



**CITY OF KIRKLAND**  
**Planning and Community Development Department**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225  
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## **MEMORANDUM**

**Date:** February 19, 2008

**To:** David Ramsay, City Manager

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

**Subject:** City Council/Planning Commission Joint Meeting and 2008-2010  
Planning Work Program (File No. MIS08-00007)

## **RECOMMENDATION**

Staff recommends the following:

- Conduct a joint meeting with the Planning Commission.
- Review the proposed 2008-2010 Planning Work Program and direct staff to bring back a final work program for adoption.
- Discuss other items as appropriate

## **BACKGROUND**

The Planning Commission reviewed the draft Planning Work Program at their annual retreat on January 10 and provided comments to staff. Staff revised the work program and brought it back to the Commission on February 13<sup>th</sup>. The Commission reviewed it and has recommended approval to the City Council.

At the February 13<sup>th</sup> meeting the Commission also addressed other items to be discussed with the Council at the joint meeting. These are noted in the attached transmittal memo from the Planning Commission to the City Council. The Commission has suggested the following format for the joint meeting to cover the main discussion topics.

- |                               |                        |
|-------------------------------|------------------------|
| • Introduction and Overview   | Karen Tennyson (chair) |
| • Neighborhood Plans          | Matt Gregory           |
| • Housing                     | Karen Tennyson         |
| • Downtown                    | Carolyn Hayek          |
| • Private Amendment Requests  | Janet Pruitt           |
| • Other topics as appropriate |                        |

## **PACKET MATERIALS**

The enclosed packet contains the transmittal memo from the Planning Commission to the City Council (Attachment 1). Attachment 2 is the Draft 2008-2010 Planning Work Program dated February 13, 2008 as recommended by the Planning Commission. Attachment 3 is a summary of the tasks outlined in the proposed work program. (Note: For background purposes, Attachment 4 is the *previous* work program adopted in August of 2007.)

Much of the discussion revolved around neighborhood plans. Attachment 5 is Neighborhood Plan Update Schedule as revised by the Planning Commission. The Commission has recommended that we move forward with both the Lakeview and Central Houghton Neighborhood Plans concurrently since they are both within the jurisdiction of the Houghton Community Council (Note: the previous work program had these occurring sequentially with Lakeview going first). Attachment 6 shows the status of when the neighborhood plans were completed. Attachment 7 is the listing of the topics that were on the Commission agendas for 2007 and Attachment 8 are the minutes from the Planning Commission retreat. Attachment 9 is Chapter 140 of the Zoning Code which outlines the process and criteria for private amendment requests. This is discussed in more detail in the Planning Commission transmittal memo.

## **STAFF COMMENTS**

### **Comprehensive Plan Amendments (Task 1)**

Staff would like to clarify the status of the 2007-2008 Comprehensive Plan amendments. As required by the Growth Management Act, the Comprehensive Plan can only be amended once per year (with certain exceptions, i.e. planned action ordinance). In 2007 we began this task but were not able to complete it due to a variety of factors and they have continued into 2008. There are several amendments being considered at this time but all have been on separate tracks. At some point all of these amendments will need to be combined for Council adoption (thus meeting the once-per-year requirement). Because several of these are still "in-process", the timing for the adoption in 2008 has not been determined.

These amendments include:

- City Initiated Amendments: These amendments consist of our annual update to the city-wide elements of the Comprehensive Plan. For this cycle they include incorporating the adopted 2008-2013 CIP into the Capital Facilities Element; policies on public art; some map updates; and policies on climate change and environmental stewardship. The Planning Commission has held a public hearing and it is scheduled to be reviewed by the City Council on March 18<sup>th</sup>. At that meeting, the Council can direct any changes and staff will then bring back a resolution of "intent to adopt" at the April 15<sup>th</sup> Council meeting.

- Nakhjiri & Kirkland Congregational Church Private Amendment Requests (PAR)  
Private amendment requests are being processed for the two properties directly across from City Hall (the American Legion building and the Kirkland Congregational Church). The Planning Commission has completed their review and is forwarding a recommendation to the City Council for their consideration at the March 18<sup>th</sup> meeting. Based on Council's review, staff will bring back a resolution of intent at the April 15<sup>th</sup> meeting.
- Gordon Hart PAR and TL9 Zoning  
Gordon Hart is another PAR that is under review for property in Totem Lake. The Commission held a public hearing and has made a recommendation to the Council to be considered at the March 4<sup>th</sup> Council meeting along with the zoning regulations for the TL9 Zone. At the March 4 Council meeting the Council will review the Commission's recommendation and can direct staff to bring back a resolution of intent at the May 20<sup>th</sup> meeting.
- Concurrency Management System  
The Transportation Commission and the City Council met on February 19 to consider changing the City's approach to its concurrency management system. Depending on additional discussion and questions to be addressed, amendments to the Comprehensive Plan will likely be needed if this goes forward. The intent is to fold any proposed changes into this round of Comprehensive Plan amendments - however the timing is still undetermined. Any proposed amendments would also need to go before the Planning Commission and Houghton Community Council.
- Costco Accessory Fuel Facility  
Costco had submitted a private amendment request application to amend the Comprehensive Plan to allow a fuel station on the north side of NE 90<sup>th</sup> Street (note: it is an allowed use on the south side of NE 90<sup>th</sup> Street). The application raised concerns with the surrounding neighborhood. The City Council chose not to go forward with considering the application at that time but would potentially consider it if Costco and the neighborhood could meet and discuss possible approaches or options to address their concerns. There have been two meetings utilizing the services of a professional facilitator. The last meeting occurred on Saturday, February 16<sup>th</sup>. Staff is preparing a status report for the Council's reading file. At some point the Council will need to determine if this should be processed as a private amendment request this year, next year or not at all.
- Touchstone (Park Place), Altom and Orni Private Amendment Requests  
These three requests have been combined as part of a planned action ordinance and environmental impact statement. The Draft EIS is scheduled to be released in late March. Even though this may result in amendments to the Comprehensive Plan, the Growth Management Act allows exempting plan amendments from the once-per-year requirement if the amendments are in conjunction with a planned action ordinance.

### **Neighborhood Plans (Task 2)**

The Planning Commission has recommended that we work on both the Lakeview and Central Houghton Neighborhood Plans concurrently (Attachment 5). They feel that since these two neighborhoods are within the jurisdiction of the Houghton Community Council, it made sense to do them together. The previous work program had the Lakeview Neighborhood Plan being completed first to be followed by the Central Houghton Plan. As noted in the Planning Commission transmittal memo (Attachment 1) we will strive to find creative and effective ways to be more efficient while not sacrificing neighborhood participation. However, in order to undertake two neighborhoods at the same time it will require a minimum of 2.0 FTE staff allocation.

### **Natural Resources/Environmental Stewardship (Task 7)**

As noted on the work program, we are beginning to work intensively on the update to the Shoreline Master Program. In 2008 staff and the Commission will be spending a considerable amount of time on this item in order to complete it in 2009. As part of this effort, the City may need to undertake some amendments to its critical area regulations.

At the February 19<sup>th</sup> meeting, the Council expressed a desire to get an update on the effectiveness of the city's tree regulations. It has been two years since the revised tree and landscaping regulations went into effect. At that time the Council directed staff by resolution to bring back a report that "summarizes the issues that arose in the implementation and application of the regulations". The report is to be circulated to the City Council, Planning Commission and Houghton Community Council by April 30, 2008. We were on track to do this but have been hampered by the resignation of the City's Urban Forester (Stacey Ray). A new Urban Forester has been hired (Deb Powers) and she will start on March 3<sup>rd</sup>. While we could put together a preliminary report, it would be more beneficial to enable the new Urban Forester to have some practical experience with our codes and permit applications before we significantly launch into the update.

The Council also expressed an interest in looking at our overall tree canopy to see where we are in comparison to our goal of achieving 40% canopy. We conducted the initial analysis in 2002 which indicated that on a broad scale we were roughly around 32%. That effort took several weeks and several thousands of dollars. The resolution the Council adopted when we updated our tree regulations in 2005 called for undertaking an analysis to estimate our tree canopy cover by December, 2010. If the Council desires to move more quickly on this we would need to request funding as part of the budget process and incorporate it into the GIS work program.

Two other "green" tasks on the work program are regulations and standards for low impact development (LID) and the green building program. We have not been able to make much progress on LID standards to date. The project manager for this in Planning (Stacy Clauson) is leading up the effort on the Shoreline Master Program. We may be able to incorporate some LID techniques into the miscellaneous zoning code amendments task.

The green building program is in place for new single family construction and the city recently approved it's first residential "green building" under this program. The permit time was about half the normal processing time frame. We will be evaluating the program in the fall of 2008 to see how it's working and whether or not we want to expand it to other types of permits. This would require additional funding to continue and expand the program in 2009.

### **Other Tasks**

The work program includes our continuing effort to keep our codes and ordinances up to date. Our initial focus will be on amendments to our SEPA and subdivision regulations as well as some zoning code issues (e.g. some LID standards). For the downtown, staff will be working with the DAC on clarifying appropriate ground floor uses. Finally, the work program includes staff time devoted to annexation issues.

### **Attachments**

1. Transmittal Memo from Planning Commission
2. Draft 2008-2010 Planning Work Program
3. Summary Description of Planning Work Program Tasks
4. Adopted 2007-2009 Work Program
5. Neighborhood Plan Update Schedule
6. Neighborhood Plan Status
7. 2007 Planning Commission Agenda Topics
8. Planning Commission Annual Retreat Minutes
9. Chapter 140 Kirkland Zoning Code.



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## **MEMORANDUM**

**Date:** February 20, 2008

**To:** Kirkland City Council

**From:** Karen Tennyson, Chair  
Byron Katsuyama, Vice Chair

**Subject:** Joint Meeting with the City Council and Planning Work Program

### **Introduction**

On behalf of the Planning Commission, we are looking forward to our annual joint meeting with the City Council on March 4, 2008 to review and discuss the proposed Planning Work Program along with other items as appropriate. On January 10, 2008 we held our annual retreat to consider the work program and discuss in detail some key issues which we have noted in this memo. On February 13<sup>th</sup>, the Commission met again to review the revised work program and based on that review, we are recommending the City Council adopt the Planning Work Program.

### **Joint Meeting Format**

At the joint meeting the Commission would like to suggest the following format which addresses key discussion topics. As we did last year, a Commission member will take the lead on introducing the issue and frame the discussion as noted below:

- Introduction and Overview Karen Tennyson (chair)
- Neighborhood Plans Matt Gregory
- Housing Karen Tennyson
- Downtown Carolyn Hayek
- Private Amendment Requests Janet Pruitt
- Other topics as appropriate

### **2007 Major Projects and Accomplishments**

In 2007, the Commission addressed a variety of topics and completed work on major projects that reflect some very creative approaches in planning – particularly housing. After completion of the Market and Norkirk neighborhood plans, last year the City Council adopted regulations and incentives for small lot housing and historic preservation for these two neighborhoods. Another milestone was the adoption of the cottage, carriage and two and three unit housing regulations. This effort began in 2002 with the preparation of an interim ordinance to allow demonstration

programs. While this took several years we think the adopted regulations are workable, creative and contain the appropriate standards that will result in quality projects.

The projects the Commission worked on in 2007 include:

- Small lot single family and historic preservation regulations for Market and Norkirk (adopted by City Council).
- Market Street Corridor Design Regulations (adopted by City Council).
- Reformat of the Chapter 92 – Design Regulations (adopted by City Council).
- Review of Private Amendment Requests (threshold review and study sessions).
- Comprehensive Plan Update (study sessions and public hearing on city initiated amendments).
- Cottage Housing Regulations (adopted by City Council).
- Shoreline Master Program Update (study sessions).
- Miscellaneous Zoning Code Amendments (adoption by City Council on January 15, 2008).
- TL 9 Zoning (study sessions and public hearing)

Attachment 7 to this packet is a summary of the Commission meeting topics for 2007. The Commission spent considerable time on private amendment requests (PAR's), particularly in the second half of the year. In 2007, we devoted approximately a third of our sessions to the various private amendment requests.

### **Retreat Discussion**

At our retreat, the Commission also took the opportunity to step away from our regular agenda topics and, to some degree, look ahead to future trends and influences. Our observations are noted in the minutes from the retreat (Attachment 8), but generally, the Commission wanted to be more proactive in anticipating changes and guiding them. Some ideas and strategies we talked about include:

- Provide education opportunities and information on trends
- Use a variety of communication tools (graphics, visuals, publications, etc.)
- Encourage more energy efficiency and sustainability strategies (perhaps a new Comprehensive Plan element on energy)
- Look at what other cities are doing and learn from them

### **Proposed 2008-2010 Planning Work Program**

The Commission reviewed the work program at its retreat and again on February 13<sup>th</sup>. We would recommend the Council adopt the 2008-2010 Planning Work Program that includes the list of the long range planning tasks and general schedule (Attachment 2). For 2008 the major tasks before the Planning Commission will include the private amendment requests for the Touchstone (Park Place), Altom and Orni properties; the Lakeview and Central Houghton Neighborhood Plans, affordable housing, tree regulations and the update to the City's Shoreline Master Program.

### Neighborhood Plans

The Planning Commission spent some time at the retreat and at the February 13<sup>th</sup> meeting discussing the purpose and approach to neighborhood plans. Planning staff had noted that neighborhood plans take 2-3 years to complete. At that rate it would take the city over 26 years to run through the cycle of neighborhood plans. Some neighborhoods have not had their plans updated in over 20 years.

While recognizing the importance of neighborhood plans, the Commission began exploring ways to move more quickly and efficiently. We agreed with staff that it would be helpful to sit down with KAN and neighborhood representatives to discuss some of these ideas. Before we begin the next neighborhood plans, we should develop a strategy with the neighborhoods. Some ideas we discussed include the following:

- Encourage the neighborhood to read and understand the existing neighborhood plan early on in the process.
- Start with visioning.
- Identify and focus on key issues (land use, density, traffic).
- Have a template of standard text and outline for the non-major items.
- Don't let individual zoning amendments drive the process – consider them later after the basic framework is in place.
- When forming an advisory group, make sure the majority of participants are from the neighborhood.
- Have staff undertake some up-front work on background information and general plan content.
- Defer city-wide issues to other efforts (e.g. Non-Motorized Transportation Plan, Parks Plan, etc.)
- Consider alternative public involvement techniques to enhance participation (e.g. web-based).

We also looked at the schedule of neighborhood plans (Attachment 5) and status of neighborhood plan updates (Attachment 6). You may recall that last year's work program showed the Lakeview Neighborhood Plan up next to be followed by the Central Houghton Neighborhood. We recommend these neighborhoods be done concurrently since they are both within the jurisdiction of the Houghton Community Council. In view of the Community Council's unique position relative to these neighborhoods and in the interests of promoting greater efficiency for the update process,

we also recommend that the Community Council take the lead on these plan updates to the extent that they may be willing to do so. The Commission is cognizant of the need to maintain a city-wide perspective for all neighborhood plan updates and will work with the Community Council to ensure a comprehensive review. The Commission also recommended that following the completion of the Lakeview and Central Houghton Neighborhoods, the next plan update should be Bridle Trails and South Rose Hill.

### Housing

The Commission recognizes that housing issues – particularly affordable housing – are priorities for the City. We understand the City Council is devoting part of your annual retreat to this issue. Over the past several years the Commission has spent considerable time on various housing strategies including regulations and incentives to encourage affordable housing, cottage and innovative housing regulations, lot size reductions and historic preservation standards to retain smaller homes and looking for opportunities to incorporate affordable housing requirements when zone changes are requested.

We know the City is not meeting its affordable housing targets. The Commission also has a strong interest in this topic and we are poised to assist the Council in this important effort. We support the Council's interest in looking at inclusionary housing, preservation housing, and a transit oriented housing development at the South Kirkland Park and Ride lot. One of the other ideas we discussed was for the City to consider strategies for providing housing for public employees (i.e. teachers, firefighters, nurses, etc.) in order to allow them to live in the community where they work. On a related issue, the Commission is interested in looking at whether the standards to retain smaller homes historic residents could be applied city-wide.

### Downtown

We realize that recent downtown development activity and permit applications have resulted in increased attention to downtown issues – particularly height. We understand the Council is possibly considering options in response to this interest. Some of these options could include reviewing zoning and design regulations in the downtown. Depending on the extent of these options, it could substantially affect the planning work program and priority for other tasks – particularly if it means opening up either the downtown plan or Moss Bay Neighborhood Plan. During our discussion on the work program and neighborhood plan schedule, a majority of the Commission wished to convey to the Council that the downtown plan should not be “re-opened” at this time. One of the reasons for this perspective is that the development activity that is occurring is implementing the adopted downtown plan. The downtown plan was the result of a planning process that included a variety of stakeholders in its preparation. The other concern is that a major focus on revising the downtown plan will substantially affect the ability to address other important issues such as affordable housing and neighborhood plans.

### Private Amendment Requests

2007 was the year that the City considers Private Amendment Requests. These are accepted every two years with the deadline for applications in December, 2008 for consideration in 2009. In 2007, the Planning Commission spent about a third of its time on private amendment requests. These applications often involve complex and controversial issues and can take a considerable amount of time. While applicants should have the opportunity to request changes, the Commission would like make the following suggestions for Council's consideration.

- When considering applications during the threshold review stage of the process, give careful consideration to the number of private amendment requests and how it may affect other work program tasks and priorities.
- The Commission strongly recommends adhering to the deadline for submission of applications. Too often in the past, requests have come in either after the application deadline or after the threshold review process has been completed. This is confusing to the public and raises questions on the process.
- Considering charging a substantial additional fee for those applications that have made it through the initial threshold review. Private amendment requests often take considerable time and effort and the fees should reflect this.

### **Final Notes**

Over the past couple of years the Commission has had the opportunity to present our recommendations to you and participate in the discussion with the Council when these items are before you at your meetings. We take our role and responsibility seriously and we endeavor to ensure that we have explored all possible options, considered the public comments carefully and have provided the Council with our best recommendation. We appreciate being able to transmit our recommendations to the Council and present the key issues and rationale for our comments.

We would also like to take this opportunity to recognize Janet Pruitt for her dedicated participation on the Commission and her commitment to the City. Janet had been on the Commission for the past six years and her term expires this month. She has been invaluable in her contributions and willingness to spend the considerable amount of personal time volunteering to serve the City as a member of the Planning Commission. It is people like Janet that makes Kirkland a special place.







# **2008-2010 PLANNING WORK PROGRAM**

## **Summary of Tasks**

### **Planning & Community Development**

**February, 2008**

Attachment 3

# **2008 – 2010 PLANNING WORK PROGRAM**

## **Summary of Tasks**

### **POLICIES, PLANS & REGULATIONS**

#### **Task 1: Comprehensive Plan Update (1.5 FTE)**

##### Comprehensive Plan

In 2007 we initiated a number of amendments to the Comprehensive Plan that are generally considered to be minor or housekeeping related amendments with the exception of environmental stewardship policies and a possible update to our concurrency system. Since we can only amend our plan once per year, these amendments will continue into 2008 with adoption targeted for the summer along with action on the private amendment requests.

In 2009, the City may have some additional city-initiated amendments to propose and it is also the year when private amendment requests are once again considered (every two years). In 2010, the City will begin its required 7-year major review of the Comprehensive Plan pursuant to the Growth Management Act to plan for new household and employment targets. The state requires the plan to be updated by the end of 2011.

##### Private Amendment Requests

2007 was the year to consider private amendment requests. These requests have been carried over to 2008. The Planning Commission and City Council conducted the threshold review earlier in the year. Typically we would be concluding that process by the end of December, however due to the complexity and potential impact of the Park Place proposal (Touchstone) we are preparing a Planned Action EIS to evaluate this request along with two others (Orni and Altom). The Gordon Hart and Nakhjiri/Kirkland Congregational Church requests have been reviewed by the Planning Commission with recommendations being forwarded to the City Council. The Council will consider the PAR's in March with potential action in the summer along with the city initiated proposals. Action on the Touchstone, Orni and Altom proposals is scheduled for September, 2008. Under the GMA, comprehensive plan amendments in conjunction with a Planned Action Ordinance are exempt from the requirement that comprehensive plans can only be amended once-per-year.

#### **Task 2: Neighborhood Plans (2.0 FTE)**

The City Council adopted the Market and Norkirk Plans in 2006 after three years of work. The follow-up zoning and design regulations were adopted in mid 2007. The next neighborhood plans on the schedule are the Lakeview Neighborhood and Central Houghton. Due to several permit applications for design review submitted in the downtown area, we have not been able to start work on these plans. At this time the work program anticipates that we can begin the neighborhood plans in April with an estimated completion by the fall of 2009.

### **Task 3: Design Regulations/Guidelines**

#### Multifamily Design Guidelines

This task is intended to establish design guidelines or regulations for the multi-family areas of the City that do not currently have them in place. For the most part, we have addressed this through our neighborhood and business district plans (e.g. North Rose Hill, Totem Lake, NE 85<sup>th</sup>, etc.). However there are several areas of the city not covered by design standards. At the same time, there are relatively few properties remaining in these areas that are undeveloped or underdeveloped. While there is merit to this project, given the other priorities and work program tasks, it is not shown on the schedule but is included as a place keeper for future consideration.

The Design Guidelines revisions are amendments to the Municipal Code and do not involve the Planning Commission. They involve several “clean-up” sections and some policy issues and should involve minimum staff time. Staff will be working with the Design Review Board on these before taking them to the City Council.

### **Task 4: Code Amendments (.2 FTE & Consultant)**

#### 2007 Miscellaneous Zoning Code Amendments

In 2007 the Commission completed their review of a bundle of miscellaneous code amendments and made recommendations to the City Council. The Council is adopted the regulations on January 15<sup>th</sup>, 2008. The HCC is scheduled to take final action on February 25<sup>th</sup>.

#### TL 9 Zoning

Zoning for the TL 9 district in Totem Lake has being reviewed by the Commission with a recommendation to adopt being forwarded to the City Council. This is the last area of the Totem Lake Neighborhood Plan to be rezoned. The City Council is scheduled to review this at the March 8, 2008 meeting along with the Gordon Hart PAR.

#### Future Miscellaneous Code Amendments

We continue to maintain an extensive list of potential amendments and, as new issues arise, we are constantly adding to and updating the list. In the second half of 2008, we will want to consider amendments to the City’s SEPA and Subdivision Ordinances along with some potential Zoning Code amendments. We would likely retain our consultant Lauri Anderson to assist us in this effort. We also show on the work program an annual schedule of code updates to keep it current.

### **Task 5: Housing (1.2 FTE)**

#### Affordable Housing

The Council has identified housing issues – particularly affordable housing – as a critical discussion topic. The City adopted a package of incentives including density bonuses, tax exemptions and fee waivers in 2004 - however to date the voluntary incentives have not been used. The work program reflects efforts in 2008 to review the incentives as well as the areas within the city that have no affordable housing program. As part of the review, the approach would

also consider options for creating mandatory affordable housing requirements. The City Council is scheduled to discuss this in-depth as part of their annual retreat in March.

#### Transit Oriented Development (TOD) at Park and Ride Facilities

Staff has been meeting with King County and the City of Bellevue to explore the potential for “transit oriented development” housing at the South Kirkland Park and Ride facility. In order for this to occur, both Kirkland and Bellevue will have to amend their respective Comprehensive Plans and rezone the property. The County has done some preliminary analysis. An initial “agreement in principle” between the two cities is being worked on. The City Council is scheduled to be briefed on this at their February 19 meeting.

#### ARCH Coordination

There are a number of other on-going staff efforts on housing including working with ARCH, A Regional Coalition for Housing on the Housing Trust Fund, preservation of affordable housing and education.

### **Task 6: Community Character**

Staff is considering requesting a service package for funding to assist in updating the list of historic sites in the next budget and developing incentives for historic preservation. The funding was requested previously and was not approved. We have a place keeper for this task on the work program. It may be possible to undertake this task in 2009 if we are able to obtain funding and have available staff. However, the City did adopt regulations in 2007 to preserve historic homes in the Norkirk and Market neighborhoods.

In 2007 small lot and historic preservation regulations were adopted for the Market and Norkirk neighborhoods. In exchange for retaining smaller or historic homes, lot sizes can be reduced subject to stringent criteria. The Commission has suggested that we may want to consider expanding the program to retain smaller lots with size-restricted homes to other neighborhoods. This task will initially consist of analyzing the lot sizes, patterns and characteristics to determine if this any apply in other areas of the city.

### **Task 7: Natural Resources/Environmental Stewardship (1.5 FTE)**

#### Natural Resource Management Plan and Environmental Stewardship

In 2003 the City adopted a Natural Resources Management Plan. The City has in place a “Green Team” consisting of representatives from several City departments. Over the past year, the team has been coordinating its efforts on implementation actions (education, funding, and programs). We have also broadened our role to address greenhouse emissions in response to the US Mayors Climate Protection Agreement, of which the City is participating. In 2008, our staff team will be focusing on a variety of environmental stewardship efforts including sustainable communities, green buildings, green businesses and community outreach. We anticipate holding a “green” community forum or roundtable in 2008.

### Shoreline Master Program (SMP)/Critical Area Regulations

State law requires Kirkland to revise our Shoreline Master Program to achieve consistency with new shoreline rules adopted by the Washington State Department of Ecology (DOE). During 2006, an inventory and analysis of Kirkland's Lake Washington shoreline was prepared by consultants. We also conducted two panel discussions and a shoreline tour. Coordination with King County and DOE will occur throughout the project. Proposed amendments to shoreline goals, policies, regulations, and programs will be reviewed by the Planning Commission, Houghton Community Council, the Kirkland City Council, and the public through 2008 and into 2009. This will be a major task that will take considerable Commission and staff time.

As part of this update, the City will likely need to amend its Critical Area Regulations at some point. Based on experiences in other jurisdictions and more comprehensive best available science, our regulations may need to be revised particularly to address our buffer widths and classification system. We may need only to revise them for our shoreline area initially –however, the State will require a major update by December, 2011.

### Tree and Landscaping Regulations

With the adoption in late 2005 of new standards and regulations for trees and landscaping, the City committed to reviewing these after two years to see if any changes are needed. A report to the Council is targeted for spring 2008. The work program shows this task being completed in 2008. However, the city's Urban Forester left the City. A replacement has been hired but it will likely be a few months to get up to speed. This will delay the project.

### Low Impact Development (LID) and Green Building

Efforts on Low Impact Development standards were scheduled to be worked on in 2007. However, the staff person in the Planning Department assigned to this is now the project manager for the SMP update. Depending on other work program tasks we may be able to devote some time to this task in 2008. It is currently a joint project with Public Works.

In late 2007 the Council approved a green building program. The first phase entails providing priority processing for certified "green" single family homes that have to meet either a Built Green or LEED standard (Leadership in Energy and Environmental Design). In the fall of 2008 staff will evaluate the program and provide a report to the City Council with the intent of expanding it to other types of development (multi-family, office, etc.).

## **SPECIAL TASKS**

### **Task 8: Downtown (.4 FTE)**

Downtown growth and development is a continuing discussion topic. The City Council has received a petition to stop the issuance of certain building permits particularly along Lake Street. The Council will be reviewing potential options to respond at the March 5 meeting.

**Task 9: Impact Fees**

The Lake Washington School District has requested the City adopt impact fees for school facilities. The City Council discussed this at their January 15 meeting.

**Task 10: Database Management (.2 FTE)**

Database management consists of a number of sub-tasks such as our Community Profile, land use inventory, capacity analysis, housing data, etc. that are used for a variety of purposes including neighborhood plans and the Comprehensive Plan. In addition we are required to provide data on buildable lands and benchmarks to King County.

**Task 11: Regional Coordination (.1 FTE)**

This task involves participating on a variety of countywide and regional forums including the Puget Sound Regional Council, the King County Growth Management Planning Council, the Suburban Cities Association and Sound Transit.

**Task 12: Annexation (1.0 FTE)**

Extensive efforts are underway to obtain community input and undertake additional fiscal analysis to determine if the City will proceed with annexation of our Potential Annexation Area. The Council has been meeting on this for the past several months. The Council has several meetings scheduled over the next few months to discuss annexation. At previous meetings the Council has been reviewing key issues involving annexation zoning if it is to occur.

The City Council endorsed the proposal to proceed with annexation of the Bridle View area of unincorporated King County east of 132<sup>nd</sup> Ave. That area is currently in Redmond's Potential Annexation Area. However, the Countywide Planning Policies would need to be amended by the King County Growth Management Planning Council and King County Council to show this area in Kirkland's annexation area. Redmond has agreed to the amendment.





## NEIGHBORHOOD PLAN UPDATE SCHEDULE

February 2008

**Note: Schedule Subject to Change**

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<b>Comprehensive Plan &amp; Neighborhood Plans</b>
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Lakeview & Central Houghton	2008-2009
Bridle Trails and South Rose Hill	2009-2010
Comprehensive Plan Chapters	2010-2011
Everest	2011-2012
Moss Bay	2012-2013
North & South Juanita	2013-2014
Totem Lake	2014-2015
North Rose Hill	2015-2016

**Attachment 6**

**NEIGHBORHOOD PLAN STATUS**

**February, 2008**

Lakeview	Completed – September 1985
Central Houghton	Completed – September 1985
Bridle Trails	Completed – January 1986
Everest	Completed – May 1988
Moss Bay (Central)	Completed – March 1989
North & South Juanita	Partial Update Completed – October 1990
South Rose Hill	Completed – February 1991
NE 85 <sup>th</sup> Street Subarea	Completed – April 2001
Totem Lake	Completed – January 2002
North Rose Hill	Completed – October 2003
Highlands	Completed – December, 2005
Market & Norkirk	Completed – January, 2007

**Attachment 7**  
**Planning Commission Agenda Topics for 2007**

<b>Meeting Date</b>	<b>Topic</b>	<b>Meeting Type</b>
January 25	Small Lot SF & Historic Press Regs for Market and Norkirk Market St Commercial Corridor Des Regs Draft Planning Work Program	Study Session Study Session Study Session
February 6	Joint Meeting with City Council	
February 8	Small lots SF & Historic Preservation Regulations Market St. Corridor Design Regs Innovative Housing	Study Session Study Session Study Session
March 8	Small Lots SF & Historic Pres. Regs. Market St. Corridor Design Regs	Study Session Study Session
April 10	Non-Motorized Transportation Plan Reformat of Design Regulations (Chapter 92) Innovative Housing	Study Session Study Session Study Session
April 26	Small Lots SF & Historic Press Market Corridor Design Regs	Hearing Hearing
May 10	Reformat of Design Regs	Hearing
May 24	Market St Corridor Innovative Housing Design Amends cont.	Study Session Study Session Hearing
June 28	Private Amendment Requests Threshold Review City Initiated 2007 Comp Plan Amendments	Study Session Study Session
July 12	Shoreline Master Program (SMP) Innovative Housing PAR Threshold Review (Kirkland Professional Center)	Study Session Study Session Study Session
July 26	Misc. Zoning Code Amendments	Study Session
August 23	Private Amendment Requests TL 9 Zoning City Initiated Comp Plan Amendments	Study Session Study Session Study Session
September 13	Cottage Housing Misc Zoning Code Amendments Concurrency	Study Session Study Session Study Session
October 11	Cottage Housing Nakhjiri/Cong. Church PAR	Hearing Study Session
October 25	Misc. Zoning Code Amends PAR's (Touchstone, Orni, Altom)	Hearing Study Session
November 8	Comp Plan Update	Study Session
November 29	PAR's (Touchstone, Orni Altom)	Study Session
December 13	Hart PAR TL9 Zoning PC Retreat Topics	Study Session Study Session Study Session
December 20	Comp Plan Update	Hearing



# KIRKLAND PLANNING COMMISSION

## *Annual Retreat Minutes*

January 10, 2008

**Members Present:** Matthew Gregory, Carolyn Hayek, Byron Katsuyama, Kiri Rennaker, Karen Tennyson, Andrew Held, Janet Pruitt

**Staff Present:** Eric Shields, Paul Stewart

**1. INTRODUCTION (5:30 – 6:00 PM)**

Dinner

Reading of Agenda - 6:05 p.m.

**2. YEAR-IN-REVIEW (6:06 PM)**

Planning Commission Accomplishments- Paul Stewart began the discussion with a review of the major projects in 2007. Mr. Stewart requested commission feedback on staff presentations. The Commission responded with positive reviews and appreciated brief summaries.

Andrew Held arrived during this discussion.

The Commission expressed a concern that the length of the meetings may be too long. The Staff and Commission agreed that it is appropriate for staff to speak up and point out objectives so as to keep on task. It was also suggested that they provide alternatives to keep the discussion moving and provide a realistic expectation of time spent on a particular topic/agenda item.

The Commission agreed that they will develop a plan to keep better track of time during the meetings.

The Commission noted the positive impact of having people in the community regularly attending the meetings and contributing comments to the Commission. They also brought up ideas to help encourage people to attend Planning Commission meetings.

Development Activity- Eric Shields began discussion on topics from the King County Buildable Lands Report, an account of whether or not cities are developing in accordance with growth targets and whether or not there is a capacity to accommodate the growth targets. He presented charts on Kirkland's growth, dwelling units built, land supply and capacity, capacity relationship in comparison to the remaining capacity target, non residential development activity, employment change vs. job growth target, as well as land supply and capacity for re-developable land.

Mr. Shields presented the next set of data which included how Kirkland compares to other cities as far as building targets and growth.

The next topic presented by Mr. Shields included information provided by the Building Department addressing the tracking of permits for the years 2006/2007, as well as valuations for new projects.

The final chart presented by Mr. Shields showed neighborhood development throughout Kirkland.

### **3. TRENDS - Where are we going? (6:51 PM)**

Paul Stewart began the discussion taking comments from the Commission including:

#### Influences

- Eastside rail trail;
- Price of land, energy material costs;
- Overall population growth
- Traffic Congestion
- Rising land housing costs
- Transition from suburban town to urban town affecting street network grid and connectivity;
- Live/work;
- Transition from suburban to urban (development type, higher density, employment center, walkable village)
- Strong value of small town feel
- Tension - big box vs. Main St.;
- Kirkland image growing as a desirable place to live in Puget Sound;
- Declining school enrollment and aging population;
- People are emotionally engaged in Kirkland;
- Climate change, sustainability

#### Strategies

- Encourage Energy efficiency
- Education & information on trends
- Update downtown model (visuals)
- New plan elements (energy?)
- Look at other cities
- Communication (graphics, publications)

Paul Stewart directed the conversation towards the goal of being more pro-active, the Commission responded. Sustainability and keeping the city more green were topics that were addressed.

The Commission discussed encouraging energy efficiency and educating people as to alternatives available. The Commission addressed the communication of information to people in a more user friendly format.

The commission suggested updating the downtown model as well as GIS modeling of what heights are allowable. They also wanted to encourage small lot strategy city-wide.

#### 4. **DISCUSSION TOPICS (7:30pm)**

Housing- Mr. Stewart noted that the City Council has appointed a sub-committee to focus on housing.

Inclusionary housing as well as affordable housing will be included as topics to be addressed by the Council. The Commission noted that building incentives for developers will still be included.

The Commission began discussion on the City giving land for the use of affordable housing. The Commission also addressed the density of the city vs. the affordability of the housing available.

The Commission and Mr. Stewart reviewed their goals for the evening in regard to housing as well as recommendations to be brought up to the Council.

The Commission resumed their discussion on affordable housing, including who it is targeted towards and employer involvement.

The Commission took a break – 7:55 PM

The Commission reconvened – 8:10 PM

Neighborhood Plans – Mr. Stewart stated that the Lakeview Neighborhood Plan will probably begin in March.

The Commission began discussion on the process of Neighborhood Planning as they observed a general feeling from neighborhoods of not being involved as would be preferred.

The Commission brought up the idea of having a potential sub-committee with members of the Planning Commission as well as the Houghton Community Council, and community members to help guide the process. This included the potential use of e-mail notifications, active updates, as well as an electronic forum for public comment. The Commission

indicated a desire to try and complete the neighborhood plans more quickly.

The Commission directed their discussion toward the Neighborhood Plan Update Schedule and the pros and cons of combining of neighborhoods.

The Commission discussed the involvement of Public Works in the Neighborhood Plans.

The Commission then addressed the feeling of people only being involved in their neighborhood as opposed to viewing themselves as a part of the Kirkland whole.

Private Amendment Requests- The Commission began their discussion and agreed that there should be a stricter adherence to enforcing the rules currently in place instead of spending large amounts of time on more PAR's.

The Commission agreed that projects should be further prioritized and that there is a need to communicate further with City Council as to the requirements of PAR's.

The Commission continued their discussion on process and combination of neighborhoods and changing the times for the plans to be reviewed, staff responded to questions presented.

Matthew Gregory excused himself from the remainder of the retreat.

The Commission continued their discussion.

Working with the City Council – Mr. Stewart began the discussion on the interaction between the City Council and Planning Commission. He noted that it has been very helpful to have Commission members attending the Council meetings and transmitting the Commission's recommendations and discussion. The Commission responded with comments related to the Cottage Housing Project and the schedule of the City Council. There was a general consensus that the Planning Commission has been working well with the Council.

## **5. DRAFT PLANNING WORK PROGRAM (9:18 PM)**

Mr. Stewart began the discussion pointing out the Shoreline Master Program, neighborhood plan, PARs, and tree regulations, as the main projects that will be addressed in 2008.

The Commission responded with questions, discussion ensued.

The Commission began discussion on the pending annexation, staff responded to questions. The Commission indicated their preference for moving forward with the Moss Bay and Everest neighborhood plans before the Lakeview plan.

The Commission continued their discussion on the work program.

**6. OTHER ITEMS (9:30 PM)**

The Commission discussed the City Council's role in the appeal process of building height and design of Design Review Board's decisions.

**7. ADJOURN (9:39 PM)**

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**Chair  
Planning Commission**

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**Planning Staff  
Department of Planning & Community Dev.**

## Chapter 140 – AMENDMENTS TO THE COMPREHENSIVE PLAN

## Sections:

- 140.05 User Guide
- 140.10 Applicable Process
- 140.15 Initiation of Proposals
- 140.20 Threshold Determination for Citizen-Initiated Proposals
- 140.25 Factors to Consider in Approving an Amendment to the Comprehensive Plan
- 140.30 Criteria for Amending the Comprehensive Plan
- 140.35 Emergency Plan Amendment
- 140.40 Response to a Court or Growth Management Hearings Board Appeal or Decision
- 140.45 Responsibility To Review

140.05 User Guide

This chapter establishes a mechanism for the City to amend the Comprehensive Plan, Title 17 of the Kirkland Municipal Code. If you are interested in proposing an amendment to the Comprehensive Plan, or if you want to participate in the decision on a proposed amendment, you should read this chapter.

140.10 Applicable Process

The City will use Process IV described in Chapter 160 KZC to review and decide upon a proposal to amend the Comprehensive Plan.

140.15 Initiation of Proposals

An amendment to the Comprehensive Plan may be initiated by the City or by the public.

140.20 Threshold Determination for Citizen-Initiated Proposals

1. General – The Planning Department can establish a deadline for submitting citizen-initiated proposals. Applicants will be required to submit an application, a review fee and any other pertinent information determined necessary to consider the request. The citizen-initiated proposals shall only be considered in conjunction with the City's regular review of the Comprehensive Plan described in KZC 140.45.
2. Process – Citizen-initiated proposals require a two-step review process using Process IV described in Chapter 160 KZC:
  - a. A threshold review to determine those proposals that are eligible for further consideration; and
  - b. A final decision.
3. Criteria – The City shall use the following criteria in selecting proposals for further consideration. Proposals must meet subsection (3)(a) of this section, and either subsection (3)(b) or (3)(c) of this section:
  - a. The City has the resources, including staff and budget, necessary to review the proposal; and
  - b. The proposal would correct an inconsistency within or make a clarification to a provision of the Comprehensive Plan; or
  - c. All of the following:

- 1) The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; and
- 2) The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later neighborhood plan review or plan amendment process; and
  - a) The proposal is located in a neighborhood for which a neighborhood plan has not been recently adopted (generally not within two years); and
  - b) The proposal is located in a neighborhood for which a neighborhood plan will not be reviewed in the near future (generally not in the next two years).

#### 140.25 Factors to Consider in Approving an Amendment to the Comprehensive Plan

For both City and citizen-initiated amendments, the City shall take into consideration, but is not limited to, the following factors when considering approval of a proposed amendment to the Comprehensive Plan:

1. The effect upon the physical, natural, economic, and/or social environments.
2. The compatibility with and impact on adjacent land uses and surrounding neighborhoods.
3. The adequacy of and impact on public facilities and services, including utilities, roads, public transportation, parks, recreation, and schools.
4. The quantity and location of land planned for the proposed land use type and density.
5. The effect, if any, upon other aspects of the Comprehensive Plan.

#### 140.30 Criteria for Amending the Comprehensive Plan

The City may amend the Comprehensive Plan only if it finds that:

1. The amendment must be consistent with the Growth Management Act.
2. The amendment must be consistent with the countywide planning policies.
3. The amendment must not be in conflict with other goals, policies, and provisions of the Kirkland Comprehensive Plan.
4. The amendment will result in long-term benefits to the community as a whole, and is in the best interest of the community.

#### 140.35 Emergency Plan Amendment

1. General – The City may initiate an emergency plan amendment to the Comprehensive Plan outside of the annual plan amendment process. An emergency amendment is an amendment necessary for the immediate protection of public health, safety, property or peace.
2. Process
  - a. The City Council shall hold a public hearing using the process described in KZC 160.40 for notice; KZC 160.45 for staff report; KZC 160.55, 160.65 and 160.70 for public hearing; and KZC 160.90 for publication and effect.

- b. The Planning Official shall notify the Planning Commission in writing about the proposed emergency amendment at least 14 days before the public hearing. If the amendment is within the jurisdiction of the Houghton Community, the Houghton Community Council shall also be notified.
- c. If the proposed amendment is within the jurisdiction of the Houghton Community Council, the Houghton Community Council shall hold a joint hearing with the City Council.
- d. The City Council shall adopt an emergency plan amendment by an appropriate resolution or ordinance that includes a statement of the facts justifying the emergency.
- e. If the City Council approves a resolution or ordinance, it shall become effective within the jurisdictional area of the Houghton Community Council only upon:
  - 1) Approval by a majority of the entire membership of the Houghton Community Council. Such approval shall be by resolution; or
  - 2) Failure of the Houghton Community Council to disapprove the resolution ordinance within seven calendar days after City Council approval. The vote to disapprove the resolution or ordinance must be approved by resolution by a majority of the entire membership of the Community Council.

140.40 Response to a Court or Growth Management Hearings Board Appeal or Decision

The City may use the process described in KZC 140.35 to make an amendment to the Comprehensive Plan in response to a court or Growth Management Hearings Board appeal or decision.

140.45 Responsibility To Review

According to state law, the City shall review the Comprehensive Plan regularly to determine if any changes are desirable.