goal of Economic Development.

Reenergize neighborhoods through partnerships on capital project implementation and plan updates while clarifying neighborhood roles in future planning and transportation efforts to further the goal of Neighborhoods,

Complete the Comprehensive Plan update and incorporate new neighborhoods into all planning documents to further the goals of Balanced Transportation, Parks and Recreation, Diverse Housing, Economic Development, Dependable Infrastructure and Neighborhoods.

Implement the Development Services Organizational Review recommendations and simplify the Zoning Code to further the goals of Economic Development and Neighborhoods.

Develop a City-wide Multimodal Transportation Master Plan to further the goals of Economic Development Neighborhoods, Balanced Transportation, and Dependable Infrastructure.

Achieve Kirkland's adopted legislative agendas, with emphasis on securing transportation revenues and funding for the NE 132nd Street ramps to I-405 to further the goals of Balanced Transportation and Dependable Infrastructure.

Complete the Cross Kirkland Corridor Master Plan and construction of the Interim Trail to further the goals of Economic Development, Parks, Neighborhoods and Balanced Transportation.

Develop a cost effective 2015-2016 Budget that maintains Kirkland's AAA credit rating and implements an improved performance management system that delivers desired outcomes to further the goal of Financial Stability.

Continue partnership initiatives with employees to achieve sustainability of wages and benefits to further the goal of Financial Stability.

Complete construction and occupy the Public Safety Building to further the goal of Public Safety.

Continue implementation of the Fire Strategic Plan recommendations, including evaluation of a Regional Fire Authority and resolution of a consolidated Finn Hill Fire Station to further the goal of Public Safety.

RESOLUTION R-5003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AMENDING THE 2013-2014 CITY WORK PROGRAM TO EXPLORE OPTIONS TO REPLACE THE JUANITA AQUATIC CENTER.

WHEREAS, the City Council has adopted ten Goals for the City that articulate key policy and service priorities and guide the allocation of resources for Kirkland through the budget and capital improvement programs; and

WHEREAS, in 2013-2014 the City Council desires to spur job growth and economic development, retain a high quality of life in Kirkland, and provide efficient, cost-effective City services to an informed and engaged public; and

WHEREAS, to help achieve these purposes in 2013-2014, the Council prioritizes the Goals of Economic Development, Neighborhoods, Parks, Dependable Infrastructure, Balanced Transportation, Financial Stability and Public Safety; and

WHEREAS, the City Council believes it is appropriate to adopt a 2013-2014 City Work Program to help implement these priority Goals, identify the priority focus of the City of Kirkland's staff and resources, and enable the public to measure the City's success in accomplishing its major policy and administrative goals; and

WHEREAS, the 2013-2014 City Work Program is a list of high priority, major cross-departmental efforts, involving significant financial resources designed to maintain public safety and quality of life in Kirkland, as well as an effective and efficient City government; and

WHEREAS, on February 5, 2013, the City Council passed Resolution 4963 which established priority City goals and adopted the City's Work Program for 2013-2014; and

WHEREAS, Resolution 4963 acknowledged that because over the course of two years new issues might arise that required substantial City resources and City Council review, the adopted 2013-2014 City Work Program would be evaluated during the mid-biennial budget process to proactively determine whether emerging items could be accommodated, deferred, or if the City Work Program must be revised or reprioritized; and

WHEREAS, in August of 2013 the Lake Washington School District Board of Directors adopted a resolution to place a school bond measure on the February 2014 ballot; and

WHEREAS, the proposed 2014 school bond measure does not include funding for the replacement of the Juanita Aquatic Center, located at Juanita High School in Kirkland, and therefore the Aquatic Center will close as early as 2017; 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 citizens of all ages; and

WHEREAS, in September of 2013 the Lake Washington School District Board of Directors adopted a resolution affirming its intent to enter into future pool partnerships with cities and/or other entities and resolving to authorize a portion of unspent existing school capital funds for potential pool partnerships should the 2014 school bond measure pass; and

WHEREAS, the City recognizes the critical importance of recreation programs and facilities which positively impact the social, health, and economic well-being of the community and make Kirkland, Washington an attractive and desirable place to live, work, play, and visit while contributing to its ongoing economic vitality; and

WHEREAS, the City is committed to partnering with the Lake Washington School District and other interested public and private organizations to explore options for replacing the Juanita Aquatic Center by 2017;

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

Section 1. The 2013-2014 City Work Program is amended and adopted to include the following initiatives:

1. Revitalize the Totem Lake Business District through continued implementation of the Totem Lake Action Plan to further the goals of **Financial Stability** and **Economic Development**.
2. Partner with the private sector to attract tenants to Kirkland's major business districts to further the goal of **Economic Development**.

3. Reenergize neighborhoods through partnerships on capital project implementation and plan updates while clarifying neighborhood roles in future planning and transportation efforts to further the goal of **Neighborhoods**.
4. Complete the Comprehensive Plan update and incorporate new neighborhoods into all planning documents to further the goals of **Balanced Transportation, Parks and Recreation, Diverse Housing, Economic Development, Dependable Infrastructure** and **Neighborhoods**.
5. Implement the Development Services Organizational Review recommendations and simplify the Zoning Code to further the goals of **Economic Development** and **Neighborhoods**.
6. Develop a City-wide Multimodal Transportation Master Plan to further the goals of **Economic Development Neighborhoods, Balanced Transportation,** and **Dependable Infrastructure**.
7. Achieve Kirkland's adopted legislative agendas, with emphasis on securing transportation revenues and funding for the NE 132nd Street ramps to I-405 to further the goals of **Balanced Transportation** and **Dependable Infrastructure**.
8. Complete the Cross Kirkland Corridor Master Plan and construction of the Interim Trail to further the goals of **Economic Development, Parks, Neighborhoods** and **Balanced Transportation**.
9. Develop a cost effective 2015-2016 Budget that maintains Kirkland's AAA credit rating and implements an improved performance management system that delivers desired outcomes to further the goal of **Financial Stability**.
10. Continue partnership initiatives with employees to achieve sustainability of wages and benefits to further the goal of **Financial Stability**.
11. Complete construction and occupy the Public Safety Building to further the goal of **Public Safety**.
12. Continue implementation of the Fire Strategic Plan recommendations, including evaluation of a Regional Fire Authority and resolution of a consolidated Finn Hill Fire Station to further the goal of **Public Safety**.
13. 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.**

Section 2. The City organization shall demonstrate the operational values of regional partnerships, efficiency and accountability as the 2013-2014 City Work Plan is implemented.

Section 3. The City Manager is hereby authorized and directed to develop implementation steps and benchmarks for each initiative in the 2013-2014 City Work Program, prioritize resources and efforts to achieve those benchmarks, and periodically update the Council regarding progress on these efforts.

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2013.

Signed in authentication thereof this ____ day of _____, 2013.

MAYOR

Attest:

City Clerk