CITY OF KIRKLAND

CITY COUNCIL

James Lauinger, Mayor • Joan McBride, Deputy Mayor • Dave Asher • Mary-Alyce Burleigh
Jessica Greenway • Tom Hodgson • Bob Sternoff • David Ramsay, City Manager

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AGENDA
KIRKLAND CITY COUNCIL MEETING
City Council Chamber
Tuesday, July 15, 2008
6:00 p.m. – Study Session – Peter Kirk Room
7:30 p.m. – Regular Meeting

COUNCIL AGENDA materials are available on the City of Kirkland website www.ci.kirkland.wa.us, at the Public Resource Area at City Hall or at the Kirkland Library on the Friday afternoon prior to the City Council meeting. 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 (587-3190) or the City Manager's Office (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 587-3190, or for TTY service call 587-3111 (by noon on Monday) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Council by raising your hand.

EXECUTIVE SESSIONS may be held by the City Council to discuss matters where confidentiality is required for the public interest, including buying and selling property, certain personnel issues, and lawsuits. An executive session is the only type of Council meeting permitted by law to be closed to the public and news media

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.

P - denotes a presentation from staff or consultant

1. *CALL TO ORDER*

2. *ROLL CALL*

3. *STUDY SESSION,* Peter Kirk Room

   a. Budget Process and Communications Plan Update

4. *EXECUTIVE SESSION*

   b. To Discuss Labor Negotiations

5. *SPECIAL PRESENTATIONS*

   a. Mary Glodowski, Juanita High School, 2007 Presidential Award Recipient for Excellence in Mathematics and Science Teaching

   b. Citizen Police Academy Recognition

   c. Searchable Ordinances and Resolutions

   d. Active Living Task Force

6. *REPORTS*

   a. *City Council*

      (1) Regional Issues

b. City Manager

(1) Jail Planning Update

(2) Calendar Update

7. COMMUNICATIONS

a. Items from the Audience

b. Petitions

8. CONSENT CALENDAR

a. Approval of Minutes: (1) June 26, 2008

(2) July 1, 2008

b. Audit of Accounts:

Payroll $

Bills $

c. General Correspondence

(1) Sarah Andeen, Regarding a Carfree Event

(2) Maureen Kelly, Regarding Live Broadcasts of Planning Commission and Design Review Board Meetings

(3) Rachel Krefetz, Outreach Director, Housing Development Consortium, Regarding Affordable Housing

(4) Glenda Schmidt, Regarding Parking Modifications and Private Amendment Requests

d. Claims

(1) William Evans

(2) Verizon

(3) Bruce Wange

e. Award of Bids

(1) Market Street Sanitary Sewer Main and Storm Sewer Replacement Project (Market Street Improvements), Buno Construction, LLC., Snohomish, WA

f. Acceptance of Public Improvements and Establishing Lien Period

g. Approval of Agreements

CONSENT CALENDAR consists of those items which are considered routine, for which a staff recommendation has been prepared, and for items which Council has previously discussed and no further discussion is required. The entire Consent Calendar is normally approved with one vote. Any Council Member may ask questions about items on the Consent Calendar before a vote is taken, or request that an item be removed from the Consent Calendar and placed on the regular agenda for more detailed discussion.

GENERAL CORRESPONDENCE Letters of a general nature (complaints, requests for service, etc.) are submitted to the Council with a staff recommendation. Letters relating to quasi-judicial matters (including land use public hearings) are also listed on the agenda. Copies of the letters are placed in the hearing file and then presented to the Council at the time the matter is officially brought to the Council for a decision.

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.

P - denotes a presentation from staff or consultant

h. Other Items of Business

(1) Resolution R-4714, Approving a Sewer Facility Agreement with Sinclair Thimgan Homes and Authorizing the City Manager to Sign Said Agreement on Behalf of the City of Kirkland

(2) Parking Advisory Board Resignation

(3) Surplus Equipment Rental Vehicles/Equipment For Sale

(4) Report on Procurement Activities

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.

9. PUBLIC HEARINGS - This quasi-judicial hearing is not open to testimony from the general public. Participation is limited per Kirkland Zoning Code 142.40.6

a. Resolution R-4715, Adopting Findings and Conclusions and Affirming the Decision of the Design Review Board Granting Design Review Approval to the McLeod Mixed Use Project at 118 and 150 Lake Street South, Except as Modified with Respect to the Alternate Design of Façade D (File No.: DRC 07-00007; Appeal Case No.: APL08-00004)

10. UNFINISHED BUSINESS

a. Correspondence to King County Regarding Annexation

b. Revising Concurrency Program

* *c.* Ordinance No. 4135, Relating to Land Use, Approval of a Master Plan, Preliminary PUD, and Final PUD as Applied for by Lake Washington School District in Department of Planning and Community Development FILE No. ZON07-00035 and Setting Forth Conditions of Said Approval

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.

d. Withdrawing Previous Award, Awarding Contract for 2008 Pavement Marking Project and Approving Additional Funds

11. NEW BUSINESS

a. Regarding Juanita High School Sign Request

* *b.* Resolution R-4716, Approving the Issuance of a Process IIB Permit as Applied for in Department of Planning and Community Development File No. ZON07-00039 by King County Department of Natural Resources and Parks, Solid Waste Division Being Within a Park Zone, and Setting Forth Conditions to Which Such Process IIB Permit Shall Be Subject

12. ANNOUNCEMENTS

13. ADJOURNMENT

P - denotes a presentation from staff or consultant

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Marilynne Beard, Assistant City Manager
Tracey Dunlap, Director of Finance and Administration
Marie Stake, Communications Program Manager

Date: July 14, 2008

Subject: UPDATE ON BUDGET COMMUNICATIONS PLAN

The purpose of this memo is to provide an update on 2009-2010 Budget process and the status of the associated communications plan.

Activities to Date

The following is a recap of meeting highlights relative to the 2009-2010 Budget and the proposed communications plan.

March 28/29 – City Council Retreat – Finance presented a financial status including a projected deficit for the 2009-2010 on-going budget of roughly $6 million. City Manager's Office staff presented general communications plan options, key messages and an overview of public involvement strategies. Council discussed proposed key messages and indicated a preference for a public involvement effort focusing first on "inform" (education public about City finances and current challenges) and "consult" (soliciting feedback from citizens about a proposed strategy). Council asked for a series of special study sessions to be scheduled during the spring to discuss the budget.

May 7 – Special Study Session – CMO staff presented refined key messages based on Council's feedback (summarized on page 3 of this memo) and a general proposed timeline of activities:

Excerpt from May 7th Memo – a copy of the May 7th public outreach memo is included as Attachment G:

"A work plan is shown below that suggests a proposed sequence of activities. Major tasks and milestones include:

"Inform"	*May 7*	*Budget Study Session – Key Messages Identified*
	May-June	*Prepare City Update Special Edition and Web Page* *Initiate Stakeholder Contacts for Public Involvement Phase*
	May 29	*Second Budget Study Session*
	June 5	*Mid-Year Budget Meeting – General Policy Guidance Provided by Council* *Media Contacts (press release and/or guest editorial)*
	Mid-June	*Print and Mail City Update and Publish Web Page*
	Early July	*Communications Training*
	July 15	*Budget Balancing Strategies Finalized* ***(Note: this meeting was initially cancelled as it was deemed not necessary by the City Council when establishing the study session topic for the July 15th meeting).***
	Mid-July	*Currently Kirkland Feature Story*
"Consult"	*July – Mid-Sep*	*Community Meetings*
	Sep 16	*Report Back to Council and Community on Input*
	Sep - Oct	*City Manager prepares Budget Recommendation*
	Oct 21	*Budget Transmitted to City Council* *Media Contacts (press release and/or guest editorial)*
	Nov – Dec	*Budget Study Sessions and Adoption*
	Dec	*Second Issue of City Update regarding Budget Outcomes (including how public input was used)"*

Council approved the communications strategy and asked that focus groups be added to test key messages. Funding for communications activities based on unobligated annexation funding was endorsed by Council (including $11,000 for focus groups). The Finance presentation focused on expenditure tools including a draft expenditure matrix. Council requested that an updated tax burden study be completed.

May 29 – Special Study Session – Finance presentation focused on reserves, revenue options and policy tools. Refined key messages and an updated expenditure matrices reflecting on-going and one-time services (see Attachments E and F) were included in packet, as well as an excerpt from past tax burden study. Council directed staff to include one-time funded service packages, NORCOM cost impacts, and fire overtime amounts to be added to the projected deficit amount. Council expressed general preferences for revenue tools to be employed along with the use of expenditure reductions and reserves. Staff was directed to return with a general strategy for preparation of the 2009-2010 Budget.

June 5 – Special Study Session/Mid-Year Budget Review – An overall budget balancing strategy was presented to City Council (see Attachment A) reflecting a revised budget shortfall of $13.8 million, including on-going and one-time services. The strategy also included an estimate of sales tax risk if revenues decline from forecast assumptions (an additional $3 million). Council requested issue papers on firefighter overtime, future jail costs and Council salaries. No further special study sessions were requested at that time.

June 17 – Regular Council Meeting – Council approved mid-year budget adjustment providing funding for budget communications activities.

Communications Plan – Current Status

Following is a status report on each component of the communications strategy.

Key Messages – Key messages were not changed following the May 29th special study session, although a request was made at the June 5th meeting to assure that citizens knew that the budget issue was longer term and could not be "fixed" in one budget year. Key messages presented in the May 7th packet were as follows (updated for revised deficit):

Projected Budget Gap: Key Messages

Kirkland faces a serious budget shortfall.

- *Based upon financial forecasts, Kirkland is facing a $13.8 million projected gap between its expenses and revenues in 2009-2010.*

Kirkland's revenues have struggled to keep pace with expenses.

- *Revenue has been negatively impacted by*
    - *Voter approved tax limiting initiatives*
    - *Current economic conditions*
- *Expenses have been negatively impacted by*
    - *Increasing employee wage and health care costs*

Kirkland can no longer continue to provide the current level of services with existing revenue.

- *The City must adopt a balanced budget*

To balance the budget, Kirkland will need to reduce services and raise revenue.

Focus Groups

Staff requested proposals from three consultants for focus groups to be held in June. Timing was based on the anticipated availability of an overall strategy and draft written materials. The firm of EnviroIssues was engaged to conduct the focus groups which were held on June 30th at GMA research in Bellevue. The groups were facilitated by Penny Mabie. A copy of the consultant's report is included as Attachment B.

The groups were provided a brief overview of the City budget (including the projected shortfall) and then asked to review and comment on a draft of a City Update article outlining the proposed budget strategy. Based on the focus group comments, materials were revised to reflect additional information and clarification. The consultant will be available at the July 15th study session to discuss the focus group report.

City Update

One element of the communications strategy recommended to Council was a change in the format and distribution of City Update from the current one-page ad in the Kirkland Reporter to a quarterly publication mailed to all Kirkland addresses. The first issue of the new City Update would be devoted to the budget. Staff from the City Manager's Office, Finance and Multimedia services has been working on developing content and graphics for City Update. Draft articles were also reviewed by several communications consultants for feedback. The publication has an introductory message from the City Council, an overview of the City Budget, excerpts from the community survey about citizen priorities, an overview of the proposed budget balancing strategy, an article on property taxes and a page of "frequently asked questions." A copy of the draft publication is included as Attachment C.

(Note: At the communications training session held on July 10th, staff mentioned the amount of the average monthly impact of the proposed tax increases on homeowner in Kirkland. Attachment D provides background about how the calculation was made to derive an average monthly impact of $9.65).

Currently Kirkland

A feature story for the July episode of Currently Kirkland was filmed the week of June 16th including interviews with the Mayor, City Manager and Finance Director. The episode is tentatively scheduled to air following the July 15th Council meeting.

Communications Training

Michael Buschmohle presented a training on effective communications techniques on July 10th to the Council and key staff that would be making budget presentations. Mr. Buschmohle was selected after interviews and proposals were held with two different consultants based on cost and availability.

Community Meetings

Two dates will be selected for community meetings to be held at City Hall and the Peter Kirk Community Center during the month of September. Exact dates have not been selected yet. Staff is beginning to contact neighborhood associations to schedule presentations and identifying and contacting other

community groups and an announcement will be sent out on the neighborhood listserv. All handout materials and City Update will include a contact number for requesting a meeting. The exact format for each meeting will vary depending on the amount of time allotted by the group for this topic. Copies of City Update will be distributed.

Business Community Meetings

Staff from the City Manager's Office (including Economic Development) and Finance met to discuss outreach to the business community. In particular, the proposed business license tax restructure would be discussed including input on rules and implementation. Ellen Miller-Wolfe will contact the City's largest employers to schedule individual meetings and work with the Chamber of Commerce and the Kirkland Downtown Association to capture additional businesses. A presentation on the City's budget challenge and strategy was provided at the Business Roundtable held on July 9th.

Web Page

Staff is developing a web page devoted to the 2009-2010 budget including links to key pages for details (www.ci.kirkland.wa.us/budget – this site is not posted yet). An email address 09-10Budget@ci.kirkland.wa.us was established as a central place to receive comments and questions from the public.

Council will receive updates as products become finalized and dates are set for community meeting

2009-2010 Budget Development – Current Status

The draft results of the update to the Tax Burden Study will be presented to the City Council on August 5. The required Public Hearing on Proposed Revenue Sources is scheduled on September 16.

Departments are in the process of preparing their base budgets for 2009-2010, in addition to identifying expenditure reductions. Preliminary budgets with candidate service reductions are due in early August, followed by more detailed service level reductions/service packages in late August. The drafts will be reviewed by the City Manager in September and preliminary recommended service level reductions will be identified at that time. Staff anticipates another communications effort will begin based on those recommendations so that the public can be made aware of and comment on possible reductions contained in the City Manager's Preliminary Budget. The preliminary budget document will be presented to the City Council in mid-October with the following budget deliberations schedule:

- Council Budget Work Session #1 – Thursday, October 30 (3-9 pm),
- Council Budget Study Session #2 – Thursday, November 5 (6 pm),
- Council Budget Study Session #3 – Monday, November 10 (6 pm) – if needed,
- Public Hearing on Proposed Budget (w/Adoption of Prelim. Property Tax Levy) – November 18,
- Budget Adoption – December (date to be determined).

2009-10 Budget Strategy

ATTACHMENT A

7-15-08

	2009	2010	2009-10
Forecasted Ongoing Deficit (as of 6/5/08)[1]	(2,954)	(4,432)	(7,386)
Basic Budget Items			
Telecom Utility Tax Revenue	500	500	1,000
Strategy			
Expenditure Reductions			
0% Growth in Non-Labor Costs	250	250	500
Service Level/Expenditure Cuts	450	450	900
Fleet Replacement Charge Reduction	240	220	460
Revenue Increases			
Property Tax Banked Capacity	145	146	291
City Utility Tax Increase (3%)	690	700	1,390
Business Head Tax	700	700	1,400
Voted Private Utility Tax Inc. (1.5%)[2]	-	1,800	1,800
Reserves	-	-	-
Ongoing (Deficit)/Surplus	**21**	**334**	**355**
One-time Funded Positions/Programs[3]	(3,415)	(3,009)	(6,424)
Reallocated from CIP	282	282	564
One-time Resources	350	350	700
Reserves	500	500	1,000
Service Level/Expenditure Cuts	2,283	1,877	4,160
One-time (Deficit)/Surplus	**-**	**-**	**-**
Total (Deficit)/Surplus	**21**	**334**	**355**

Summary	2009	2010	2009-10
Total Deficit	**(6,369)**	**(7,441)**	**(13,810)**
Telecom Utility Tax Revenue (Basic Budget)	500	500	1,000
Revised Deficit	(5,869)	(6,941)	(12,810)
Revenue Increases	1,535	3,346	4,881
Service Level/Expenditure Cuts	3,223	2,797	6,020
Policy Changes/Reserves/One-time Resources	1,132	1,132	2,264
Net (Deficit)/Surplus	**21**	**334**	**355**

NOTES	2009	2010	2009-10
Sales Tax Risk	(1,382)	(2,019)	(3,401)

Assumptions:

6.8% decrease in 2008 over 2007 actuals (vs. 0%), 0% growth for 2009 (vs. 2%), and 2% growth for 2010 (vs. 6%)

[1] Forecasted deficit includes estimate for ongoing NORCOM costs and additional ongoing funding for firefighter overtime.

[2] If the ballot measure failed, address the $1.8 million shortfall half from reserves and half from additional service level/expenditure cuts.

[3] Includes NORCOM one-time costs.

ATTACHMENT B

DRAFT DRAFT DRAFT

CITY OF KIRKLAND
BUDGET & FINANCE FOCUS GROUPS
DRAFT REPORT

June 2008

Prepared by

101 Stewart St, Suite 1101
Seattle, WA 98101

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Executive Summary

The City of Kirkland conducted two focus groups of Kirkland citizens in June 2008 to assist the City in developing key messages and communication strategies about the City's budget shortfall. Twenty-one Kirkland citizens, reflecting Kirkland's age demographics, participated in the focus groups. Participants were provided with background information about Kirkland's budget and finance process, as well as reading a draft newsletter article about the budget shortfall and strategies to address that shortfall. The City will use data from the focus groups to improve future communications with City citizens about budget issues and options for addressing the budget shortfall.

Most focus group participants were unaware of the budget shortfall and were interested in the impact the shortfall could have on City services. Many participants wanted additional information about service reductions and how their community could be affected. Participants were also quick to note the likely cost increase to citizens of $9.65 per month as presented in the draft newsletter article. The majority of participants considered this a manageable increase and some were surprised it was not larger. A few participants felt the City should not need to increase costs, and could instead reduce inefficiencies in spending. Participants said the tax increase and service reductions were the most important information about the budget and suggested the City communicate with citizens about these issues. They suggested the City advertise opportunities for the public to learn more and provide their input to the City. They also suggested the City clearly communicate how proposed changes will affect Kirkland citizens.

As the City develops key messages and communications strategies, the results of the focus groups support engaging the public in budget issues, and providing examples that illustrate the impact of budget decisions on the lives and finances of citizens. A list of key findings and recommendations from the focus groups begins on page 10 of this report.

Introduction

Background

The City of Kirkland is developing key messages they will use to communicate with citizens about City finances. The City budget supports essential and highly-valued programs and services and the current economic downturn and limited methods of raising revenue have caused a budget gap that the City Council must address. The City wants citizens to understand the City's budget options and goals and wants citizens' ideas and priorities incorporated into the budget and revenue decisions. Focus groups with Kirkland citizens were designed to help the City clarify its key messages and gain insight into how citizens understand and view City finances.

The City conducted two focus groups with Kirkland citizens June 30, 2009. EnviroIssues moderated two 90-minute sessions at 6:00 p.m. and 8:00 p.m. The sessions were held at the following location:

GMA Research Corporation
325 118th Ave SE, Suite #104
Bellevue, WA 98005

This report summarizes the results of both focus groups and combines the responses of both groups for the purpose of capturing key comments and issues.

Objectives

The purpose of the focus groups was to help the City identify which key messages resonate and appeal to the general public and which do not, as well as to identify public understanding about ideas and priorities for City finances. The data derived from the focus groups will allow the City to communicate clearly with their citizens about budget and revenue decisions and reflect how they are consistent with the general citizen's attitudes and values.

Focus groups are valuable because, unlike a survey or other individually-oriented method, a focus group allows participants to play off each other's ideas. This approach often generates additional ideas and conclusions that would not be generated by individuals.

The specific goals of this focus group research were to:

1. Determine awareness about Kirkland's budget shortfall
2. Understand how well citizens understand Kirkland's budget and budgeting process, including how property and other taxes are allocated
3. Determine how well citizens understand the potential approach to solving Kirkland's budget shortfall
4. Test key messages to be used to communicate with citizens about Kirkland's budget problems and proposed strategy to address the problems

Who participated?

Participant Demographics

Focus group participants were recruited randomly from citizens of the City of Kirkland. Participants were selected to match the demographics of the City of Kirkland in terms of age and gender. Participants were also selected to include as many homeowners in the City of Kirkland as possible.

Most of the participants were homeowners in the City of Kirkland, while 2 participants were renters in the City. A total of 21 people participated in the two focus groups—10 men and 11 women. Their ages ranged from 20 years old to more than 65 years old, with a mix approximating the demographics of the City.

Selection Criteria

All participants met the following selection criteria:

- Resident of the City of Kirkland
- Not employed by the City of Kirkland
- Does not have a relative employed by the City of Kirkland
- Has not participated in a focus group in the last year

What did we ask?

Background

Participants were given minimal information about the topic of the focus group before arriving at their session. At the beginning of each session, the moderator introduced herself and shared the purpose of the focus groups with participants. They were informed that the City of Kirkland was sponsoring the focus groups and that the purpose was to learn more about how Kirkland citizens understand the City's budget and how to communicate more effectively with citizens about budget and finance issues. After introducing the topic and explaining the logistics of the focus group, including that the sessions were being recorded and could be viewed by City staff, the moderator began guiding the group through discussion questions.

Questions and Discussion Tools

The moderator guided the group through the following discussion format, beginning with a general question to be answered by each participant. The moderator recorded participant responses on flip charts throughout the discussion, a recorder was present in the observation room taking notes, and the focus groups were recorded on DVDs. (For complete flip chart notes, see Appendix D). The first question was as follows:

1. How knowledgeable do you feel about the City of Kirkland's budget?

After this opening question, the moderator read aloud an overview of Kirkland's budget and how it works. She then asked if participants had any questions about the information. (For the

complete background piece, see Appendix A). Participants were then asked to respond to the following questions.

2. How closely do you pay attention to Kirkland's budgeting process? How do you get your information if you do pay close attention?
3. Do you understand your part in the budget? Where your taxes go? What is included in Kirkland's revenue and expenses?

Next, participants read a draft City of Kirkland newsletter article about current budget issues and were asked to respond to the following questions. (For the complete draft newsletter article, see Appendix B).

4. Were you aware of the budget shortfall facing Kirkland? If so, how did you hear about it?
5. What is your reaction to this?
6. What are the top three things you noticed in the story?
7. What questions does it bring to mind for you?
8. What other information would you need to know?

Finally, the participants' copies of the draft article were collected and the moderator asked a few final questions.

9. What advice do you have for the City Council as they consider how to talk about this issue with the community?
10. As you leave this focus group and talk about these issues with your family, friends and neighbors, what are the key things you will tell them?

The moderator concluded by explaining that a summary of both focus groups will be provided to the City, to assist their current budget process for the next biennium. There will soon be a dedicated City of Kirkland web page about the budget, and an informational video will be out on "Currently Kirkland" in mid-July. A *City Update* newsletter will be mailed to the entire city sometime in July.

Finally, the moderator asked any participants associated with a neighborhood group or other organization that may want a presentation on the budget to contact City staff to schedule a speaker. City staff also came into the focus group room to thank the participants for their time and ideas.

What did they say?

Background Knowledge

Most participants said they knew little or nothing about the City's budget process and planning at the start of the focus group. A few participants had some information and one participant had been in a budget workshop through the City. After hearing the background statement about the City's budget, participants did not need additional clarification about the statement, and most participated significantly in the discussions.

General Perspectives

Below is an overview of responses from the two focus group sessions. Please note that the statements added below are not verbatim, but are paraphrased to help present a general idea of the input from the participants. The bullets below highlight common themes that emerged as the groups discussed budget and finance issues and how the City could communicate with citizens about these topics.

- **Most participants did not know much about the City of Kirkland's budget before attending the focus group.** Many participants said they knew "nothing" about the City's budget and a few said they knew "a little" about these issues. Only one participant said they knew more about the budget, due to participating in a workshop about budget issues.

  I'm not as knowledgeable as I should be.

  I know they have a budget problem.

- **Several participants learned about the budget from the *Kirkland Reporter*.** Of the participants that knew some information about the City's budget, most said they learned about these issues from the *Kirkland Reporter*. Other sources of information included the local Kirkland television station, emails from the City, and neighborhood associations.

  I read the Courier* [now the *Kirkland Reporter*] *and I know the City may need to make budget cuts.

  I get emails from the City.

- **Participants generally knew their taxes fund the City budget.** Most participants understood that their taxes contributed to the City budget. They had questions about how revenue was collected and spent.

  Sales tax and property tax are used and I'd like to know more about how they spend it.

  The descriptions are too broad – what are "capital improvements?"

- **Some participants asked for easily located information about how the City allocates the available funding.** Several participants asked for clarification about how funding decisions are made, how much funding goes to different services, and other budget details. Other participants expressed their trust in the City to make budgeting decisions and did not need additional information.

  I want more information, but I don't want to read all the contracts.

  The descriptions are vague because it would be too much information – I'm sure they're doing fine.

- **Before reading the draft newsletter article, several participants were already aware of the budget shortfall facing the City.** In the first group, three of the eleven participants said they already knew about the budget issues. In the second group, five of the ten participants said they already knew. Most of these participants had learned about the budget shortfall from articles in the *Kirkland Reporter*.

- **Participants' reactions to the newsletter article included surprise, concern, and questions about the seriousness of the budget gap and possible service reductions.** Most participants understood the budget gap and the possible approaches of reducing costs and increasing revenue. Many participants had questions about the specific approaches, such as which services would be reduced or how tax increases would be implemented. Some participants were skeptical about the need for service reductions or tax increases.

  They would reduce expenses by reducing services – what exactly will that mean?

  How does the banked property tax work?

  Can we combine services with other cities to reduce our costs?

- **When asked for their top three notable items in the newsletter article, most participants noted the following key points:**
  1) **The $9.65 per month increase is "not that bad"**
  2) **The City will be cutting back on staff and services**
  3) **$13 million is a large budget gap**

  Participants had a variety of "top three" items, and these also included concerns about how the City will find revenue sources, suggestions to encourage business development, questions about how the figures and facts in the article were calculated, and suggestions for services that should be cut from the budget. (For a list of key phrases in the newsletter article as identified by the participants, see Appendix C).

  I'd be willing to pay a little more for our services.

  I'm alarmed at the traditional approach to cut services.

  What's on the docket for raising revenue and attracting businesses?

  What about the City's responsibility to cover the lean years?

- **Several participants had questions about which services will be cut, whether there will be a vote about the utility tax, and how this shortfall fits with past and future budget decisions.** There were also questions about what will happen to the budget in the future, and whether new developments in Kirkland are increasing revenue.

  What are the specific service cuts? Will there be cuts of basic services?

Does the part about utilities mean they'd increase it with a City vote?

Is this just a stop gap? How will we resolve this in the future?

- **Participants advised the City to inform the public about these issues by meeting people where it's convenient for them and advertising opportunities for public input.** Many participants suggested ideas for capturing public interest in budget issues, including advertising public meetings, providing information on the local cable channel, and meeting the public at neighborhood associations or other events.

  Have meetings at different neighborhood associations.

  Go where people live rather than making people go to you.

  Say "this decision will cost you $X" as a way of catching people's attention.

- **Participants advised the City to provide clear, understandable information and engage the public in back-and-forth conversations.** Participants suggested asking the public for substantive input, communicating clearly and avoiding acronyms and technical terminology.

  Get rid of acronyms and confusing terms – use clear language.

  Have two-way conversations, not just one-way public comments.

- **Participants advised the City to provide additional budget details, particularly about service reductions.** Participants in both groups were concerned about possible service cuts and had questions about which services would be reduced and how significantly. They suggested that more information about these details would be helpful to the public.

  Be specific about what will be cut and by how much.

  Include more specifics about how services will be reduced (i.e. we will cut X number of policemen).

- **Participants in the first group said they would tell others about the budget shortfall, service reductions, and possible vote on the utility tax.** This group said they would emphasize the significance of the budget gap and their concerns about service reductions.

  I would tell people about the budget shortfall.

  Taxes will be going up and services will be going down.

  I'd tell them to expect a vote on utility taxes and that services will probably suffer.

- **Participants in the second group said they would tell others the increase in cost to each homeowner is "only $10 each month" and alert others to service reductions.** This group said they would emphasize the minimal impact of the cost increase and prepare their friends and neighbors for future reductions in City services.

  They're looking at an increase of $10 each month and service cuts.

  We may have service reductions and pay a little more.

  I'll tell them about the service cuts and personnel reductions.

Key Findings & Recommendations

Results from the Kirkland focus groups will help the City refine key messages and communication strategies as the budget process moves forward. Participants' responses and suggestions will help guide the City's communications approach and the content of future City materials, to ensure they answer the public's questions and concerns as thoroughly as possible.

Key Findings

The following key findings summarize the main ideas heard from focus group participants:

- A few participants were previously aware of budget and finance issues, while most participants said they do not regularly pay attention to these issues.
- Of the participants that did know about budget issues, most had learned about the budget from the *Kirkland Reporter*.
- Most participants were concerned about the service reductions as described by the draft newsletter article. Participants also requested further details about the types of service reductions the City is considering.
- Many participants said the $9.65 increase in monthly costs was "not that bad" and participants saw this number as key information for themselves and their fellow citizens.
- Most participants considered the $13 million budget shortfall a serious issue and thought other citizens should know about it. A few participants thought the shortfall could be resolved by the City using revenue more efficiently or cutting unnecessary services.
- Participants suggested the City communicate clearly with the public about the budget issues, call attention to the issue so citizens can provide their input, and provide opportunities for citizens to meet with City staff.

Recommendations

Future communication with Kirkland citizens about the budget shortfall will need to address citizens' concerns about service reductions, future revenue sources, and cost increases. The following strategies are recommended:

- Continue communicating budget information in terms of impact on the average homeowner, including cost increases and service reductions. Participants engaged more effectively with budget information when it was expressed in terms of the impact on them.
- Aim for clear and non-technical communications about budget issues, avoiding acronyms and terminology that might be confusing to a public audience.

- Explore opportunities for public education and input at convenient locations for the public, such as neighborhood associations and other public events.
- When possible, provide opportunities for Kirkland citizens to give the City substantive input on their budget priorities, before budget decisions or plans are completed.

Appendix A – Background Information

City of Kirkland's Budget Process
The City of Kirkland uses to a two-year budget called a biennial budget. It is developed through a 6-month process before the start of each biennium and adopted by the City Council as an ordinance.

Kirkland's Biennial Budget 2008 (shown to participants on flip chart)

June	July	August	September	October	November	December
*Council mid-year budget review	*Dept. Directors develop budget request *F & A prepares revenue estimates	F & A reviews dept. budget requests	*Dept.'s submit "service package" requests *City manager reviews budgets *Public hearing on revenue sources	*F & A prepares prelim. budget document for next biennium	*Council work sessions on budget *Public hearing on prelim. budget	*Council adopts final property tax levy for coming year and final budget for biennium
2009 – 2010 Budget						

Revenues and Expenses – The City's Budget
Like a household budget, the City's budget has income and expenses. Here is how the parts of the City's budget compare to your household budget:

- You have living expenses – the City has an operating budget. This pays for things like utilities, gas for your car, supplies for your household, etc. The City's operating budget pays for police, fire, emergency medical, parks, road maintenance services and other services. Sixty percent of the tax-supported budget goes to public safety (police, fire, emergency medical, and courts)
- You have debt and so does the city. This would be for things like your mortgage or the City's buildings and major improvements.
- You try to save for a rainy day and unexpected emergencies – so does the city. The City calls this "reserves."
- And you spend money on home improvements and the City invests in repairs and improvements to its infrastructure, called capital projects.

Your primary source of income is probably family wages. The City receives income (revenue) from a variety of sources including property, sales and utility taxes.

Sales tax is the City's primary source of funding for general City services. It is the single largest revenue source in the General Fund. In addition, sales tax is a funding source for transportation-related capital projects, technology capital projects and neighborhood capital improvement projects.

The general sales tax rate within the City of Kirkland is 9 percent. Of the 9 percent, less than one percent is returned to the City of Kirkland (0.15 percent goes to King County), and the remainder is distributed to the State and other public agencies.

Although property taxes represent a major source of funding for City services, the portion of each property owner's total tax bill allocated to the City is relatively small. In 2008, the total property tax rate in Kirkland was $8.34 per $1,000 of assessed valuation, of which the City received $1.26.

Appendix B – Draft Newsletter Article

Bridging the Budget Gap: A Blueprint for Sound City Finances

(DRAFT)

Just as a bridge needs to be designed to be structurally sound, so do the City's finances. In very basic terms, bridge design involves professional engineers who must first know the distance to be spanned and the type of material the bridge must have in order to withstand all forces of nature. The construction plan, or blueprint, for a bridge must detail how the structure will survive those forces without buckling or snapping.

There are several forces that are causing strain on the City's current and future financial condition. The general state of the economy, higher prices for basic goods (such as fuel) and services and slower growth in jobs and income are pressures being felt by the City; just as they are being felt by you. For the City, there is less revenue available to sustain current levels of services for Kirkland citizens and operational costs of the City are rising.

There is a $13 million projected "gap" between City expenses and revenue for the upcoming two years. This amount is more than 12% of the total General Fund budget. The General Fund supports functions such as police, fire, emergency medical (about 60% of the General Fund), transportation and park services. About 70% of General Fund expenses pay for wages and benefits of City employees who provide these services. Employee costs are on the rise despite changes to less expensive benefit plans for most employees.

At the same time that costs are rising, the City's most important source of revenue – sales tax is declining. Generally, personal spending is down which means lower sales tax revenue for all public agencies. For Kirkland, several additional factors are expected to negatively impact sales tax revenue. The completion of the Evergreen Healthcare and Medical Center expansion and the I-405 expansion projects and an overall slowdown in new construction in the City, has resulted in less construction-related sales tax revenue in 2008. Halfway through the year, sales tax revenue is already down 12% from the same period in 2007 – a little over $1 million from last year. Looking ahead, the City expects less sales tax to be generated from the Kirkland Costco due to the opening of new stores in the surrounding area. Another loss expected will be from the relocation of the sales operation of a major auto dealership. These events will mean a loss of about $1.6 million over the next two years. Property tax – the City's next largest source of revenue – is limited to a 1% increase per year which is far less than the rate of inflation.

With these forces at work, the City Council is developing a blueprint to bridge the budget gap that will result in a balanced 2009-2010 Budget.

A Blueprint to Bridging the Gap

Cities have a limited number of tools they can use to balance the budget: reduce costs, raise revenue and use reserves. The City Council recognizes that no one tool alone will close the $13 million gap and they are considering several strategies that take a balanced approach.

Almost half of the budget gap will be closed by reducing expenses which will result in noticeable changes in services to Kirkland citizens. A recent citizen opinion survey reflected an "above average" level of customer satisfaction with city services. The survey also asked about which services citizens care most about. The priorities identified by citizens in the survey include police, fire/emergency medical and garbage collection and will be an important consideration when the City Council determines which services can be reduced.

Making use of reserves ("savings accounts") that were set aside as a "rainy day fund" and ~~using~~ savings from unfilled positions will be the second approach to closing the gap. In addition to $1 million from the Rainy Day Fund, there is an anticipated $700,000 in year-end savings from position vacancies. Also, some revenue now dedicated to the Capital Improvement Program will be reallocated to the General Fund for the 2009-2010 Budget.

The third part of the budget balancing strategy will involve increasing revenue. The City Council plans to use a balance of residential and business taxes that will generate additional revenue:

- *Banked Property Tax* – A small amount of unused property tax (about $145,000 per year or $291,000 for the two years) is remaining from years when the City Council could have increased taxes but chose not to. The estimated impact to a home with a value of $500,000 is about 50¢ per month.

- *Tax Increase on City Utilities*– A three percent increase in utility taxes on water, sewer and garbage services is proposed that will raise about $1.4 million over the two-year period. The increase will cost the average homeowner about $3.25 per month.

Budget Blueprint: Bridging the Gap

1. Service Level Reductions and Expenditure Cuts ($6 million)
   - *Almost half of the gap will be closed by reducing expenses.*
   - *Levels of service will be reduced.*
2. Reserves and One-time Resources ($2.3 million)
   - *Rainy Day Fund reserves and salary/wage savings will be used.*
3. Revenue Increases ($4.8 million)
   - *Unused banked property tax is available from previous years when the City Council chose not to raise taxes.*
   - *A 3% increase to residential and commercial utility tax (water, sewer & garbage service) is being proposed/will be implemented.*
   - *The current business tax program will be restructured to reflect the number of workers in a business.*
   - *A 1.5% increase in the utility tax on private utilities will be presented to voters within the next year.*

- *Business Tax Restructure* – A restructuring of the City's business tax from the current license fee and surcharge to a "head tax" based on number of workers ("FTE's") is expected to generate an additional $1.4 million for the two years. The City will be working with representatives from the local business community to develop the revised tax structure.

- *Private Utility Tax Increase* – A 1.5% tax increase on private utilities (electric, gas, telephone and cable service) will be presented to Kirkland voters in 2009. The current tax rate for private utilities is set at 6% – the maximum rate allowed under state law without a vote of the people. If approved by voters, the increase will provide an additional $1.8 million per year. The average cost per household is estimated at $5.90 per month. If the measure is not passed by voters, further service cuts will be necessary.

When added together, the total estimated monthly cost for the average homeowner would be $9.65.

The term "force," as it relates to bridge design, is defined as "any action that tends to maintain or alter the position of a structure." Economic forces have eroded the structure of the City's budget and it is out of balance. Bridging the gap in the City budget requires a well-engineered blueprint – one that helps restore the structural integrity of the City's finances for the long term.

(END)

Appendix C – Key Phrases in Draft Newsletter Article

Participants were provided with highlighting markers and encouraged to mark important points in the draft newsletter article. Most participants did mark their copies of the newsletter article, and the following is a list of commonly marked phrases, including how many of the 21 participants marked each phrase. In addition to these phrases, the majority of participants marked the italicized phrases at the beginning of the bulleted text, such as "banked property tax."

Text Commonly Highlighted by Participants

Section of text that was frequently marked by participants	*Number of participants who marked this phrase*
"$13 million projected 'gap'"	13 of 21 participants
"Cost for the average homeowner would be $9.65"	12 of 21 participants
"Sales tax is declining"	9 of 21 participants
"Less revenue available to sustain current levels of service"	7 of 21 participants
"Priorities identified by citizens included police, fire/emergency medical and garbage collection"	6 of 21 participants

Appendix D – Flip Chart Notes

What is your reaction to this [draft newsletter article about the budget]?

Group 1

- If it's only $9.65, I'd be willing to pay that.
- Think that's an optimistic estimate.
- Fairly predictable how much of our utilities we use - estimate should be close.
- The proposed increase seems low.
- Suggest higher property tax & lower utility tax so it doesn't impact renters.
- What was fiduciary responsibly of the city to put more away during the good years?
- I'm not sure it's realistic for the City to put away enough money in the good years to support the bad years.
- Business tax restructuring. What about the major new complex (Google): what "deal" did they get?
- Seems like a lot of attention and an overstatement to say that Costco will lower revenue that much.

Group 2

- Alarmed at "traditional approach" to cut benefits to employees and cut services. Be more creative.
- Glad there is a 1% cap on property tax increases – they should look at other things such as pushing city parks to the county or instituting user fees.
- If they cut benefits for some employees, be transparent and include information about the Mayor's benefits, etc.
- Would reducing expenses result in noticeable reductions in services? What are the specific service cuts?
- It's a three-step proposal and the biggest part is service cuts but it doesn't say what they are.
- $9.65 increase is not going to "break the bank."
- Any time we're dealing with the budget it's possible to reduce costs and increase income. What is the City's plan to increase income? To entice other businesses to come to Kirkland? The Totem Lake Mall is underutilized.
- Would like to know how many people shop in Kirkland. It's important to shop here to support our local businesses and increase our sales tax. Would be good to educate people about how that makes a difference.
- Contract out services – is it possible to do a group contract with other cities to gain economies of scale?
- Idea of discontinuing 4th of July or other things like that is backwards thinking – don't cut things if they bring in revenue.
- City is overstaffed. If there's no more building going on, they should adjust the rules to allow more density to bring in more residents.
- Have pride in Kirkland because it's well run.
- I don't see this as a crisis, more of a belt-tightening. This plan looks like it's on the right track.
- Sounds like this article says garbage services will be cut.

What are the top three things you noticed in the story?

Group 1

- Times are tough
- City expenses are higher
- Your crisis isn't my problem (i.e. highway costs)
- City services are being cut
- How long did it take to come up with these figures? Did they spend more time on that than trying to solve the problem?
- Major automobile dealers are relocating
- Private utility tax increase
- Staff cuts – what are they?
- What are the noticeable changes we'll see?
- What happens when the Rainy Day fund is gone?
- Look at efficiencies before cutting.
- There has to be waste that can be eliminated.
- It didn't mention permit costs

Group 2

- It's not that bad – not a crisis.
- Less than $10 a month
- There's a $13 million dollar gap *(3 participants)*
- Level of services will be reduced
- Estimated monthly cost will be $9.65 *(2 participants)*
- Defeatist attitude about businesses in the area
- I like the "Budget Blueprint" box in the article
- Looks like my water bill is going to go up
- None of this is the slightest interest to me – I'm upper income
- Kirkland is as it was when I was a kid – I love it. We want to keep it the same and not have massive changes.
- $13 million is a lot to me. Not just that it's going to cost homeowners $9.65 – but I'm concerned with reduced services.
- Article doesn't give any perspective as to the relationship to prior years and prior budget problems.

What questions does it bring to mind for you?

Group 1

- How are other cities dealing with this?
- Are we going to see cuts of basic services?
- What's unused banked property tax?
- How will we resolve the declining sales tax in the future, over the long-term?
- Is this solution the result of public input?
- How are they going to deliver this information and ensure we're going to read it?
- What's the communication plan?
- Why does it have to be a biennium budget?

Group 2

- What are the details of service cuts?
- What are the costs for businesses?

- Perspective in history -- how serious this is?
- What are some services that aren't as valuable?
- What makes you think other car dealers won't move out as well?
- Business tax restructure – is that going to make businesses not want to be in Kirkland?
- Is any of this going to be tied into the Park Place proposal? Would Park Place keep the shortfall from happening again down the road?
- So much building is going on – isn't that bringing in revenue?
- Has Kirkland looked at these developments – why isn't Kirkland making developers do road improvements associated with the growth?

What other information would you need to know?

Group 1

- Website you can drill down through – direct line to dig as deep as you want to go. Be transparent. Dedicate a portal that has all the info readily available.
- Use common language.
- Headline the main message – there's going to be a vote on utility tax.
- More specifics on services that will suffer.
- Are we going to let anybody go, or not make any new hires?
- Get info to neighborhood associations to disseminate it further.
- Talk about successes they have had – here is what we've done so far with your dollars.
- Compare to other cities' gaps, problems, & proposed solutions.
- Are there ways for neighbors or residents to volunteer labor to fill gaps?
- What could Kirkland do to get in more retail (i.e. malls)
- Kirkland is not merchant-friendly. How can we improve continuity of businesses?
- How is the City encouraging or not encouraging commercial development?

Group 2

- What's being done to "romance" other businesses to town?
- Why can't businesses contribute more to "charm" of Kirkland?
- How much Section 8 housing is there in Kirkland? No revenue from that type of residential housing.

What advice do you have for the City Council as they consider how to talk about this issue with the community?

Group 1

- Publicize the public meetings better
- Come to the neighborhood association meetings and do town halls.
- Be more open (i.e. will they be at the 4th of July celebration?) and come to us where we are.
- Use plain English when speaking to us.
- Have two-way conversations with members of public.
- Consider demographics, especially impacts on elderly.
- Encourage shopping in Kirkland.

Group 2

- Provide more details.
- Focus on suppliers more than end users.

- Tell us how many heads will roll. City staff cuts are needed.
- What revenue generating ideas are they considering?
- Do they anticipate this happening again?
- Talk about the long-term plan as well as the biennium.
- Talk about past management of the budget.
- Put the information in the utility bill, not a flyer.
- Use other mediums (i.e. TV, internet, local channels). Advertise on big channels where to get City news.
- Catch people's attention – let them know you're making a decision that will cost them $X.

KIRKLAND CITY UPDATE
E-Page 31

Special Budget Edition

The Official Newsletter of the City of Kirkland, Washington | Summer '08

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Bridging the Budget Gap

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City Property Tax Rate: Pain at the Pump; Fuel for Thought

Budget Questions & Answers

Printed on Recycled Paper

www.ci.kirkland.wa.us/budget

A Message from the Kirkland City Council

What do you value most about living in Kirkland? A recent opinion survey revealed that our citizens value three things most about Kirkland: its location, physical setting and quality of life. Your City Council recognizes and appreciates these same values, especially our quality of life. These values influence the decisions we make on behalf of the City. Today, the biggest decision we face is how to create a balanced budget for 2009-2010 that maintains the quality of life we all value.

One of the most important and challenging responsibilities of the City Council is to balance the City budget. Every year, the cost of maintaining services increases but our revenues do not grow at the same rate. When an economic downturn hits, as it has this year, we are faced with a grim financial forecast. Kirkland is no different than many other cities and businesses in Washington that are struggling to keep pace with inflation and the cost of employee wages and benefits. Unlike a business, the choices we have to keep the City's finances in good order are more limited. The City Council must balance the budget and is faced with having to reduce services, raise revenue and use reserves to close the gap between expenses and revenue.

The City's two most important revenue sources – property tax and sales tax – are not growing at the same pace as our costs. Voter-approved property tax initiatives limit the growth in existing property tax revenues to one percent per year. With inflation growing at three to five percent per year, property tax revenue just can't keep pace. Sales tax is the City's largest source of revenue. When the economy is good, sales tax revenue grows. When the economy stalls, sales tax revenue declines. Development of our local retail areas, such as the Totem Lake Mall redevelopment – taking longer than expected.

We believe that the Kirkland community receives quality services at a reasonable cost. We further believe that the services we provide make Kirkland a unique, special place to live, work and visit. We take our financial responsibility seriously and we expect to make very difficult budget decisions in the coming months that will most likely affect all Kirkland residents and businesses.

We believe that our budget can be balanced if we work together to align revenues with expenses. This is our challenge. It will require thoughtful discussion and carefully-weighed decisions. We hope that you stay engaged in our discussions as we work toward a budget solution.

--The Kirkland City Council

Kirkland City Hall

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City Services: A Good Value for Your Tax Dollar

If you were asked to name five services provided by the City of Kirkland, you'd probably quickly list police, fire/emergency medical, and garbage collection.* If you were further asked to name the services most important to you and your household, your answer might be the same. If it is the same, your opinion reflects those of more than 420 Kirkland residents who participated in the City's opinion survey conducted in February, 2008.

The opinion survey asked participants to rate the importance of certain services and then to rate the City's performance of those services. Fire, police and garbage collection* were rated as the "most important" services and received the highest performance ratings. Participants identified traffic flow, downtown parking and zoning/land use as areas for the City to improve.

As you may know, the City provides many more services than the 18 identified in the survey. Generally speaking, services and programs fall into six categories:

- **Public safety** (police, fire, medical emergency response, disaster preparedness, Municipal Court)
- **Infrastructure** (streets, sidewalks, traffic control, transportation planning)
- **Utilities** (water, sewer, storm water management, garbage and recycling)
- **Community development** (development regulations, land use planning, building permitting, code enforcement, economic development)
- **Culture and recreation** (parks, arts, recreation classes and events)
- **Human services** (social service agency support, youth and senior services)

Utility services such as garbage collection are run like a business and are fully self-supported through utility rates. The remaining services are paid for through taxes and fees. In particular, public safety and street maintenance services are almost completely tax supported. As the *"Fuel for Thought" (page 6)* property tax article reflects, what you pay to the City in property, sales and utility taxes funds most of the services listed above. That means that an average household pays about **$156 per month** in exchange for police and fire protection, clean and safe streets, parks and City planning among other services.

The City Council allocates funding, including staff resources, for services identified by citizens as their priorities. The highest number of employees is dedicated public safety, infrastructure maintenance and development services.

Fire Station 21

The opinion survey also asked residents to rate the City's effectiveness (the ability to accomplish its goals), efficiency (providing valuable services at a reasonable cost), and accountability (taking responsibility for its actions). 69 percent of survey respondents think that their tax dollars are well-spent in Kirkland and 77 percent said that the City was effective in achieving its goals.

The City conducts an opinion survey every two years and the results are shared with the City Council so that it can prepare a work program and allocate resources to the most important services. To view the full results of the 2008 Citizen Survey, go to www.ci.kirkland.wa.us and search "citizen survey."

Key Findings; Citizen Opinion Survey

February 2008

- Kirkland is a great place to live.
- Residents value Kirkland's location, quality of life, size and physical setting.
- Residents feel safe.
- The City is focused on the "right things."
- Kirkland government is generally viewed as effective, efficient and accountable.
- The City does a good job keeping citizens informed.
- Fire, police and garbage collection are rated as the "most important" services and received highest performance ratings.
- The City needs to focus on managing traffic flow, downtown parking and zoning/land use.
- The majority of participants favor "the same level" of business activity.
- Participants expressed some interest in attracting new businesses, such as department and furniture/appliance stores and more family-oriented, small businesses.

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City's Budget is Like Your Budget: A Balancing Act

Just as you earn income, so does the City. Just as you spend your money for essential items and services, so does the City. We both have to live within our means and it's a constant balancing act. Let's take a look at how the City's budget is like your budget.

- You probably have a budget for living expenses that is similar to the City's operating budget .(utilities, gas for your car, and supplies for your household).
- You also probably have debt such as a mortgage; the City has debt for its buildings and major improvements.
- You save some of your money for future or unexpected expenses. The City has reserves for similar reasons.
- You invest in home improvements just as the City invests in repairs and improvements to its roads, parks and utility systems.
- You manage your family's budget within your means; so does the City. And in today's slow economy, it's more challenging to keep our books in balance.

Although there are some similarities between the City's budget and your family budget, there are some distinct differences.

The City's budget document is over 375 pages and is comprised of 30 separate funds (like individual checking accounts). Our largest account is called the General Fund which provides funding for basic services such as police, fire protection, emergency medical services and infrastructure (streets and parks) maintenance.

The primary source of income or "revenue" for your household most likely is your family's wages. As the pie graphic depicts (below left), the City receives revenue from a variety of sources. However, the General Fund is mostly funded by taxes; such as sales tax (28.5%), property tax (16.5%), and utility taxes (14.9%). Fees pay for some services like building permits and are updated on a regular basis to keep pace with the City's costs.

The General Fund accounts for over 70% of the City's general government operating expenses with the majority of the expenditures dedicated to public safety - police, fire, emergency medical and municipal court services (see graph below right). Other General Government services – infrastructure maintenance, community development, culture and recreation and human services – account for the next greatest expenditure. All of these services are provided by City employees which is why the City's largest expense – nearly 70% -- is devoted to wages and benefits.

The budget sets spending limits for the programs and services that reflect the priorities of Kirkland citizens and serves as a work plan and a financial plan. (See page 2, "Good Value for Your Tax Dollar"). The City Council has begun its deliberations on the 2009-2010 Biennial Budget. These deliberations include reviewing current and forecasted financial trends and prioritizing what services the City can afford to provide, at what level, and at what cost to Kirkland citizens.

Just as you plan for your family's financial future, such as retirement and college, so does the City. Naturally it is easier to plan for what is known will happen and it becomes difficult when faced with unexpected circumstances. After careful consideration of the City's financial outlook, the City Council is pursuing a plan to address the budget shortfall.

Budget Basics

2007-2008 Budget[1] by the numbers

City total budget = $318,347,331

Operating budget = $152,530,657

Non-operating budget[2] = $74,025,298

Utilities budget = $91,791,376

Budget Tidbits

The City's budget is adopted for a two-year period (biennial budget).

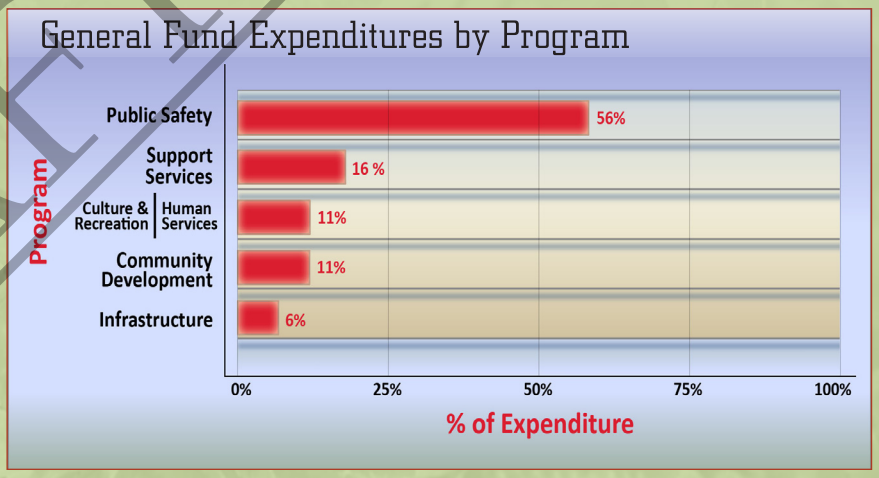
State law requires adoption of a balanced budget (expenses equal revenue).

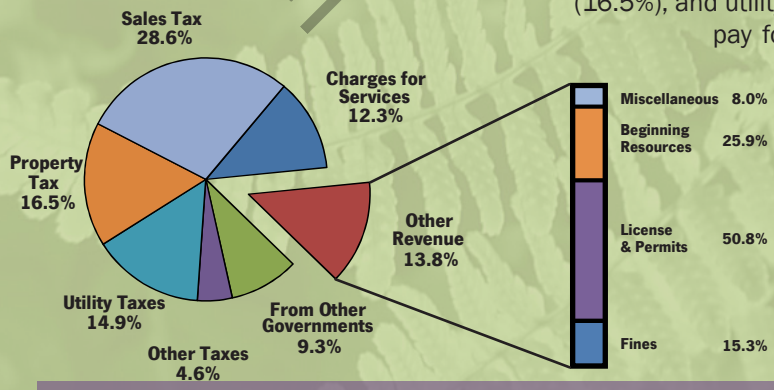
The budget is comprised of 30 separate funds that are independently balanced.

To view the 2007-2008 Biennial Budget, go to www.ci.kirkland.wa.us

[1]As originally adopted

[2]Includes Capital Improvement Projects





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Bridging the Budget Gap: A Blueprint for Sound City Finances

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There are several forces that are causing strain on the City's current and future financial condition. The general state of the economy, higher prices for basic goods (such as fuel) and services and slower growth in jobs and income are pressures being felt by the City; just as they are being felt by you. For the City, there is less revenue available to sustain current levels of services for Kirkland residents and operational costs of the City continue to rise.

There is a $13 million projected "gap" between City expenses and revenue for the upcoming two years. This amount is more than 12 percent of the total General Fund budget. The General Fund supports functions such as police, fire, emergency medical (about 60 percent of the General Fund), transportation and park services. About 70 percent of General Fund expenses pay for wages and benefits of City employees who provide these services. Employee wage and benefit costs are on the rise, despite past changes to less expensive health care plans for most employees.

At the same time costs are rising, the City's most important source of revenue – sales tax, is declining. Generally, personal spending is down which means lower sales tax revenue for all public agencies. The completion of major construction projects in the City (Evergreen Medical Center and I-405 expansion projects) and an overall slowdown in new construction, have resulted in less construction-related sales tax revenue in 2008. Sales tax revenue is already down about 12 percent from the same period in 2007 -- a little over $1 million from last year. Looking ahead, the City expects less sales tax to be generated from the Kirkland Costco due to the opening of new stores in the surrounding area. A similar impact was felt by the City in 1995 when the Issaquah Costco store opened. Another expected loss will be from the relocation of the sales operation of a major auto dealership. These events could mean a loss of up to $1.6 million over the next two years.

In addition to sales tax supporting the general fund, property tax is the next largest source of revenue and is limited to a 1% increase per year which is far less than the rate of inflation. Fees for services, such as permit fees, are updated regularly to reflect the cost of processing a permit. But fees only comprise about six percent of General Fund revenue.

With these forces at work, the City Council has developed a blueprint to bridge the budget gap that will result in a balanced 2009-2010 Budget.

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Total estimated monthly increase: $9.65 per month in 2009

A Blueprint to Bridging the Gap

Cities have a limited number of tools they can use to balance the budget: reduce costs, raise revenue and use reserves. The City Council recognizes that no one tool alone will close the gap and is using combination of strategies that take a balanced approach.

The first strategy will be to reduce expenses which will result in noticeable changes in services to Kirkland residents. Specific reductions have not been identified yet, but will account for almost half of the amount needed to close the budget gap. The General Fund priorities identified by citizens in a recent opinion survey (police, fire/emergency medical services) will be an important consideration when the City Council determines which services can be reduced.

A second approach will be to use reserves ("savings accounts") that were set aside in a "Rainy Day Fund" for situations just like this and savings from currently vacant positions. In addition to $1 million from the Rainy Day Fund, there is an anticipated $700,000 in year-end savings from position vacancies. Also, some revenue and expeditures now dedicated to the Capital Improvement Program will be reallocated to the General Fund for the 2009-2010 Budget.

The third part of the budget balancing strategy will involve increasing revenue. The City Council plans to use a balance of residential and business taxes to generate additional revenue:

- **Banked Property Tax** – A small amount of unused property tax (about $145,000 per year) is remaining from years when the City Council could have increased taxes but chose not to. The estimated impact to a home with a value of $500,000 is about 50¢ per month.
- **Tax Increase on City Utilities** – A three percent increase in utility taxes on water, sewer and garbage services is proposed that will raise about $1.4 million over the two-year period. The increase will cost the average homeowner about $3.25 per month.
- **Business Tax Restructure** – A restructuring of the City's business tax from the current license fee and surcharge to a "head tax" based on number of workers ($90 per full time equivalent) is expected to generate an additional $1.4 million for the two years. The City will be working with representatives from the local business community to develop the revised tax structure.
- **Private Utility Tax Increase** – A 1.5% tax increase on private utilities (electric, gas, telephone and cable service) will be presented to Kirkland voters in 2009. The current tax rate for private utilities is set at 6% -- the maximum rate allowed under state law without a vote of the people. If approved by voters, the increase will provide an additional $1.8 million per year. The average cost per household is estimated at $5.90 per month. If the measure is not passed by voters, further service cuts will be necessary.

If all of these approaches are approved and implemented, the total estimated cost for the average homeowner would be about $9.65 per month.

Budget Blueprint:

Bridging the Gap

1. **Service Level Reductions and Expenditure Cuts ($6.0 million)**
   - Almost half of the gap will be closed by reducing expenses.
   - Levels of service will be reduced.
2. **Reserves and One-time Resources ($2.3 million)**
   - Rainy Day Fund reserves and salary/wages savings will be used.
3. **Revenue Increases ($4.9 million)**
   - Unused banked property tax is available from previous years when the City Council chose not to raise taxes.
   - A 3% increase to residential and commercial utility tax (water, sewer & garbage service) is being proposed.
   - The current business tax program is proposed to be restructured to reflect the number of workers in a business.
   - A 1.5% increase in the utility tax on private utilities will be presented to voters in 2009.

The proposed strategy not only bridges the gap for the 2009-2010 budget but also creates a more solid foundation for the future. By diversifying our revenue base and reducing our dependence on sales tax, the City's financial future is stronger. The City's economic development efforts will continue to focus on business retention and recruitment that utlimately bring jobs and tax revenue.

Bridge design defines "force" as "any action that tends to maintain or alter the position of a structure." Economic forces have eroded the structure of the City's budget and it is out of balance. Bridging this gap in the City budget requires a well-engineered blueprint -- one that helps restore the structural integrity of the City's finances for weathering the current economic downturn as well as the long term.

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City Property Taxes: Fuel for Thought

Talking about property taxes may not get your attention as much as discussing the rising cost of fuel. But what if the conversation could be about both? Here's some fuel for thought when it comes to understanding just how much the City receives from your property taxes.

Without overwhelming you with percentages and algebraic calculations, presume for purposes of this article that all the mathematics described are examples only and assume averages.

To start the conversation, we must begin with some basic vocabulary. The "levy" is the total amount of property tax revenue the City will collect in a year. The "value" is the assessed valuation (AV) of your property as determined by the King County Assessor. The "rate" is determined by taking the total levy and dividing it by the total property value in the City. The rate is then applied to every $1,000 of your property's value which then determines the amount of taxes you will pay.

The math looks like this:

$$\frac{\text{LEVY}}{\text{TOTAL VALUE OF ALL PROPERTY IN KIRKLAND}} = \text{TAX RATE APPLIED TO EACH \$1,000 OF ASSESSED VALUE}$$

Let's look at that in 2008 real numbers:

Step 1:

$$\frac{\$14{,}415{,}258\ \text{(LEVY)}}{\$11{,}407{,}260{,}325\ \text{(TOTAL AV)}/1{,}000} = \$1.26\ \text{(RATE)}$$

According to the King County Assessor's Office, the 2007 average assessed value of a home in the City of Kirkland is $494,000. Let's assume an average assessed value of a $500,000 home in Kirkland for this example:

Step 2: $1.26 (RATE) X $500,000/$1,000 = $630

So the City's regular levy rate for 2008 is $1.26 per $1,000 of AV which means you pay approximately $52.50 a month in property taxes to the City of Kirkland – which is about the amount you pay to fill up your car's gas tank.

Property tax is the second largest source of revenue (16.5%) for general fund services such as police, fire, emergency medical, and parks and street maintenance (See page 2 for "Value for Your Tax Dollar). For purposes of this analogy, let's assume that you fill up your gas tank about once a week – about five tanks per month. So, property taxes represent about one out of five "fill ups" to support the current level of City services. The other four have to be paid from other revenue sources, such as sales tax which is the largest contributor to the City's general operating budget. With today's economic downturn, the City is receiving less sales tax revenue. Combine this reduction with the increased cost of doing business and statutory limits on property taxes (the City can only increase its existing property tax levy by 1 percent each year), and the City is feeling the "pain at the pump."

A Bit about Assessed Value and Property Taxes

- Your property's Assessed Value (AV) is determined by the King County Assessor's Office.
- Assessed value is based on the assessors appraisal of your real and personal property at 100 percent of its true and fair market value.
- There are eight (8) taxing districts on your property tax bill.
- Kirkland represents about **16%** of your total property tax bill.
- In 2008, the total property tax rate for the City is $8.34 per $1,000 AV, of which the City received $1.26.
- Voter-approved property tax limitations restrict annual increases to existing property tax revenues to one percent.

For more information about assessed value, visit King County's Department of Assessment website at http://www.metrokc.gov/Assessor/PropertyTaxes.htm.

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Budget Questions & Answers

What service reductions have been identified? When will they become effective?

City departments are preparing their budgets now. At this time, specific service reductions have not occurred or been identified. The City Manager will prepare a budget that has all of the recommended reductions (the "Preliminary Budget") which will be considered by the City Council in early fall. As these deliberations progress during the fall, updates on proposed reductions will be posted on the City's web page (www.ci.kirkland.wa.us/budget).

Is it possible to reduce expenses without reducing service levels?

The City of Kirkland is a service-based organization. We continually improve internal delivery systems that result in more value for your tax dollar. We are active in many regional partnerships that offer cost sharing opportunities for participants and greater efficiencies. We also have an active "continuous improvement" program where departments identify better, more efficient ways of providing services during the year. While it is our intent to try to maintain service levels whenever we can, we expect that the amount of reductions needed to balance the budget ($6 million) will result in noticeable service changes to the public.

Could the City have prevented this shortfall?

For many years, the City has struggled to balance expenses and revenue. In part, this occurred due to voter initiatives that have eliminated or limited certain revenues that could not have been foreseen. This upcoming biennium is being negatively impacted by forces greater than those that have occurred in past years, many of which are beyond our control, including the economic downturn and business decisions by major retailers that are expected to negatively impact the City's baseline revenues. When balancing the budget in the past, the City has implemented some of the same strategies it is proposing to use to balance the 2009-2010 Budget including making expenditure reductions and increasing revenue. These are "structural adjustments" that create a new base from which to plan future budgets. In addition to these structural changes, the City has also carefully maintained its reserves to help bridge the gap until a more permanent solution can be put in place and economic conditions improve.

What is the City doing to increase sales tax revenue?

One of the purposes of our Economic Development Program is to attract and retain the kinds of businesses that help provide a strong financial foundation. One element of economic development relates to retail businesses and making sure we have the goods and services for not only our own community, but to attract those outside our community to shop in Kirkland. By "importing" sales tax from outside the City, the tax burden on Kirkland taxpayers can be lessened. Over-reliance on sales tax can be risky since it is subject to serious fluctuations in an economic downturn or the loss of a major retailer. This is why increasing sales tax revenue can be only one of the solutions to the City's budget challenges. You can help increase sales tax revenue by shopping at retail stores within City limits.

How does new development help or hurt the anticipated shortfall?

Given the voter initiatives that have passed in recent years, the City has become increasingly dependent on revenues from new development to keep pace with cost growth. New development generates one-time sales tax revenue from goods and services during construction. In the year after final completion of a project, the increased assessed value from the new construction begins to generate additional property tax revenues. If the new development is retail-oriented, it will also (hopefully) generate additional on-going sales tax revenues. It is important to keep in mind that there may be additional costs of providing services to new development that may need to be paid for from these additional revenues.

What will I be asked to vote on next year?

As part of the multi-pronged approach to raising revenue, a ballot measure will be presented to Kirkland voters in 2009 for a 1.5 percent increase to private utility taxes on electric, gas, telephone and cable services. It is estimated that this increase would cost an average household $5.90 per month. The election date has not been set. A voted private utility tax increase requires a simple majority vote (50% + 1).

What if the ballot measure to increase private utility taxes fails?

If the ballot measure fails, further expenditure reductions will need to be made.

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KIRKLAND CITY UPDATE
123 5th Avenue
Kirkland, WA 98033

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2009-2010 Budget Adoption Timeline

Agenda and packet materials are available at www.ci.kirkland.wa.us/budget

Public Hearing on Proposed Revenue Sources

September 16, 2008

City Manager's Proposed Budget

October 21

City Council Study Sessions

November 5 & 10

Public Hearing on Proposed Budget & Preliminary 2009 Property Tax Levy

September 16, 2008

City Council meetings can be viewed live on KGOV Channel 21 and on the City's website on the first and third Tuesday of each month at 6 p.m.
Rebroadcasts are also available.
Go to www.ci.kirkland.wa.us for programming schedules.

Kirkland City Hall
123 5th Avenue, Kirkland, WA 98033
City offices are open Monday-Friday, 8 a.m. to 5 p.m. (excluding holidays)

- Please keep this special budget edition of City Update. You are encouraged to stay informed and get involved.
- Address the City Council at it regular meetings which are held the first and third Tuesday of each month at 7:30 p.m., City Hall, Council Chambers
- Send your email comments and concerns to 09-10budget@ci.kirkland.wa.us
- Visit the 2009-2010 Biennium Budget webpage at www.ci.kirkland.wa.us/budget
- Host an informational presentation by City officials. To schedule a meeting, please call the City Manager's Office at 425-587-3016.
- Subscribe to the City Council Agenda and Neighborhood email subscription services to receive information about upcoming public meetings and events.
- Stay tuned to our government access channels – Channel 21 (KGOV) and Channel 75 (KLIFE) – for budget updates, including public meetings and hearings.

City Manager's Office	**425-587-3001**
Finance & Administration Department	**425-587-3100**

ATTACHMENT D

Calculation of impact of tax increases on average home:

Property Tax

Banked Capacity Levy Amount	$ 145,000	
City Assessed Value	$11,407,260,325	
Rate per Thousand	0.012711203	
		Average home value in Kirkland
Average Home Assessed Value	$500,000	$492,000
Annual taxes	$ 6.36	
Monthly impact	$ 0.53	

City Utility Tax

Average Monthly Bill (water/sewer/garbage)	$108.00	Source: COK Utility Billing
New tax @ 3% (monthly impact)	$ 3.24	

Private Utility Tax

Cable	$672.00	Basic at $56 per month
Telephone	1,332.00	Assumes land line and 2 cell phones @ $111 per month
Gas/Electric	2,700.00	Assumes $225 per month average
	$4,704.00	
Tax at 1.5%	$70.56	
Monthly tax impact	$ 5.88	
Total monthly impact	**$ 9.65**	

Attachment E

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CITY OF KIRKLAND SERVICES MATRIX
DEPARTMENT: Nondepartmental

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Discretionary Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Employee Flex pass	21,630	x			
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Total	**21,630**			**-**	

Attachment E

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CITY OF KIRKLAND SERVICES MATRIX
DEPARTMENT: City Council

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Community Survey	25,000	x			
	Focus Groups	10,000	x			

Discretionary Services			Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

	100% Revenue-Supported Services	Expenditures			FTE's	Notes

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Total	**35,000**			**-**	

Attachment E

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CITY OF KIRKLAND SERVICES MATRIX
DEPARTMENT: City Managers Office

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Discretionary Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Kirkland Downtown Association OT	42,000	x			
	Legislative Advocate - State	30,000	x			
	Legislative Advocate - Federal	20,000	x			
	Public Art	50,000	x			
	Celebrate Kirkland 4th of July Fireworks	30,000	x			
	Other Outside Agencies One-time	34,000	x			
	Admin Support	59,590	x		0.75	Communication Strategy on Finances
	ICMA Fellow	90,230	x		1.00	Communication Strategy on Finances
	Economic Development	114,200	x		-	Kirkland Chamber Professional Services, Marketing, Parmac Plan
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**
	Kirkland Uncorked	15,000				Funded by LTAC

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Total	**485,020**			**1.75**	

Attachment E

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CITY OF KIRKLAND SERVICES MATRIX

DEPARTMENT: Human Resources One-Time Funded Position

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Human Resources Analyst	56,977.00	x		0.70	This position is essential to keep up with current service levels, addressing the difficult recruitment environment, special project assignments, employment law/ personnel policy (PPR) needs, while providing employee and management support to the City of Kirkland. This position has proven key to the day to day operation of the department. Departmental service demands will increase with anticipated labor relations, compensation and benefits challenges for the remainder of this year and the next biennium. The Human Resource Department is supporting 478 fulltime employees and approximately an additional 100 seasonal employees, with a lower HR/ employee ratio than the norm.

Discretionary Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

	100% Revenue-Supported Services	Expenditures			FTE's	Notes

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Total	**56,977**			**0.70**	

Attachment E

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CITY OF KIRKLAND SERVICES MATRIX
DEPARTMENT: PARKS & COMMUNITY SERVICES

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Human Services per capita	96,673	x		-	
	Environmental Stewardship Outreach	53,588	x		0.50	
	Rose Hill Meadows M&O	36,291	x		-	Originally scheduled for development in 2008. Construction postponed to '09 (renamed from "124th Ave Park-side M&O")
	Leash Law Enforcement	10,800	x		-	

Discretionary Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Kirkland Performance Center	50,000	x		-	
	Senior Council Support	9,500	x		-	
	EnhanceWellness Program for Older Adults	7,500	x		-	
	Operation School Bell	7,500	x		-	
	Waterfowl Management	7,306	x		-	(renamed from "Goose Patrol")
	All-City Youth Summit	4,000	x		-	Bi-annual event
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Total	**283,158**			**0.50**	

CITY OF KIRKLAND SERVICES MATRIX

DEPARTMENT: Public Works

Attachment E

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Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
GF-01	Commute Trip Reduction Plan	50,000	X			Kirkland has sites that have entered into TMP (Transportation Management Plans with the Cit as a part of their SEPA mitigation.
GF-02	Transportation Mgt Plan Support	10,000	X			
GF-03	Traffic Counts (every other year)	30,000	X			Traffic Counts are a key element in calibrating the forecast models
GF-04	BKR Model Support	10,000	X			In Jan 05 Kirkland entered into an interlocal agreement w/ Bellevue & Redmond. Through the interlocal agreement Kirkland agreed to share in the ongoing costs for the model.

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ST-01	Public Grounds Tech	81,956		X	0.40	Reallocate .10 FTE to Water, .50 FTE to Surface Water the additional .40 FTE to Street Operating Fund will be offset by seasonal dollars
ST-02	Field Arborist	53,789		X	0.50	Reallocate 1/2 (.25) FTE to Surface Water the additional .25 FTE will be funded by Street Operating Fund.
ST-03	Graffiti Specialist	82,791		X	1.00	Reallocate .10 FTE; .05 to Water, .05 to Sewer, the additional .90 of the FTE will be funded by Street Operating Fund
GF-05	NTCP Support	29,122		X	0.50	By reallocating the funding structure of current positions we have identified funding to cover this position. (75% of GIS FTE should be allocated to Utilities this = $60,586)

Discretionary Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
F-01	Green Power	10,000	X			
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Total	**257,658**			**2.40**	

Attachment E

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CITY OF KIRKLAND SERVICES MATRIX
DEPARTMENT: Finance and Administration

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Firefighters Pension Actuarial Study	16,000	x			Required to be completed biennially to be in compliance with the pronouncements of the Governmental Accounting Standards Board (GASB). The actuarial report provides financial information and required disclosures for the Comprehensive Annual Financial Report.
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Business Analyst	87,840	x		1.00	Backfilled position is in Customer Accounts for Document Management Project
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Total	**103,840**			**1.00**	

Attachment E

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CITY OF KIRKLAND SERVICES MATRIX
DEPARTMENT: Planning

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Development Review Subdivision	72,000	X			Funded for professional services to process subdivisions
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	ARCH	216,000	X			Housing Trust Fund annual contribution.
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Urban Forester	24,295		X	0.25	Additional hours to existing .50 FTE. Reduction would require code amendments that would need short term staffing.
	Code Enforcement Officer	56,127	X		0.50	Continuation after end of Mercer Island contract
	Neighborhood Plans Update	20,000	X			
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Total	**388,422**			**0.75**	

Attachment E

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CITY OF KIRKLAND SERVICES MATRIX
DEPARTMENT: POLICE

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Discretionary Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Annexation/Norcom Captain	128,524	X		1.00	Temporary position funded through May of 2008 for Annexation related responsibilities and from May 2008 through December 2008 for NORCOM related responsibilities
	Police Accreditation Expenses	25,480	X		-	Fees for Accreditation conferences, supplies, and annual fee

	100% Revenue-Supported Services	Expenditures			FTE's	Notes

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Total	**154,004**			**1.00**	

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CITY OF KIRKLAND SERVICES MATRIX
DEPARTMENT: Fire and Building

	Mandated Services	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
1	Emergency Prep Coordinator	103,566		X	1.00	.50 one-time service package funding, .50 one-time grant funding.

	Essential Services	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Fire Training	50,000		X		
	Finn Hill Staffing OT	350,000		X		

	Discretionary Services	Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Think Again Program	4,488		X		

	100% Revenue-Supported Services	Expenditures			FTE's	Notes
	Plans Examiner	45,452			0.50	
	Building Permit Technician	63,394			1.00	
	Electrical Inspector	*None*			*none*	Backfill for Evergreen Hospital temp assignment; project completed, position not filled after permanent employee left.
	Total	**508,054**			**2.50**	

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CITY OF KIRKLAND SERVICES MATRIX
DEPARTMENT: Information Technology

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
IT-1	Support for Finance systems	86,498		x	0.82	This is the portion a one-time funded FTE's being used to provide support to Finance (and support to other related systems, which are shown). This position has been one-time funded for four years. We obtained Council direction to move this position into rates and reduce the CIP at the early May meeting.
IT-3	Network Analyst for Wireless for Fieldworkers	97,688		x	1.00	This position was one-time funded during the 2007-08 mid-biennial process. Subsequently the duties of this position have been re-allocated to a permanent position and the one-time funded duties consist of help desk support for Council meetings, desktop management, and training. Additionally, in light of budget issues, we chose to only fill the one-time portion at .5 FTE so .5 FTE remains unfunded. Not funding will result in a lower level of internal service to city staff regarding day to day help with their computers.
IT-4	GIS	86,804		x	1.00	This position has been funded from the CIP for the past two years and is doing ongoing work to help maintain the GIS data layers built over the past few years. The strategy for funding this position is to take it from the CIP to operating budget. Not funding it will result in fewer regular updates to GIS data, and a reduction in the quality of GIS data.
IT-5	Central server & network support	11,762		x	0.10	This is the portion of time that the one-time Finance Systems support position spends supporting the SQL databases used to keep the network data up to date. The funding strategy is the same as mentioned above, and failure to fund this would result in someone else spending time helping Network and Operations with this, and thus affect someone else's workload.
IT-8	Police Systems Support	94,929		x	1.00	Police CAD, RMS, mobility, field reporting, jail, evidence tracking, etc. Includes support for police technology systems for Medina and Mercer Island. Some of these costs will be shifted to NORCOM, but the timing is not yet set in stone, and may not be before the 2009/2010 biennium.

DEPARTMENT: Information Technology

	Lease of space in the Bellevue Data Center	33,300				We lease space in the Bellevue Data Center. Although originally funded for disaster recovery purposes, it looks like we will need some of this space for daily operations since we are outgrowing our server room. If we don't fund this we would have to buy rack space on the open market which would probably be less expensive but less secure.
	Copier Replacements	51,590				Average annual expense of $50,000 per year on copier replacements
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Partial**	**FTE's**	**Notes**
	Support for Document Management systems	8,637		x	0.08	Backup from the Finance Systems support position for this project. The strategy for funding this is movement from the CIP into operating as discussed above.
IT-14	Web system/Web production assistant	78,351		x	1.00	The 1.0 web assistant helps post information to the web for departments, does graphics for web communications, and provides some daily training and support. This is ongoing work that has been funded through one-time money for two and a half years. Our only funding strategy at this point for the web assistant is to request that departments allow us to build the position into rates.
AS-21	Other Video Services, including Currently Kirkland	51,296		x	0.50	Includes 0.5 of the videographer and an video intern position (hourly). Produces the Currently Kirkland News Magazine show, special videos such as the pedestrian safety video, the teen video, and the senior video, and manages extra demands that come up (such as taping training classes, etc.). The funding startegy is to build the intern into the MMS budget (finding offsetting cuts) and to use the ongoing funding for the vacant document support position to backfill this. There will still be a few thousand dollars gap, which we hope to fund by billing departments and/or outside agencies for video services.
	Downtown Wireless System	17,607		x		Includes the ongoing money necessary to keep the wireless program running. Does not include support (which is minor and has been absorbed by the Help Desk) or funding for capital replacement. Our strategy is to build this into our IT rates and look for offsetting cuts.
	Multimedia Support	10,000				On-call hourly support to address volatile workload.
100% Revenue-Supported Services						**Notes**
IT-17	We have no one-time funded revenue supported services	0			-	
Administration		**Expenditures**	**Revenue Offset? None**	**Partial**	**FTE's**	**Notes**
IT-18	We have no one-time funded administration support	0		x	-	
	Total	**628,462**			**5.50**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/Non-Departmental

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ND-1	Puget Sound Clean Air Act	28,726	x			Mandatory per Washington State Clean Air Act RCW 70.94.093
ND-2	2% Liquor Excise Tax	10,512	x			2% based on yearly liquor sales
ND-3	LEOFF 1 Direct Medical Payments	35,000	x			Police and Fire LEOFF 1 Direct Medical Payments
ND-4	LEOFF 1 Medical Insurance	457,194	x			Police and Fire LEOFF 1 Insurance Premiums
ND-5	Mail Services - Postage	84,000	x			Citywide Postage
ND-6	Debt Service	620,070	x			Parking Garage and Teen Center
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ND-7	Repairs and Maintenance - Copier Maintenance	4,000	x			Routine maintenance and repairs on copy machines
ND-8	Printing, Envelopes, Letterhead, Forms	15,062	x			Stationary supplies, forms for all departments
ND-9	Operating Supplies - Office	31,350	x			Paper products, toner
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ND-10	Employee Transportation Program	30,000	x			Commuting incentive for city employees
ND-11	Credit Card Fees	50,000	x			Development Services Credit Card Fees
ND-12	Management Retreat	4,625	x			Yearly management retreat
ND-13	Office Furniture and Equipment - Breakage	12,500	x			Unforeseen breakage/loss of small office equipment
ND-14	Outside Agency Funding	61,000	x			Misc. - Ongoing amount for One-Time Agency Requests
ND-15	Misc Equipment & Supplies For Copy Room	3,100	x			Supplies Equipment
ND-16	Misc Repaires to Microfiche Reader/Printer	1,500	x			Microfiche Reader for Ord

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FUND/DEPARTMENT: General Fund/Non-Departmental

Discretionary Services continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ND-17	Youth in Government	1,500	x			Youth in Government Day
ND-18	Professional Services	20,000	x			Miscellaneous professional services
100% Revenue-Supported Services		**Expenditures**			**FTE's**	**Notes**
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	MMS	298,288	x			MMS Charges
	Videographer	10,133	x			MMS Charges
	Insurance	3,386	x			Fidelity Bond
	Facility Charges	18,968	x			City Hall Annex
	Total	**1,800,914**			**-**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/City Council

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Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
CC-1	Mayor and Councilmembers	115,000	x		7.00	Salary and benefits
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CC-2	Puget Sound Regional Council Dues	22,500	x			
CC-3	Association of Washington Cities Dues	30,000	x			
CC-4	Suburban Cities Association Dues	25,000	x			
CC-5	Eastside Transportation Partnership Dues	500	x			
CC-6	Kirkland Chamber Dues	500	x			
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CC-7	All City Dinner	3,500	x			
CC-8	National League of Cities Dues	4,000	x			
CC-9	Sister City International Dues	500	x			
CC-10	City Council Meals	5,250	x			
CC-11	Neighborhood Council Meetings - printing and postage of notice to neighbors	6,200	x			
CC-12	City Council Travel and Training	16,600	x			$4,600 in training and 12,000 for travel to national and state-wide conferences.
CC-13	Council Retreat	6,500	x			
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Telecom, Fax, IT Charges, Facilities Charges	77,650	x			
	Total	**313,700**			**7.00**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/City Manager's Office

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
CM-1	City Manager	203,900	x		1.00	Salary and Benefits
CM-2	Judicial Services	900,000		x	9.74	Assumes all fines and forfeits assigned to Court
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CM-3	Council Support	78,000	x		1.00	Includes clerical support only, does not include policy-setting support services; .75 Exec. Asst. 1, .25 Exec. Asst. 2
CM-4	Court Security	40,000		x		Contracted
CM-5	Public Defender Screening	8,000		x	0.10	
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CM-6	City Update	18,000	x			Currently 1 full page, 12 times per year in Courier
CM-7	On-Going KDA Funding	10,000	x			Funds KDA activities
CM-8	Grant Administration	9,300	x		0.10	Staff administration of community and business grants
CM-9	Intergovernmental and Regional Services	108,000	x		0.90	Includes staff support for legislative and regional programs, performance measurement, and special projects
CM-10	Neighborhood Services	71,000	x		0.58	Includes staff support, mailings and support services to neighborhoods and to the Neighborhood Connection Program
CM-11	Neighborhood Matching Grants	31,000	x			Grants to 9 neighborhoods
CM-12	Neighborhood Signs	8,000	x			Annual budget for refurbishing neighborhood entry signs
CM-13	Volunteer Services	44,500	x		0.50	This program coordinates over 20,000 hours of volunteer time annually, for a value to the City of approximately $340,000
CM-14	Volunteer Appreciation Event	4,500	x			
CM-15	Economic Development Services	156,000	x		1.00	Includes staff support for the Economic development program, $12,000 in professional services for the program, and other support services
CM-16	Economic Development Intern	7,000	x			

FUND/DEPARTMENT: General Fund/City Manager's Office

DRAFT

Discretionary Services continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
CM-17	Enterprise Seattle Dues	6,000	x			
CM-18	Alliance for Innovation Dues	3,500	x			
CM-19	Communications Services	102,250	x		1.00	Includes staff, mailings, and support services for communications program
CM-20	Cultural and Special Events Services	40,000	x		0.35	Includes staff support of Cultural Council and special event volunteers and $5,000 for Cultural Council funding
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**
CM-21	Probation	250,000			2.90	1.5 Probation Officer, 1 JSA II, .5 JSA I
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Asst. City Manager, Exec. Assts. 1 & 2	395,550	x		2.00	Includes salary; benefits; $19,000 in professional services; supplies; printing; mailings; copies; dues, training and travel not associated with specific programs
	IT Charges	112,242				
	Facilities Charges	124,640				
	Insurance	20,133				
	Total	**2,751,515**			**21.17**	

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CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Human Resources

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
HR-1	Labor Relations	84,600	x		0.64	Dir.30 FTE - $50,700 HR Analyst & HR Coordinator .34 FTE - $30,950 Supplies $500, Operating Supplies $1,000, Labor Relations Travel $1,000 , Labor relations Trng $450 Includes: Contract negotiations, Labor management mtgs w/bargaining units stipulated by contract, contract interpretation, mediations & arbitrations.
HR-2	Recruitments	136,281	x		0.71	Supplies- $250; Advertising $32,000; Printing $1,500; Prof Svcs testing services mandated by contract (i.e. police, fire, etc.) $31,800; Courier Svcs $650; Fed ex mailings $1,000; Test Scoring $450, Management Recruitment $2,500, relocation 1 management $1,500, staff time - $64,631
HR-3	Background checks	7,692		x	0.02	HR Coor .02 FTE - 1676 Background checks for finalist and volunteer positions consistent with RCW 43.43. $10.00 fee per individual implemented June 2006 and privacy laws requiring notifying individuals of results, $3,500 fees
HR-4	Safety Program	39,602	x		0.28	WAC mandated expenses: DOT exams & CDL Exams - $1,300; Hearing Tests - $1,500; Bloodborne Pathogen Trng - $4,000; Hep B shots - $3,300; Hep C shots Fire - $1,500 First Aid Kits - $500; Staff time - $27,502
HR-5	Risk Management	35,359	x		0.36	Documentation of Claims consistent with WCIA guidelines Claims management staff time: $35,359
HR-6	Monetary recovery - Claims	21,798	x		0.26	Monetary recovery, collections and follow-up staff time: $21,798
HR-7	LEOFF / Disability Board	7,193	x		0.06	Prof Svcs - $1000; Ofc Supplies - $200 , Operating Sup - $100 Travel/Training - $2,300; staff time - $5,893
HR-8	Civil Service	8,493	x		0.06	Ofc Supplies - Travel/Training - $1,300; staff time - $5,893
HR-9	Leave Administration	6,875	x		0.07	State and Federal Laws staff time: $6,875
HR-10	Policy Administration	42,127	x		0.36	staff time: $42,127 (staff time includes Director, Analyst & Coordinator time)
HR-11	Organizational Training	14,744	x		0.14	staff time:$12,744 required training some very two years, Sexual Harassment Trng-$2,000;
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
HR-12	Industrial Psychologist	2,000	x			Evaluations for employees, Goodenough Company.
HR-13	HR Employee Services	13,344	x		0.14	HRIS, Web Maintenance, EO Updates, Kirknet, Printing (PAF's) - $600; Staff time: $12,744

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FUND/DEPARTMENT: General Fund/Human Resources

Essential Services continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
HR-14	HR Staff Training - new hire	5,869	x		0.07	staff time:$5,869
HR-15	Orientation/Exit Interviews, ID Badges	25,488	x		0.28	Staff time: $25,488 - supply costs to be determined
HR-16	Employee Relations and Communications	85,645	x		1.00	Employee Relations and communication documentation, verbal and written warnings, grievance, and employee confidential issues. Staff time: $85,545.
HR-17	Re-Class/Reorg Salary Survey	62,172	x		0.54	Dir. .14 FTE -$23,660 , HR Analyst & HR Coordinator .40 FTE - $36,412, salary surveys internal and external, job description maintenance and certification, Salary survey publications $2,100
HR-18	MEBT Retirement Plan Community Support	6,875	x		0.07	staff time: $6,875
HR-19	Benefits Administration - Health & Retirement	41,154	x		0.46	staff time : $41,154
HR-20	General Administration - Support	77,375	x		0.85	Budget Maintenance, PAF's, Personnel Files, AP/AR, IFAS, employee support, citizen inquiry staff time - $77,375
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
HR-21	On-call / Pool Administration	5,869	x		0.07	HR On-call pool administration - staff time -$5,869
HR-22	Diversity Program	9,546	x		0.03	Supplies - $3,100; Speakers/Events - $1,215; Trng - $2,500; staff time - $2,731
HR-23	Wellness Program	15,276	x		0.03	Supplies - $4,600; Prof Svcs - $1,500; Travel/Trng - $845; Fitness Room - $1,300; Flu Shots $4,300 staff time - $2,731
HR-24	Employee Assistance Program	6,000	x			The City has had 25% employee and family participation. This fee has doubled for 2008 this is running approximately $18,000 for 2008
HR-25	Organizational Training	26,490	x			ECTC-$4,500, Leadership Institute-$2,400, Rocky Mountain-$10,590, Cascade Mgmt (6 reg slots 1500) - $,9000,
HR-26	Tuition Reimbursement	13,426	x		0.02	Reimbursement $11,750 - Increased use over the past two years - staff time: $1,676
HR-27	Special Projects for Director		x			Special projects for director, director support, council special requests, research committees
HR-28	Employee Recognition Program	14,676	x		0.02	Service Awards - $13,000; staff time - $1,676 this impacts 80 to 85 employees in 2008.
100 % Revenue-Supported Services		**Expenditures**			**FTE's**	**Notes**

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FUND/DEPARTMENT: General Fund/Human Resources

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Director & Assistants	94,640	x		0.56	Director, strategic planning, meetings, budget approval
	IT and Facilities Charges	56,228	x			
	Insurance	6,286	x			
	Total	**973,123**			**7.10**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/City Attorney's Office

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Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
CA-1	Public Defender	130,000		x		
CA-2	Prosecution	183,000		x		
CA-3	Witness Fees	5,000				
CA-4	Ordinances, instruments, and civil duties	82,000	x		0.60	e.g., "civil duties" might include legal actions brought by or against City, conducting investigations, responding to Auditor, and preparing franchises.
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CA-5	Interpret statutes, Kirkland Municipal Code, rules, or contracts and review key documents	100,000	x		0.65	
CA-6	Code Enforcement	24,000		x	0.05	
CA-7	Legal process and recording fees	3,500	x			
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
CA-8	Advise City Council, Boards and Commissions, City Manager, and departments. Draft and review documents.	80,000	x		0.60	e.g., prepare legal memoranda and other documents relating to City business.
CA-9	Attend City Council meetings and review agenda packets	20,000	x			
CA-10	Information for service providers and WCIA requirements	30,000	x			e.g., assist WCIA outside counsel in defense of City.
CA-11	Negotiation and drafting of contracts	40,000	x		0.10	
CA-12	Outside legal counsel	26,800	x			e.g., outside counsel retained to assist with selected matters. Does not include legal services charged to the Litigation Reserve.
100% Revenue-Supported Services		**Expenditures**			**FTE's**	**Notes**
CA-13	Utilities	24,000				e.g., prepare liens for non-payment, rate ordinances, and advise staff.

FUND/DEPARTMENT: General Fund/City Attorney's Office

DRAFT

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Director and administrative staff	182,046	x		2.00	
	IT & Facilities charges and Insurance	37,779	x			
	Total	**968,125**			**4.00**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Parks and Community Services

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PK-1	Inspections / installations	95,000	x		1.00	Inspect play areas, docks, lighting, repair and document, ADA accessibility
PK-2	Comprehensive Plan - Park Element	4,000	x		0.03	State Mandate
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PK-3	Cemetery Operations	155,000		x	1.00	Cemetery labor, materials, and utilities
PK-4	Ballfield Maintenance	275,000		x	3.50	Ballfield prep, maintenance, scheduling, administration
PK-5	Park Mowing / turf maintenance	290,000	x		3.00	Mowing and turf maintenance, administration
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PK-6	Pool Operations	278,000		x	1.35	Maintenance & Operations of pool, utilities, supplies, labor, training (Note Cheryl this does not include Carries #'s)
PK-7	Landscape Maintenance - Parks	193,820	x		1.25	Maintenance of Landscape areas - Parks
PK-8	Garbage / litter collection /park closure	205,000	x		1.50	Removal of garbage & litter, close parks and lock gates
PK-9	Restroom operations	285,000	x		2.25	Maintenance, repairs, labor
PK-10	Irrigation	235,000	x		1.50	Maintenance & operation of irrigation systems, utilities, supplies, labor, training
PK-11	Long-Range Park Planning	104,748	x		1.00	Includes Natural Resources team, neighborhood connection program, GIS user group, special projects, grant administration
PK-12	Human Service grants ongoing	414,280	x			Per capita: $8.36, Doesn't include one time of 96,673
PK-13	CDBG & H.S. grant management, H.S. Advisory Committee	66,770		x	0.65	CDBG planning $$ support staff salary (additional .15 per Council authority)
PK-14	Youth Council Management	78,600	x		0.75	Doesn't include one time, Youth summit: $4000
PK-15	Teen Center Support and Management	190,750	x		0.30	Includes contract with Friends of Youth for 160,000
PK-16	Beach Lifeguards	96,200	x		0.20	Supv. / Rec. Coordinator plus additional seasonal employees

FUND/DEPARTMENT: General Fund/Parks and Community Services

DRAFT

Discretionary Services continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PK-17	Highland Center Specialized Recreation Program	10,000	x			Contract with Bellevue to provide specialized recreation
PK-18	NKCC Programs & Operations	186,000		x	1.65	Customer service, facilities management, program registration, supplies, drop-in programs, printing, advertising etc.. General fund operation of Community Services & Rec. Revolving fund
PK-19	Senior Center Operations	145,000	x		1.00	Includes health and social services, additional hourly employees
PK-20	Facility Rentals	36,000		x	0.30	FTE staff and additional hourly employees
PK-21	Community Service division administration	145,000		x	1.45	Customer service, facilities management, program registration, boat launch sales
PK-22	Senior Council Support	26,000	x		0.20	This includes $4000 project money for Sr. Council
PK-23	Night and Weekend coverage	250,000		x	1.50	Staff for ballfield prep, garbage/litter, restroom maintenance after 5 pm Mon - Fri and all day Sat/Sun
PK-24	Art	17,000	x			Contracted cleaning service and staff maintenance/repairs
PK-25	Juanita bay Park Ranger Program	14,793	x		0.15	.15 FTE, supplies and training for volunteer park rangers
PK-26	Human Services: Regional Eastside Human Services Forum	38,000		x	0.20	This includes 12,500 for EHSF and other regional projects
PK-27	Youth Services: Assets, regional support, Teen mini grants, Teen traffic court, We've Got Issues	114,000	x		1.00	Misc. Grant funds support projects
PK-28	Summer Youth Outreach	33,500	x		0.15	Includes hourly employees
PK-29	Summer Concert Series	28,600		x	0.20	See Recreation Revolving Fund matrix
PK-30	Senior Center Van Service	32,000		x	0.70	See Recreation Revolving Fund matrix
PK-31	Senior Fitness, Lifelong learning, Enrichment programs	76,200		x	0.75	See Recreation Revolving Fund matrix
PK-32	Senior Community Evening Classes	35,000		x	0.25	See Recreation Revolving Fund matrix
PK-33	Senior Center Special Events	7,000		x		See Recreation Revolving Fund matrix
PK-34	Van Trips	4,000		x	0.05	See Recreation Revolving Fund matrix

FUND/DEPARTMENT: General Fund/Parks and Community Services

DRAFT

Discretionary Services continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PK-35	Business Services	157,400		X	1.15	This is a new functional area based on a recent reorganization. The goals of this position are to create consistencies, and efficiences in our business practices. This position is charged with business partnerships, soliciting sponsorships and donations, etc. Includes hourly dock master and morrage attendants. Revenues for this position include concessions, moorage, private partnership sponsorships, boat launch. Revenues budgeted for 2008 include: 120,000, year end estimates are 155,000.
PK-36	Special Events	85,877		x	1.00	Transferred from CM's office and Includes: Special event coordination with organizers, permitting & grant administration. Impacts would be liability exposure for the City with events that are not permitted or coordinated. Loss of income from permits for events, block parties, and banners. Reduce the tourism potential of the community. In addition .25 FTE was added to Coordinate Friday Market at Juanita Beach. Revenue to support .25FTE=$22,000
100% Revenue-Supported Services		**Expenditures**			**FTE's**	**Notes**
PK-37	CIP Project management	50,863			0.50	.25 FTE Planning Coordinator / .25 FTE Manager
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Department Administration	318,211	x		2.32	Department administration, supplies, and park board support, citizen information service, City website/Kirknet.
	Interfund charges - Technology, Fleet, Facilities	762,673	x			
	Insurance & Stormwater	102,757	x			Liability insurance and surface water fees
	Professional Services Intfnd	4,000	x			
	Total	**5,647,042**			**33.80**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/Public Works

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PW-1	Transportation Improvement Plan	$ 6,690	x		0.05	5% Dave S.
PW-2	Utility Comprehensive Planning	$ 7,791		x	0.05	5% Ray
PW-3	GMA Concurrency Planning	$ 17,909	x		0.15	David
PW-4	Monitoring of Commute Trip Reduction (CTR) Employers	$ 5,324	x		0.05	Thang
PW-5	Administer City's Trip Reduction Program	$ 5,324	x		0.05	Thang
PW-6	SEPA Traffic Analysis	$ 74,542		x	0.70	Thang
PW-7	Training (safety, pathogens, etc)	$ -	x		0.00	Included in staff rates
Essential Services			**Revenue Offset? None**	**Revenue Offset? Partial**		**Notes**
PW-8	Capital Improvement Program (CIP) Administration	$ 126,944		x	0.85	60% Ray, 25% Dave S
PW-9	Public Works Mapping/GIS	$ 101,466		x	1.05	Joe & 5% Ray
PW-10	PW Customer Service @ Front Counter	$ 48,464	x		0.60	30% Amy, 20% Terri, 10% Katy
PW-11	Development Review Engineering	$ 368,484		x	3.40	John, Phillip, Bill, 30% Terri, .10 Rob (should be development fee $$ per development services study)
PW-12	Development Surface Water Review	$ -		x	0.00	Stacey Rush re: development services study
PW-12	Single Family Development Review	$ -	x		0.00	
PW-13	Inspection for Development	$ 288,690		x	3.00	3 inspectors
PW-14	Sidewalk clearance and sight distance	$ 15,564	x		0.15	two neighborhood traffic
PW-15	PW Land Use Permit Review	$ 42,794	x		0.30	30% Rob
PW-16	ROW Permit and ROW Vacations (non-user vacations) Administration	$ 46,987		x	0.50	50% Katy
PW-17	Development Review Policy and Program Support/Administration	$ 123,177	x		1.00	40% Katy, 60% Rob

FUND/DEPARTMENT: General Fund/Public Works

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Essential Services continued			Revenue Offset? None	Revenue Offset? Partial		Notes
PW-18	Performance/Maintenance Securities Processing	$ 39,470	x		0.50	Terri
PW-19	Support for Parking Programs/PAB	$ 27,144	x		0.20	Dave G, 5% Iris
PW-20	Traffic Accident Analysis & Records Management	$ 10,728	x		0.10	10% Iris
PW-21	Engineering for Traffic Signing, Marking and Signals (including ITS)	$ 91,837	x		0.75	45% Iris, 30% David
PW-22	Maintain BKR Traffic Model	$ 5,324	x		0.05	5% Thang
PW-23	Transportation Engineering Support for CIP	$ 10,728		x	0.10	10% Iris
PW-22	Traffic Counts	$ -	x		0.00	now in discretionary
PW-23	Non-User Claim Processing	$ -	x		0.00	
PW-24	Bike, Pedestrian, Transit issue coordination	$ 29,040	x		0.20	Dave G
PW-25	PW Research & Analysis Support	$ 5,364	x		0.05	Iris
PW-26	WSDOT Nickle coordination	$ 27,382	x		0.25	25% Don A. (project engineer)
PW-27	Adjacent agency CIP project coordination	$ 15,582	x		0.10	10% Ray
Discretionary Services			**Revenue Offset? None**	**Revenue Offset? Partial**		**Notes**
PW-28	Traffic Counts	$ 5,364	x		0.05	5% Iris
PW-29	Grant Writing and Accounting	$ 11,182	x		0.13	Iris, Eileen
PW-27	General Development Review Engineering Support	$ -	x		0.00	
PW-30	Kirkland Transportation Commission Support	$ 14,520	x		0.10	10% David
PW-31	Neighborhood Traffic Control Program Coordination	$ 93,559	x		0.90	85% Jim, 85% Noel
PW-32	PW Transportation Support for Neighborhood/Business District Planning	$ 10,728	x		0.10	
PW-33	Regional Transportation Planning	$ 14,520	x		0.10	10% David

FUND/DEPARTMENT: General Fund/Public Works

DRAFT

Discretionary Services continued			Revenue Offset? None	Revenue Offset? Partial		Notes
PW-34	Pedestrian Flag Program	$ 7,260		x	0.05	
PW-35	Commute Trip Reduction Program	$ 12,585	x		0.10	
100% Revenue-Supported Services						**Notes**
PW-36	Emergency Sewer Program Administration	$ 6,787		x	0.09	33% Eileen
PW-37	Capital Project Management-Engineers	$ 840,777		x	7.50	6.75 project engineers, 70% Dave S., 5% Ray – capital project $
PW-38	CIP Accounting	$ 6,787		x	0.09	33% Eileen
Administration			**Revenue Offset? None**	**Revenue Offset? Partial**		**Notes**
	Director, Admin Asst, Admin Mgr, Acct	$ 448,776	x		3.55	Daryl, Lisa, Julie, 25% John M.,10% Mike, 15% Ray, 5% Teri
	DP, Fleet and Facilities Charges	$ 325,018	x		0.00	IT, Fleet, Facilities, Insurance
	Total	**$ 3,340,613**			**26.95**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Finance & Admininstration

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FA-1	Financial Reporting	132,756	x		1.37	.3 Angela, .5 Carol, .5 Teresa .07 Michael and Other Costs (Office Supplies, Travel, Training, Dues, Printing, Furniture and Misc)
FA-2	Accounts Payable	160,210	x		2.11	1.0 Lori, .95 Cheryl, .05 Teresa, .11 Michael and Other Costs
FA-3	Grant Accounting	21,455	x		0.21	Required as a condition of receiving grants .10 Angela, .10 Teresa, .10 Michael and Other Costs
FA-4	Payroll	204,699	x		2.64	1.0 Cheryl, 1.0 Doreen, .50 Diana K, .14 Michael and Other Costs (Office Supplies, Travel, Training, Dues)
FA-5	Tax Collections	49,048	x		0.53	.50 Angela, .03 Michael and Other Costs
FA-6	Debt Service and Cash Mgmt.	119,043	x		1.51	1.0 Diana Bruland, ..08 Michael, .10 Sharon A, .33 Sharon S and Other Costs
FA-7	Budget Preparation	118,113	x		1.10	.2 Sandi, .3 Sri, .5 Neil
FA-8	Fixed Asset Management	27,061	x		0.32	.30 Carol, .02 Michael and Other Costs
FA-9	Annual Audit	106,282	x		0.58	Mandatory contract with State Auditor $51,500 plus staff support .05 Cheryl, .2 Carol, .1 Angela, .2 Teresa, .08 Michael and Other Costs
FA-10	Records Management	163,454	x		1.00	Victoria 1.0 Professional Services related to Records Management $85,000 Professional Services and Other Costs
FA-11	City Council Meetings & Support	128,141	x		1.45	Cheri 1.0 Kathi .45 and Other Costs
FA-12	Elections	111,300	x			Voter registration, primary and general election; voter pamphlet

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FA-13	Financial Analysis and Monitoring	53,428	x		0.50	.2 Sandi, .1 Sri, .2 Neil and Other Costs
FA-14	Contract Costing	32,925	x		0.30	.1 Sandi, .2 Sri and Other Costs
FA-15	Special Analysis	54,443	x		0.50	.2 Sandi, .2 Sri, .1 Neil and Other Costs
FA-16	Financial System Op/Maint/IC	17,468	x		0.16	Teresa .15, .01 Michael and Other Costs
FA-17	Centralized Purchasing	185,193	x		2.00	Buying and contract/bid management Barry 1.0 Sheila 1.0 and Other Costs
FA-18	Cemetery Administration	20,610	x		0.26	Gloria/Patti .25, .01 Michael and Other Costs
FA-19	Staff & Public Support - Records Services	52,401	x		0.45	Kathi .45 and Other Costs

FUND/DEPARTMENT: General Fund/Finance & Admininstration

DRAFT

Discretionary Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FA-20	Park Smart Support	20,610		x	0.26	Sales of permits and registration of businesses Gloria/Patti .25, .01 Michael and Other Costs
FA-21	Business License Administration	91,541		x	1.16	Needed to continue revenue stream Gloria/Patti 1.00, Sharon .10, Michael .06 and Other Costs
FA-22	Passport	35,449		x	0.53	Amy .50, .03 Michael and Other Costs
FA-23	False Alarm Administration	40,872		x	0.53	Patti .50, .03 Michael and Other Costs
FA-24	Capital Improvement Program	66,239	x		0.60	.2 Sandi, .2 Sri, .2 Neil and Other Costs
FA-25	Mail Services	78,231	x		1.10	Tina - Mail Clerk 1.00 FTE and Kathi - Supervisor .10 and Other Costs
FA-26	Information Desk	35,449	x		0.53	Amy .50, .03 Michael and Other Costs
FA-27	On-call / Hourly Wages	10,623	x			Used to cover Mail Clerk
100% Revenue-Supported Services		**Expenditures**			**FTE's**	**Notes**
FA-28	Utility Billing	581,678			6.82	Supported by utility charges Sharon A .80 Sharon S .67, .35 Michael and Other Costs
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Director and Admin Asst.	294,719	x		2.00	1.0 Tracey, 1.0 Karen, Other Costs
	Insurance	24,725	x			
	IT and Facilities Charges	274,332	x			
	Total	**3,312,494**			**30.50**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/Planning and Community Development

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PL-1	Building, mechanical & sign permits	315,242		x	3.50	Ongoing staff only including overtime.
PL-2	State mandated land use permits	261,295		x	2.50	Includes subdivisions, shoreline, SEPA, ROW vacations, some zoning. Ongoing staff = $206,028. Ongoing prof. services = $12,000.
PL-3	Comprehensive planning, regulations & shoreline management (State mandated)	255,423		x	2.00	Includes comprehensive plan & zoning code updates. Ongoing staff = $236,423. Ongoing prof. services = $19,000.
PL-4	State mandated natural resource plans & regulations.	51,952	x		0.50	Ongoing staff only.
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PL-5	Public regulatory information	192,033		x	2.50	Respond to counter and phone inquiries. Ongoing staff only.
PL-6	Code enforcement	212,664	x		2.00	Ongoing staff only including $1,830 communications. (Note: Does not include additional one-time.5 FTE.)
PL-7	ARCH	55,000	x			Ongoing ARCH dues only (Note additional one time ARCH trust fund = $216,000.)
PL-8	Comprehenseive planning and regulations (non state mandated)	186,424	x		1.50	Includes some plan and code updates, affordable housing regs. Ongoing staff = $170,434 Ongoing prof. services = $4,000 for data & mapping & $12,000 for code updates.
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PL-9	Land use permits not mandated by State	189,005		x	2.00	Includes discretionary permits required by Zoning Code. Ongoing staff only. Reduction would require code amendments that would need short term staffing.
PL-10	Urban forestry services	42,538	x		0.50	Ongoing staff only (Note does not include additional one-time .25 FTE)
PL-11	Comprehensive planning and regulations (non state mandated)	207,806		x	2.00	Includes neighborhood plans; private amendment requests and optional plan/ code amendments. Ongoing staff only.
PL-12	Natural Resource plans and regulations	51,952		x	0.50	Ongoing staff only.
PL-13	Planning Interns	32,958	x			Planning intern hourly wages ($28,126) & benefits ($4,832)
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**
PL-14	Third Party Review Planner	70,577			1.00	Ongoing staff for expedited permit review. This position is currently unfilled; however the work is being accomplished through overtime by the Planning Information Specialists.

FUND/DEPARTMENT: General Fund/Planning and Community Development

DRAFT

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Salaries & benefits	314,784		x	3.06	Ongoing staff for budgeting; personnel; departmental management; interdepartmental coordination; coordination with councils, boards & commissions; training; records (Director, Office Supv., Receptionist) including Director travel/medical allowance ($2,700).
	Administrative on-call hourly wages	40,463	x			Ongoing administrative assistance for heavy workload and ongoing assistance ($34,669) and benefits ($5,794)
	Professional Services Administrative	13,114	x			Ongoing recording secretary services for PC, HCC, HE, DRB
	Office Supplies, operating supplies, furniture	19,800	x			Department office supplies ($14,500), operating supplies ($3,200), furniture (2,100)
	Overhead expenses	236,991		x		Operating rentals (e.g. IT charges, fleet, telecom); insurance; repairs
	Travel, training & dues for staff, PC, HCC and DRB	28,400	x			Staff and Planning Commission, Houghton Community Council and Design Review Board support. Travel ($7,700), Training ($11,700), Dues ($9,000)
	Software, repairs/maintenance	1,850	x			All software purchases ($1,600) and maintenance agreements ($250)
	Advertising	21,400	x			Advertising for projects and permits
	Printing/postage/miscellaneous	27,500	x			Department printing ($24,200), postage ($2,500) and meeting packet delivery ($800)
	Total	**2,829,171**			**23.56**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/Police

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-1	Responding to Calls for Service - Patrol Division	3,846,740	x		37.00	A total of 36 FTE's are allocated to the Patrol Division with oversight of the division provided by two 0.50 Management Staff personnel (Lieutenant). Uniform costs are $1,611 per Patrol FTE, Training costs are $737 per Patrol FTE, and Overtime costs are $3,954 per Patrol FTE. Costs for Management Staff are $140,473.
PD-2	Public Safety Answering Point/911 Calls - Communications Division	1,525,913		x	19.50	A total of 19 FTE's are allocated to the Communications Division with oversight provided by 0.50 Management Staff personnel (Lieutenant). 4 FTE's funded by contracts from outside agencies (Medina = 1, Mercer Island = 3) with a total 2007 Revenue of $299,184. Additional revenues are available from King County E911 for call taking, training, and equipment. Training costs are $629 per FTE. Uniforms and all other supplies are provided within the total expenditures for this division. Costs for Management Staff are $70,478.
PD-3	Training		x			Training expenditures have been allocated to the position/division where the FTE(s) are budgeted.
PD-4	Jail	823,633		x	10.90	Expenditures include salaries, benefits, uniform costs, and all Kirkland inmate expenditures. Revenues from Point Cities for Housing & Transport, total 2007 revenue received $28,205. Training costs are $629 per FTE. Unit is managed by Corrections Lieutenant (0.90 FTE) for a cost of $104,930.
PD-5	Outside Agency Incarceration Costs	521,505	x			
PD-6	Records Maintenance	331,943	x		4.65	A total of 4.5 FTE's are allocated to Records with oversight provided by 0.15 Management Staff (Lieutenant). Uniform costs are $385 per FTE and Training costs are $629 per FTE. Overtime costs for the division are $1,958. Costs for Management Staff are $21,143.
PD-7	Evidence	83,519	x		1.10	Uniform costs are $385 for this position, Training costs are $629, and Overtime costs are $435. Oversight is provided by the Corrections Manager (0.10 FTE) for a cost of $11,659.
PD-8	Accreditation	69,877	x		0.50	This position is filled by Management Staff (Lieutenant) personnel who serves as our Accreditation Manager in addition to other staff responsibilities.

FUND/DEPARTMENT: General Fund/Police

DRAFT

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-9	Investigations Division	885,984	x		7.15	A total of 7.0 FTE's are allocated to the Investigations Division with oversight provided by 0.15 Management Staff (Lieutenant). Uniform costs are $1,061 per FTE, Training costs are $1,000 per FTE, and Overtime costs are $4,444 per FTE. Costs for Management Staff are $20,963
PD-10	Management Staff	551,687	x		3.40	Management staff consists of 6 FTE's made up of 2 Captains and 4 Lieutenants. Portions of the Lieutenants' costs are allocated to provide oversight to other divisions within the department. Uniform costs are $1,840 per FTE and Training costs are $1,000 per FTE.
PD-11	Traffic Division	459,893		x	4.15	A total of 4.0 FTE's are allocated to the Traffic Division with oversight provided by 0.15 Management Staff (Lieutenant). The Traffic Division performs many mandated services such as investigation of fatal or serious injury traffic collisions. Revenues are available from the Traffic Safety Commission for reimbursement of costs associated with special emphasis and/or equipment. Uniform and Overtime costs are included in the total expenditures for the division, and Training costs are $1,000 per FTE. Costs for Management Staff are $20,832.
PD-12	Marine Patrol	39,000	x			Contract service with King County Sheriff's Office to provide for the routine patrol of waters to enforce laws and ordinances May through October of each year. Additionally, they may be called out to respond to serious emergency complaints or situations with a corresponding call out fee.

Discretionary Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-13	School Resource Officer	107,699		x	1.00	Revenues from Lake WA School District partially support this position with the current contract calling for a yearly payment from LWSD in the amount of $66,911. Uniform costs are $1,611, Training costs are $1,000, and Overtime costs are $4,521. Oversight of this position is provided by the Community Services Unit Supervisor.
PD-14	Neighborhood Resource Officer	104,859	x		1.00	Uniform costs are $1,611, Training costs are $1,000, and Overtime costs are $4,521. Oversight of this position is provided by the Community Services Unit Supervisor.
PD-15	Family Violence Detective	107,217	x		1.00	This position is assigned to the Investigations Division. Although listed as Discretionary, the position is responsible for all Domestic Violence incidents in the City. Elimination of the position would create a burden on the Investigations Division by the increased workload. Uniform costs are $1,062, Training costs are $1,000, and Overtime costs are $4,442.

FUND/DEPARTMENT: General Fund/Police

DRAFT

Discretionary Services continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-16	Family/Youth Advocate	80,528		x	1.00	Minimal revenues are generated from Advocacy services provided to the Point Cities. This position is assigned to the Investigations Division and reports to that Division's Sergeant. Although listed as Discretionary, the position is vital in providing assistance, intervention, and counseling to victims of domestic violence as well as providing immediate crisis intervention to those victims and appearing with them at court hearings. The position also oversees the DART (Domestic Abuse Response Team) volunteer program. Uniform costs are $385, Training costs are $629, and Overtime costs are $435.
PD-17	Community Services Unit Supervisor	117,232	x		1.00	The position provides direct supervision to the School Resource Officer and the Neighborhood Resource Officer. The position also interacts with citizen and business groups and provides crime prevention information to the public. Uniform costs are $1,611, Training costs are $1,000, and Overtime costs are $4,521.
PD-18	Eastside Domestic Violence Program	31,264		x		The department is planning to move funding for this program from its budget to the Parks Human Services budget in the 09-10 fiscal year. Partial funding is available through CTED.
PD-19	Special Response Team	15,100	x			It should be noted that although categorized as discretionary, the elimination of this service/program poses liability concerns. Personnel costs for FTE's assigned to this unit are budgeted within other divisions. Training costs are $5,000.
PD-20	Crisis Negotiations Team	7,500	x			It should be noted that although categorized as discretionary, the elimination of this service/program poses liability concerns. Personnel costs for FTE's assigned to this unit are budgeted within other divisions. Training costs are $4,000.
PD-21	Eastside Narcotics Task Force	117,688		x	1.00	Revenues are generated from seizure of property or money associated with illicit drug activity. Revenues must be used to fund narcotics related programs or equipment. Uniform costs are $1,061, Training costs are $1,000, and Overtime costs are $4,450. Additionally, a narcotics investigation fund in the amount of $7,500 is attached to this position.
PD-22	Crime Analysis	94,377	x		1.00	It should be noted that although categorized as discretionary, the position is responsible for mandated crime statistic reporting. The position also provides vital information on criminal activity (patterns, MO, etc.) that assists officers in the apprehension of criminals. Uniform costs are $385, Training costs are $629, and Overtime costs are $435.
PD-23	K-9 Unit	106,146	x		1.00	Direct supervision provided by a Patrol Sergeant. Expenditures include necessary supplies for the police service dog as well as overtime for the officer. Uniform costs are $1,611 and Training costs are $1,000.

FUND/DEPARTMENT: General Fund/Police

DRAFT

Discretionary Services continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PD-24	Explorer Program	3,150	x			Although listed as discretionary, the Explorers provide a variety of assistance to the City for Special Events, such as Traffic Control, etc. Budgeted expenditures pay for a small portion of their uniforms and training. The Post generates revenue from their assistance at City and regional events, using that revenue for purchases not funded by the General Fund Police budget.
PD-25	Chaplain's Program	1,000	x			The Police Chaplain performs a wide variety of volunteer services for the department and its' employees. The expenditures represent fees for attendance at a yearly training conference, a portion of which is funded by the FBI.
PD-26	Volunteer Program	1,250	x			Expenditures are for necessary clothing and uniform items utilized by our volunteers including our Speed Watch volunteers and DART volunteers.
PD-27	ProAct Unit	513,937	x		5.15	A total of 5 FTE's are assigned to this unit consisting of one Sergeant, three Officers, and one support position with oversight of the unit provided by 0.15 Management Staff (Lieutenant). Expenditures include salaries and benefits for the FTE's as well as uniforms and overtime. Training costs for the unit are $4,629. Costs for Management Staff are $21,308.
100% Revenue-Supported Services		**Expenditures**			**FTE's**	**Notes**
PD-28	Parking Enforcement	138,412			2.00	Expenditures include salaries and benefits for the FTE's as well as uniforms, overtime, and supplies associated with Parking Enforcement. Oversight is provided by the Traffic Sergeant. Training costs are $1258.
PD-29	CJTC Instructor	109,390			1.00	All costs associated with this position are reimbursed by the Criminal Justice Training Commission. Overtime costs are $3,950. Uniforms and Training for the position are provided by CJTC.
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Director and Staff Coordinator	275,398	x		2.00	Salaries and benefits for Chief and Staff Coordinator. Uniform costs for Chief are $1,500 and Training costs are $3,129 ($2,500 Chief, $629 Staff Coordinator).
	Support Staff	358,402	x		4.00	Staff consists of the Administrative Corporal, Training Officer, and two Administrative Support positions who provide Timekeeping & Payroll duties, register and arrange all department training and travel, and perform a wide variety of clerical support. Uniform costs total $2,770 ($1,000 each for sworn position and $385 each for support position), Training costs total $3,258 ($1,000 each for sworn positions and $385 for each support position), and Overtime costs are $2,870 ($950 for each sworn position and $435 for each support position).
	IT Charges	977,429	x			Includes Operating, Replacement & Telecom for all department staff.

FUND/DEPARTMENT: General Fund/Police

DRAFT

Administration continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Fleet & Radio Charges	816,351	x			Includes Fleet Operating & Replacement for all department vehicles and Radio Operating for all department radios.
	Facilities Charges	189,347	x			Internal charges for rental of City Hall and evidence space at the Maintenance Center and Kirkland Municipal Court.
	Liability Insurance	165,354	x			
	Department Supplies & Other Miscellaneous Fees	164,208	x			Includes department supplies consisting of firearms supplies (lethal & less lethal) and office & operating supplies, as well as fees for postage, repairs & maintenance of equipment, association dues, and a wide variety of professional fees that provide support for functions in both the Operations and Services Divisions.
	Communication Fees	62,190	x			Fees for all data lines, radio lines, pagers, and phones.
	Professional Fees	31,900	x			Provision of funds for costs related to grant consulting, annual leadership retreat, and regional records management data bases which provide vital criminal history information.
	Total	**13,837,022**			**110.50**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/Fire and Building

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FB-1	Emergency Management	98,698	x		0.50	50% Admin Deputy Chief + Operating cost = $25,214
FB-2	Fire Training	430,502		x	2.20	20% Deputy Chief Salary/Benefits plus 2 Training Officers + Firefighter Training Costs
FB-3	Fire Inspection	357,072		x	2.90	ADC .20%, Fire Marshall (.90%), DFM (.80%), Inspector (100%), Operating Cost = $26,558
FB-4	Fire Investigation	62,868	x		0.30	10% Fire Marshal, 20% Deputy FM, = Operating cost/OT Stand-by =$41,700
FB-5	Safety Fund	2,560		x		Safety Committee, Admin Budget
FB-6	Fire/Bldg Records Management	67,587		x	1.60	85% Fire Clerk, 75% Building Clerk = Professional Services cost $3,000

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FB-7	Fire Suppression/EMS	519,585		x	3.80	80% Deputy Chief Salary/Benefits & Operating Costs plus 3 Shift Battalion Chiefs
FB-8	Station 21	1,332,916		x	12.00	Salary/Benefits + 15% of all Stations Operating Budget
FB-9	Station 22	1,636,079		x	15.00	Salary/Benefits + 20% of all Stations Operating Budget
FB-10	Station 24	515,546		x		10% of Budget plus Firefighter OT (12 Hrs)=327,442 (Conversion 4 Firefighters to OT)
FB-11	Station 25	1,332,916		x	12.00	Salary/Benefits + 15% of all Stations Operating Budget
FB-12	Station 26	1,652,507		x	15.00	Salary/Benefits + 20% all Stations Operating Budget
FB-13	Station 27	2,138,579		x	20.00	Salary/Benefits + 20% of all Stations Operating Budget
FB-14	Reserve Program	51,600		x		
FB-15	Trench Rescue and Training	8,100		x		
FB-16	Hazardous Materials	21,900		x		

FUND/DEPARTMENT: General Fund/Fire and Building

DRAFT

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FB-17	Confined Space Rescue	6,450		x		
FB-18	Water Rescue	9,750		x		
FB-19	Motor Vehicle Rescue	11,520		x		
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FB-20	Chaplain's Program	8,400		x		Funded from Reserve Program Budget Line Item. The Chaplain's Program provides a wide variety of services and support for employees as well as citizens in crisis.
FB-21	Public Education Coordination	104,493		x	1.00	Public Education Coordinator/Benefits/OT +operating cost $11,308
FB-22	My Bldg. Permit.com	52,067		x	0.60	Transactional Credit Card –time for committees.
FB-23	Code Enforcement	72,345			0.85	Bldg. Inspectors, including landlord tenant resolution
100% Revenue-Supported Services		**Expenditures**			**FTE's**	**Notes**
FB-24	Addressing	63,834			0.75	Permit Techs
FB-25	Plan Review	803,000			8.10	Bldg. Plans Examiners, 2 (vacant) third party review + Operating Costs
FB-26	Construction Inspection	544,910			5.85	Building Inspectors, Permit Transcriber + Operating Costs
FB-27	Permitting	346,960			3.63	Permits Techs + Operating Costs
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Director (1); ADC (.30); Admin Asst. (2); Admin Clerk (.15)	446,192		x	3.45	Salaries/Benefits/Benefits/OT/on-call + Operating Costs = $69,606
	Internal Charges	2,521,179		x		Includes Fleet, IT, Norway Hill, and Communications (including Dispatch)
	Total	**15,220,115**			**109.53**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: Lodging Tax Fund/City Manager's Office

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**
	Tourism Services	208,745			0.90	Includes program staff, tourism intern, professional services, grants, advertising, printing, and admin
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Total	**208,745**			**0.90**	

CITY OF KIRKLAND SERVICES MATRIX

DEPARTMENT: Public Works - Street Fund

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ST-1	Bridges	2,252	x		0.20	Bridge Maintenance
ST-2	Sidewalk Grind	14,412	x		0.11	Sidewalk Offset Grinding
ST-3	Streetlight Maintenance	21,618	x		0.17	Streetlight Inspect/Repair
ST-4	Streetlight Operations	370,723	x			Budget Operational Costs - Streetlights; PSE
ST-5	Signal Maintenance	157,178	x		1.29	Signal Maintenance/Repair
ST-6	Electrical	72,058	x		0.05	Electrical Repair
ST-7	Crosswalk Maintenance/Inspection	19,141	x		0.15	Lighted Crosswalk Maintenance/Inspection
ST-8	Signal Operations	142,579	x			Budget Operational Costs - Signals
ST-9	Sign Shop	205,592	x		1.68	SignShop Operations
ST-10	Sign Shop Operations	187,194	x			Budget Operational Costs - Signs
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ST-11	NTCP	52,903	x			Program Cost Budget handled by Traffic Engineering
ST-12	Parking Management	30,224		x	0.50	Program Cost Budget handled by Traffic Engineering; Tami White
ST-13	Shoulders	11,935	x		0.09	Shoulder Grading
ST-14	Curb/Gutter	7,206	x		0.05	Curb/Gutter Repair
ST-15	Temp Patch	19,141	x		0.15	Pothole Repair
ST-16	Hot Patch	299,718	x		2.46	Asphalt Hot Patching
ST-17	Saw Cuts	65,078	x		0.53	Asphalt Saw Cutting
ST-18	Extruded Curb	9,457	x		0.07	Extruded Curb Repair/Install
ST-19	Conc. Repair	40,983	x		0.33	Flat Concrete Repair

DEPARTMENT: Public Works - Street Fund

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ST-20	Gravel Paths	7,206	x		0.05	Gravel Path Maintenance
ST-21	Paths/Trails	2,252	x		0.01	Paths/Trails Maintenance
ST-22	Paths/Trails Operations	16,329	x			Budget Operational Costs - Paths/Trails
ST-23	Parking Facilities	16,889	x		0.13	Parking Facilities Maintenance
ST-24	Parking Facilities Landscapes	4,729	x		0.03	Parking Facilities Landscapes Maintenance
ST-25	Parking Facilities Operations	74,639	x			Budget Operational Costs - Parking Facilities
ST-26	MC Import/Export	24,094	x		0.19	Spoils Loading
ST-27	MC Inventory	14,412	x		0.11	Inventory Taking
ST-28	MC Facility Operation	7,206	x		0.05	Yard Operations
ST-29	Street Sweeping	137,812	x		1.13	Street Sweeping
ST-30	Street Sweeping Operations	13,370	x			Budget Operational Costs - Street Sweeping
ST-31	Flail Mowing	50,667	x		0.41	Mowing activities
ST-32	Trees/Brush	84,443	x		0.69	Tree/Brush field work
ST-33	Medians	99,080	x		0.81	
ST-34	Median Operations	118,680	x			Budget Operational Costs - Medians
ST-35	Facility Maintenance - Grounds	45,937	x		0.37	City owned bldg landscape maintenance
ST-36	Public Grounds Operations	15,775	x		0.05	Budget Operational Costs - Public Grounds
			Revenue Offset?			
Discretionary Services		**Expenditures**	**None**	**Partial**	**FTE's**	**Notes**
ST-37	Alleys	9,457	x		0.07	Alley Maintenance
ST-38	Crack Seal	16,889	x		0.13	Asphalt Crack Sealing
ST-39	Snow/Ice	16,889	x		0.13	Snow/Ice Control
ST-40	Snow/Ice Operations	1,056	x			Budget Operational Costs - Snow/Ice Removal

DEPARTMENT: Public Works - Street Fund

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ST-41	Street Litter	7,206	x		0.05	Street Litter
ST-42	Spraying	14,412	x		0.11	Spray program
ST-43	Roadside Litter	4,729	x		0.03	Litter removal from roadside
ST-44	Ancillary Operations	6,267	x			Budget Operational Costs - Ancillary
ST-45	Graffiti	103,810	x		0.85	Graffiti Removal ROW and Parks
ST-46	CBD Appurtenance	36,255	x		0.29	CBD focus activities
Administration		**Expenditures**	**Revenue Offset? None**	**Partial**	**FTE's**	**Notes**
	Admin. Operations	161,380	x		1.28	Budget Operational Costs
	Grounds Maintenance - Admin	67,555	x		0.60	Public Grounds Supervision
	Maint/Supv. Operations	275,001	x			Budget Operational Costs - Maint/Supervision
	IT Charges	99,230	x			
	Fleet Charges	311,152	x			
	Facility Charges	124,697	x			
	Insurance	81,808	x			
	Total	**3,800,702**			**15.40**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Parks Maintenance Fund/Parks and Community Services

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Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
PM-1	Inspections / installations	8,100	x		0.10	Inspect play areas, docks, lighting, repair and document, ADA accessibility
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PM-2	Ballfield Maintenance	215,200		x	3.00	Ballfield prep, maintenance, scheduling, administration
PM-3	Park & City/School partnership mowing	162,400	x		2.00	Mowing and turf maintenance, administration
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
PM-4	Garbage / litter collection /park closure	40,600		x	0.50	Removal of garbage & litter, close parks and lock gates
PM-5	Restroom operations	32,500		x	0.50	Maintenance, repairs, labor
PM-6	Irrigation	65,000		x	0.40	Maintenance & operation of irrigation systems, utilities, supplies, labor, training
PM-7	Night and Weekend coverage	66,500		x	1.00	Staff for ballfield prep, garbage/litter, restroom maintenance after 5 pm Mon - Fri and all day Sat/Sun
Administration		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
	Interfund Charges	118,785	x			
	Insurance	17,955	x			
	Total	**727,040**			**7.50**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: Recreation Revolving Fund/Parks and Community Services

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
RR-1	Water Safety Instruction	118,352		x	0.45	Revenue supported program plus hourly employees. Revenue for this program is $155,000.

Discretionary Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
RR-2	Youth Sports: programs and camps	118,120		x	0.60	Revenue supported program: Revenue=121,400
RR-3	Adult Sports	88,792		x	0.60	Revenue supported program. Revenue=94,600
RR-4	Outdoor programs	33,857		x	0.05	Revenue suppported=40,000
RR-5	Swim/Dive Team	7,800		x	0.10	Revenue = 20,000
RR-6	Preschool Programs	106,000		x	0.40	Additional hourly employees. Revenue = 112,000
RR-7	Youth Programs & camps	92,000		x	0.30	Additional seasonal employees. Revenue = 123,500
RR-8	Adult General Programming	62,000		x	0.30	Contracted professional services. Revenue=48000
RR-9	Adult Fitness Programs	43,000		x	0.30	Contracted professional services. Revenue=57000
RR-10	Summer Concert Series	24,650		x		Seasonal employees. Split between General fund and 126. Revenue includes grants and donations. Revenue=30,000
RR-11	Recreation Brochure	60,000		x		Combined with General fund. Includes Sr. Center brochure, printing and postage
RR-12	Senior Fitness, Lifelong learning, enrichment programs	56,000		x		Combined with General Fund costs. Revenue=82000
RR-13	Senior Center Special Events	10,000		x		Combined with General Fund costs. Revenue=3500
RR-14	Senior Van Trips	17,300		x	0.15	Combined with General Fund costs. Revenue=15300

	100% Revenue-Supported Services	Expenditures			FTE's	Notes

FUND/DEPARTMENT: Recreation Revolving Fund/Parks and Community Services

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Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Professional Services Interfund	54,000	x			
	Fleet interfund	10,500	x			
	Facility interfund	52,162	x			
	GIS interfund	23,149	x			
	Banking fees (credit card usage)	24,500		x		These are added into Recreation fees.
	Insurance	10,360	x			
	PKCC Coordinator	41,140			0.50	.5 PKCC Coordinator authorized by Council in 2007/2008. Not hiring this coordinator. This represents salary, benefits, and inferfund charges
	Total	**1,053,682**			**3.75**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works

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Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FM-1	ADA Code Compliance	24,000	x		0.10	Elevator & automatic door maintenance
FM-2	Ergonomics	18,000	x		0.25	Installation of keyboard trays, etc.
FM-3	Maintain Fire/Life & Safety Systems	51,000	x		0.15	Inspection, monitoring & maintenance of fire suppression & alarm systems (incl phone lines & Fire Station doors & alarm systems)
FM-4	L&I Compliance	5,000	x		0.05	Boiler certification, training, safety meetings
FM-5	Flags	2,000	x		0.02	Flags & conformance with "half-staff" schedule
FM-6	DOH Compliance -Backflow Tstg	1,000	x			Required testing of backflow prevention assemblies on boilers, etc.
FM-7	Pesticide Certification (Grounds)	1,000	x			Required certification and training for pesticide handling
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FM-8	24 Hour Coverage/Emergency Response	19,000		x		Standby Pay & Overtime
FM-9	HVAC/Air Quality Issues & Energy Conservation	119,000		x	0.82	Maintenance of HVAC systems at all city buildings
FM-10	Emergency Systems Support	31,000		x	0.10	Inspection & maintenance of generators & UPS
FM-11	Public Building Infrastructure & Systems Maintenance	203,000		x	1.35	Maintenance of infrastructure & systems -painting, repair, plumbing, lighting, electrical, etc. (incl. supplies & gen prof svcs & rpr/maint)
FM-12	Security Systems	36,000		x	0.30	Maintenance, installation and purchase of locks, keys, security systems, etc.
FM-13	Pest Control	7,000		x	0.01	Contracted pest control services
FM-14	Life Cycle Projects	38,400		x	0.40	Coordination, review and management of building life cycle projects
FM-15	Rental Property Management & Maintenance	40,000		x	0.05	Coordination of rental properties & fees for contracted management & maintenance & leasehold excise taxes
FM-16	Janitorial	214,000		x		Cleaning services at all city buildings
FM-17	Janitorial -Supplies	16,000		x		Supplies for cleaning all city buildings

FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works

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Essential Services continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
FM-18	Janitorial -Carpet & Upholstery Cleaning	29,000		x		Carpet & upholstery cleaning @ all facilities
FM-19	Janitorial -Entry Mat Cleaning	2,000		x		Cleaning & replacement of entry mats
FM-20	Landscaping -City Facilities	67,000		x	0.55	Public Grounds staff landscaping
FM-21	Landscaping -City Facilities (hourly wages)	22,000		x		Public Grounds seasonal landscaping
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
FM-22	Janitorial -Window Cleaning	5,000		x		Exterior window cleaning
FM-23	Janitorial -Art Display Cleaning	1,000	x			Contracted City Hall art cleaning
FM-24	Janitorial -Restroom Deodorizer Svc	3,000		x		Contracted restroom deodorizer service (monthly at most buildings)
FM-25	Office Reconfiguration	8,000	x		0.14	Moving furniture, reconfiguring cubicles
FM-26	New Construction/Tenant Improvements	7,000	x		0.08	New hard-wall offices, etc.
FM-27	Training	8,000		x		Training needed for maintenance staff to keep level of knowledge & certifications - Travel & Subsistence included
FM-28	Inventory Control	11,000		x	0.13	Maintenance & distribution of supplies (esp. janitorial)
FM-29	Project Management	14,400		x	0.15	Management of non-Life Cycle projects
FM-30	Space Planning	8,000	x		0.04	Ongoing space planning efforts - largely coordination of consultants
FM-31	Work Order System	9,000	x		0.10	Maintenance of work order system
FM-32	City signage (maint. and repair, lighting and new signs)	2,000	x		0.01	Maintenance of large, wood signs at various facilities
100% Revenue-Supported Services		**Expenditures**			**FTE's**	**Notes**
FM-34	Admissions Tax to KPC	35,000				Portion of Admissions tax given to KPC per agreement. This payment is 100% covered by admissions tax revenue.

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FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Facilities Admin	53,000	x		0.45	PW Facilities & Admin Mgr (40%); Maint & Inv (5%)
	Grounds Admin	41,000	x		0.40	Public Grounds Supervisor (35%); Street Division Manager (5%)
	Other Admin Costs -Facilities & Grounds	6,000	x			Office supplies, uniforms, etc.
	Interfund Transfers	830,100	x			Debt Svc (CH) - 347,294; Debt Svc (MC) - 346,358; Lifecycle project transfer - 136,400
	IT, Fleet, Radio & Telecom Charges	94,000	x			Internal service charges
	Municipal Court Lease	284,000	x			Lease & associated costs for Municipal Court space (rent, prop tax, prop ins, common area prof svcs)
	Insurance	102,000	x			Insurance on city building contents
	Utilities	482,000	x			Water, Sewer, Electricity, Gas for all city buildings
	Refuse Collection & Disposal	4,000	x			Trash removal at three fire stations outside Kirkland city limits
	Accounts Payable	22,000	x		0.25	Requisition activities, etc.
	Communication	4,000	x			Cell phones, pager
	False Alarm Charges	1,000	x			Kirkland PD
	Total	**2,979,900**			**5.90**	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: Equipment Rental Fund/Public Works

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Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
ER-1	Vehicle Licensing	10,036		x	0.05	Fleet Supervisor's time (0.05 FTE - $6,036), and licensing fees ($4,000).
ER-2	Vehicle Insurance	42,597		x	0.05	Fleet Supervisor's time (0.05 FTE - $6036), insurance cost ($36,561).
Essential Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ER-3	Fuel/Fuel System & Tanks	488,257		x	0.40	Includes all fuel ($446,940), system administration - Fleet Supervisor's time (0.20 FTE - $24,144) Fleet Admin's time (0.20 FTE - $12,773) , and fueling software support ($4,400). Gasoline for all city vehicles.
ER-4	Vehicle/Equipment Maintenance	618,606		x	4.15	Includes staff labor ($365,762) consisting (4.0 FTE) mechanics and (0.15 FTE) inventory control shared with Public Works. Plus parts, outside vendors, shop equipment, tools, tires ($310,366). Removal would require negotiations of impacts with the Teamster Union.
ER-5	Vehicle/Equipment Acquisition	749,178		x	0.15	Fleet Supervisor's time (0.15 - $18,108) plus amount budgeted for vehicle acquistion in 2008 ($730,573), plus advertising of bids ($497). Not replacing vehicles will increase the cost for repairs and maintenance.
ER-6	Vehicle/Equipment Disposition	6,036		x	0.05	Includes Supervisor's time (0.5 FTE - $6,036) included in surplusing and auction of equipment. Exclusion will impact maintenanace and replacement costs.
ER-7	800 MHZ Radio/Access Repair	175,854		x	0.20	ESPCA access charges ($108,510), repair contract ($42,849), and Fleet Supervisor's time (0.15 FTE - $18,108), and Admin Asst. time (0.05 - $6387). Elimination would degrade our ability to operate with other governmental agencies as well as internally degrading the public safety communications for the City.
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
ER-8	Vehicle Cleaning	5,000		x		Vehicle washing at vendor White Swan, 90% is Police vehicles conducted by officers. Impact would be the Police officers time to care for their vehicles which would take away pubic safety duties and increase the use of the wash station at the maintenance center.
	100% Revenue-Supported Services	**Expenditures**			**FTE's**	**Notes**

FUND/DEPARTMENT: Equipment Rental Fund/Public Works

DRAFT

Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	General Administration - Supervisor	24,144		x	0.20	Fleet Supervisor time (0.1 FTE)
	Accounting, Budgeting, Database	66,007		x	0.90	Fleet Supervisor time (0.15 FTE - $18,108) Admin Asst (0.75 FTE - $47,889).
	IT and Facilities Charges	213,273		x		IT and Facilities charges.
	Total	**2,398,988**			**6.15**	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Information Technology Fund/Information Technology

DRAFT

Mandated Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
IT-1	Support for Finance systems	212,480		x	0.22	Mandated by the state and federal agencies (reporting to IRS, DRS, etc.). Includes all parts of finance systems (GL,AP,PY, timekeeping, etc.). .22 of an ongoing FTE (which is shown here) goes to support timekeeping. There are two one-time funded FTE's working on the other parts of this set of systems (those salaries are not shown here). Basic maintenance and operations takes 1.0 FTE, and forward progress to implement best practices, auditors recommendations, process improvement, etc., takes the other FTE. The work is shared to provide backup.
IT-2	Support for Document Management systems	142,691		x	0.30	New digital WAC mandates management of electronic records.
IT-3	City-wide desktop software licensing	106,300		x		We are in a contractual relationship with Microsoft for the next three years to keep software licenses up to date. Includes Microsoft enterprise agreement and Microsoft software assurance.

Essential Services		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
IT-4	PC support	520,577		x	2.96	Includes Help Desk, help desk system, help desk staff, training, Council meeting support, PC replacements, desktop management. PC replacement is done using one-time funded staff resources this budget.
IT-5	GIS	355,937		x	2.82	GIS also receives significant CIP funding as a separate revenue source. A large portion of the CIP funding for GIS is from utilities.
IT-6	Central server & network support	396,687		x	2.37	Includes staff costs, cabling and cable installation, backup tapes, network equipment maintenance, and software, network consulting and support. Replacement funding for servers and network equipment is in the CIP.
IT-7	Telecomm and support	122,741		x	0.58	Telephone system operation and maintenance, call accounting, bill management, voice mail, etc.
IT-8	Permit system and support	80,905		x	0.47	Includes permits and inspections, business licensing, and field mobility.
IT-9	Police system and support	321,484		x	1.23	Police CAD, RMS, mobility, field reporting, jail, evidence tracking, etc. Includes support for police technology systems for Medina and Mercer Island. Some of these costs will be shifted to NORCOM and we are contractually bound to do this. They are not expected to shift before the 09/10 budget.
IT-10	Fire system and support	34,542		x	0.23	Fire is dispatched through Bellevue and the majority of their system costs reside there and are paid through contract. We primarily support records management and inspection. Also expected to partially shift to NORCOM, but perhaps not until 2011 or 2012.

FUND/DEPARTMENT: Information Technology Fund/Information Technology

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Essential Services continued		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
IT-11	Copier purchase and support	77,998		x		Lease and maintenance costs for city copiers.
IT-12	Telecommunications Franchising and Management	53,441		x	0.30	Negotiate and manage telecommunication franchise agreements granted by the City. Includes antenna siting and leases, cable franchise, and franchise management.
Discretionary Services		**Expenditures**	**Revenue Offset? None**	**Revenue Offset? Partial**	**FTE's**	**Notes**
IT-13	Parks system and support	34,690		x	0.19	Includes recreation software support and staff assistance.
IT-14	Public Works system and support	63,963		x	0.33	Maintenance management system which tracks utility assets such as pipes and valves and management of public works work orders.
IT-15	Web system	152,780		x	1.11	Intranet and internet system and support.
IT-16	Print media Production	207,049		x	2.10	Supports communication to the community and within the organization. Design and create information signs that get used on park kiosks; design, create and produce brochures, posters, flyers, invitations, newsletters, manuals for the organization. Prepares graphics for use with television and for web. Includes on-call graphic support.
IT-17	City Council Meeting support	30,664		x	0.28	Produces live video of regularly scheduled Council meetings and study sessions. Includes preparation and test, actual filming and may include minor editing.
IT-18	Television Station Management	51,738		x	0.33	Draft, maintain, update and in some cases manage forms, packets, applications, resolutions, ordinances, manuals (e.g. Natural Resource, Planning Design Guidelines...) job descriptions, employee identification cards, labels, city telephone and contacts roster & contracts for the city.
IT-19	Document support services	45,421		x	0.60	Maintains Official City Documents, and prepares more complex word documents such as forms with fields, e-forms, creates style sheets, incorporate graphics throughout documents, multiple columns with section breaks, creating template and the blending of two or more documents.
IT-20	Other Video Services	20,340		x	0.15	Copy DVDs on request, video of debates and others special events, misc, video associated work. Includes time spent managing the video that we do. One-time funded (actual work is not reflected in this spreadsheet).
100% Revenue-Supported Services						**Notes**
IT-21	Utilities systems and support	44,781			0.19	Staff and maintenance for the utility billing systems.

FUND/DEPARTMENT: Information Technology Fund/Information Technology

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Administration		Expenditures	Revenue Offset? None	Revenue Offset? Partial	FTE's	Notes
	Director and Admin Assist	252,050		x	2.00	
	Staff costs and supplies	6,146		x		Includes department van and advertising.
	City-wide support	112,871		x		Includes repair shipping, internet circuit and services fees, Earthlink, PC hardware coverage/repairs, general printer maintenance and parts for checkout projectors and laptops.
	Total	**3,448,276**			**18.75**	

CITY OF KIRKLAND
City Manager's Office
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www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Marilynne Beard, Assistant City Manager
Marie Stake, Communications Program Manager

Date: April 30, 2008

Subject: PUBLIC EDUCATION AND PARTICIPATION STRATEGIES REGARDING CITY FINANCES

BACKGROUND

At the 2008 City Council retreat, information was presented on how best to communicate about the City's current financial condition and future outlook, specifically the 2009–2010 budget. Communication strategies presented included:

- Developing key messages
- Increasing media relations (TV, newsprint and web)
- Increasing public speaking opportunities and skills

The presentation also included an overview of public participation concepts and planning processes that can provide meaningful ways to engage community members in either helping to resolve or reduce the long term structural imbalance between revenues and expenditures. Staff presented key public participation (P2) concepts focused on the importance of the P2 planning process which results in determining the appropriate level(s) of participation and the appropriate tools to engage the public. The IAP2 Spectrum of Public Involvement is attached for reference.

The purpose of this memo is to provide an outline of proposed communications and public involvement strategies and associated costs so that the City Council can provide direction to staff about which to pursue.

COMMUNICATIONS STRATEGIES

The City Council is about to begin its 2009-2010 budget deliberations. Its discussion around the financial gap will need to raise public awareness about the difficult choices that will need to be made by the City Council for the coming biennium. Kirkland has tried a number of different approaches in the past to inform and engage the public about the City budget. At the Retreat, the City Council expressed the desire

to have timely communications aimed at educating and informing the community about:

- Revenue sources, how they work and trends (especially property tax)
- Services provided and expenditure trends
- Current and forecasted financial condition and budget-balancing options

It is anticipated that the following strategies can create a renewed level of interest by community members.

Strategy I: Develop Key Messages

As shared at the March retreat, the City's communications strategies will be most effective if key messages are developed and used consistently by City officials. "Key messages" need to describe the situation in straightforward terms that are simple and memorable. The key messages should reflect that the financial gap is a serious issue that the City is addressing reasonably, sensibly, and responsibly.

Sample key messages were presented in the staff memo prepared for the retreat. Although Council did not have an opportunity to comment on the key messages, we propose incorporating the following key messages in written materials, presentations and other materials:

- The City of Kirkland is committed to providing quality public services to its residents and businesses.
- Kirkland residents value the level and quality of services they receive. These services are provided by City staff and employee compensation represents 70% of the budget.
- The City's expenses are growing faster than the revenue base due in large part to tax-limiting initiatives and the economic downtown.
- The City must live within its means and prepare a balanced budget.
- The Kirkland City Council will need to make difficult choices to balance the budget that may include service level cuts, tax increases, or both.
- The City's highest priority continues to be the protection of the health and safety of the community.
- The Kirkland City Council needs the community's input about how to balance the budget and create a more sustainable financial future.

Developing and agreeing on key messages is the first essential step in communicating to the public about issues associated with the upcoming budget, city finances and the City's financial outlook. Once key messages are identified, they need to be articulated consistently throughout the process by City officials so that the organization speaks with one voice. While individuals may not agree on the solution to the problem, there is value in presenting a unified message to the public about the nature of the problem and the range of solutions.

Staff recommends that the Council discuss and refine the key messages offered by staff at the May 7 meeting so that staff can begin productions of written and presentation materials to support the communications plan described below.

Strategy II: Increase & Enhance Media Relations

Once key messages are identified, they can be communicated through various media. For purposes of this staff memo, newsprint includes the City's newsletter (City Update), as well as local newspapers, such as the Kirkland Courier Reporter. Additionally, television media is available including the City's government access channels – KGOV (Channel 21) and KLIFE (Channel 75) as well as web-based media including the City's website which has the capability to video stream.

Some ways to increase and enhance media coverage regarding City finances is through:

- **News Releases.** News releases are intended to garner the interest of media (TV, print, radio) so that a feature story is printed or aired. City news releases are generally distributed internally (City Council, City Manager's Office, City Public Information Officers, KirkNet and boards and commissions).

  External distribution is made via the City website (News Room) to TV, radio and newspaper media and to community contacts (Business associations, other jurisdictions, neighborhood associations).

  Recommendation: News releases should be issued where there is a public comment (e.g. public hearing) opportunity, community involvement opportunity (e.g. open houses), or when the City Council is about to or has made a major decision about changes to levels of service or revenue.

- **Guest Editorials**. An editorial is an analysis of or commentary on news events or public concerns written by someone whose credibility is based on his/her knowledge of a particular subject and/or position in an organization. Although guest editorials may be submitted by City officials, they may not be published. Publication is at the discretion of the newspaper's editor.

  Recommendation: It is recommended that a guest editorial authored by the City Council be drafted following the acceptance of key messages and that this first editorial announce the City Council's commitment to informing the community about the budget issues. Additional editorials could be drafted when a major policy decision has been made by the City Council as a means to explain the reasoning behind the decision.

Strategy III: Enhance City Newsletter

The City's newsletter (City Update) can be an effective communication tool that has the potential to reach all residents and businesses. In the 2006 citizen survey, most residents indicated that Kirkland was doing a "good" (54%) or "excellent" (10%), job of keeping citizens informed. Those who said communication was "only fair" (25%) or "poor" (8%) tended to say that a better job could be done via a newsletter. When asked to choose from a set list of ways to disseminate City information, 35% preferred to get information from a City newsletter.

For a number of years, City Update was designed, produced and mailed by the City directly to homes and businesses within city limits. The publication ranged from four to eight pages and was mailed quarterly. In 2002, funding was reduced due to budget constraints and the City moved to its current format.

The current City Update is published in the Kirkland Courier Reporter ("Courier"). The Courier was purchased in 2007 by Sound Publishing Company and became a weekly publication; instead of a monthly publication. The Courier's current distribution is 26,400 (including the potential annexation area) with limited distribution to multi-family (condos and apartments).

City Update is published in the first edition of each month. The publication is a full page advertisement which costs $1,580 per month (with the recent addition of color). The annual cost is $18,960. Although the Courier posts it editions on the web, it does not post paid advertisements.

Since the City began publishing City Update in the Courier, more advanced and less expensive printing methods (digital printing and web press) have become available. The annual funding for City Update may be more effectively utilized by re-instituting the City-produced publication.

A preliminary cost estimate for a City-produced newsletter indicates that the current budget could support a stand-alone, four- or eight-page publication (similar to the original City Update publication) produced up to three times per year. This estimate includes printing and postage. Based upon the average of three vendors' estimates, the cost to print 20,000 copies of an 8-page, 4-color publication on newsprint-type paper is $2,200 and the associated cost for postage is approximately $2,200. One vendor's estimate of the number of households and businesses is 16,000. Extra copies can be available as counter copies at City and public facilities. A sample of a similar publication from the City of Shoreline was provided in the retreat packet.

The 2008 budget could be used to publish at least one or two issues in 2008 (if current publication in the Courier ceases as of June, 2008). It is estimated that three publications could be produced annually in the coming biennium if the same level of funding is approved.

A multi-page direct mail edition of City Update would reach most households and businesses and could be very effective in informing the public about the budget situation. An "All About the Budget" edition would incorporate the key messages agreed to by City Council and contain:

- A description of the problem and causes
- Sources of revenue
- Services provided
- Explanation of how property taxes work
- Discussion of Council's decision process and how public input will be sought and used

Recommendation: An inaugural issue should be published that would be dedicated to the budget. Follow-up issues could have dedicated feature stories about the budget issues, their status and how citizens can stay informed and be involved. As an alternative, a one-time publication could be mailed and the one-page ad in the Courier could be retained as the normal publication.

Strategy IV: Educational Video

The cost to develop a stand alone educational video on budget issues/city finances depends on several factors including the length of the video and the use of graphics and animation. Time would be needed to develop a script (based upon the key messages), schedule production and complete film editing. IT staff estimates that a short video could be produced by mid-July. The video would be aired on KGOV and KLIFE and streamed as "On Demand" programming from the City's website.

The City's Multimedia Services (MMS) provides consultation on developing story ideas for stand alone program videos as well as for "Currently Kirkland," the monthly news magazine show that airs of KLIFE, Channel 75. The Video Production Specialist's time is funded half-time as a regular general fund employee and half-time from "one-time" funded special projects. The regular funding covers City Council meetings, program scheduling, and other administrative tasks such as streaming video, equipment maintenance, etc. In order for MMS to produce a stand alone video for the budget process, the Video Production Specialist's labor would need to be charged back to the General Fund. The estimated cost of a stand-alone video produced in-house could be as much as $10,000.

As an additional or alternative method, Currently Kirkland, the monthly magazine show on KLIFE, should contain a budget piece centered around the key messages. Based upon the current production schedule, the earliest show that the budget messages could be incorporated is the July show.

Recommendations: It is recommended that a script be developed based around the key messages and be incorporated into the July edition of Currently Kirkland. Additionally, "basic budget" information could be included in future editions. Further direction is needed from Council regarding whether to produce a stand-alone video.

Strategy V: On-line Budget Calculator

The retreat staff memo described how some cities use a web-based tool for the purposes of helping citizens understand how to "balance the budget." The Council has expressed an interest in developing a budget calculator tool for educational purposes.

The Association of Washington Cities (AWC) created a standard budget calculator that can be loaded onto the City's website. AWC's calculator is developed as a sequel-based (SQL) application; however, AWC has advised us it is working to correct administrative and reporting capabilities of the application. The calculator is being pulled from its website in the coming weeks and won't be available until later this summer. As presented in the retreat memo, the City of St. Paul, Minnesota developed a customized on-line budget calculator that appears to be SQL based. A request has been made by Kirkland about the possibility of obtaining the code from St. Paul. A response was not received at the time of finalizing this staff memo. Kirkland's IT Department does not have in-house staff that could create the SQL-based application. If Kirkland was to hire a programmer, the hourly rate is estimated at $75 to $100 per hour. We do not have an estimate of the number of hours needed to develop the budget calculator.

A second type of calculator, currently used by the cities of Spokane Valley and Mukilteo, is essentially an Excel spreadsheet. It is possible to download the spreadsheet and customize it for Kirkland's purposes or to create one in-house.

Recommendation: The City currently does not have the in-house expertise to develop an SQL-based on-line budget calculator and staff will further explore options to obtain one that meets our purposes. IT, Finance and CMO staff will further explore the functionality of an Excel-based on-line application. However, it could not be available until the fall. Council direction is needed regarding whether or not to continue to pursue this tool for the future.

Strategy VI: Create and Promote a Budget Speakers Bureau

A speaker's bureau can be an effective means to continuously and consistently carry the City's key messages in a person-to-person format. The bureau would be comprised of City Council members and key staff who would be available to speak at neighborhood, business and community association meetings. Speakers would be equipped with printed materials, a PowerPoint slide show and other relevant resources.

As a means to enhance the public speaking skills of the speaker's bureau, the City could engage the services of a communications consultant to work with Council and key staff on effective techniques for staying on message and responding to the public. Michael Buschmohle, Applause Associates, is a communications consultant that has worked with a number of cities and City Councils in Washington on similar projects. He estimated a cost of $3,000 for a full day of training or $1,500 for a half-day training session that could be supplemented with individual coaching at a rate of $250 for 90 minutes.

Recommendation: It is recommended that a consultant be hired to advise Council members and key management staff on how to best communicate the budget information. Promoting the speaker's bureau will be coordinated by the Communications Program Manager using the City's various communications tools.

PUBLIC PARTICIPATION

The section above describes the communications strategies which can be considered the techniques associated with the **"Inform"** level of public involvement on the IAP2 Spectrum. During the Council's discussion about public involvement in the budget process, some general principles were outlined concerning the level and type of public involvement that would be appropriate for the upcoming budget. Under the "inform" mode of P2, the promise is that "We will keep you informed."

Council believes that **educating and informing** the public about the City's finances and the current challenges was most important and should be initiated as soon as possible. We should also inform the community about the decision-making process and how they will be involved. Council also agreed that public involvement would be most helpful once the Council has narrowed the tool set to a range of options that the public could comment on.

Council was clear that the budget decisions would be in the hands of the City Council (including whether or not to seek voter-approved tax increases) and that the public involvement effort is most appropriate at the **"Consult"** level (i.e. "We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision."). Methods that are typically used at the consult level include soliciting public comment at hearings, using feedback cards, focus groups and public meetings. As noted earlier, an important consideration is how the input will be used by the Council in their decision-making process. In a "consult" mode, using voting or workshop-type formats can be misleading because it may imply that the input will be directly reflected in the Council's decision rather than simply taken into consideration.

Specific methods that we may consider include:

- Webpage with email feedback and streaming of educational video
- Response forms included in mailing
- Speakers bureau with facilitated discussion and recording of comments
- Small format meetings (speakers bureau with facilitated discussion) out in community
- Open houses
- Informational materials at community fairs and farmer's markets

Our efforts will need to reach a broad cross-section of interests:

- Age/diversity
- Homeowners and renters
- Single family and multi-family
- Small, medium and large businesses
- Involved citizens (opinion leaders) and those that typically aren't involved
- Internal stakeholders (employees, unions, board and commission members)
- Public and non-profit institutions

Each stakeholder group has unique interests and will respond to different modes of communication. They will be compelled to participate for different reasons and so our outreach should be designed to capture their input on the issues most important to them in the venue most accessible to them. To that end, we recommend that we begin contacting representatives from each of these interest groups to determine the venue and timing best suited to their needs. We already have a number of established groups to work with including the Business Roundtable, Neighborhood Associations, Chamber of Commerce, etc. and it may take some time to get on their agendas. The work plan discussed below demonstrates the need for quick and focused attention in order to conduct a meaningful process before the budget recommendation is prepared.

WORKPLAN AND BUDGET

Before the public input phase can begin, the educational process needs to be well underway. One of the most important first steps will be Council's agreement on key messages and endorsement of a special mail-out edition of City Update to begin the education process. Staff should begin the process of scheduling presentation to neighborhoods, businesses and community groups. A work plan is shown below that suggests a proposed sequence of activities. Major tasks and milestones include:

"Inform"	May 7	Budget Study Session – Key Messages Identified
	May–June	Prepare City Update Special Edition and Web Page Initiate Stakeholder Contacts for Public Involvement Phase
	May 29	Second Budget Study Session
	June 5	Mid-Year Budget Meeting – General Policy Guidance Provided by Council Media Contacts (press release and/or guest editorial)
	Mid-June	Print and Mail City Update and Publish Web Page
	Early July	Communications Training
	July 15	Budget Balancing Strategies Finalized
	Mid-July	Currently Kirkland Feature Story
"Consult"	July–Mid-Sep	Community Meetings
	Sep 16	Report Back to Council and Community on Input Public Hearing
	Sep–Oct	City Manager prepares Budget Recommendation
	Oct 21	Budget Transmitted to City Council Media Contacts (press release and/or guest editorial)
	Nov–Dec	Budget Study Sessions and Adoption Public Hearing
	Dec	Second Issue of City Update regarding Budget Outcomes (including how public input was used)

In order to support these efforts, staff recommends that selected temporary staff currently devoted to annexation be redirected to the development of the newsletter, presentation materials and website. Two positions—an Administrative Assistant and ICMA Local Management Fellow—were funded through the end of 2008 for annexation. These staff would be reassigned to work on this effort and related budget documents.

	Direct Costs (excludes staff support)		
	Low	**High**	
Special Edition of City Update	4,400	4,400	One special edition–20,000 @ 8 pages
Educational Video	6,500	14,000	Range based on content
Communications Consultant	3,250	5,500	Half day with individual consults or full day with individual consults
General Printed Materials	2,500	5,000	
Total	**16,650**	**28,900**	

Funding for the staff support and the communication elements would come from annexation study savings.

SUMMARY

Educating the public about City finances will need to be an ongoing effort that extends beyond this budget cycle. The 2009-2010 Budget process is approaching quickly and time is of the essence if meaningful public input is sought in time to help shape the budget. In order to move forward with this plan, Council direction is needed on May 7.

1. What changes/additions/deletions are needed to the proposed key messages?

2. Should the City Update be produced as a four to eight page mail-out instead of a full-page ad in the Courier on an ongoing basis, as a single special edition or not at all?

3. Would Council like to further pursue a short educational video?

4. Would Council like to further pursue a budget calculator for future use?

5. Is the Council interested in scheduling communications training?

6. Does the City Council support redirecting annexation staff to assist with the budget process?

IAP2 Spectrum of Public Participation

International Association for Public Participation

Increasing Level of Public Impact

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Example techniques	▪ Fact sheets ▪ Web sites ▪ Open houses	▪ Public comment ▪ Focus groups ▪ Surveys ▪ Public meetings	▪ Workshops ▪ Deliberative polling	▪ Citizen advisory committees ▪ Consensus-building ▪ Participatory decision-making	▪ Citizen juries ▪ Ballots ▪ Delegated decision

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CITY OF KIRKLAND

123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033-6189 425.587.3400 FAX 425.587-3410

POLICE DEPARTMENT
MEMORANDUM

To: David Ramsay, City Manager

From: Mike Ursino, Investigations Lieutenant

Date: July 2, 2008

Subject: Recognition – Citizens Police Academy, Class of 2008

RECOMMENDATION:

Approve that Council recognize the students of the Citizens Police Academy, Class of 2008.

BACKGROUND DISCUSSION:

In April of 2008, the Kirkland Police Department conducted a 10 week course for 22 Kirkland citizens. This diverse class ranged in age from 21 to 65 and came from various locations and backgrounds. The class met weekly, and each week different aspects of police work were covered. From the start, the students were aware that the expectations for them would be high and class attendance of 100% was the expectation.

The theme of the class was, "We don't shoot to wound." Although this seemed a little morbid, the idea was to dispel law enforcement myths and replace them with reality. The class was informative, interactive, and exciting for the students. The goal of the instructors was to provide the students with a sense of what it is like to be in the shoes of a police officer, if only for a moment. Based on class critique, this goal was accomplished.

It is appropriate that these students be recognized for taking time out of their busy schedules and dedicating 30 hours to learning more about their Police Department.

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Tracey Dunlap, Director of Finance and Administration
Anja Mullin, Business Analyst

Date: June 30, 2008

Subject: Document Management and Online Ordinances and Resolutions

Several years ago, the City of Kirkland decided to purchase an electronic document management system in order to achieve a number of goals including:

- Improved ability to collaborate between work groups,
- Increased efficiencies through the standardization of business processes using workflows,
- Improved compliance with state and federal public disclosure and retention laws, and
- A reduction of paper, paper storage, and the time spent finding and dealing with paper.

In November 2007, the City of went live with its software, Tower Software's TRIM Context. This first phase was a two part, proof-of-concept implementation. The first part was an internal implementation using a group of 70 employees to do electronic contract routing and test the product's ability to do workflow. The second part was the development of an internet website that would allow the public to easily access copies of ordinances and resolutions, testing the product's ability to make information accessible via the internet.

Working with our software provider, we created a customized face to their software, WebDrawer, which allows the public to directly access certain documents that are in the City's document storage. It was decided that the first documents to be made available would be the complete catalog of ordinances and resolutions. This WebDrawer interface allows the public to search the document repository using one or many search criteria including title word, full text, and by a variety of dates.

Concurrent with creating the WebDrawer templates, we worked with a vendor (Modus Technology) to scan our complete catalog of ordinances and resolutions. This project is currently in process; we started with the ordinances going from most current to oldest and then we will do the resolutions. As a batch of records is scanned to a searchable pdf format, they are placed into the document repository and matched to their record metadata (document information that includes title, number, date enacted, and notes on amendments and appeals). As of this memo we have added over 900 pdf files. We expect to have all of the files added by the end of this summer.

Future steps for the electronic document management project include expanding the number of users in the system, as well as encouraging these new users to store more of their records in this system. We will be working with small groups of employees to find ways to use the software functionality to assist them in their work processes by improving record access and collaboration. Also we will be implementing integration between TRIM and Sharepoint to improve accessibility to information for employees and reduce the number of versions and convenience copies

around the City. In the fall, we hope to implement integration with TRIM and our GIS software to start to tie our GIS data with other records within TRIM.

At the July 15 City Council meeting, we will be doing a brief presentation to demonstrate the searchable ordinances and resolutions.

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsey, City Manager

From: Active Living Task Force

Date: July 15, 2008

Subject: Active Living Task Force

The City of Kirkland Active Living Task Force (ALTF) was created by City Council in 2007 to meet three objectives:

1. Increase opportunities to improve the health of City of Kirkland residents;
2. Promote community connections with an emphasis on increasing the sense of community throughout the City of Kirkland;
3. Enhance the sense of public safety by having "more eyes on the street".

In December 2007 the Task Force agreed that the following Vision, Mission and goals would help guide the task force in establishing and work towards completing work programs:

Vision

Promote community design, services and programs that enhance the quality of life by making it safe, enjoyable and easy for everyone to be physically active in their daily lives.

Mission

To advise Kirkland policy makers, advocate and provide support for local strategies aimed at promoting community-enriched physical activity as an integral part of everyone's (including the disabled) daily life.

Goals

1. Educate task force members about pedestrian and bicycle-related issues, Active Living initiatives and other community-based health programs to better enable task force members to advise Kirkland policy makers.
2. Educate the community about these issues, initiatives and programs and encourage their participation.
3. Identify (e.g. through community assessments, surveys, audits) barriers to and opportunities for physical activity and propose alternative approaches to removing these barriers and providing opportunities which may include policy recommendations, land-use decisions, insuring accessibility, capital projects, events, outreach and community education.
4. Pursue strategies where the task force may be uniquely positioned to initiate or undertake targeted projects including developing community education materials, advocating for infrastructure improvements and supporting special events.

Work Program

The first few meetings of the ALTF focused on learning about Active Living and developing potential work program items. The ALTF recently passed its one year anniversary and has completed three work program projects, including:

1. **Calendar** – List all the upcoming events promoting physical activity. This "one-stop-shop" calendar would include activities like bike races, walking tours, runs/walks, kayaking, swimming, triathlons, health fairs and lectures etc.

The goal of the calendar was to have a means of promoting physical events and activities for residents. The task force completed an Active Living webpage that meets the objectives of the proposed calendar and provides additional information on the Active Living Task Force. Please visit the webpage at http://www.ci.kirkland.wa.us/Community/healthy/Active.htm

2. **Volkswalk Walking Event** on May 3, 2008 – Work with the Volkswalk organization to promote the community's participation in this event.

The ALTF and staff helped promote the Volkswalk event that occurred on May 3rd, 2008. 316 people participated in the Volkswalk on Saturday May 3rd including 36 Girl Scouts. David Ramsay and Bob Morrison, President of the Washington State Volkssport Association walked the 21K along with 31 others.

3. **Houghton Walking Event** – Walk from one's home to the Houghton Shopping District, fill out a survey including the following: time it took to walk, route taken, barriers/problems encountered and get a prize provided by local stores.

On Saturday May 17, 2008 the Walk Houghton event took place from 9:00 a.m. to 12:00 p.m. The Fire and Police Department made appearances as did the Feet First Chicken and Ped Bee. The Houghton Businesses were very supportive of the event and many of them participated in some form. An event guide (see attachment A) was distributed to participants that showed the names and locations of the businesses in the area.

Why walking is a perfect activity:

- It's easy to fit into your daily schedule
- You can do it at any age
- It benefits your heart and lungs
- If you want a harder workout, all you need to do is add hills or walk faster
- In addition to being a good cardiovascular workout, it's a weight-bearing activity that helps bones
- It's free
- The only equipment needed is a good pair of shoes and proper socks
- You can do it anywhere
- It's a great way to spend time with friends and family
- Your dog loves it
- It can double as a commute option and reduce carbon emissions

Additional ideas for the future work program include:

The Active Living Task Force is currently in the process of selecting its next projects. Some of the ideas that have been generated for projects are listed below:

1. Develop and/or support events that encourage walking and biking (and potentially other physical activities).
2. Designing and/or advocating for connections through neighborhoods.
3. Creating bulls eye maps and pocket size maps for walking and biking.
4. Improving bike routes including bike storage.
5. Revising City goals, policies and programs to further support and encourage Active Living.
6. Develop safe school walk routes and pursue changing youth and parent habits that results in more walking and biking to school.
7. Advocate for sidewalks to be useable for all people.
8. Advocate for improved pedestrian lighting.
9. Develop walking and biking education materials and way-finding signage.
10. Conduct walking and biking audits.
11. Advocate for additional transit service.
12. Encourage gardening.
13. Study what other communities have done to promote active living.
14. Advocate for the preservation of the BNSF corridor for walking and biking.
15. Participate in the 2008 Pro Bike/Pro Walk Conference in Seattle including ALTF members attending and hosting off-site tours.
16. Research and advocate for a street closed to motor vehicles somewhere in the City during certain times/days.
17. Take a three pronged approach by developing a product (such as a pocket size pedestrian flag), educating the public and an event.
18. Partner with the Washington Health Foundation to put on a healthy living contest.

Current Active Living Task Force Members include representatives from:

City of Kirkland
Kirkland City Council
City Manager's Office
Public Works
Parks & Community Services
Police Department
Planning & Community Development

Kirkland Boards and Commissions
Kirkland Parks Board
Kirkland Senior Council
Kirkland Youth Council
Kirkland Transportation Commission
Kirkland Alliance of Neighborhoods

Community Organizations
Bridge Ministries
Cascade Bicycle Club
Evergreen Healthcare
Feet First
Interlaken Trailblazers Volksport Club
Public Health—Seattle & King County
Washington Coalition for Promoting Physical Activity

Kirkland Businesses
Everyday Athlete
Kirkland Bicycle Shop
Lakeview Center Chiropractic

WALK HOUGHTON

CITY OF KIRKLAND WASHINGTON

Come out and explore your world...*today and every day*

City of Kirkland Active Living Task Force

Our mission

Advise Kirkland policy makers, advocate and provide support for local strategies aimed at promoting community-enriched physical activity as an integral part of everyone's (including the disabled) daily life.

Our Goals

- *Educate ALTF members about pedestrian and bicycle related issues, Active Living initiatives and other community-based health programs to better enable task force members to advise Kirkland policy makers*
- *Educate the community about these issues, initiatives about these programs and encourage their participation*
- *Identify barriers to and opportunities for physical activity and propose alternative approaches to removing these barriers and providing opportunities which may include policy recommendations, land use decisions, insuring accessibility, capital projects, events, outreach and community education*
- *Pursue strategies where the Task Force may be uniquely positioned to initiate or undertake targeted projects including developing community education materials, advocating for infrastructure improvements and supporting special events.*

Active Living Task Force Members:

City of Kirkland
Kirkland City Council
City Manager's Office
Public Works
Parks & Community Services
Police Department
Planning & Community Development

Kirkland Boards and Commissions
Kirkland Parks Board
Kirkland Senior Council
Kirkland Youth Council
Kirkland Transportation Commission
Kirkland Alliance of Neighborhoods

Community Organizations
Bridge Ministries
Cascade Bicycle Club
Evergreen Healthcare
Feet First
Interlaken Trailblazers Volksport Club
Public Health—Seattle & King County
Rosehill Elementary School PTSA
Washington Coalition for Promoting Physical Activity

Kirkland Businesses
Everyday Athlete
Kirkland Bicycle Shop

Thanks to our sponsors:

explorekirkland.com washington · The Houghton Shopping Center · SUNDIA · MEZÉ · Curves · PCC Natural Markets · Kirkland Wednesday Market · The Bathery Electrolysis & Skincare · Central Houghton Neighborhood Association · SHAMIANA

WALK HOUGHTON

Event Guide

Come out and explore your world...*today and every day*

May 17, 2008

Welcome to Walk Houghton!

This event is designed for you to experience how easy it is to walk from your home to the Houghton shopping area.

Walk Houghton is hosted by the City of Kirkland Active Living Task Force. The task force was created in 2007, and is comprised of residents, community agencies, local businesses, and City representatives. An important part of our vision is making it safe, enjoyable and easy for everyone to be physically active in their daily lives.

Thanks for coming today and we hope Walk Houghton will inspire you to leave your car at home and walk the next time you need to run an errand.

–City of Kirkland Active Living Task Force

1

Map Your Route!

How did you walk here? We'll use this information to identify barriers to walking and to make a map that shows walking times to the Houghton Center

2

Participate in the Prize drawing!

Fun prizes have been donated by local businesses.

3

Fill out the survey!

Please take a minute to fill out the survey in this guide. It will help us with future events and task force activities.

explorekirkland.com washington · The Houghton Shopping Center · SUNDIA · MEZÉ · Curves · PCC Natural Markets · Kirkland Wednesday Market · The Bathery Electrolysis & Skincare · Central Houghton Neighborhood Association · SHAMIANA

Explore Houghton...

there's so much to do

Make this your comprehensive guide to active living in and about Kirkland:
http://www.ci.kirkland.wa.us/Community/healthy/Active.htm

255 Seattle - Totem Lake
540 Kirkland - U-District

Bicycle Parking

234 Bellevue - Kenmore
238 Kirkland - Bothell
245 Kirkland - Factoria

238 Kirkland - Bothell
245 Kirkland - Factoria

255 Seattle - Totem Lake
540 Kirkland - U-District

234 Bellevue - Kenmore
255 Seattle - Totem Lake
540 Kirkland - U-District

Bicycle Parking

EDUCATION

8 Academic Link
1 Lakeview Elementary
7 NW University

GROCERIES AND GIFTS

6 7-Eleven
8 Brittany Flowers & Gifts
8 Houghton Market
8 Liquor Control Board
4 PCC

CONVENIENCE SERVICES

3 Ace Frames
5 Bakker's Fine Dry Cleaning
9 Bank of America
6 Bella Dry Cleaners
8 Department of Licensing
5 Edward Jones
8 Houghton 1-Hour Cleaners
3 Olympic Cleaners
8 U-Frame It
11 Shell Gas Station & Food Mart

MIND AND BODY CARE

8 Bartell's Drug Store
8 Curves
4 Dahn Yoga
5 Desert Sun Tanning Salon
5 EyeDentity
3 Fitness Together
2 Lakeview Chiropractic Center
2 Lakeview Counseling & Hypnotherapy
8 Nails and Skin Care Today
5 Nail Club
5 Paradise Beauty Salon
3 Salon Featherly
3 Stonehouse Bookstore and Growth Center
8 Sundia Tan / Spa Zen
8 The Bathery

RESTAURANTS / EATERIES

5 Mezze
8 Quiznos Subs
5 Sarducci's
4 Shamiana
10 Starbucks
3 Teriyaki Madness
5 Toshi's Teriyaki
5 Wah Luck

PETS AND HOBBIES

3 Meow Cat Rescue
8 Stamps, Coins, Comics

KIRKLAND CITY COUNCIL SPECIAL MEETING

Minutes

June 26, 2008

1. CALL TO ORDER

Mayor Lauinger called the Special Meeting of the Kirkland City Council to order at 6:35 p.m.

2. ROLL CALL

Members Present: Mayor James Lauinger, Deputy Mayor Joan McBride, Councilmembers Dave Asher, Mary-Alyce Burleigh, Jessica Greenway, Tom Hodgson and Bob Sternoff.

3. DESIGN REVIEW BOARD INTERVIEWS

a. Mark Adams
b. Erik Mott
c. Bozurka Pejcic-Morrison
d. Corey Petersen
e. Gregory Sparhawk
f. James Truhan

Following the interviews, Council adjourned to executive session.

4. EXECUTIVE SESSION

a. Discussion of Qualifications for Design Review Board Members

Council then reconvened in open meeting.

5. SELECTION AND APPOINTMENT OF DESIGN REVIEW BOARD MEMBERS

Councilmember Asher moved to appoint Erik Mott and Gregory Sparhawk to unexpired terms ending March 31, 2011 and James Truhan to an unexpired term ending March 31, 2010 on the Design Review Board. Councilmember Greenway seconded the motion, which passed unanimously.

Council agreed to leave one seat vacant and directed staff to begin an immediate recruitment for a professional landscape architect to fill that position.

6. ADJOURNMENT

The June 26, 2008 Special Meeting of the Kirkland City Council adjourned at 8:10 p.m.

City Clerk

Mayor

KIRKLAND CITY COUNCIL REGULAR MEETING MINUTES
July 01, 2008

1. CALL TO ORDER

2. ROLL CALL

ROLL CALL:
Members Present: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.
Members Absent: None.

3. STUDY SESSION

a. Kirkland Green - Environmental Stewardship and Sustainability

Joining Councilmembers for this discussion in addition to City Manager Dave Ramsay were Green Team members: Director of Parks and Community Services Jennifer Schroder, Planning and Community Development Deputy Director Paul Stewart, Intergovernmental Relations Manager Erin Leonhart, Public Works Senior Storm Water Utility Engineer Jenny Gaus, Planning and Community Development Planner David Barnes, and Communication Program Manager Marie Stake.

4. EXECUTIVE SESSION

a. To Discuss Labor Negotiations

b. To Discuss Property Acquisition

5. SPECIAL PRESENTATIONS

First Congressional District Representative Jay Inslee addressed the Council.

a. Assistant City Manager Marilynne Beard - Twenty Year Recognition

b. Park and Recreation Month Proclamation

Director of Parks and Community Services Jennifer Schroder accepted the proclamation.

6. REPORTS

a. City Council

(1) Regional Issues

b. City Manager

(1) Calendar Update

7. COMMUNICATIONS

a. Items from the Audience

Lisa McConnell, 5905 106th Avenue NE, Kirkland, WA
Debra Sinick, 9415 110th Place NE, Kirkland, WA

b. Petitions

8. CONSENT CALENDAR

a. Approval of Minutes: June 17, 2008

b. Audit of Accounts:
Payroll $ 1,968,372.02
Bills $ 2,406,795.12
run # 755 check #'s 499672 -499904
run # 756 check # 499905
run # 757 check #'s 499907 - 500049
run # 758 check #'s 500050 - 500103

c. General Correspondence

(1) Jill Keeney, Regarding Tree Removal Associated with Camwest Development Project at the Former Green's Funeral Home Site.

(2) Jill DeRoche, Regarding Pedestrian Safety and Facilities In and Around Downtown

d. Claims

e. Award of Bids

(1) Carter House Hazard Mitigation and Deconstruction with

City Hall Annex Hazard Mitigation contract was awarded to Performance Abatement Services, Inc., Seattle, WA in the amount of $75,864.00. Council authorized the use of funds in the amount of $47,960. from the the Rental Property Reserve.

(2) NE 124th Street/124th Avenue NE Intersection and Water Quality Improvements Project contract was awarded to Johansen Excavating, Inc. of Buckley, WA in the amount of $1,297,747.70.

(3) 2008 Pavement Marking Project contract was awarded to Apply-A-Line Inc., Pacific, WA in the amount of $179,638.00. Council authorized the use of funds in the amount of $84,295.00 from the street improvement reserve.

f. Acceptance of Public Improvements and Establishing Lien Period

g. Approval of Agreements

h. Other Items of Business

(1) Correspondence to King County Councilmember Jane Hague and King County Executive Ron Sims Regarding Annexation

(2) Report on Procurement Activities

Motion to Approve the Consent Calendar with the exception of item 8.h.(1). which was pulled and moved to item 12.a. and with edits to the response for item 8.c.(2).
Moved by Councilmember Mary-Alyce Burleigh, seconded by Deputy Mayor Joan McBride
Vote: Motion carried 7-0
Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

9. UNFINISHED BUSINESS

a. Roadway Pricing Policy Statement

Motion to adopt the proposed statement.
Moved by Councilmember Dave Asher, seconded by Councilmember Mary-Alyce Burleigh
Vote: Motion carried 7-0
Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember

Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

b. Correspondence to King County Council Chair Regarding Jail Contract

This item was pulled for consideration at a future meeting.

c. Voted Utility Tax Increase

Finance and Administration Director Tracey Dunlap summarized information for Council and shared the pros and cons of election timing.

d. Regarding Sound Transit 2 Joint Correspondence from the Cities of Kirkland, Redmond, Issaquah and Bellevue

Public Works Transportation Manager Dave Godfrey reviewed the issues for consideration and received direction regarding the content of a letter to be sent from the City regarding Sound Transit 2.

10. NEW BUSINESS

a. Ordinance No. 4137, Relating to Amending Ordinance No. 3848 to Redirect Remaining Bond Proceeds to Other Park Improvements

Motion to Approve Ordinance No. 4137, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO AMENDING ORDINANCE NO. 3848 TO REDIRECT REMAINING BOND PROCEEDS TO OTHER PARK IMPROVEMENTS."
Moved by Councilmember Mary-Alyce Burleigh, seconded by Councilmember Tom Hodgson
Vote: Motion carried 7-0
Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

Council recessed for a short break at 9:30 p.m.

11. PUBLIC HEARINGS

a. Appealing Design Review Board Decision of the McLeod Mixed Use Project

Mayor Lauinger opened the public hearing. City Attorney Robin

Jenkinson reviewed the hearing parameters and status to date. Mayor Lauinger provided an opportunity for Councilmembers to disclose communications outside the hearing process. Councilmember Asher made note of correspondence on the dais addressed to Council. Mayor Lauinger then opened Council discussion whether to continue consideration of appeal issues numbered 3.3 through 3.5 continued from the hearing on June 17, 2008, and the alternative design offered by the applicant. Following Council deliberations, the Council directed that Staff return with a resolution at the next regular Council meeting adopting findings and conclusions consistent with their deliberations supporting the modification presented by the applicant at the June 17, 2008 meeting. Mayor Lauinger then continued the hearing to their July 15, 2008 meeting.

b. Resolution R-4707, Adopting Findings and Conclusions and Reversing the Decision of the Design Review Board Granting Design Review Approval to the Bank of America/Merrill Gardens Mixed Use Project at 101 Kirkland Avenue (File No. DRC 07-0006; Appeal Case No. APL08-0001)

Mayor Lauinger reopened the continued hearing. City Attorney Robin Jenkinson reviewed the hearing parameters and status to date. Mayor Lauinger then provided an opportunity for Councilmembers to disclose communications outside the hearing process. Mayor Lauinger disclosed an email received from Donna Ray, which he stated would not affect his opinion relative to the deliberations. Councilmember Asher again noted the correspondence received by Council and placed on the dais. Following Council's discussion of the direction of the hearing, Mayor Lauinger then reopened testimony to consider the applicant's submission of proposed modifications to the project design.
Testimony was provided by:
Molly Lawrence, Attorney for the applicant
Chad Lorentz, Project Architect, Runberg Architecture Group
Richard Aramburu, Attorney for the appellant
The Mayor closed that portion of the hearing and Council began deliberations. Following a failed motion to remand the proposed modifications back to the Design Review Board, Mayor Lauinger continued the hearing to Council's regular meeting on August 5, 2008.

Motion to remand the proposed modified design back to the Design Review Board.
Moved by Councilmember Tom Hodgson, seconded by Councilmember Jessica Greenway
Vote: Motion failed 3 - 4
Yes: Mayor Jim Lauinger, Councilmember Jessica Greenway, and Councilmember Tom Hodgson.

No: Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, and Councilmember Bob Sternoff.

12. ANNOUNCEMENTS

(1) Correspondence to King County Councilmember Jane Hague and King County Executive Ron Sims Regarding Annexation

Motion to table this item for consideration at a future meeting.
Moved by Councilmember Dave Asher, seconded by Deputy Mayor Joan McBride
Vote: Motion carried 7-0
Yes: Mayor Jim Lauinger, Deputy Mayor Joan McBride, Councilmember Dave Asher, Councilmember Mary-Alyce Burleigh, Councilmember Jessica Greenway, Councilmember Tom Hodgson, and Councilmember Bob Sternoff.

13. ADJOURNMENT

The Kirkland City Council regular meeting of July 1, 2008 was adjourned at 11:48 p.m.

City Clerk Mayor

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.ci.kirkland.wa.us

To: Dave Ramsay, City Manager

From: David Godfrey, P.E., Transportation Engineering Manager

Date: July 3, 2008

Subject: CORRESPONDENCE FROM MS. SARAH ANDEEN

RECOMMENDATION**:**

It is recommended that the City Council authorize the Mayor to sign a letter of response to Ms. Andeen who wrote to express her support for a car-free event.

BACKGROUND DISCUSSION:

Ms. Andeen expresses an idea that has been supported by various Councilmembers and staff over the past few years, that is an event where a street or streets are closed to vehicular traffic but open to pedestrians and cyclists.

Any event of this type would need to be treated as a special event. The city does not put on special events all though the City has certainly worked closely with and financially supported groups that plan and organize events.

The Active Living Task Force is an ideal forum to help nurture this idea. It combines staff from a variety of departments with citizens that are interested in events of this type. It is hoped that the Task Force could spawn a group that would be willing to take on planning and organization of the event. It could then be treated as a special event.

Via email
To Kirkland Council
6/27/08

Hello,

The City of Portland recently held a carfree day where they shut down several blocks of the city to all car traffic. This event was successful and people had a good time.
http://www.portlandcarfreeday.org/

The City of Seattle has been shutting down smaller sections of road to promote biking and walking and is considering adding more such events this summer.
http://seattletimes.nwsource.com/html/localnews/2008020287_carfreedays27m.html?syndication=rss

I would like to propose that the City of Kirkland host a Downtown carfree day. Since the roads into and out of Downtown are limited, restricting access would not be too difficult. The city could work with the KDA to set up booths and events on the street and perhaps host concerts in the Marina Park. This would be an excellent time to promote the new transit center and perhaps roll out some of the City's new bike and walking plans

It could also help enhance a sense of community in Downtown and bring awaress and business to Downtown retailers.

Thank you for your consideration and please let me know if you have any questions about this proposal or if you would like any additional information.

Sarah Andeen
220 1st St #504
Kirkland, WA 98033
andeens@comcast.net

July 16, 2008 **DRAFT**

Sarah Andeen
220 1st St #504
Kirkland, WA 98033

Dear Ms. Andeen:

Thank you for your email to the Kirkland City Council concerning a car-free day in Kirkland. Your idea is a good one and one that the City has considered previously. Closing streets to celebrate cycling, walking and community building supports a number of goals and programs that City Council has been working on. It fits in with our sustainability initiatives, active living efforts and pedestrian safety measures.

A car-free event could be implemented in a number of ways, from a simple closure for a few hours to a day long closure over a bigger area. In any case, this would be handled as a special event. The City's Active Living Task Force may be able to connect you with other citizens that would be willing to work with you to organize and plan the event. We will ask the Task Force to put this matter on the agenda of its next meeting.

Sudie Elkayssi is the City's Special Events Coordinator (selkayssi@ci.kirkland.wa.us or 425 587-3347) and she would be happy to help you understand what needs to be done to put on the event.

Thank you again for your suggestion that is an opportunity for the Kirkland community to partner together and possibly create a new tradition.

Sincerely,
KIRKLAND CITY COUNCIL

By James L. Lauinger, Mayor

cc: Sudie Elkayssi, Special Events Coordinator, Parks Department

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Eric Shields, Planning Director

Date: July 2, 2008

Subject: Letter from Maureen Kelly

RECOMMENDATION

Authorize the mayor to sign the proposed response letter.

BACKGROUND DISCUSSION

Ms. Kelly requests that the City Council consider providing live broadcasts of Planning Commission and Design Review Board meetings.

From: Maureen Kelly [mailto:mkelly@windermere.com]
Sent: Friday, June 27, 2008 9:56 AM
To: KirklandCouncil
Subject: Public Access - Live Feed

Please consider providing live feed for future Planning Commission sessions as well as Design Review Board meetings, particularly as they concern major projects that will have a lasting impact on our community. Not everyone is available to make the meetings and without live feed, it is not possible to speak up before decisions have been finalized. Timely access to the issues with broader based dialogue would result in greater understanding and equate to fewer appeals. I believe thoughtful public discourse results in a much improved end product. The internet is a great tool for public involvement and should be promoted as such.

Thank you for your consideration,

MAUREEN KELLY

Windermere Real Estate/Yarrow Bay
3933 Lake Washington Boulevard NE
Kirkland WA 98033
F 425 827 3400 | T 206 465 5550

Western States MLS Listings & Cool Links
www.KellyonRealEstate.com

July 15, 2008 **DRAFT**

Maureen Kelly
3933 Lake Washington Blvd. NE
Kirkland, WA 98033

RE: Request for televised meetings

Dear Ms. Kelly:

Thank you for your letter suggesting that the City provide live broadcasts of Planning Commission and Design Review Board meetings. We agree that broadcasting additional meetings would provide a significant public benefit; however, there is a cost to providing this service. The City is currently facing serious budget challenges. Even so, we will keep your suggestion in mind and look for additional opportunities to broadcast future public meetings.

You may be aware that the agendas and staff reports for the Planning Commission and Design Review Board are posted to the City's website prior to each meeting. Additionally, the approved minutes and audio recordings of these advisory boards are available on line at www.ci.kirkland.wa.us (Select Departments/Boards & Commission).

The City Council meetings are broadcast live on KGOV (Comcast) Channel 21 and on the City's website on the first and third Monday of each month. Archived videos are available through the City's "on demand" via the City's website.

It is understandable that attending evening city meetings can be challenging. I hope that the alternative of obtaining information about the actions of the Planning Commission and Design Review Board from the website will be a valuable alternative to you in the mean time. Please contact the Planning Department at 425-587-3225 should you have further questions or concerns.

Sincerely
Kirkland City Council

By: James L. Lauinger, Mayor

CITY OF KIRKLAND
Department of Planning and Community Development
123 Fifth Avenue, Kirkland, WA 98033 425-587-3225
www.ci.kirkland.wa.us

MEMORANDUM

To: **David Ramsay, City Manager**

From: **Dawn Nelson, Planning Supervisor**

Date: **July 8, 2008**

Subject: **Letter from Housing Development Consortium**

RECOMMENDATION

Authorize the mayor to sign the proposed response letter.

BACKGROUND DISCUSSION

The Housing Development Consortium is a nonprofit trade association of housing developers that is dedicated to the promotion and effectiveness of affordable housing throughout King County. The letter requests that the City reevaluate and increase its annual allocation to the ARCH Housing Trust Fund and consider options for a separate, dedicated funding source for the ARCH Housing Trust Fund.

HOUSING
DEVELOPMENT
consortium

June 27, 2008

Kirkland City Council
City Hall
123 5th Avenue
Kirkland WA, 98033

Dear members of the Kirkland City Council,

My name is Rachel Krefetz, and I am writing on behalf of the Housing Development Consortium (HDC). HDC has over 70 member organizations from the nonprofit, for-profit, and government sectors working to promote and provide affordable housing in King County. The base of our membership is nonprofit organizations that build and provide housing to low-income families and individuals, some of them working in various Eastside communities. Together, HDC members have built over 20,000 housing units across King County.

On the Eastside, the lack of affordable housing damages our communities by forcing individuals into economic crisis, destabilizing families, increasing traffic and commute times, and impeding community-building. **Housing gives people an opportunity to build better lives. To succeed, you need a place to call home.**

As a member city of A Regional Coalition for Housing (ARCH), the City of Kirkland contributes resources to help create and preserve affordable housing in Eastside communities. Through this partnership, Kirkland has helped create or preserve over 2,000 units of affordable housing for Eastside families. We sincerely thank you for this ongoing commitment. Given the vast need for affordable housing on the Eastside, however, we must do more to keep pace with need. We at the Housing Development Consortium urge you to address this problem in two ways:

First, **Reevaluate your Housing Assistance Goals**. These goals guide the resource contributions from your city, and they have not been adjusted since 1999. Costs have risen greatly in the past nine years but the resources allocated to ARCH have remained constant. With each year that passes, these limited resources have a reduced effect. Affordable units that are created or preserved with ARCH resources are undercut by other units being lost to redevelopment and rising rents. Please reevaluate your Housing Assistance Goals in order to ensure that Kirkland is a livable city for community members of all income levels.

Second, **Consider options for a dedicated funding source for the ARCH Housing Trust Fund**. Last year, ARCH cities identified as a priority "creating a dedicated funding source for the ARCH Housing Trust Fund to supplement the existing general fund and CDBG contributions." In spite of this stated priority, ARCH cities have yet to revisit this issue. With a dedicated funding source, the ARCH Housing Trust Fund could better achieve the ARCH mission to preserve and increase the supply of housing for low and moderate income households in East King County. Please prioritize identifying and securing a dedicated funding source for the ARCH Housing Trust Fund.

The Housing Development Consortium would be happy to assist the Council in working on either of these issues. Furthermore, we are urging other ARCH cities to act on these issues. Thank you for your consideration and continued dedication to addressing the challenges of affordable housing on the Eastside.

Sincerely,

Rachel Krefetz, Outreach Director
Housing Development Consortium
Ph: (206) 682-9541
rachel@housingconsortium.org t 1

July 15, 2008 **DRAFT**

Rachel Krefetz
Housing Development Consortium
1402 Third Avenue, Suite 709
Seattle, Washington 98101

Re: Letter to Kirkland City Council about Housing Assistance

Dear Ms. Krefetz:

Thank you for the recommendations in your recent letter regarding ways that the City of Kirkland can further address the need for affordable housing. The Kirkland City Council strives to ensure that Kirkland is a livable City for community members of all income levels. The City is working diligently on a number of fronts to create opportunities for more affordable housing.

The City is in the process of developing its budget for the 2009 – 2010 biennium and will determine the appropriate level of funding for the ARCH Housing Trust Fund as part of that process. The City Council is committed to affordable housing and understands that development costs continue to rise, while resources remain the same or diminish. As a member of ARCH, we will be part of a concerted effort by all member jurisdictions to identify other options for funding affordable housing, as outlined in the ARCH Housing Strategy Program. We look forward to pursuing that conversation within the next year.

As you may be aware the City has taken many steps to encourage affordable housing within the last several years, including: adopting a generous incentive program to encourage affordable housing in market rate projects; rezoning land in two major business districts with significant height incentives that can only be achieved through the provision of affordable housing; and adopting a multifamily tax exemption that can be accessed when 10 to 20 percent of the units in a project are affordable at 50 to 100% of median income. We continue to work on other initiatives, including redevelopment of a Park and Ride lot with the inclusion of affordable housing, evaluating City and publicly owned land for affordable housing opportunities, establishing a program to encourage preservation of non-regulated affordable housing, and expanding our land use incentives.

Thank you for your role in the development and support of affordable housing. If you have further questions or suggestions, please contact Dawn Nelson in the Planning Department at dnelson@ci.kirkland.wa.us or 425-587-3230.

Sincerely,
KIRKLAND CITY COUNCIL

By James L. Lauinger
Mayor

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Eric Shields, Planning Director
Jeremy McMahan, Planning Supervisor

Date: July 2, 2008

Subject: DOWNTOWN CORRESPONDENCE

RECOMMENDATION

Authorize the Mayor to sign the attached response letter.

BACKGROUND DISCUSSION

The City has received the attached e-mail correspondence related to parking modifications, private amendment requests, design review, and pedestrian safety.

Attachments:

- E-mail from Glenda Schmidt
- Council Reading File memo on parking modifications
- Draft response letter

From: Glenda Schmidt [mailto:glenda@schmidtfinancialgroup.com]
Sent: Wednesday, June 25, 2008 6:22 PM
To: KirklandCouncil
Subject: Parking and PARs

I love living and working in Kirkland but some things about Kirkland trouble me. The buck stops with you so I'll direct my questions to you.

Why does Kirkland zoning code allow developers automatic parking modifications? It doesn't make sense to continue this 'give away'.
Why can't parking modifications be stricken from the books? Why can't the Parking Advisory Board, City Hall and City Council take action on this immediately? Why should I support a municipal parking structure when City Hall is giving away parking spots on every new development project?

Why does City Hall invite Private Amendment Requests biannually? We have zoning code and a Comprehensive Plan and yet we feel the need to overtly open the door to requests for development projects exceeding current code every other year? What's driving our willingness to change existing code/CP on such a frequent basis? Should developers be redefining existing code/CP? Does this benefit the community? The Comp Plan is about managed growth. What's the PAR about?

Does City Council need to re-examine its process for permitting new development projects? Personally I like the concept of a Design Review Board but I'd like to see the Planning Department held responsible for adherence to the zoning code and Comprehensive Plan. Once that hurdle is crossed, the DRB can do what they're trained to do; i.e. craft better looking buildings and landscapes than we'd otherwise get.

As downtown Kirkland gets developed, I'm very concerned about pedestrian safety and increased traffic. This is a walker/runner/biker/dog friendly city. City staff does NOT have a handle on this and mitigation measures do NOT adequately address the problem. We spend more time on building materials, building facades, set backs, step backs, shadowing and landscape features than we do this impending liability issue. Do we need accident reports and fatalities to get City Council's attention?

Thanks for listening.

Property Owner/Resident
225 Fourth Avenue, B402
Kirkland, WA 98033

Schmidt
Financial Group, Inc.

Glenda Schmidt
620 Kirkland Way, Suite 205
Kirkland, WA 98033
(p) 425-893-9195
(f) 425-893-9824

CITY OF KIRKLAND
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Jeremy McMahan, Planning Supervisor

Date: December 14, 2007

Subject: Council Reading File, Parking Requirements for CBD projects

BACKGROUND

At the recent City Council study session with the Parking Advisory Board (PAB), some Council members expressed concern about modifications to parking standards that have been approved in downtown Kirkland. The concern was that if we know we have a parking shortage in downtown Kirkland, why would staff approve a proposal proving less parking than the maximum required by code. This memo provides some background and data on parking requirements.

RESIDENTIAL PARKING

The base multi-family residential parking requirement for most zones in the City is 1.7 stalls per unit. This rate has not been adjusted in many years and, in most cases, does not take into account the location of the residential project. The notable exception is in the Totem Center area where parking standards were not codified with the assumption that the area will have a strong transit orientation in the future. The Zoning Code also establishes administrative procedures that allow applicants to request a modification from the required number of spaces (KZC 105.103.3). The Code requires that the modification request must provide an adequate and thorough parking demand and utilization study prepared by a licensed transportation engineer or other qualified professional. The City traffic engineer must approve the scope of the study. Although transportation demand management measures may be proposed to further reduce parking standards, none have been proposed for downtown projects. The Planning Official has authority to approve or deny parking modifications. Within the CBD, staff now reviews all parking modification requests with the PAB, although the Code provides no statutory authority to that body.

In practice, a number of multi-family and mixed use projects in the City have received parking modifications over the years. On a per unit basis, projects have ranged from 1.28 to 2.23 stalls per unit, with an average of 1.71 stalls per unit. On a per bedroom basis, projects have averaged 1.03 stalls per bedroom. In general terms, the data tends to indicate that residential parking demand is lower for units built in a more urban mixed use area (e.g. - downtown or Juanita business districts). This data is promising given the City's growth management objective to locate higher density housing close to shops, services and transit service. In areas like downtown, data provided by applicants show a better correlation

between the number of bedrooms and parking demand than between number of units and parking demand. Staff has worked with the PAB to conduct an independent evaluation of parking utilization in a number of downtown residential projects to evaluate the actual demand and to see if guest parking was spilling over into the public parking supply. Survey findings indicate that peak parking utilization ranged between approximately 60% and 80% and residential guest parking appeared to be accommodated within the private supply. This data suggests that the parking supplied by these developments is adequate to meet their needs.

RETAIL PARKING

It should be noted that there have been no modifications requested or approved for the number of retail parking stalls required in downtown projects (1 stall per 350 square feet). However, issues have been identified by the ParkSmart program because employees of downtown projects that provide parking are choosing to or required to park in the municipal garage. We do not have data at this time to know if that is because of supply issues (i.e. – City requirement is too low to meet customer plus employee demand) or simply a desire by retailers to provide more apparent parking to customers. The City has not traditionally involved itself in the ongoing management of private parking and we do not currently have requirements that employees park on-site.

CONCLUSION

While staff is confident that the residential parking demand of new projects is being met within those projects, the question is often asked why we would not require the additional parking to be built regardless of the project's parking demand. The primary advantage to building excess parking into projects would be if that parking were somehow made available to the public, it could ease the perceived deficit in the public supply. The challenge with that approach is that the City does not have authority to cause any private parking to be made publicly available. If there were some public financial participation in the surplus parking, then terms could be negotiated.

At the policy level, some cities like Bellevue regulate parking maximums rather than minimums and others like Seattle have districts with no parking standards. A recent report from Transportation Choices (delivered to Council on September 4, 2007) gave the City high marks for transportation sustainability. Their top three recommendations on improving our "sustainability quotient" were parking flexibility or parking maximums, metering parking, and encouraging more shared parking.

Cc: David Godfrey
Eric Shields

July 15, 2008 **D R A F T**

Glenda Schmidt
225 Fourth Avenue
Unit B402
Kirkland, WA 98033

RE: Parking and Private Amendment Requests

Dear Ms. Schmidt:

Thank you for your letter regarding various code and policy questions. Regarding parking modifications, you are correct that the Zoning Code allows parking modifications when a licensed transportation engineer can demonstrate that the proposed parking supply will meet the project's demand. You also correctly point out that there is a need for additional public parking in the downtown and options are currently being studied by the Parking Advisory Board. A number of modifications have been granted in the downtown for residential parking based on demand studies (no modifications have been granted from commercial parking requirements). The City has conducted an independent parking utilization study of a number of downtown projects and found that the supply is meeting the actual residential demand. It is worth noting that developments are only required to meet their own parking requirements. Since projects are only required to meet their own demand, any surplus parking that might be built into the project would not be available to the public.

Regarding private amendment requests (PAR's) to the Comprehensive Plan, the Kirkland Zoning Code does establish a process for citizen's to initiate requests. The Planning Commission and City Council must conduct a threshold review of all private requests and must find that the proposal demonstrates a strong potential to serve the public interest before it receives detailed consideration. Private requests that don't meet the threshold are folded into the normal cycle of scheduled neighborhood plan amendments.

Regarding your comments on design review, with the current quasi-judicial appeals before Council right now, we will refrain from weighing in on the current development review process.

Lastly, to respond to your comments about pedestrian safety, the City Council shares your belief that Kirkland is friendly for walkers, runners and cyclists and we continue to support efforts that increase pedestrian safety. These come in the form of public education, including public service announcement videos, engineering measures like the redesign of pedestrian flags that increased usage almost 70% in six months, and traffic enforcement efforts that target drivers who don't yield

to pedestrians. To view the videos, watch Channel 75 (KLIFE) or logon to the City's website at www.ci.kirkland.wa.us .

Your letter poses many thoughtful questions and the City Council appreciates your taking the time to share your thoughts. If you have any additional questions, please contact Jeremy McMahan, Planning Supervisor at 425.587.3229.

Sincerely,
Kirkland City Council

by James Lauinger, Mayor

cc: Jeremy McMahan, Planning Supervisor
David Godfrey, Transportation Engineering Manager

CITY OF KIRKLAND
Department of Finance and Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Kathi Anderson, City Clerk

Date: July 9, 2008

Subject: CLAIM(S) FOR DAMAGES

RECOMMENDATION

It is recommended that the City Council acknowledge receipt of the following Claim(s) for Damages and refer 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) William Evans
8218 NE 140th Pl
Bothell, WA 98011

Amount: $225.50

Nature of Claim: Claimant states injury to a minor child resulted from a nail sticking out from the City dock.

(2) Verizon
CMR Claims Department
PO Box 60770
Oklahoma City, OK 73146-0770

Amount: Unspecified Amount

Nature of Claim: Claimant states damage to property occurred during sewer excavation.

E-Page 136

(3) Bruce Wange
5618 104th Ave NE
Kirkland, WA 98033

Amount: $2,188.29

Nature of Claim: Claimant states damage to property resulted from the water pressure in pipes after the water had been shut off.

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Daryl Grigsby, Public Works Director
Ray Steiger, P.E., Capital Projects Manager

Date: July 3, 2008

Subject: MARKET STREET SANITARY SEWER MAIN AND STORM SEWER REPLACEMENT AWARD CONTRACT

RECOMMENDATION:
It is recommended that City Council award the contract for construction of the Market Street Sanitary Sewer Main and Storm Sewer Replacement Project (Market Street Improvements) to Buno Construction, LLC., Snohomish, Washington, in the amount of $866,288.40.

BACKGROUND DISCUSSION:
The Market Street Improvements consist of two separate projects; the Market Street Sanitary Sewer Main Replacement Project (CSS 0046) and the Annual Replacement of Aging/Failing Infrastructure for the Surface Water Utility (CSD 0047). The sanitary sewer improvements call for the replacement of the pre-1950 concrete sewer main in Market Street, between 4th Avenue and 15th Avenue. The Storm Sewer Project was borne out of an annual CIP project established by Council in 2007 and calls for the replacement of aging/failing surface water components at various locations throughout the city. For this project, city crews identified over 250 lineal feet of failing storm drain pipe at eight locations within the Market Street Improvements project area. The concurrent construction of both projects will minimize impacts to motorists and businesses in the surrounding area and will help reduce total project costs by combining similar construction efforts (Attachment A).

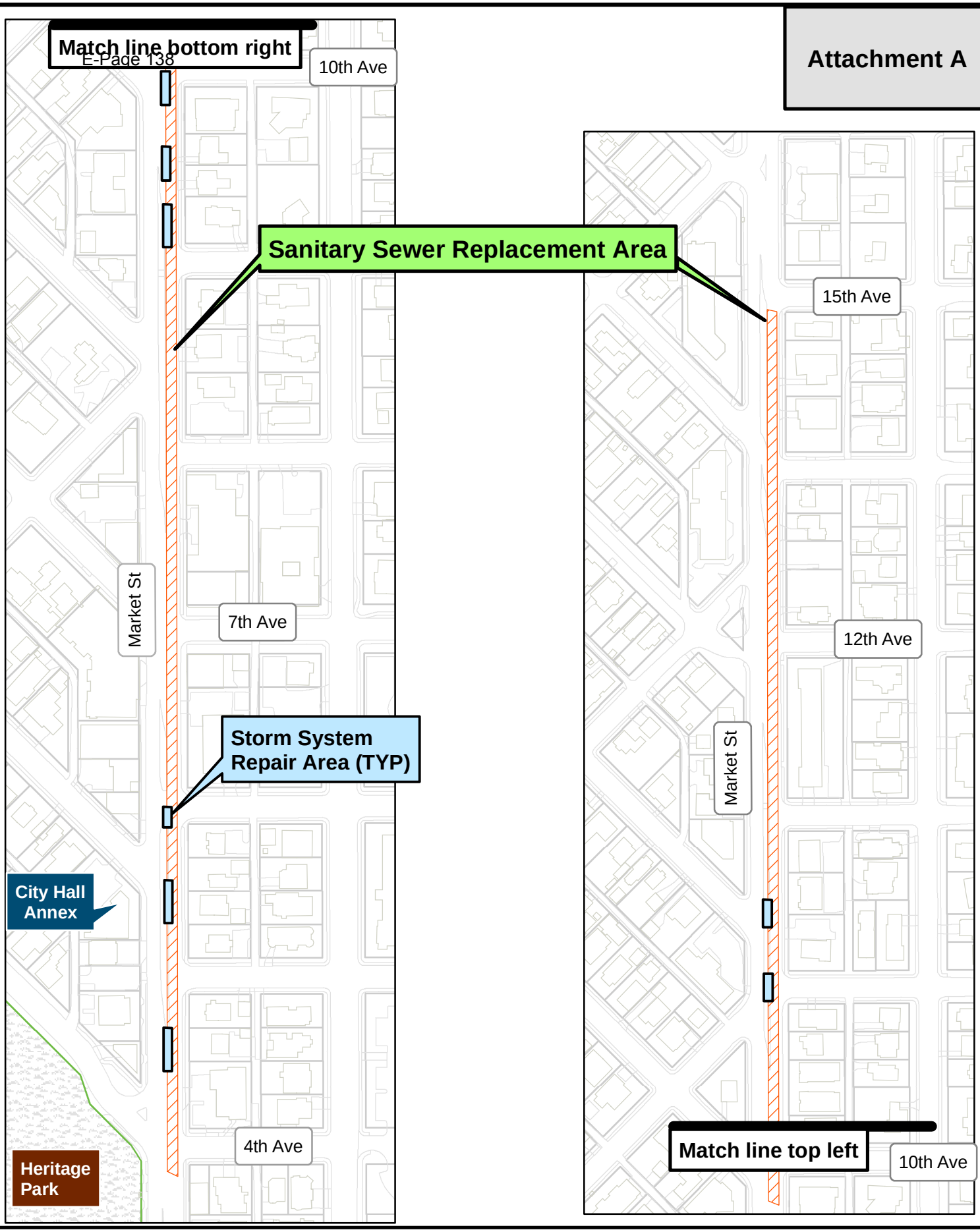
The specific work for the sewer main project includes the replacement of 3,400 lineal feet of 6-inch and 8-inch concrete sewer pipe with new higher flow capacity 8-inch sewer main. The sewer line replacement will eliminate existing structural deficiencies, root intrusion, and compromised flow capacities that have required frequent annual maintenance. For the storm project, city maintenance crews used the department's video truck equipment to identify the limits of the failing surface water system infrastructure. Their findings showed the need for upgrades of 150 lineal feet of 24-inch concrete storm pipe and approximately 110 lineal feet of 36-inch concrete storm pipe.

The approved project budget for the Market Street Sewer Main Replacement Project is $1,858,600 with an additional $200,000 available for the Aging/Failing Infrastructure Surface Water Project; significant cost savings are expected on this project as a result of the contractor's ability to use sanitary sewer pipe bursting technology instead of more conventional trenching techniques. The use of pipe bursting was determined to be feasible after City crews completed their video camera review of the existing sewer main line and, based on the low bid received, staff estimates that the pipe bursting construction technique will generate approximately $411,000 of overall project cost savings (Attachment C).

The Market Street Improvements Project was first advertised on June 11th and bids were opened on July 2, 2008. A total of seven bids were received with Buno Construction being the lowest responsive bidder at a total price of $866,288.40 (Attachment B). Buno Construction has successfully completed numerous projects for the City of Kirkland, including the pipe bursting portion of the Central Way project (along Market Street from Central Way to 4th Avenue). With Council award, construction is anticipated to begin in August with substantial completion expected in October, 2008.

Attachments: (3)

Attachment A



CITY OF KIRKLAND WASHINGTON

N

Vicinity Map

Market Street Sanitary Sewer Main and Storm Sewer Replacement

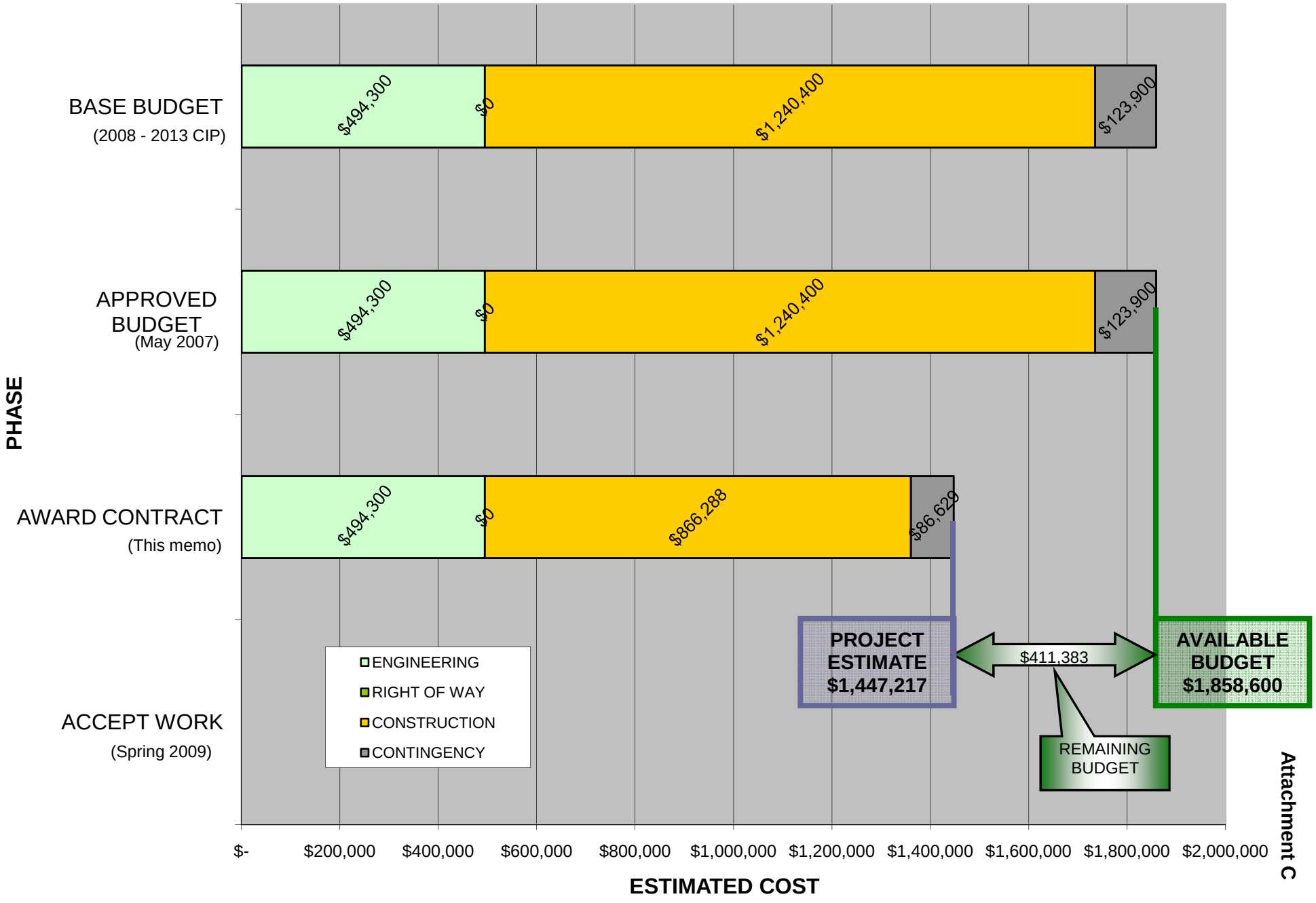
BID TABULATION

MARKET STREET SANITARY SEWER MAIN AND STORM SEWER REPLACEMENT

Contractor	Total Bid
Buno Construction	**866,288.40**
Alpha Development	947,580.60
Midmountain Contractors	1,020,523.40
R.L. Alia Company	1,065,830.56
Engineer's Est	*1,077,200.00*
Construct Co	1,116,929.92
Johansen Excavating	1,420,498.90
Pacific Trenchless	1,520,604.50
Average	1,136,893.75

MARKET STREET SANITARY SEWER MAIN AND STORM SEWER REPLACEMENT

PROJECT BUDGET REPORT



Attachment C

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587-3800
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: John A. Burkhalter, P.E., Senior Development Engineer
Rob Jammerman, Development Engineering Manager
Daryl Grigsby Public Works Director

Date: June 30, 2008

Subject: CITY COUNCIL RESOLUTION APPROVING A SEWER FACILITY AGREEMENT WITH SINCLAIR THIMGAN HOMES INC.

RECOMMENDATION:

It is recommended that the City Council approve the attached resolution authorizing the City Manager to execute a Sewer Facility Agreement with Sinclair Thimgan Homes Inc.

POLICY IMPLICATIONS:

The City of Kirkland is authorized pursuant to Chapter 35.91 RCW to enter into a Sewer Facility Agreement (also known as a Sewer Latecomers' Agreement) allowing developers to receive compensation for the installation of public sewer main line extensions, i.e. persons connecting to the extensions are required to pay a portion of the construction costs as a condition of connection. These latecomers' fees are calculated based on the area of the property being served: dividing the benefit area into the total cost of the sewer extensions yields the latecomers' charge. Fifteen percent (15%) of the sewer latecomers' fee is retained by the City of Kirkland for administering the agreement and eighty-five percent (85%) of the fee is returned to the developer. The agreement is valid for 15 years and is administered by the Department of Public Works.

BACKGROUND DISCUSSION:

Sinclair Thimgan Homes Inc. installed approximately 681 lineal feet of sewer main line extension along 126th Ave NE . This public sewer main extension provides sewer service to various parcels. A Sewer Facility Agreement has been filed with the Department of Public Works to receive reimbursement for the sewer. Any property owner applying for connection to the sewer main will be required to pay approximately $0.489 per square foot for the direct benefit area and approximately $0.1157 per square foot for general benefit area plus normal City of Kirkland sewer connection fees.

Upon approval of the resolution and subsequent signing by the City Manager, the agreement will be sent to King County for recording. Finally, notice of latecomers' connection charges will be sent to each property owner included in the agreement.

cc: City Attorney

RESOLUTION R-4714

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING A SEWER FACILITY AGREEMENT WITH SINCLAIR THIMIGAN HOMES AND AUTHORIZING THE CITY MANAGER TO SIGN SAID AGREEMENT ON BEHALF OF THE CITY OF KIRKLAND.

WHEREAS, the improvement of public health is furthered by adequate sanitary sewer systems; and

WHEREAS, the Washington State Legislature enacted the Municipal Water and Sewer Facilities Act (RCW 35.91.010 et seq.) in furtherance of this goal and authorizing municipalities to enter into agreements of this nature; and

WHEREAS, The City of Kirkland concludes entering into this agreement will promote this goal; and

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

Section 1. The City Manager is hereby authorized and directed to execute on behalf of the City the Sewer Facility Agreement between the City and Sinclair Thimigan . A copy of this Agreement is attached as Exhibit A.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2008.

Signed in authentication thereof this _____ day of _____,2008

_____
MAYOR

Attest:

_____
City Clerk

EXHIBIT A

SEWER FACILITIES AGREEMENT PURSUANT TO CHAPTER 35.91 REVISED CODE OF WASHINGTON

THIS AGREEMENT made and entered into this day, pursuant to RCW Chapter 35.91, between the City of Kirkland, a non-charter optional code city, hereinafter referred to as "City" and Sinclair Thimgan Homes hereinafter referred to as "Developer":

WITNESSETH

Section 1. Developer does hereby agree to construct, at its sole expense, the SEWER FACILITIES described in EXHIBIT 1, attached hereto and by this reference incorporated herein, all in accordance with the specifications and standards of the City of Kirkland pertaining to sewer construction and installation.

Section 2. Upon completion of said sewer facilities to the satisfaction of the Kirkland Director of Public Works, and acceptance thereof by the City of Kirkland, said facility shall become the property of the City of Kirkland and a part of its sewer system with full power of the City of Kirkland to charge for its use such sewer connection and service rates and charges as the City of Kirkland may be authorized by law to establish, and all further maintenance operation costs of said facility shall be borne by the City of Kirkland.

Section 3. The benefit area to be served by said facility is described and designated on EXHIBIT 2 attached to this agreement and by this reference incorporated herein. Said Exhibit is a map showing the total benefit area and delineating thereon that portion of the benefit area owned by Developer. EXHIBIT 3 attached to this agreement and by this reference incorporated herein is a listing of each lot or parcel within the benefit area including the lot or parcel legal description and the lot of parcel's "pro rata share" of the cost of construction of the sewer facilities. EXHIBIT 3 identifies those lots or parcels owned by Developer and not subject to the provisions of Section 4 of this agreement.

Section 4. Any owner of any real property located within the benefit area (other than those properties designated in EXHIBIT 1 as Developer's properties) who shall hereafter tap into or use said sewer facility (including not only connecting directly into, but also to users connecting laterals or branches connected thereto) shall, prior to such tap in or use, pay to the City of Kirkland, in addition to any connection or other change required by the ordinances of the City of Kirkland to be paid upon connecting to a sewer facility, their fair pro rata share of the cost of construction of said facility.

Section 5. For the purposes of determining such "fair pro rata share" the cost of construction of said facility shall be considered to be $98,419.01, provided, however, the City may adjust said cost to reflect the true and final cost of construction of said facility. The "FAIR PRO RATA SHARE" of the cost of construction as designated on EXHIBIT 2, and is hereby approved by the City of Kirkland.

Section 6. Within sixty (60) days after receipt by the City of any "fair pro rata share," the City shall disburse said sum, less fifteen (15) percent thereof to be retained by the City of Kirkland to cover costs of administering the provisions of this agreement, to Developer at 12360 NE 8th St #100 Bellevue WA until such time as Developer shall have received the total sum of $49,508.56, or the expiration of fifteen (15) years from the date of this agreement, whichever event shall first occur. Thereafter, any amount of charge made or received by the City to tap into or use said facility shall be retained by the City. It shall be the duty of the Developer to advise the City of any change in the Developer's mailing address.

Section 7. The provisions of this agreement shall not be effective as to any owner of real property designated in EXHIBIT 2, other than Developer, until such time as this agreement shall have been recorded in the Office of the King County Department of Elections and Records and then only as to such real property owners as tap into or connect into said facility subsequent to such recording. City shall not be required to disburse any "fair pro rata share" to Developer which may not be lawfully collected from such real property owner at the time said real property taps into or connects to said facility.

Section 8. In the event the cost, or any part thereof, of a or sewer improvement, whether local or general, is or will be assessed against the owners of real property and such improvement will be connected into or will make use of the facility constructed pursuant to this agreement and the cost thereof was not contributed to by the owners of said real property, there shall be included in the Engineer's estimate for the hearing or any such improvement, separately itemized, and in such assessments, a sum equal to the amount provided for in this agreement as a fair pro rata share due from such owners in accordance with the provisions of this agreement.

Section 9. No person, firm, or corporation, other than Developer's, as to the real property identified as owned by Developer in EXHIBIT 3 hereto, shall be granted a permit or authorized to tap into or use said facility or extensions thereof without first paying their fair pro rata share as herein provided.

DATED at Kirkland, Washington, this _____ day of _____, _____.

CITY OF KIRKLAND:	DEVELOPER:
_____	_____
CITY MANAGER FOR THE City of Kirkland KIRKLAND WHO IS AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF SAID CITY BY VIRTUE OF RESOLUTION NO. _____	By: _____
	By: _____

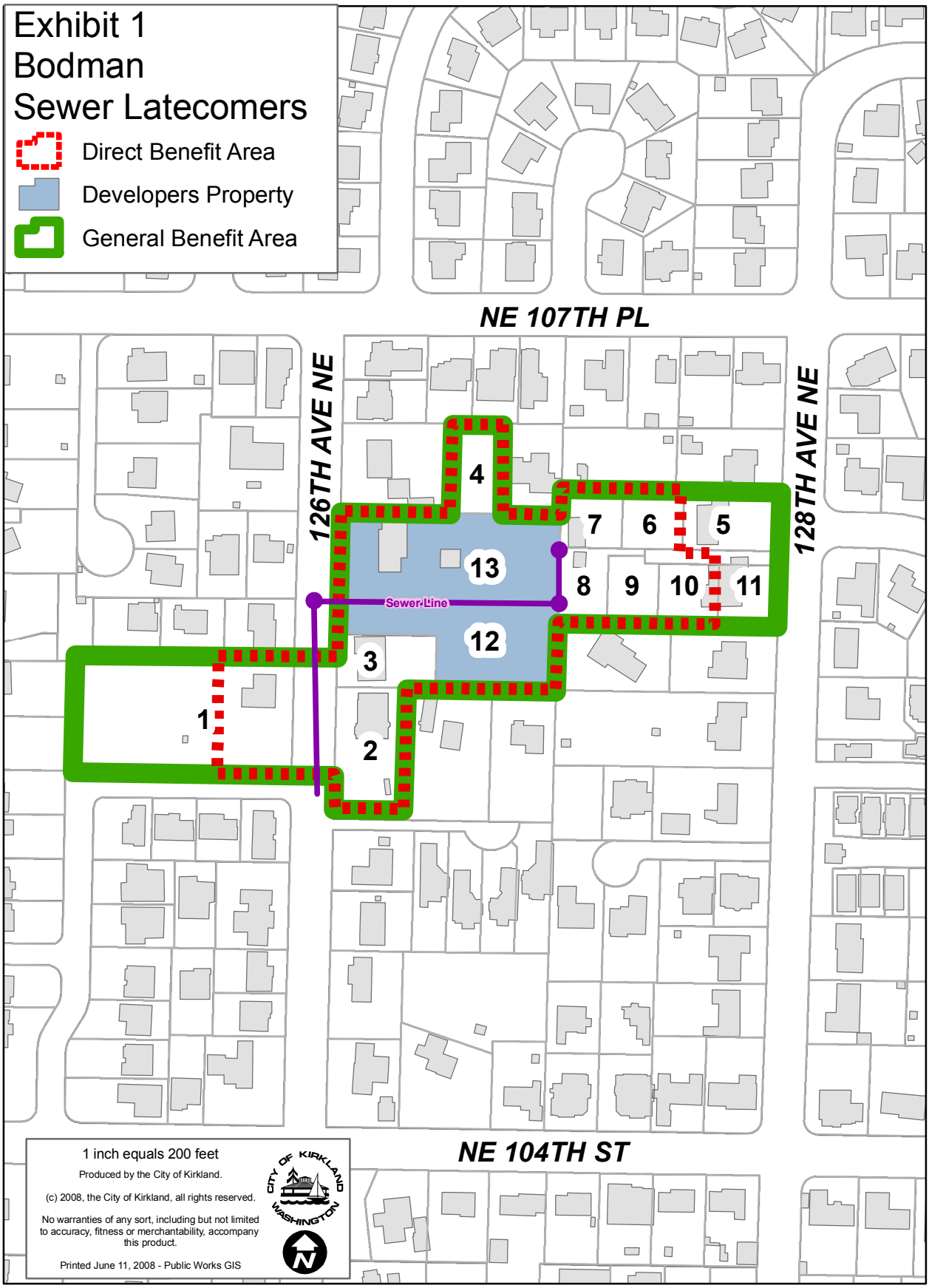


Exhibit 1
Bodman
Sewer Latecomers
Direct Benefit Area
Developers Property
General Benefit Area
NE 107TH PL
126TH AVE NE
128TH AVE NE
NE 104TH ST
Sewer Line
1
2
3
4
5
6
7
8
9
10
11
12
13
1 inch equals 200 feet
Produced by the City of Kirkland.
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No warranties of any sort, including but not limited to accuracy, fitness or merchantability, accompany this product.
Printed June 11, 2008 - Public Works GIS
CITY OF KIRKLAND WASHINGTON
N

Bodman Short Plat Latecomer's Assessment Roll

EXHIBIT 2

Ref No.	Tax/Parcel No.	Owner/Address	Abbreviated Legal Description	Total Area (SF)	Direct Benefit Area (SF)	General Benefit Area (SF)	Direct Benefit Cost	General Benefit Cost	Total Cost	Reimburse Developer @ 85%	Reimburse City @ 15%
1	674370-0070	Mable H Tamura 10601 126th Ave NE Kirkland, WA 98033	PETTITS H C ALDER GROVE KIRKLAND 14 & S 43.83 FT OF 15	57,499	14,400	57,499	$7,045.17	$6,650.79	$13,695.95	$11,641.56	$2,054.39
2	674370-0316	Ibro & Nevzela Plavcic 10452 126th Ave NE Kirkland, WA 98033	PETTITS H C ALDER GROVE KIRKLAND 5 & N 1/2 OF 6 LESS E 210 FT LESS S 15 FT THOF	14,000	14,000	14,000	$6,849.47	$1,619.35	$8,468.82	$7,198.49	$1,270.32
3	674370-0306	Karl & Amy Garlick 10604 126th Ave NE Kirkland, WA 98033	PETTITS H C ALDER GROVE KIRKLAND S 75 FT OF W 140 FT	10,500	10,500	10,500	$5,137.10	$1,214.51	$6,351.61	$5,398.87	$952.74
4	674370-0310	Charles W. Daiger 12631 NE 107th Place Kirkland, WA 98033	PETTITS HC ALDER GROVE KIRKLAND LOT 2 KC SP 678002 REC UNDER AF 7810160868	19,166	9,583	9,583	$4,688.46	$1,108.45	$5,796.91	$4,927.37	$869.54
5	674370-0366	Brian & Donna Korpela 10623 128th Ave NE Kirkland, WA 98033	PETTITS H C ALDERGROVE KIRKLAND LOT 7 KIRKLAND SP #SPL05-00049 REC #20071205900013 SD SP BEING N 32.68 FT OF LOT 15 & ALL LOT 16 TGW S 31.68 FT LOT 17 SD BLK 4 SD PLAT	11,547	0	11,547	$0.00	$1,335.62	$1,335.62	$1,135.27	$200.34
6	674370-0362	Merit Homes 13023 NE 70th Place Kirkland, WA 98033	PETTITS H C ALDER GROVE KIRKLAND LOT 6 TGW UND INT IN TR X KIRKLAND SP#SPL05-00049 REC# 20071205900013 SD SP BEING N 32.68 FT OF LOT 15 & ALL LOT 16 TGW S 31.68 FT LOT 17 SD BLK 4 SD PLAT	7,200	7,200	7,200	$3,522.58	$832.81	$4,355.39	$3,702.08	$653.31
7	674370-0361	Merit Homes 13023 NE 70th Place Kirkland, WA 98033	PETTITS H C ALDER GROVE KIRKLAND LOT 5 TGW UND INT IN TR X KIRKLAND SP#SPL05-00049 REC# 20071205900013 SD SP BEING N 32.68 FT OF LOT 15 & ALL LOT 16 TGW S 31.68 FT LOT 17 SD BLK 4 SD PLAT	7,291	7,291	7,291	$3,567.10	$843.33	$4,410.44	$3,748.87	$661.57
8	674370-0369	Merit Homes 13023 NE 70th Place Kirkland, WA 98033	PETTITS H C ALDER GROVE KIRKLAND LOT 4 TGW UND INT IN TR X KIRKLAND SP#SPL05-00049 REC# 20071205900013 SD SP BEING N 32.68 FT OF LOT 15 & ALL LOT 16 TGW S 31.68 FT LOT 17 SD BLK 4 SD PLAT	7,746	7,746	7,746	$3,789.71	$895.96	$4,685.68	$3,982.82	$702.85
9	674370-0368	Merit Homes 13023 NE 70th Place Kirkland, WA 98033	PETTITS H C ALDER GROVE KIRKLAND LOT 3 TGW UND INT IN TR X KIRKLAND SP#SPL05-00049 REC# 20071205900013 SD SP BEING N 32.68 FT OF LOT 15 & ALL LOT 16 TGW S 31.68 FT LOT 17 SD BLK 4 SD PLAT	6,541	6,541	6,541	$3,200.17	$756.58	$3,956.75	$3,363.24	$593.51
10	674370-0367	Merit Homes 13023 NE 70th Place Kirkland, WA 98033	PETTITS H C ALDER GROVE KIRKLAND LOT 2 TGW UND INT IN TR X KIRKLAND SP#SPL05-00049 REC# 20071205900013 SD SP BEING N 32.68 FT OF LOT 15 & ALL LOT 16 TGW S 31.68 FT LOT 17 SD BLK 4 SD PLAT	7,200	7,200	7,200	$3,522.58	$832.81	$4,355.39	$3,702.08	$653.31
11	674370-0365	Merit Homes 13023 NE 70th Place Kirkland, WA 98033	PETTITS H C ALDER GROVE KIRKLAND LOT 1 TGW UND INT IN TR X KIRKLAND SP #SPL05-00049 REC# 20071205900013 SD SP BEING N 32.68 FT OF LOT 15 & ALL LOT 16 TGW S 31.68 FT LOT 17 SD BLK 4 SD PLAT	7,200	0	7,200	$0.00	$832.81	$832.81	$707.89	$124.92
			TOTALS	**155,890**	**84,461**	**146,307**	**$41,322.34**	**$16,923.02**	**$58,245.36**	**$49,508.56**	**$8,736.80**

Cost Per Square Foot of Sewer Construction	
Survey	$2,000.00
Engineering Cost	$1,500.00
Construction Cost	$70,962.21
Overlay Cost	$13,826.00
Permit Fees	$10,130.80
Total	$98,419.01

Calculation of the Cost Per Square Foot of Sewer Construction	
75% of Total Cost Shall be borne by the Total Direct Benefit Area (TDBA)	
25% of Total Cost Shall be borne by the Total General Benefit Area (TGBA)	
Therefore the following are cost per square foot for each bendfit area:	
((75%)x(Total Cost/TDBA)) = .75 x $98,419.01/ 150,873 =	0.489248
((25%)x(Total Cost/TGBA)) = .25 x $98,419.01 / 212,712 =	0.115668

EXHIBIT 3

Bodman Short Plat Developers Assessment Roll

Ref No.	Tax/Parcel No.	Owner/Address	Abbreviated Legal Description	Total Area (SF)	Direct Benefit Area (SF)	General Benefit Area (SF)	Direct Benefit Cost	General Benefit Cost	Total Cost	Reimburse Developer @ 85%	Reimburse City @ 15%
12	674370-0305	Sinclair Thimgan Homes Inc 12360 NE 8th St #100 Bellevue, WA 98005	PETTITS H C ALDER GROVE KIRKLAND LOT 6 KIRKLAND SP#SPL06-00002 REC#20080125900014 SD SP DAF-ALL LOT 3 TGW LOT 4 LESS S 75 FT OF W 140 FT	27,956	27,956	27,956	$13,677.41	$3,233.61	$16,911.02	$14,374.36	$2,536.65
13	674370-0304	Sinclair Thimgan Homes Inc 12360 NE 8th St #100 Bellevue, WA 98005	PETTITS H C ALDER GROVE KIRKLAND LOT 1 KIRKLAND SP#SPL06-00002 REC#20080125900014 SD SP DAF-ALL LOT 3 TGW LOT 4 LESS S 75 FT OF W 140 FT	38,456	38,456	38,456	$18,814.51	$4,448.12	$23,262.63	$19,773.24	$3,489.39
			TOTALS	**66,412**	**66,412**	**66,412**	**$32,491.91**	**$7,681.73**	**$40,173.65**	**$34,147.60**	**$6,026.05**

CITY OF KIRKLAND

123 FIFTH AVENUE • KIRKLAND, WASHINGTON 98033-6189 • (425) 587-3000

DEPARTMENT OF FINANCE AND ADMINISTRATION
MEMORANDUM

To: David Ramsay, City Manager

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

Date: July 8, 2008

Subject: Parking Advisory Board Resignation

RECOMMENDATION**:**

That Council acknowledge the receipt of a resignation letter from Parking Advisory Board member Dennis Brown and authorize the attached correspondence thanking him for his service.

BACKGROUND DISCUSSION:

Mr. Brown is closing his downtown business location and leaving Kirkland. A recruitment to fill this vacancy has begun.

From: Dennis Brown [mailto:dennis@dbsantas.com]
Sent: Wed 6/25/2008 3:40 PM
To: Tami White
Subject: Re: PAB Resignation

Effective immediately I resign my position on the parking advisory board.

Dennis brown

D R A F T

July 15, 2008

Dennis Brown
92 Kirkland Avenue
Kirkland, WA 98033

Dear Mr. Brown:

We have regretfully received your letter of resignation from the Parking Advisory Board.

The City Council appreciates your contributions to the Board, and we thank you for volunteering your time and talent to serve our community.

As an active merchant downtown, your ability to identify and report on what really happens on the street was very valuable. Also, your desire to move projects forward was another important contribution. It will be difficult to find another voice with your knowledge and frankness. Thank you for your service.

Best wishes in your current and future endeavors.

Sincerely,
KIRKLAND CITY COUNCIL

James L. Lauinger
Mayor

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Tim Llewellyn, Fleet Supervisor
Daryl Grigsby, Public Works Director

Date: July 1, 2008

Subject: SURPLUS EQUIPMENT RENTAL VEHICLES/EQUIPMENT FOR SALE

RECOMMENDATION**:**

It is recommended that the City Council approve the surplusing of the Equipment Rental vehicles/equipment listed below:

BACKGROUND DISCUSSION:

The surplusing of vehicles or equipment which have been replaced with new vehicles or equipment, or no longer meet the needs of the City, is consistent with the City's Equipment Rental Replacement Schedule Policy. The following equipment has been replaced by new equipment, and if approved for surplusing, will be sold in accordance with purchasing guidelines at public auction or to public agencies.

Fleet #	Year	Make	VIN/Serial Number	License #	Mileage
F304	1994	Ford Road Rescue Aid Vehicle	1FDKE30M6RHB42068	16964D	61,062
PU-83	2000	GMC Sonoma Ext. Cab	1GTCS19W5Y8263604	29920D	27,263
PU-84	2000	Chevrolet Astro Cargo Van	1GCDM19W4YB214640	30955D	49,095
TR-03	1990	Case Backhoe 580K 4x2	JJG0028718	08597D	5967 Hrs.

For clarification purposes, F304, was originally replaced as a front line aid vehicle for Fire in 2002. It was retained for an additional 6 years as a Fire Investigations Unit. It was recently replaced in this function by another aid vehicle which had completed its 8 years of front line Fire service.

PU-83 and PU-84 were both Building Inspector vehicles which were retained 1 year beyond their original anticipated useful life of 8 years. They were both replaced by hybrid vehicles.

TR-03 is a Parks department backhoe, primarily used at the cemetery. It was replaced by a backhoe which had completed service life in the Water Department, but was remained viable in the limited Parks role.

The City's Equipment Rental Replacement Schedule is used as a guideline for vehicle replacement and amortization of equipment. Fleet Management staff evaluates each vehicle and determines the actual replacement date according to vehicle condition.

The above vehicles will be sold at public auction.

Cc: John Hopfauf, Street Manager

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Barry Scott, Purchasing Agent

Date: July 2, 2008

Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF JULY 15, 2008

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated to be in excess of $50,000. This report also includes the process being used to determine the award of the contract.

Following is a report on the City's major procurement activities since June 18, 2008:

	Project	Process	Estimate/Price	Status
1.	North Kirkland Community Center Emergency Generator Project	Small Works Roster	$125,000	To be released in mid July.

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

CITY OF KIRKLAND
City Attorney's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3030
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Robin S. Jenkinson, City Attorney

Date: July 8, 2008

Subject: McLeod Mixed Use Project Appeal/Findings and Conclusion

RECOMMENDATION

That the City Council review the Findings, Conclusions, and Decision along with the attached Resolution, and consider whether these accurately reflect its decision on the appeal of the Design Review Board decision granting design review approval to the McLeod Mixed Use Project at 118 and 150 Lake Street South. If changes are desired, they may be made at the meeting of July 15, 2008.

BACKGROUND DISCUSSION

The applicant, Mark Smedley, with Stock & Associates ("Applicant") applied for design review approval of the McLeod Mixed Use Project at 118 and 150 Lake Street South. On March 20, 2008, the Design Review Board issued its decision granting design review approval to the McLeod Mixed Use Project. Twelve parties (collectively, the "Appellants") filed a timely appeal. On June 3, June 17, and July 1, 2008, the City Council heard the appeal in open record proceeding. After deliberations at the hearing on July 1, 2008, the City Council directed staff to return to the next regular City Council meeting with findings and conclusions that: 1) the Design Review Board did not err with respect to the appeal issues brought forward; and 2) the decision of the Design Review Board was affirmed with modification of Façade D of the McLeod Mixed Use Project from a three-story façade to a two-story façade as proposed by the Applicant.

Once a resolution has been passed adopting findings and conclusions, the Findings, Conclusions, and Decision will be mailed to the Appellants and Applicant.

Please let me know if you have any questions.

RESOLUTION R-4715

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING FINDINGS AND CONCLUSIONS AND AFFIRMING THE DECISION OF THE DESIGN REVIEW BOARD GRANTING DESIGN REVIEW APPROVAL TO THE MCLEOD MIXED USE PROJECT AT 118 AND 150 LAKE STREET SOUTH, EXCEPT AS MODIFIED WITH RESPECT TO THE ALTERNATE DESIGN OF FAÇADE D.
(FILE NO.: DRC 07-00007; APPEAL CASE NO.: APL08-00004)

WHEREAS, the applicant, Mark Smedley with Stock & Associates ("the Applicant"), applied for design review approval of the McLeod mixed use project ("McLeod Mixed Use Project") located at 118 and 150 Lake Street South; and

WHEREAS, on March 12, 2008, the Kirkland Design Review Board voted to approve the project, and on the March 20, 2008, the Design Review Board issued its decision granting design review approval to the McLeod Mixed Use Project; and

WHEREAS, twelve parties filed a timely appeal of the Design Review Board's decision; and

WHEREAS, on June 3, 17, and July 1, 2008, the Kirkland City Council heard the appeal in an open record proceeding; and

WHEREAS, Kirkland Zoning Code 142.40.11.b requires that the City Council adopt findings and conclusions; and

WHEREAS, after deliberating at the hearing on July 1, 2008, the City Council directed staff to return to the Council's next regular meeting with findings and conclusions that: 1) the Design Review Board did not err with respect to the appeals issues brought forward; and 2) the decision of the Design Review Board was affirmed with modification of Façade D of the McLeod Mixed Use Project from a three-story façade to a two-story façade as proposed by the Applicant.

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

Section 1. The City Council hereby adopts the Findings, Conclusions, and Decision attached hereto as Exhibit "A" and by this reference incorporated herein, affirming the decision of the Design Review Board except as modified with respect to the alternate design of Façade D.

Section 2. The City shall distribute the Council's decision by mail to the appellants and the applicant.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2008.

Signed in authentication thereof this _____ day of _____, 2008.

_____
MAYOR

Attest:

_____
City Clerk

BEFORE THE KIRKLAND CITY COUNCIL

APPEAL OF THE DESIGN REVIEW BOARD DECISION ON THE MCLEOD MIXED USE PROJECT AT 118 AND 150 LAKE STREET SOUTH FILE NO.: DRC07-00007	)	APPEAL CASE NO.: APL08-00004 CITY COUNCIL'S FINDINGS, CONCLUSIONS, AND DECISION ON THE APPEAL

I. PROCEDURAL FINDINGS

1.1 The Applicant, Mark Smedley with Stock & Associates ("Applicant") applied for design review approval for a new four-story mixed use building ("McLeod Mixed Use Project") located at 118 and 150 Lake Street South.

1.2 On March 12, 2008, the Design Review Board voted to approve the project subject to conditions and issued its decision dated March 20, 2008, granting design review approval to the McLeod Mixed Use Project. *Design Review Board Decision dated March 20, 2008, is attached hereto as Attachment 1.*

1.3 Twelve parties filed a timely appeal of the Design Review Board's Decision: Dean Little; Maureen Baskin; Mary Toy; David Lombard; Shirley A. Hogsett; Rob Brown; Dean Tibbott; Andrew Chavez; Rosita McCauley; Shelia K. Harding; Eric Dahlke; and William & Nancy Maynard (collectively, the "Appellants"). *Appeal of the decision of the Kirkland Design Review Board (dated April 4, 2008.)*

1.4 On June 3, June 17 and July 1, 2008, the Kirkland City Council heard the appeal in an open record proceeding. *June 3, June 17 and July 1, 2008, Proceedings.*

1.5 The Appellants represented themselves. The Applicant was represented by Christopher Brain of Tousley Brain Stephens PLLC.

1.6 The City Council Members made appearance of fairness disclosures at the outset of the proceedings and no objections were raised by the parties to the participation of any member. Mayor James Lauinger presided over the appeal proceedings. *June 3, June 17 and July 1, 2008, Proceedings.*

1.7 The City Council heard testimony from the Department of Planning and Community Development ("Planning") staff, and testimony and oral argument from representatives of the Appellants and representatives of the Applicant, and asked questions. The City Council had before it the following documents: (a) the decision of the Design Review Board with attachments including Planning staff memoranda, applicant submittals, and summary of public comment letters submitted to the Design Review Board; (b) the Planning staff report to the City Council with attachments; and (c) written submissions by the parties, including briefing and exhibits. *June 3, June 17 and July 1, 2008, Proceedings.*

1.8 As part of its submittal, the Applicant requested that the City Council consider an alternative design for Façade D which would reduce the three-story façade approved by the Design Review Board to a two-story façade. *June 3, June 17 and July 1, 2008, Proceedings.*

1.9 After deliberating, the City Council directed staff to return to the next regular meeting with a resolution setting forth findings and conclusions that: 1) the Design Review Board did not err with respect to the appeal issues brought forward; and 2) the decision of the Review Board was affirmed with the modification of Façade D from a three-story façade to a two-story façade as proposed by the Applicant. *July 1, 2008, Proceedings.*

1.10 Any Conclusion set forth below that is deemed a Finding of Fact and any finding of Fact set forth below that is deemed a Conclusion is hereby adopted as such.

II. STANDARD OF REVIEW

2.1 The Kirkland City Council has jurisdiction over the appeal pursuant to Kirkland Zoning Code (KZC) 142.40.1.b. Under KZC 142.40.11.a, "[u]nless substantial relevant information is presented which was not considered by the Design Review Board," the City Council is required to accord the Design Review Board decision substantial weight.

2.2 The decision of the Design Review Board "may be reversed or modified if, after considering all of the evidence in light of the design regulations, design guidelines, and Comprehensive Plan" the City Council "determines that a mistake has been made." *KZC 142.40.11.a.*

III. FINDINGS REGARDING APPEAL

3.1 The issues raised in the appeal, as stated by the appellants, were:

a) McLeod Project Exceeds Provisions of Comprehensive Plan that Limit Buildings to Two Stories Along all of Lake Street. The Comprehensive Plan, Zoning Code, and Ordinances of the City of Kirkland

expressly limit buildings "to two stories along all of Lake Street." Specifically, the Comprehensive Plan provides:

> "***Buildings*** *should be limited to two stories along all of Lake Street South* to reflect the scale of development in Design District 2. Along Park Lane west of Main Street, Third Street, and along Kirkland Avenue, a maximum height of *two stories along street* ***frontages*** will protect the existing human scale and pedestrian orientation."

The Comprehensive Plan clearly distinguishes between *two story* ***buildings*** and *two story* ***frontages,*** and clearly and undoubtedly states: ***"Buildings*** *should be limited to two stories along all of Lake Street."* The DRB erred in approving more than two stories for the McLeod Project building along all of Lake Street.

b) DRB Has No Discretion to Approve Building of More Than Two Stories Along Lake Street. The DRB is bound by the Comprehensive Plan's limitation on the height of buildings along all of Lake Street. If the Comprehensive Plan and all of the effort that went into its creation can be ignored by the Planning Department and DRB, then the Comprehensive Plan is no more than mere inconsequential verbiage without force and effect. The DRB is required to limit buildings to two stories all along Lake Street and has demonstrated no sufficient reasons, based on either the provisions or the policies of the Comprehensive Plan, for its approval of the McLeod Project. The DRB lacks discretion to approve "buildings" for more that "two stories along all of Lake Street."

c) McLeod Project Fails to Meet Other Provisions of Comprehensive Plan. The Comprehensive Plan, Zoning Code, and Ordinances of the City of Kirkland expressly provide for the following: (a) a mix of two to four stories in Design District 1B; (b) rooftop appurtenances of limited height for elevator shafts, heating and cooling equipment, and the like; (c) reduction in mass of buildings above the second story in Design District 1B; and (d) in other portions of Design District 1B – i.e., other than along all of Lake Street – buildings should step up from the North and West with the tallest portions at the base of the hillside. As set forth in Section 3.1 b), above, the DRB has no discretion to approve buildings contrary to the provisions of the Comprehensive Plan. The DRB erred in approving the McLeod Project building which fails to meet the foregoing provisions.

d) McLeod Project Will Decrease Pedestrian Safety and Friendliness. The DRB erred in approving the McLeod Project without adequate consideration of the adverse impact on pedestrian safety from automobile traffic, pedestrian circulation due to elimination of public walkways and open spaces, and pedestrian "friendliness" in the downtown environment – all of which are

important general policies of the Comprehensive Plan. The DRB also erred in failing to assess the economic impact of the McLeod Project on the entire CBD.

e) DRB Erred in Limiting its Considerations to Design Elements and Failing to Enforce the Comprehensive Plan. The DRB, due to flawed advice from the Planning Department, erred in limiting its role to consideration of design elements of the McLeod Project, to the exclusion and detriment of the provisions of the Comprehensive Plan and the McLeod Project's impact on the whole of downtown Kirkland.

3.2 The City Council hereby adopts all of the Design Review Board Discussion in its decision dated March 20, 2008, as the Council's Findings. *Design Review Board Decision dated March 20, 2008, Section III, Design Review Board Discussion and Conclusions, pages 5-9.*

IV. ADDITIONAL FINDING REGARDING HEIGHT ON LAKE STREET

4.1 Kirkland Zoning Code 142.40.11.b. authorizes the City Council to modify the decision of the Design Review Board on appeal.

V. CONCLUSIONS AS TO HEIGHT ON LAKE STREET SOUTH

5.1 The City Council hereby adopts the Design Review Board's Conclusions under Section III. A – D of its decision dated March 20, 2008. *Design Review Board Decision, Section III, Conclusions, pages 7 – 9.*

5.2. In its Conclusion under Section III.A, "Building Height, Massing, Architectural, and Human Scale," the Design Review Board concluded that that the three-story façade of Façade D, as presented to the Design Review Board, met the intent of the Downtown Plan upper story setback policies along Lake Street South. The City Council does not adopt this portion of the Design Review Board's Conclusion. *Design Review Board Decision, Section III.A, DRB Conclusions, pages 6 – 7.*

5.3 The City Council concludes that the alternative design of Façade D, submitted by the Applicant, reduces the three-story façade to a two-story façade, meets the intent of the Downtown Plan upper story setback policies along Lake Street South. The City Council hereby adopts the remainder of the Design Review Board's "Conclusions" section under Section III.A. *Design Review Board Decision, III.A, DRB Conclusions, pages 6 – 7.*

VI. CONCLUSIONS REGARDING APPEAL

6.1 After according substantial weight to the decision of the Design Review Board, and after considering all of the evidence in light of the design regulations, design

guidelines, and Comprehensive Plan, the City Council concludes that the decision of the Design Review board should be affirmed as modified by this Decision.

For the reasons set forth in the foregoing Findings and Conclusions, the decision of the Design Review Board is hereby AFFIRMED, except as modified by this Decision with respect to the alternate design of Façade D.

Decision adopted by the Kirkland City Council this _____ day of _____, 2008.

_____

MAYOR

CITY OF KIRKLAND
Planning and Community Development Department
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DESIGN RESPONSE CONFERENCE
DESIGN REVIEW BOARD DECISION

DATE: March 20, 2008

PROJECT NAME: McLeod Mixed Use Project

APPLICANT: Mark Smedley with Stock & Associates

FILE NO.: DRC07-00007

PROJECT PLANNER: Jon Regala, Senior Planner

I. SUMMARY OF DECISION

On November 19, 2007, Mark Smedley, with Stock & Associates, applied for design review for a new 4-story mixed use building located at 118 and 150 Lake Street South. The new building contains approximately 32,723 square feet of restaurant and retail uses at the ground floor. The upper 3 stories contain approximately 124,656 square feet of new office space. Five hundred twenty parking stalls are proposed in a 5-level subterranean parking garage with access coming from the 22-foot wide alley north of the subject property. The south 122 feet of the existing retail and office building will be retained.

On March 12, 2008, the Design Review Board (DRB) approved the project as shown on the plans dated March 12, 2008 (see Attachment 1), the addendum dated March 12, 2008 (see Attachment 2), and subject to the following conditions:

A. This application is subject to the applicable requirements contained in the Kirkland Municipal Code, Zoning Code, and Building and Fire Code. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these ordinances. Attachment 3, Development Standards, is intended to familiarize the applicant with some of the additional development regulations. This attachment does not include all of the additional regulations.

B As part of the application for a building permit and a follow-up review by the DRB, the applicant shall submit construction plans consistent with Attachment 1 and 2 and that reflect the following conditions:

1. The 3rd and 4th story of Façade B (Hector's Façade) shall be set back an additional 2 feet. Also at the 3rd and 4th story on this façade, the sunshades shall be removed, a darker color is required, and the 2nd story cornice line shall be raised to help further obscure the view of the upper stories from across the street at ground level.

2. At Façade C (the 'gasket'), the 2nd story shall be pushed back so that it is at the same plane as the 3rd and 4th story on this façade.

3. Cornice returns at Façade B and D shall be resolved and shall not terminate at the glass railings.

4. At Façade D, windows at the ground floor shall be redesigned to better reflect a balance between the design guidelines for larger street front windows and the need for meeting pedestrian scale guidelines encouraging varied window treatments.

5 At Façade E, window size and proportions at the 3rd and 4th story shall be revised so that the apparent heaviness and massing is reduced to be in keeping with the structural elements at the 1st and 2nd stories.

6. No signs shall be located above 2nd story.

7. No internally illuminated signs are allowed where facing residential uses.

8. Building lighting is not allowed at upper stories except where required by the Building Code. Where lighting is required, light fixtures shall be directed inwards into the subject property.

9. Bollards shown on the site plan shall be removed where Lake Street South sidewalk meets the alley.

10. Benches, vegetation, and other improvements where located next to on-street parking areas shall be removed.

11. A low profile planter shall be constructed in northwest corner enclave to contain plants and seating.

12. Details for the 'green screen' located at the east and south facades facing the Portsmith Condominiums.

13. Details for the water feature to be located at the south entrance of the culinary court. The applicant should work with the Cultural Council in incorporating art into the design of the water feature.

II. DESIGN RESPONSE CONFERENCE MEETINGS

A. Background Summary

Below is a summary of the Board's discussions at the four Design Response Conferences held on December 17, 2007, January 17, 2008, February 12, 2008, and March 12, 2008.

December 17, 2007 Design Response Conference: The DRB reviewed the plans submitted by the applicant dated December 3, 2007. Staff provided an overview of the Zoning Code regulations and Comprehensive Plan policies for the CBD 1 zone and Design District 1B. Staff's memo dated December 10, 2007 provides an analysis of the project's consistency with zoning regulations, Comprehensive Plan policies, and Design Guidelines for Pedestrian Oriented Districts. A model with several building massing alternatives, submitted by the applicant, was reviewed by the DRB at the meeting.

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After receiving public comment on the project and deliberating, the Board requested that the applicant return for a second meeting to respond to their recommendations regarding the buildings massing and upper story setbacks. The DRB wanted to see the building revised to reflect a 'U' shaped building design and to incorporate additional upper story setbacks to further address the Downtown Plan building massing and upper story setback policies for buildings along Lake Street South. The DRB also asked for clarification from staff as to the sight distance requirements at the alley and Lake Street South and the required sidewalk improvements.

January 17, 2008 Design Response Conference: The DRB reviewed the plans submitted by the applicant dated January 9, 2008. The staff memo dated January 9, 2008 provides an overview and analysis of the project modifications made in response to the DRB's previous direction. At the meeting, the DRB asked the applicant to further refine their preferred massing option by exploring additional building setbacks above the 2nd story fronting Lake Street South and to utilize horizontal and vertical modulation techniques to achieve architectural scale. The DRB also asked the applicant to look at redesigning the northwest corner of the building as the project was continued to the next DRB meeting.

February 12, 2008 Design Response Conference: The DRB reviewed the plans submitted by the applicant dated February 12, 2008. The staff memo dated February 5, 2008 provides an overview and analysis of the project modifications made in response to the DRB's previous direction. After deliberation, the DRB noted that additional upper story setbacks are needed in order to meet the Downtown Plan building massing and upper story setback policies. The building as proposed still appeared to the DRB as a 3 to 4 story structure and did not reflect the scale of the 2-story buildings across the street. The DRB therefore discussed detailed setback recommendations per façade with the applicant and asked for revisions that reflect their recommendations for their review. The DRB also asked for further refinement of the northwest corner of the building to make it more retail oriented and to provide a softer transition as it turns into the alley.

The DRB briefly discussed opportunities for landscaping and human/architectural elements and asked the applicant to bring information regarding signage, site/building sections, and detailed landscape plans to the next meeting.

March 12, 2008 Design Response Conference: The DRB reviewed the plans submitted by the applicant dated March 12, 2008. The staff memo dated March 4, 2008 provides an overview and analysis of the project modifications made in response to the DRB's previous direction. An addendum to the plans, dated March 12, 2008, was submitted at the DRB meeting which corrected minor detailing errors and updated the landscape plan previously submitted. At the meeting the DRB reviewed the applicant's revisions and determined that their proposal along with the conditions of approval listed in Section I above was consistent with the applicable Comprehensive Plan policies and design guidelines.

See also Section III below for additional discussion of the DRB's March 12, 2008 decision.

B. Public Comment

All public comment letters and e-mails received during the Design Response Conference meetings were forwarded on to the Board for consideration in addition to the oral comment from the public meetings. All comments are contained in the City's official file DRC07-00007. Below is a summary of the general public comment themes that emerged through the design review process:

- Proposed buildings are too large and out of scale with Downtown core
- Buildings should be limited to 2 stories
- Proposal damages character, small town feel, charm, and overshadows ambiance
- Project should explore a green roof concept
- Proposal should preserve character and uniqueness of Downtown
- Upper stories should be setback from the pedestrian pathway located on the Portsmith property
- Results in loss of public views
- Proposal is not consistent with the Downtown Strategic Plan and Comprehensive Plan
- Too much traffic congestion
- DRB should consider public comment
- Encourage:
  - Less massing
  - Deeper setbacks
  - Pedestrian friendly design along east façade
  - Orient rooftop appurtenances away from residences
- Need to stop and rethink downtown vision and building heights
- Buildings/awnings appear 'industrial'
- Western elevation lacks imagination and creativity
- Project should have center courtyard approach with a single prominent entry
- Condo owners are not the only stakeholders in the Downtown
- Scale of the proposed buildings is consistent with Portsmith building
- The project has an urban village style
- The project consists of a high quality and desirable building
- Provides additional parking in the downtown core
- Improves upon look and condition of existing older buildings
- Project will create a vibrant pedestrian area
- Project will provide office space which will complement existing retail environment
- The project complies with the Comprehensive Plan, the Design District guidelines, and the Zoning Code and is consistent with the vision for the Downtown
- Increased tax revenue
- Proposed parking garage is a benefit to the City

- The project has an appealing design
- Roofs should be clear of rooftop units
- The project is good for Kirkland
- Maintain a mid-block pedestrian connection to the Portsmith public walkway
- Need a better business district to attract shoppers and tenants
- Additional upper story setbacks are not needed

III. DESIGN REVIEW BOARD DISCUSSION AND CONCLUSIONS

Below is a summary of the key issues and conclusions reached by the Design Review Board during the design review process. For more background on these issues and evaluation of how the project meets the Zoning Code and Comprehensive Plan policies, see staff advisory reports from the design response conferences contained in File DRC07-00007.

A. Building Height, Massing, Architectural, and Human Scale

The subject property is located in the CBD 1 zone. CBD 1 zoning (KZC 50.12) establishes a maximum building height of 2 to 5 stories. General regulations for the CBD 1 zone also require that buildings exceeding two stories demonstrate compliance with design regulations and all provisions of the Downtown Plan. The City is to determine compliance with these provisions through Design Review. Guidance in the Downtown Plan (pages XV.D-9 to XV.D-11) relative to allowed building height in this district includes the following:

- The subject property is located in Design District 1B. The maximum number of stories is 2 to 4 with one additional story allowed for upper story residential. No minimum setbacks are required from property lines.
- Discretionary approval is required for buildings taller than two stories.
- Stories above the second story should be setback from the street.
- To preserve existing human scale of this area, development over two stories requires review and approval by the Design Review board based on the priorities set forth in this plan [the Downtown Plan].
- Buildings should be limited to two stories along all of Lake Street South to reflect the scale of development in Design District 2.
- The portions of Design District 1 designated as 1B provide the best opportunities for new development that could contribute to the pedestrian fabric of Downtown. To provide for redevelopment and because these larger sites have more flexibility to accommodate additional height, a mix of two to four stories in height is appropriate.
- South of Kirkland Avenue, building forms should step up from the north and west with the tallest portions at the base of the hillside to help moderate the mass of large buildings on top of the bluff.

- Buildings over two stories in height should generally reduce the building mass above the second story.

Since the applicant is not proposing upper story residential uses and is not requesting an additional 5th story, the criteria regarding significant upper story setbacks, rooftop appurtenances, and providing superior retail space at the street level does not apply to the applicant's proposal.

DRB Discussion: The DRB deliberations focused primarily on whether the project met the Downtown Plan policies on massing and upper story setbacks. Early discussions revolved around whether the project should take on a 'U' shaped configuration to deal with bulk and mass issues. In response, the applicant was able to provide the DRB information regarding office use layouts and the need to maintain their preferred massing option given the shape of the subject property and the need for creating rentable office tenant spaces.

Although the DRB eventually agreed with the applicant's preferred option, the DRB asked that the applicant explore additional upper story setbacks in order to be consistent with the Downtown Plan. The discussion on the upper story setbacks occurred over the course of several meetings. The DRB also asked that the northwest corner be made softer as it turned the corner to the alley and orient more towards the pedestrian.

The DRB deliberations were also focused on architectural scale, and vertical and horizontal modulation/definition to help mitigate the length of the proposed building. Techniques were discussed about breaking up the building façade along Lake Street South in order to appear as several buildings through the use of different colors, materials, and setbacks. In addition, the DRB expressed their concern that the scale at the ground floor in regards to window size seemed to overwhelm the pedestrian and should be revised.

DRB Conclusions: The DRB reviewed the applicant's revised proposal at the March 12, 2008 meeting and determined that the applicant's proposal is consistent with the applicable Downtown Plan policies and Guidelines for Pedestrian Oriented Business Districts with several conditions. The DRB required the following items in order for the proposal to be consistent with the Downtown Plan policies regarding massing and upper story setbacks:

- The 3rd and 4th story of Façade B (Hector's Façade) should be set back an additional 2 feet to further reinforce the scale of the buildings west of Lake Street South. Also at the 3rd and 4th story on this façade, the sunshades should be removed and a darker color should be required to help the building appear less massive. The 2nd story cornice line should also be raised to help further obscure the view of the upper stories from across the street at ground level.

- At Façade C (the 'gasket'), the 2nd story should be pushed back so that it is at the same plane as the 3rd and 4th story on this façade.

The DRB allowed Façade D (south of the 'gasket') to be setback approximately 4 feet from the property line and be three stories tall. The DRB concluded that this three-story façade as designed meets the intent of the Downtown Plan upper story setback policies along Lake Street South. The façade provides human scale and pedestrian orientation at the ground level while

utilizing vertical modulation to break up the lengthy two-story horizontal aspect of the façade. The three-story façade also helps make the 4th story disappear at this façade when viewed at the ground level from across the street keeping it scale with buildings west of Lake Street South.

To be consistent with policies regarding architectural and pedestrian scale, the DRB required the following:

- At Façade D windows at the ground floor should be redesigned to better reflect a balance between the design guidelines for larger windows and the need for meeting pedestrian scale policies.
- At Façade E (south entry to culinary court), window size and proportions at the 3rd and 4th story should be revised so that the apparent heaviness and massing is reduced.

B. Vehicular and Pedestrian Access

Vehicular access to the subject property is from Kirkland Avenue via an access road that also serves the Merrill Gardens project to the east. The subject property can also be accessed from a 22-foot wide alley along the property's north property line that connects to Lake Street South. Parking is proposed in a subterranean parking structure containing 520 parking stalls. Pedestrian access occurs primarily along Lake Street South. A minor pedestrian connection is located along the north side of the alley. The loading and unloading area is to the rear of the subject property. The Downtown Plan policies require that pedestrian amenities and building design should be included in new developments to promote a vibrant, attractive, and safe pedestrian experience.

DRB discussion: The DRB wanted to make sure that the building design at the northwest corner incorporates the required sight distance standards and that the City's sidewalk standards are met.

The DRB also asked for additional changes that address the following design guideline:

Building design at the street wall should contribute to a lively, attractive, and safe pedestrian streetscape.

The original building design at the northwest corner of the building did not orient well to the corner where the alley meets Lake Street South and to pedestrians. The DRB asked that the corner be redesigned to orient more towards the pedestrian as it turned the corner towards the alley.

DRB conclusions: The DRB concluded that the proposal is consistent with vehicular and pedestrian requirements and complies with the policies and guidelines regarding providing enhanced pedestrian circulation such as wider sidewalks along Lake Street South. The DRB agreed to the revisions at the northwest corner of the building provided that the applicant provide a low profile planter to be constructed in the enclave at the northwest corner to contain plants and seating for pedestrians.

C. Building Materials, Color, and Detail

DRB discussion: The DRB reviewed the applicant's proposed materials and color palettes as well a conceptual signage plan. The DRB expressed concerns regarding the proposed signage locations, lighting, and location of bollards. There was also a concern on several facades where the cornice returned back to glass railings. The DRB did not think that this was an appropriate treatment of the cornice given the difference of materials.

The DRB also recommended that the applicant contact the Cultural Council to get feedback in designing the water feature proposed in the culinary courtyard.

DRB conclusions: The DRB agreed to the applicant's proposed materials and color palette, and building detailing with the following conditions:

- Cornice returns at Façade B and D should not terminate at the glass railings.
- In order to diminish the perception of building massing above the second story, no signs should be located above 2nd story
- No internally illuminated signs should be allowed where facing residential uses
- Building lighting should not be allowed at upper stories except where required by the Building Code. Where lighting is required, light fixtures should be directed inwards into the subject property.
- Bollards shown on the site plan should be removed where Lake Street South sidewalk meets the alley
- Details for the water feature to be located at the south entrance of the culinary court. The applicant should work with the Cultural Council in incorporating art into the design of the water feature.

D. Landscaping

DRB discussion: The DRB reviewed and discussed the proposed landscape design submitted by the applicant. The DRB reviewed a detailed landscape plan that called out the specific plantings proposed and details as to how the proposed green screen would function where facing the Portsmith Condominiums. At the final meeting an addendum was submitted that further refined the landscape plan to remove plants that are on the City's prohibitive plant list and changed out the street trees to be consistent with the City's street tree list.

DRB conclusions: The DRB concluded that the proposed landscaping plan is consistent with the Downtown Plan and Design Guidelines for Pedestrian Oriented Business Districts with the following conditions:

- Benches, vegetation, and other improvements where located next to on-street parking areas should be removed to avoid conflicts with car doors and pedestrians exiting cars.

- Details should be provided with the building permit for the 'green screen' located at the east and south facades facing the Portsmith Condominiums.

IV. DEVELOPMENT REVIEW COMMITTEE

Comments and requirements placed on the project by City departments are found on the Development Standards, Attachment 1.

V. SUBSEQUENT MODIFICATIONS

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

VI. APPEALS OF DESIGN REVIEW BOARD DECISIONS AND LAPSE OF APPROVAL

A. Appeals

Section 142.40 of the Zoning Code allows the Design Review Board's decision to be appealed to the City Council by the applicant or any person who submitted written or oral comments to the Design Review Board. The appeal must be in the form of a letter of appeal and must be delivered, along with any fees set by ordinance, to the Planning Department by 5:00 p.m., _____, fourteen (14) calendar days following the postmarked date of distribution of the Design Review Board's decision.

Only those issues under the authority of the Design Review Board as established by Kirkland Zoning Code 142.35(2) are subject to appeal.

B. Lapse of Approval

Section 142.55.1 of the Zoning Code states that unless otherwise specified in the decision granting DR approval, the applicant must begin construction or submit to the City a complete Building Permit application for development of the subject property consistent with the Design Review approval within one (1) year after the final decision to grant the DR approval or that decision becomes void. Furthermore, the applicant must substantially complete construction consistent with the DR approval and complete all conditions listed in the DR approval decision within three (3) years after the final decision on the DR approval or the decision becomes void. Application and appeal procedures for a time extension are described in Sections 142.55.2 and 142.55.3.

VII. ATTACHMENTS

1. Applicant Proposal Dated March 12, 2008
2. Addendum Dated March 12, 2008
3. Development Standards

VIII. PARTIES OF RECORD

APPLICANT: MARK SMEDLEY, STOCK & ASSOCIATES, 109 BELL STREET, SEATTLE, WA 98109
OWNER: STUART MCLEOD, 118 LAKE STREET SOUTH SUITE E, KIRKLAND, WA 98033
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

DEPARTMENT OF FIRE AND BUILDING SERVICES
DEPARTMENT OF PUBLIC WORKS

The following is a list of parties that have submitted written or oral comment to the DRB:

1. ALAN AND DONNA WILSON, 108 2ND AVENUE SOUTH #301, KIRKLAND, WA 98033
2. ALICIA MCCANN & FENN SHRADER, 225 2ND STREET SOUTH, KIRKLAND, WA 98033
3. ALVIN AND JACQUELINE GOLDFARB, 4823 LAKE WASHINGTON BLVD NE #3, KIRKLAND, WA 98033
4. ALZIRA ZOLLO, 8533 NE JUANITA DRIVE, KIRKLAND, WA 98034
5. AMY FLECK
6. ANDREA HANEFELD, 9485 NE 121ST PLACE, KIRKLAND, WA 98034
7. ANDREW & AMY CHAVEZ, 109 2ND STREET SOUTH #239, KIRKLAND, WA 98033
8. ANDY LOOS, SRM DEVELOPMENT LLC 808 5TH AVENUE NORTH, SEATTLE, WA 98109
9. ANNE DETTELBACH, 11220 115TH PLACE NE, KIRKLAND, WA 98033
10. ANNETTE WILLIAMS, 15618 72ND AVENUE NE, KENMORE, WA 98028
11. BARBARA & FLOYD PAGARIGAN, 201 2ND STREET SOUTH #104, KIRKLAND, WA 98033
12. BARBARA BROWN, TEC REAL ESTATE 3625 1332ND AVE SE STE. 201, BELLEVUE, WA 98006
13. BARBARA LOCKHART, 120 STATE AVE #1191, OLYMPIA, WA 98501
14. BEA NAHON, 129 3RD AVE #503, KIRKLAND, WA 98033
15. BETH PRICHARD, 319 7TH AVE WEST, KIRKLAND, WA 98033
16. BOB BURKE, 1032 4TH ST , KIRKLAND, WA 98033
17. BONNIE LINDBERG, 101 LAKE ST S, KIRKLAND, WA 98033
18. BRANDY CORUJO
19. BRIAN HOUSLEY, STANTON NORTHWEST 11410 NE 122ND WAY SUITE 102, KIRKLAND, WA 98034
20. BROOK STABBERT, 225 1ST STREET , KIRKLAND, WA 98033
21. CAROL DORE, 211 KIRKLAND AVE #204, KIRKLAND, WA 98033
22. CHARLENE BOYS
23. CHRIS MILLER, 225 4TH AVENUE #A-503, KIRKLAND, WA 98033
24. CHRISTINA HUFF, 2223 112TH AVE NE SUITE 100, BELLEVUE, WA 98004
25. CHRISTOPHE AND ALEX LOISEY, 1121 1ST STREET, KIRKLAND, WA 98033
26. CINDY MUELLER, 16625 NE 26TH STREET, BELLEVUE, WA 98008
27. CITIZENS FOR A VIBRANT KIRKLAND, 218 MAIN STREET PMB 675, KIRKLAND, WA 98033
28. DAN CRITTENDEN, COBALT MORTGAGE 11255 KIRKLAND WAY SUITE 100, KIRKLAND, WA 98033
29. DANIEL NIX, 1030 3RD STREET, KIRKLAND, WA 98033
30. DAVID LOMBARD & SHEILA HARDING , 109 2ND STREET SOUTH #629, KIRKLAND, WA 98033
31. DAVID SPOUSE, 433 11TH AVE WEST, KIRKLAND, WA 98033
32. DEAN LITTLE, 225 4TH AVENUE #B303, KIRKLAND, WA 98033
33. DEAN TIBBOTT, 109 2ND STREET SOUTH #627, KIRKLAND, WA 98033
34. DENNIS BOHN, 10802 47TH AVENUE WEST, MUKILTEO, WA 98275
35. DENNIS GEELS, 4705 110TH AVENUE NE, KIRKLAND, WA 98033
36. DIANE BACH, PO BOX 2268, BOTHELL, WA 98041-2268
37. DIANE DEWITT, 127 3RD AVE SUITE 302, KIRKLAND, WA 98033-6177
38. DON & CAROLYN BARNES, 201 2ND STREET SOUTH #412, KIRKLAND, WA 98033
39. DON VILEN, 733 LAKE STREET SOUTH, KIRKLAND, WA 98033
40. DONNA RIDDELL, 109 2ND STREET SOUTH #621, KIRKLAND, WA 98033
41. DOUG WAUN, 9 LAKESHORE PLAZA, KIRKLAND, WA 98033
42. ELAINE SHEARD
43. ELIZABETH & MICHAEL JOHNSON, 255 4TH AVENUE, KIRKLAND, WA 98033
44. ERIC DAHLKE, 109 2ND STREET SOUTH #229, KIRKLAND, WA 98033
45. FRED CERF, 725 1ST STREET SOUTH #202, KIRKLAND, WA 98033
46. GAIL COTTLE, 225 2ND STREET SOUTH D-2, KIRKLAND, WA 98033
47. GARY REID, 201 2ND STREET SOUTH #307, KIRKLAND, WA 98033
48. GARY REID, 1089 LAWSON ROAD, CAMANO ISLAND, WA 98282

49. GAYLE ZILBER
50. GEORGE PLATIS
51. GLENN PETERSON
52. GUNNAR NORDSTROM, 730 1ST ST S #3, KIRKLAND, WA 98033
53. HAROLD RUBIN, 14248 92ND PLACE, BOTHELL, WA 98011
54. HARVEY HOYT, MD, 5020 112TH AVE NE, KIRKLAND, WA 98033
55. IRENE & JAMES DALGARN, 202 2ND STREET SOUTH #202, KIRKLAND, WA 98033
56. J. DONALD DICKS, 10635 NE 116TH STREET, KIRKLAND, WA 98034
57. J. JOHNSON, 109 2ND STREET SOUTH #330, KIRKLAND, WA 98033
58. JAMES GILLILAND, 622 13TH AVENUE WEST, KIRKLAND, WA 98033
59. JANENE WORTHINGTON, 222 15TH AVE, KIRKLAND, WA 98033
60. JANN CASTLEBERRY, PO BOX 2848 , BELFAIR, WA 98528
61. JEFF HELLINGER, 6204 108TH PLACE NE, KIRKLAND, WA 98033
62. JEFF RIDLEY, 11627 NE 75TH STREET, KIRKLAND, WA 98033
63. JEN GREENE, BEN & JERRY'S 176 LAKE STREET SOUTH, KIRKLAND, WA 98033
64. JEN STROHL, 7650 NE 125TH STREET, KIRKLAND, WA 98033
65. JENNIFER FISHER, COBALT MORTGAGE 11255 KIRKLAND WAY SUITE 100, KIRKLAND, WA 98033
66. JENNIFER LANGFORD, COBALT MORTGAGE 11255 KIRKLAND WAY SUITE 100, KIRKLAND, WA 98033
67. JENNIFER NILSSEN, TEC REAL ESTATE 3625 1332ND AVE SE STE. 201, BELLEVUE, WA 98006
68. JIM AND CAROLYN HITTER, 119 8TH LANE, KIRKLAND, WA 98033
69. JIM AND LINDA HOFF
70. JOANNE WILSON, 521 16TH AVENUE WEST, KIRKLAND, WA 98033
71. JOE CASTLEBERRY, PO BOX 2848 , BELFAIR, WA 98528
72. JOHN BRIGHTBILL, 5819 108TH AVE NE, KIRKLAND, WA 98033
73. JOHN GILDAY, 500 7TH AVE SOUTH, KIRKLAND, WA 98033
74. JOHN STARBARD, 109 2ND STREET SOUTH #220, KIRKLAND, WA 98033
75. JON HESSE, BIKINI BEACH 9 LAKE STREET, KIRKLAND, WA 98033
76. JONNI RESSLER, 1306 5TH STREET, KIRKLAND, WA 98033
77. JULIE CHEN
78. JULIE HIRSCH, 109 2ND STREET SOUTH #436, KIRKLAND, WA 98033
79. JUSTIN UBERTI, 115 17TH PLACE, KIRKLAND, WA 98033
80. KARA WEINAND, 12426 84TH AVENUE NE, KIRKLAND, WA 98034
81. KAREN MASSENA, 11807 110TH AVENUE NE, KIRKLAND, WA 98034
82. KATE MCKINNEY, 5726 LAKEWASHINGTON BLVD NE S-2, KIRKLAND, WA 98033
83. KATHERINE WALKER, 612 14TH PLACE, KIRKLAND, WA 98033
84. KEITH MAEHLUM, 10836 NE 108TH STREET, KIRKLAND, WA 98033
85. KELLIE JORDAN, 11410 NE 106TH LANE, KIRKLAND, WA 98033
86. KEN AND DEBORAH RICE, 420 6TH STREET SOUTH, KIRKLAND, WA 98033
87. KIM WHITNEY, PO BOX 2081, KIRKLAND, WA 98033
88. KIMBERLY THOMSON, 812 MARKET STREET, KIRKLAND, WA 98033
89. LAURE SMITH, 201 2ND STREET SOUTH #404, KIRKLAND, WA 98033
90. LINDA WICKS, 201 2ND STREET SOUTH #112, KIRKLAND, WA 98033
91. LOMA GREGG, THE ONE SOLUTION INC. 22005 SE 32ND ST, SAMMAMISH, WA 98075
92. MARC CHATALAS, CACTUS RESTUARANTS 121 PARK LANE, KIRKLAND, WA 98033
93. MARGIT MOORE, 109 2ND STREET SOUTH #335, KIRKLAND, WA 98033
94. MARK AND VICTORIA FANNING, 8614 NE 121ST PLACE, KIRKLAND, WA 98033
95. MARK CROHN, 109 2ND STREET SOUTH #429, KIRKLAND, WA 98033
96. MARK SEHLIN, 11227 115TH PLACE NE, KIRKLAND, WA 98033
97. MARK WORTHINGTON, 222 15TH AVE, KIRKLAND, WA 98033
98. MARY JOCHUM, 18027 NE 12TH PLACE, BELLEVUE, WA 98008
99. MARY TOY, 108 2ND AVENUE SOUTH #101, KIRKLAND, WA 98033
100. MARYPAT MEULI, 489 2ND AVE SOUTH, KIRKLAND, WA 98033
101. MELISSA OLSON, PO BOX 362, KIRKLAND, WA 98083

102. MICHAEL AND JUDITH VOSS, 10119 NE 112TH PLACE, KIRKLAND, WA 98033
103. MICHAEL FERRERA, RESOURCE 1211 MARKET STREET, KIRKLAND, WA 98033
104. MONIQUE AND DON KENNY, 9727 NE JUANITA DRIVE #309, KIRKLAND, WA 98034
105. NANCY & WILLIAM MAYNARD, 109 2ND STREET SOUTH #237, KIRKLAND, WA 98033
106. NICOLE PARKHILL, 7 DRAGONS 143 PARK LANE #201, KIRKLAND, WA 98033
107. PAT TOLLE, 10111 MARINE VIEW DRIVE, MUKILTEO, WA 98275
108. PATRICIA LEVERETT, 7833 115TH PLACE NE, KIRKLAND, WA 98033
109. PATRICIA RICE
110. PATRICK TRUDELL, 3724 LAKE WASHINGTON BLVD NE, KIRKLAND, WA 98033
111. PATTY BRANDT, 9532 150TH ST SE, SNOHOMISH, WA 98296
112. PAULA HEDDIE
113. PENNY SWEET, 700 20TH AVENUE WEST, KIRKLAND, WA 98033
114. PERRI DELANEY, 609 13TH AVENUE WEST, KIRKLAND, WA 98033
115. PETER GLASE, 109 2ND STREET SOUTH #327 , KIRKLAND, WA 98033
116. RACHEL KNIGHT AND JONATHAN LOVE, 12615 NE 134TH PLACE, KIRKLAND, WA 98034
117. RAVI KHANNA, 302 2ND STREET SOUTH #C5, KIRKLAND, WA 98033
118. RICK DROTTZ, KENNEDY WILSON PROPERTIES NW 301 116TH AVENUE SE STE 100, BELLEVUE, WA 98004
119. RICK LEAVITT, 10228 NE 58TH STREET, KIRKLAND, WA 98033
120. RICK MOORE, RICK MOOR GROUP INC 5914 LAKE WASHINGTON BLVD NE, KIRKLAND, WA 98033
121. ROB BROWN, 108 2ND AVE S #105, KIRKLAND, WA 98033
122. ROBIN SANDERS, 612 KIRKLAND AVE, KIRKLAND, WA 98033
123. ROSITA MCCAULEY, 108 2ND AVE SOUTH #508, KIRKLAND, WA 98033
124. SANDY DAIN, 12120 94TH PLACE NE, KIRKLAND, WA 98034
125. SCOTT AND TONYA BAKER, 11344 NE 90TH STREET, KIRKLAND, WA 98033
126. SCOTT BROWN, 339 KIRKLAND AVE, KIRKLAND, WA 98033
127. SHELLY LAMBERT, COBALT ESCROW 11255 KIRKLAND WAY SUITE 100, KIRKLAND, WA 98033
128. SHERI LARSEN
129. SHIRLEY HOGSETT, 108 2ND AVE SOUTH #104, KIRKLAND, WA 98033
130. SHIRLEY POSEY, 405-13TH AVENUE, KIRKLAND, WA 98033
131. STEVE LINGENBRINK, 3724 LAKE WASHINGTON BLVD NE, KIRKLAND, WA 98033
132. STEVE SHINSTROM, PO BOX 638, KIRKLAND, WA 98083
133. SUE CONTRERAS
134. SUNDEE RICKEY
135. SUNNY & MICHAEL
136. SUSAN THORNES, 10106 NE 38TH CT, KIRKLAND, WA 98033
137. TED & JOYCE COX, 602 BELLEVUE WAY SE, BELLEVUE, WA 98004
138. TERESA CAROLAN, 10416 NE 195TH ST (PO BOX 601), BOTHELL, WA 98041
139. TERRY RENNAKER, CAPSTONE PARTNERS 1001 4TH AVE SUITE 4400, SEATTLE, WA 98154
140. THOMAS MARKL, PO BOX 461, REDMOND, WA 98073-0461
141. TIM ERKINS, 733 LAKE STREET SOUTH, KIRKLAND, WA 98033
142. TOM BROWN, COBALT MORTGAGE 11255 KIRKLAND WAY SUITE 100, KIRKLAND, WA 98033-3417
143. VICKI & MIKE STORINO, 160 WAVERLY WAY, KIRKLAND, WA 98033
144. WYOMIA BONEWITS, PO BOX 2334, KIRKLAND, WA 98083

VII. APPROVAL

_____

Jeff Bates, Chair Date
Design Review Board

CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Marilynne Beard, Assistant City Manager

Date: July 7, 2008

Subject: LETTER TO KING COUNTY REGARDING ANNEXATION

RECOMMENDATION:

City Council approves the attached letter in response to a letter received from King County Councilmember Jane Hague and King County Executive Ron Sims.

BACKGROUND:

On May 20, 2008, the City Council received a letter from King County Executive Ron Sims and County Councilmember Jane Hague regarding the potential annexation of Finn Hill, Juanita and Kingsgate. The attached letter acknowledges the correspondence and describes the City Council's direction provided at the May 20th meeting.

King County

Ron Sims
King County Executive
701 Fifth Avenue, Suite 3210
Seattle, WA 98104
206-296-4040 Fax 206-296-0194
TTY Relay: 711
www.kingcounty.gov

May 20, 2008

The Honorable James L. Lauinger
Mayor, City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033-6189

Dear Mayor Lauinger:

Thank you for the opportunity to meet with you on May 19, 2008 ,to discuss the City of Kirkland's position on annexation of the Kingsgate-Juanita-Finn Hill potential annexation area (PAA). Over the past three years, the city's approach to studying the annexation issue was open, transparent, and comprehensive. As this process comes to conclusion, you described the city's position to be that the City of Kirkland's current budget challenges prevent it from pursuing annexation in the near future. You were clear that the City Council recognizes the importance and value of the Growth Management Act and the expectation that cities annex their adjacent urban areas but that the city's immediate fiduciary responsibilities must take priority.

As mentioned at our meeting, the county would strongly encourage you to reconsider this position given that the thoughtful integration of the Kingsgate-Juanita-Finn Hill area in the city's long term financial planning could yield solutions otherwise unavailable. However, if you cannot proceed because of the city's budget problems; we ask that the city explicitly articulate that it would support other cities' consideration of annexation of the area.

Under today's Countywide Planning Policies framework, if an urban unincorporated area is designated as a PAA of one city, it presents a considerable obstacle to other cities with interest in exploring annexation – it is a barrier with the community, with the Boundary Review Board, and with the county. Accordingly, we request that the City of Kirkland take action to remedy this by passing a motion that supports options that allow other cities to explore annexation of the area and by amending Kirkland's own comprehensive plan. At the regional level, we would then remove the potential annexation area designation of this area on the Countywide Planning Policies PAA Map.

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This course of action would essentially clear the way for other cities to step forward to work with the residents of the area and the county to develop workable governance solutions that can be implemented in the near term. The residents of the Kingsgate-Juanita-Finn Hill area and the adjacent cities all deserve clarity and relative certainty as to Kirkland's intent. Barring a broader regional effort to revamp the Countywide Planning Policies to allow for designation and annexation of overlapping PAAs by multiple cities, these specific steps are needed to provide clarity to all. After a three year examination of this issue, the residents of the Kingsgate-Juanita-Finn Hill area deserve the opportunity to work openly with other cities on annexation.

In the face of significant budget decisions at King County, we fully understand the creative problem solving and difficult choices Kirkland will face as it works to balance its own budget in the short and long term. When facing major deficits, consideration of revenue options (new sources) and expenditure reductions (service level reductions) are the core components of developing sound financial footing. Depending on the revenue tools selected, annexation of the Kingsgate-Juanita-Finn Hill area could provide the city with a strong financial asset to use for solving the long term deficit. If annexation of the PAA were an integral part of the city's financial planning work, the city may find that annexation is useful to its financial stability over the long term. While separating these issues as proposed by the city makes the discussion less complex, it may also result in missed opportunities.

Lastly, there has been some general discussion and inquiries about phased or partial annexation of the area with the first focus being on the remaining commercial and retail areas in Kingsgate/Totem Lake. The county cannot support proposals by cities to annex the small remaining commercial tax base in the urban unincorporated areas while leaving the residential areas behind.

Like the city, the county faces a significant deficit in 2009 and beyond. Continuing to provide local government services in the urban unincorporated areas is one of the factors that underlie that deficit. Every year, the county must use nearly $20 million of regional revenues to cover urban area local service costs above and beyond the local service revenues these areas generate. In response to the county's budget, cities raise concerns about what regional programs will the county have to cut and how such reductions will have cascading effects on the cities. At the same time, many cities are reluctant to move forward with annexation – one strategy that may help the county to reduce its own ongoing expenditures. Because we do not have the same fiscal tools as cities to pay for local services, we have been working diligently to promote annexation. Inaction on annexation by cities makes the county's fiscal dilemma that much more challenging.

Again, the county as a whole, thanks the City of Kirkland for its tremendous effort to study the question of annexation in a comprehensive manner. By the end of the process, the city was able to develop an annexation option that was effectively financially neutral for the city – the financial challenges faced by the city today would be no worse and possibly, slightly better, if annexation were undertaken. While the final position of the council is disappointing for the county and many of the area's residents, we acknowledge and value the effort made by the city. It is now time to move forward and allow Kingsgate-Juanita-Finn Hill residents and the county to explore other options.

Sincerely,

Ron Sims
King County Executive

Jane Hague
King County Councilmember, District 6

cc: Kirkland City Councilmembers
Metropolitan King County Councilmembers
ATTN: Ross Baker, Chief of Staff
Saroja Reddy, Policy Staff Director
Anne Noris, Clerk of the Council
Frank Abe, Communications Director
Dave Ramsey, City Manager, City of Kirkland
Kurt Triplett, Chief of Staff, Office of the King County Executive
Bob Cowan, Director, Office of Management and Budget (OMB)
Karen Reed, Lead Negotiator
Elissa Benson, Annexation Initiative Manager, OMB

July 16, 2008 **DRAFT**

The Honorable Jane Hague
Metropolitan King Council Councilmember
516 3rd Avenue Room 1200
Seattle, WA 98104-1024

The Honorable Ron Sims
King County Executive
701 Fifth Avenue Ste 3210
Seattle, WA 98104

Dear Councilmember Hague and Executive Sims:

As you are aware, the Kirkland City Council has been actively engaged in a study regarding annexation of the three neighborhoods to our north. The City's potential annexation area (PAA) represents a major increase in population and land area and will require a significant investment of resources. Throughout our study process, the long term financial implications of annexation have remained the primary obstacle to proceeding with an election. Despite the availability of State funding and the County's offer of financial assistance, the City Council has been reluctant to proceed with annexation given the likelihood of having to increase the financial obligations to its present citizens and those of the PAA.

The City's own financial condition has worsened since the annexation study was initiated. Kirkland has experienced decreases in sales tax revenue due to the overall economic conditions and the potential for additional decreases due to the loss of a major retailer and the competition from two new Costco stores in neighboring cities. Local economic conditions yielding high inflation coupled with a slowdown in new construction will force the City to raise taxes and reduce services just to balance the coming biennial budget. This is a serious challenge for our community that deserves our full attention over the next six months.

We appreciate the concerns expressed by King County and those of the residents of the annexation area regarding an uncertain future. It is not our intent to keep the PAA in an indefinite holding pattern. The Kirkland City Council believes that it is in everyone's best interest to resolve our current budget challenges and then reconsider annexation. We anticipate that our budget process and actions will provide a clearer picture of our long term capacity to successfully serve a population that will nearly double our size.

Over the next six months, we understand that PAA residents, King County and neighboring cities may wish to explore alternatives to Kirkland's annexation of the PAA. Although we are not contemplating amending Kirkland's Comprehensive Plan to relinquish the PAA at this time, we will

cooperate in any way we can to assist in alternative planning scenarios.

Kirkland maintains its commitment to regional cooperation and the principles of the Growth Management Act. Again, it is our intent to re-examine this annexation issue once our 2009-10 budget process is completed.

Sincerely,
Kirkland City Council

by James Lauinger, Mayor

cc: Metropolitan King County Councilmembers
ATTN: Ross Baker, Chief of Staff
Saroja Reddy, Police Staff Director
Anne Noris, Clerk of the Council
Frank Abe, Communications Director
Kurt Triplett, Chief of Staff, Office of the King County Executive
Bob Cowan, Director, Office of Management and Budget (OMB)
Karen Reed, Lead Negotiator
Elissa Benson, Annexation Initiative Manager, OMB
Dave Ramsay, City Manager
Marilynne Beard, Assistant City Manager

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.ci.kirkland.wa.us

To: Dave Ramsay, City Manager

From: David Godfrey, P.E., Transportation Engineering Manager

Date: July 3, 2008

Subject: CONCURRENCY

RECOMMENDATION**:**

It is recommended that the City Council discuss concurrency and further advise the Transportation Commission on how the Commission should proceed in its efforts to revise the concurrency system. At the end of this memo are several questions that Council may wish to consider in order to better direct the Commission.

BACKGROUND DISCUSSION:

On May 6, the Transportation Commission work plan was submitted to Council for their approval. Council agreed that *Council should give more direction to the Commission about what the Council is seeking in a revised Concurrency program*. A joint study session was held between the Commission and Council on April 1 to answer questions about the Concurrency method that were generated at a February 19 joint session. Representatives of the Transportation Commission are planning to attend the July 15 Council meeting to receive Council direction and respond to any concerns the Council might have.

The Commission welcomes this additional direction since it has at times struggled to incorporate the various attributes of a Concurrency method that Council has expressed interest in. For example, Council has shown interest in making sure that all property has some ability to develop, sometimes expressed as avoiding "one development using up all the capacity". At the same time the Commission has perceived interest by Council in seeing that Concurrency is fairly strict about limiting development proposals that result in traffic performance below existing level of service standards. These two ideas are somewhat at odds with each other.

The Commission suggests that stepping back and obtaining further clarity and agreement on high level goals for concurrency would be helpful before work on the new concurrency method continues. The current proposal for a revised Concurrency method is based on the following set of goals.

Kirkland's concurrency system should be:

1. *Predictable.* The results of Concurrency tests should be predictable. It should be easy for Council, applicants, the general public and staff to understand how close we are to exceeding the limits set for Concurrency.
2. *Understandable* . As the system should be predictable, it should be easy for Council, applicants, the general public and staff to understand why the Concurrency method is producing the results it is producing.
3. *Fair to all Developments*- All development proposals would be evaluated using the same rules and methodology. Large and small developments would have access to available capacity within the transportation system.
4. *Plan-driven, not vice versa*. The idea here is that the future year land use plan and roadway network in the Comprehensive Plan should be accommodated within the concurrency method. Conversely, concurrency should not be used as the tool to keep changing the plan.
5. *Broader-based tool to monitor the pace of development.* This means that the new concurrency method would make sure that the traffic generated by a proposed development can be accommodated by the overall plan. Since the plan has addressed the overall transportation needs of growth, the concurrency system wouldn't need to perform a detailed traffic review of each development project .
6. *Multimodal.* Ideally a new Concurrency method would take account for and encourage non-motorized improvements that add capacity to the transportation system.
7. *Designed to balance infrastructure and growth, not to generate funds.* The concurrency system would allocate available system capacity to new growth, which would pay for its share of infrastructure through the traffic impact fees. Failure of the concurrency tests would be rare, assuming that the infrastructure improvements on the City's CIP keep pace with the expected growth.
8. *Similar to other cities.* All other things being equal, a system that is similar to other city's system would be preferable. A new method must take into account the plans of surrounding cities.

Another item on the Commission work plan is revision of the Traffic Impact Analysis Guidelines (TIAG). These are the guidelines by which development projects are reviewed under SEPA. It may be possible to accomplish some of the outcomes that Council would like to see from Concurrency in these guidelines. In other words, it may be best to consider the TIAG and Concurrency together in order to make sure that all of the Council's interests are met.

Suggested questions to begin discussion:

1. Does Council agree with the eight goals listed above? If not, how should they be added to or changed?
2. Are there certain goals that are more important to Council than others?
3. What differences would Council like to see between the existing system and a new method? Should the results of the two methods, that is the types of development proposals that pass and don't pass concurrency tests, be fairly similar or different?

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager QUASI-JUDICIAL

From: Eric Shields, Planning Director
Tony Leavitt, Associate Planner

Date: July 3, 2008

Subject: Lake Washington High School Master Plan and Planned Unit Development (PUD), ZON07-00035 and APL08-00005

RECOMMENDATION

Consider the Master Plan, Preliminary PUD and Final PUD applications, the challenge and response to the Hearing Examiner recommendation, and either:

- Grant the application as recommended by the Hearing Examiner; or
- Modify and grant the application; or
- Deny the application.

An Ordinance reflecting the recommendation of the Hearing Examiner is enclosed.

In the alternative, direct that the application be considered at a reopening of the hearing before the Hearing Examiner and specify the issues to be considered at the hearing.

RULES FOR CITY COUNCIL CONSIDERATION

The City Council shall consider the Master Plan, Preliminary PUD and Final PUD applications based on the record before the Hearing Examiner, the recommendation of the Hearing Examiner, the challenge to the recommendation and the response to the challenge to the recommendation. Process IIB does not provide for testimony and oral arguments. However, the City Council in its discretion may ask questions of the applicant, the challengers, the challenge responders and the staff regarding facts in the record, and may request oral argument on legal issues.

REQUESTED FOLLOW-UP ITEMS

The Lake Washington High School Master Plan and PUD Application was originally brought before the City Council at the May 20th Meeting. At the meeting, the City Council made a motion to bring the application back to a future meeting for consideration. The City Council requested that the applicant and challenger (Mrs. Amanda Fry) work together to resolve landscaping screening issues and identify possible construction mitigations. Additionally, they requested that the applicant talk to Metro Transit about installing a bus shelter near the NE 80th Street entrance to the subject property. Finally during the meeting, Mrs. Fry brought up concerns about the temporary utility work that was occurring on school property and the potential impacts to her existing trees.

The applicant and Mrs. Amanda Fry have been working to resolve the landscape screening and construction mitigations issues and will continue to work towards an agreement. The parties are hopeful that they will have something in place by the July 15th Council meeting.

In order to address the possibility of installing a bus shelter near the NE 80th Street campus entrance, Forrest Miller of the Lake Washington School District contacted Metro Transit. Metro Transit Staff concluded that a bus shelter would not be feasible due to the cost of installing a shelter and the relatively low number of riders utilizing this bus stop (see Enclosure 6).

City Staff reviewed the temporary utility work and concluded that the work will not have a significant impact to the trees on Mrs. Fry's property. This was based on a review by the applicant's Arborist and the proximity of the trenching work (approximately 30 feet from the property line). The applicant's arborist did recommend that the applicant have the branches on the tree pruned to avoid any future impact to the trees, which was done by a licensed tree service.

BACKGROUND DISCUSSION

Proposal

Matt Lane of McGranahan Architects, representing the Lake Washington School District, is applying for approval of a Master Plan, Preliminary Planned Unit Development (PUD), and Final PUD for the replacement of the existing Lake Washington High and Northstar Junior High Schools with new buildings located south of the existing structures (see Enclosure 1, Exhibit A, Attachments 2, 3, and 4 for complete project information).

The proposed project includes the following elements:

- Total gross floor area of approximately 208,800 square feet that includes classrooms, administrative offices, common areas, performing arts center, gymnasiums and a daycare. A classroom building wing may be added as a future project to the north of the gym building. Future classroom portable buildings may be located adjacent to the ball fields.
- Northstar Junior High School will be located within the southwest wing of main structure, with a separate entrance from NE 75th Street.

- The proposed PUD seeks to increase the maximum allowable building height from 35' above average building elevation to 49'.
- Construction will occur in two phases, so the existing school can remain operational during construction. Phase 1 will be construction of the new school. Phase 2 will be the demolition of the existing school and construction of the new parking lot.
- The stadium, tennis courts and ball fields will remain the same and are not a part of this project. The one exception is that the ball fields will be used temporarily for student parking and construction storage during construction. They will be restored to their existing conditions in phase II.
- The main entry at NE 80th Street and 120th will remain the same. Parking north of the building will be reconfigured to accommodate 499 stalls. The existing parking lot off of NE 75th St. will be eliminated. Seven parking stalls will be located near the southwest corner of site for use by visitors to the Northstar Junior High School. The total number of stalls (506) is a reduction from the current amount of parking provided on site, which is approximately 650 stalls.
- A passenger drop off/loading area from NE 80th Street is proposed as part of the new entry plaza to the north of the school main entrance. An additional drop off/loading area from NE 75th Street will be provided near the Northstar Junior High School entry.
- New right-of-way improvements will be installed within the 122nd Avenue right-of-way. Within the NE 75TH Street and NE 80th Street right-of-ways, existing right-of-way improvements will be repaired if needed. Onsite concrete walkways will be added and maintained to provide through-connections to NE 75th St., NE 80th St., and 122nd Ave. NE.

Public Hearing

The Hearing Examiner held an open record public hearing on March 6, 2008 (see Enclosure 2). On March 12, 2008, the Hearing Examiner subsequently recommended approval of the application with conditions (see Enclosure 1).

Challenge and Response to Challenge

One challenge to the Hearing Examiner's recommendation was filed in a timely manner on March 20, 2008 (File No. APL08-00005). The challenge was filed by Amanda Fry who was a Party of Record to the application (see Enclosure 3). The challenge requests that the City require that the applicant work with the "parties of record" to install a buffer along the west property line that will protect their privacy.

David Zeitlin of the Lake Washington School District filed a timely response to Amanda Fry's Challenge on March 27, 2008 (see Enclosure 4).

Clarifications Regarding Challenge and Response to Challenge

- In the challenge letter filed by Amanda Fry, she is requesting an "appeal of the decision" by the Hearing Examiner. In fact, the request is actually a challenge of the Hearing Examiner's Recommendation as a decision on the application has not been made.

- In the challenge letter, Ms. Fry requests that the Hearing Examiner require that the applicant install additional landscaping along the west property line to mitigate potential impacts of the proposed building. Due to the fact that the Hearing Examiner has already made a recommendation, the City Council could either direct that this issue be considered at a reopening of the hearing before the Hearing Examiner, require modification of the application for the installation of additional landscaping, or deny the challenge.

- Additionally in her letter, Ms. Fry cites Kirkland Zoning Code Section 95.40.6.j (Modifications of Required Landscape Buffers) to argue that additional landscaping should be installed. This section is intended to address the reduction of required landscape buffers and not the requirement for additional landscaping within the buffer.

- In the response to challenge letter filed by David Zeitlin of the Lake Washington School District, Mr. Zeitlin asserts that an "understanding" between the applicant and Ms. Fry has been reached.

ENCLOSURES

1. Hearing Examiner Recommendation and Exhibits
2. Hearing Examiner Meeting Minutes
3. Challenge Filed by Amanda Fry on March 20, 2008
4. Response to Challenge Filed by Lake Washington School District on March 27, 2008
5. Email from King County Metro Transit

CITY OF KIRKLAND
HEARING EXAMINER FINDINGS, CONCLUSIONS AND RECOMMENDATION

APPLICANT: Matt Lane of McGranahan Architect, on behalf of Lake Washington School District

FILE NO: ZON07-00035

APPLICATION:

Site Location: Lake Washington High School/Northstar Junior High School Campus, 12033 NE 80th Street

Request: The Applicant seeks approval of a Master Plan, Preliminary Planned Unit Development (PUD), and Final PUD to replace the existing Lake Washington High and Northstar Junior High Schools with new buildings located south of the existing structures. The proposal includes the following: Total gross floor area of approximately 208,800 square feet that includes classrooms, administrative offices, common areas, performing arts center, gymnasiums and a daycare. A classroom building wing may be added as a future project to the north of the gym building. Future classroom portable buildings may be located adjacent to the ball fields. Northstar Junior High School will be located within the southwest wing of main structure, with a separate entrance from NE 75th Street.

- The proposed PUD seeks to increase the maximum allowable building height from 35' above average building elevation to 49'.
- Construction will occur in two phases, so the existing school can remain operational during construction. Phase 1 will be construction of the new school. Phase 2 will be the demolition of the existing school and construction of the new parking lot.
- The stadium, tennis courts and ball fields will remain the same and are not a part of this project. The one exception is that the ball fields will be used temporarily for student parking and construction storage during construction. They will be restored to their existing conditions in phase II.
- The main entry at NE 80th Street and 120th will remain the same. Parking north of the building will be reconfigured to accommodate 499 stalls. The existing parking lot off of NE 75th St. will be eliminated. Seven parking stalls will be located near the southwest corner of site for use by visitors to the Northstar Junior High School. The total number of stalls (506) is a reduction from the current amount of parking provided on site, which is approximately 650 stalls.
- A passenger drop off/loading area from NE 80th Street is proposed as part of the new entry plaza to the north of the

school main entrance. An additional drop off/loading area from NE 75th Street will be provided near the Northstar Junior High School entry. Access driveways to the property from NE 75th St. will be gated at night.

- Concrete walkways will be added and maintained to provide through-connections to NE 75th St., NE 80th St., and 122nd Ave. NE.

Review Process: Process IIB, the Hearing Examiner conducts a public hearing and makes a recommendation to the City Council, which makes a final decision.

Major Issues:

- Compliance with the approval criteria for a Planned Unit Development;
- Compliance with the approval criteria for a Master Plan;
- Compliance with applicable development regulations.

SUMMARY OF RECOMMENDATIONS:

Department of Planning and Community Development	Approve with conditions
Hearing Examiner:	Approve with conditions

PUBLIC HEARING:

The Hearing Examiner held a public hearing on the applications at 7:00 p.m. on March 6, 2008, in the Council Chamber, City Hall, 123 Fifth Avenue, Kirkland, Washington. A verbatim recording of the hearing is available in the City Clerk's office. The minutes of the hearing and the exhibits are available for public inspection in the Department of Planning and Community Development. The Examiner visited the site visit in advance of the hearing.

PUBLIC COMMENT:

A list of those who testified at the public hearing, and a list of the exhibits offered at the hearing are included at the end of this Recommendation. The testimony is summarized in the hearing minutes.

For purposes of this recommendation, all section numbers refer to the Kirkland Zoning Code (KZC or Code) unless otherwise indicated.

FINDINGS, CONCLUSIONS AND RECOMMENDATION:

After considering the evidence in the record and inspecting the site, the Examiner enters the following findings of fact and conclusions:

A. Findings:

1. The Findings of Fact set forth at pages 1 through 15 of the Department's Advisory Report, Exhibit A, are adopted by reference except as noted below:

2. As stated by the Department at hearing, in Section F.2.c (1)(a), "(see Attachment 3, pages 7 through 10)" is corrected to read "(see Attachment 2, pages 7 through 10)".

3. Section F.2.c (1)(b) is amended to read:

   The increase in the maximum allowable building height could potentially result in the following impacts:

   Buildings that are incompatible, in terms of size, with neighboring residential uses

   View impacts from 122nd Avenue NE

   View impacts from NE 75th Place

4. In Section G.3.a (2), the second sentence is amended to read:

   KZC Section 95.40.4 lists the minimum land use buffer requirements for Landscape Category D. The subject property is surrounded on all sides by residential uses and this section requires the installation of a landscape buffer that complies with Buffering Standard 2. For standard 2, the applicant should provide a 5-foot-wide landscaped strip with a six-foot-high solid screening fence or wall.

5. Neighbors to the west expressed concerns about privacy impacts from windows in the adjacent multi-story building. The applicant has worked with neighbors on the size and composition of landscape buffers and expressed a willingness to work with neighbors to address the privacy issue.

B. Conclusions:

1. The conclusions set forth in the Department's Advisory Report at pages 4 through 15 are adopted by reference except as noted below:

2. Section F.2.c (2)is amended to read:

<u>Conclusions</u>:

1. The applicant's 122nd Avenue view analysis shows that the additional view impacts of the proposed structure are minimal when compared to the view impacts of a structure that could be built under the allowed height limit of 35 feet.

2. Although the applicant has utilized the natural topography of the site and increased setbacks to reduce the perception of bulk and scale along NE 75th Place,

the proposal will have some bulk, scale and view impacts on neighboring properties on NE 75th Place at the southwest corner of the site.

3. The adverse impacts or undesirable effects of the proposed PUD have been minimized by a site design that reduces potential development related impacts. The remaining adverse impacts and undesirable effects are outweighed by the PUD benefits, including the reduction in building footprint sizes and overall lot coverage, building placement, utilization of Low Impact Development design elements, and the reduction of traffic impacts on NE 75th Street.

C. Recommendation:

Based upon the foregoing findings of fact and conclusions, the Hearing Examiner recommends that the Council approve the Master Plan and Preliminary and Final PUD, subject to the following conditions:

1. This application is subject to the applicable requirements contained in the Kirkland Municipal Code, Zoning Code, and Building and Fire Code. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these ordinances. Attachment 5 to Exhibit A, Development Standards, is provided to familiarize the applicant with some of the additional development regulations. This attachment does not include all of the additional regulations. When a condition of approval conflicts with a development regulation in Attachment 5, the condition of approval shall be followed.
2. As part of any development permit, the applicant shall submit a revised Tree Plan II that includes a finalized tree protection plan.
3. Pursuant to KZC 95.10, the applicant shall install a landscape buffer along the west property line that complies with KZC 95.40.4. This requirement could be modified in accordance with the requirements of KZC 94.40.6.j.
4. As part of the land surface modification permit submittal, the applicant shall provide a plan to accommodate adequate parking during Phase I of the project.
5. As part of the building permit application, the applicant shall:
   a. Submit plans for a pedestrian walkway from the North Star Junior High and daycare entrances to NE 75th Street.
   b. Submit detailed pedestrian walkway plans that comply with KZC Section 105.18.
   c. Provide a lighting plan showing the location, height, fixture type and wattage of all proposed exterior lights. The lighting plan shall be consistent with the requirements in KZC Section 115.85.

Entered this 12th day of March, 2008.

Sue A. Tanner
Hearing Examiner

SUBSEQUENT MODIFICATIONS

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

CHALLENGES AND JUDICIAL REVIEW

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

CHALLENGE

Section 152.85 of the Zoning Code allows the Hearing Examiner's recommendation to be challenged by the applicant or any person who submitted written or oral comments or testimony to the Hearing Examiner. A party who signed a petition may not challenge unless such party also submitted independent written comments or information. The challenge must be in writing and must be delivered, along with any fees set by ordinance, to the Planning Department by 5:00 p.m., 3-20-08, seven (7) calendar days following distribution of the Hearing Examiner's written recommendation on the application. Within this same time period, the person making the challenge must also mail or personally deliver to the applicant and all other people who submitted comments or testimony to the Hearing Examiner, a copy of the challenge together with notice of the deadline and procedures for responding to the challenge.

Any response to the challenge must be delivered to the Planning Department within seven (7) calendar days after the challenge letter was filed with the Planning Department. Within the same time period, the person making the response must deliver a copy of the response to the applicant and all other people who submitted comments or testimony to the Hearing Examiner.

Proof of such mail or personal delivery must be made by affidavit, available from the Planning Department. The affidavit must be attached to the challenge and response letters, and delivered to the Planning Department. The challenge will be considered by the City Council at the time it acts upon the recommendation of the Hearing Examiner.

JUDICIAL REVIEW

Section 152.110 of the Zoning Code allows the action of the City in granting or denying this zoning permit to be reviewed in King County Superior Court. The petition for review must be filed within twenty-one (21) calendar days of the issuance of the final land use decision by the City.

LAPSE OF APPROVAL

The applicant must submit to the City a complete building permit application approved under Chapter 125 within four (4) years after approval of the Final PUD, or the lapse provisions of Section 152.115 will apply. Furthermore, the applicant must substantially complete construction approved under Chapter 125 and complete the applicable conditions listed on the Notice of Approval within six (6) years after approval of the Final PUD, or the decision becomes void.

TESTIMONY:
The following persons testified at the public hearing:

From the City:
Tony Leavitt, Project Planner

From the Applicant:
David Zeitlin, Project Manager
Matt Lane, Project Architect

From the Public:
Tom Drews
Amanda Fry

EXHIBITS:
The following exhibits were offered and entered into the record at the public hearing:

A. Department of Planning and Community Development Staff Advisory Report dated February 27, 2008, with 13 attachments
B. March 5, 2008 letter from Renee Valois and Clare Farnsworth to Tony Leavitt, Department of Planning and Community Development

The following exhibit was submitted by email to DPD just before the hearing, but reached the Hearing Examiner on March 10, 2008:
C. March 6, 2008 letter from Joe Gray to Dawn Nelson, Department of Planning and Community Development

PARTIES OF RECORD
Matt Lane, McGranahan Architects, 2111 Pacific Avenue, Suite 100, Tacoma, WA 98402
David Zeitlin, Lake Washington School District, 15212 NE 95th Street, Redmond, WA 98052
Manuel Cervantes, 11709 NE 75th Place, Kirkland, WA 98033
Christy Kucinski, 7316 128th Avenue NE, Kirkland, WA 98033
Tom and Ann Drews, 12017 75th Street, Kirkland, WA 98033
Amanda Fry, 11721 NE 75th Place, Kirkland, WA 98033
Renee Valois and Clare Farnsworth, 11835 NE 75th Place, Kirkland, WA 98033
Joe Gray, 7516 122nd Avenue NE, Kirkland, WA 98033
Department of Planning and Community Development
Department of Public Works
Department of Building and Fire Services

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

ADVISORY REPORT
FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

To: Kirkland Hearing Examiner

From: _____ Tony Leavitt, Associate Planner

_____ Eric R. Shields, AICP, Planning Director

Date: February 27, 2008

File: Lake Washington High School Master Plan and Planned Unit Development (PUD), ZON07-00035

Hearing Date and Place: March 6, 2008; 7:00 pm
City Hall Council Chamber
123 Fifth Avenue, Kirkland

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I. INTRODUCTION

A. APPLICATION

1. Applicant: Matt Lane of McGranahan Architects representing the Lake Washington School District

2. Site Location: Lake Washington High/ Northstar Junior High School Campus at 12033 NE 80th Street (see Attachment 1)

3. Request: Application for approval of a Master Plan, Preliminary Planned Unit Development (PUD), and Final PUD for the replacement of the existing Lake Washington High and Northstar Junior High Schools with new buildings located south of the existing structures (see Attachments 2,3, & 4).

   - Total gross floor area of approximately 208,800 square feet that includes classrooms, administrative offices, common areas, performing arts center, gymnasiums and a daycare. A classroom building wing may be added as a future project to the north of the gym building. Future classroom portable buildings may be located adjacent to the ball fields.

   - Northstar Junior High School will be located within the southwest wing of main structure, with a separate entrance from NE 75th Street.

   - The proposed PUD seeks to increase the maximum allowable building height from 35' above average building elevation to 49'.

   - Construction will occur in two phases, so the existing school can remain operational during construction. Phase 1 will be construction of the new school. Phase 2 will be the demolition of the existing school and construction of the new parking lot.

   - The stadium, tennis courts and ball fields will remain the same and are not a part of this project. The one exception is that the ball fields will be used temporarily for student parking and construction storage during construction. They will be restored to their existing conditions in phase II.

   - The main entry at NE 80th Street and 120th will remain the same. Parking north of the building will be reconfigured to accommodate 499 stalls. The existing parking lot off of NE 75th St. will be eliminated. Seven parking stalls will be located near the southwest corner of site for use by visitors to the Northstar Junior High School. The total number of stalls (506) is a reduction from the current amount of parking provided on site, which is approximately 650 stalls.

   - A passenger drop off/loading area from NE 80th Street is proposed as part of the new entry plaza to the north of the school main entrance. An additional drop off/loading area from NE 75th Street will be provided near the Northstar Junior High School entry.

   - Concrete walkways will be added and maintained to provide through-connections to NE 75th St., NE 80th St., and 122nd Ave. NE.

4. Review Process: Master Plan, Preliminary PUD and Final PUD: Process IIB, Hearing Examiner conducts public hearing and makes recommendation; City Council makes final decision.

5. Summary of Key Issues:

- Compliance with Master Plan Approval Criteria (see Section II.F.1)
- Compliance with PUD Approval Criteria (see Section II.F.2)
- Compliance with Applicable Development Regulations (see Section II.G)

B. RECOMMENDATIONS

Based on Statements of Fact and Conclusions (Section II), and Attachments in this report, we recommend approval of this application subject to the following conditions:

1. This application is subject to the applicable requirements contained in the Kirkland Municipal Code, Zoning Code, and Building and Fire Code. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these ordinances. Attachment 5, Development Standards, is provided in this report to familiarize the applicant with some of the additional development regulations. This attachment does not include all of the additional regulations. When a condition of approval conflicts with a development regulation in Attachment 5, the condition of approval shall be followed (see Conclusion II.I).

2. As part of any development permit, the applicant shall submit a revised Tree Plan II that includes a finalized tree protection plan (see Conclusion II.G.4).

3. As part of the land surface modification permit submittal, the applicant shall provide a plan to accommodate adequate parking during Phase I of the project (see Conclusion II.G.6).

4. As part of the building permit application, the applicant shall:

   a. Submit plans for a pedestrian walkway from the North Star Junior High and daycare entrances to NE 75th Street (see Conclusion II.G.5).

   b. Submit detailed pedestrian walkway plans that comply with KZC Section 105.18 (see Conclusion II.G.5).

   c. Provide a lighting plan showing the location, height, fixture type and wattage of all proposed exterior lights. The lighting plan shall be consistent with the requirements in KZC Section 115.85 (see Conclusion II.G.7).

II. FINDINGS OF FACT AND CONCLUSIONS

A. SITE DESCRIPTION

1. Site Development and Zoning:

a. Facts:

(1) Size: 38.1 acres

(2) Land Use: The subject property contains the existing Lake Washington High and Northstar Junior High Schools.

(3) Zoning: The subject property is zoned RSX 7.2 (Residential Single-family). A School Use is an allowed use, subject to approval of a Master Plan, within this zone.

(4) Terrain: In general, the site slopes from the east to west, with significant slopes along the western property line and to the east and south of the existing gymnasium.

(5) Vegetation: The subject property contains numerous significant trees. The applicant's arborist identified a total of 41 trees on the site that could potentially be impacted by the proposed redevelopment (see Section II.G.4).

b. Conclusions:

(1) Size and land use are not relevant factors in the review of this application.

(2) The terrain of the property is a relevant factor in the review of this application. The proposed development will utilize the existing topography of the site to mitigate the potential impacts of the development (see Section II.F.2.d).

(3) Zoning is a relevant factor in the review of this application, due to the fact that a School Use occupying a property of more than 5 acres must be approved through a Master Plan process (see Section II.F.1).

(4) Tree protection and retention on the subject property are factors in the review of the proposed development (see Section II.G.4).

2. Neighboring Development and Zoning:

a. Facts: The neighboring properties are zoned as follows and contain the following uses:

North: Zoned RM 3.6 (Residential Multi-Family) and RS 7.2. Condominium developments, single-family residences, and the Kirkland Cemetery.

West: Zoned RM 5.0, RS 5.0, and RS 7.2. Lakeview Estates Condominiums and single-family residences.

South: Zoned RSX 7.2. Holy Family School and single-family residences.

East: Zoned RSX 7.2. Single-family residences.

b. Conclusion: The neighboring development and zoning are factors in the review of the proposed Master Plan and Planned Unit Development applications.

B. HISTORY

Facts: In May of 1991, the City approved a Master Plan for the existing campus. This Master Plan approval was needed to permit a major addition to the school.

C. PUBLIC COMMENT

Facts: The initial public comment period ran from December 21, 2007 thru January 18, 2008. The Planning Department received a total of 3 comment e-mails and letters (see Attachments 7, 8, and 9) during this comment period. The one main issue raised by the neighbors is that they are concerned that the height and location of the proposed structures will have negative impact on the neighborhood. Staff addresses the proposed height increase and potential impacts in Section II.F.2.

D. STATE ENVIRONMENTAL POLICY ACT (SEPA)

1. Facts: Pursuant to WAC 197-11-924, the Lake Washington School District assumed Lead Agency status for the project. A Determination of Nonsignificance (DNS) was issued by the Lake Washington School District on December 7, 2007. The Environmental Checklist and Determination are included as Attachment 10.

2. Conclusion: The Lake Washington School District has satisfied the requirements of SEPA.

E. CONCURRENCY

1. Facts: The Public Works Department has reviewed the application for concurrency. A concurrency test was passed for traffic on December 13, 2007 (see Attachment 11). A Notice of Concurrency was distributed, published, and posted on January 30, 2008.

2. Conclusion: The applicant and City have satisfied Concurrency requirements.

F. APPROVAL CRITERIA

1. Master Plan

a. Facts:

(1) Kirkland Zoning Code (KZC) Section 17.10.030 Special Regulation 1 requires that a School Use with a property size of five acres or more receive Master Plan Approval through a Process IIB Review. The Master Plan must show building placement, building dimensions, roadways, utility locations, land uses within the Master Plan area, parking location(s), buffering, and landscaping.

(2) The applicant has submitted development plans (see Attachments 3 & 4) that show the building locations and dimensions, roadways, utility locations, proposed land uses on the subject property, parking locations, buffering, and landscaping.

(3) KZC Section 152.70.3 states that a Process IIB application may be approved if:

- It is consistent with all applicable development regulations and, to the extent there is no applicable development regulation, the Comprehensive Plan; and
- It is consistent with the public health, safety, and welfare.

b. Conclusions:

(1) The proposal complies with the Master Plan requirements outlined in KZC Section 17.10.030 (Special Regulation 1).

(2) The proposal complies with the criteria in KZC Section 152.70.3. It is consistent with all applicable development regulations (see Sections II.G) and the Comprehensive Plan (see Section II.H). In addition, it is consistent with the public health, safety, and welfare because the project will provide the community with a modernized school campus while meeting the goals of the Comprehensive Plan for this neighborhood.

2. Planned Unit Development (PUD)

a. KZC Chapter 125 Requirements

(1) Facts: KZC Chapter 125 establishes three decisional criteria with which the proposed PUD request must comply in order to be granted. The applicant's response to these criteria can be found in Attachment 2, pages 3 through 6. Sections II.F.2.b through 2.d contain staff's findings of fact and conclusions based on these three criteria.

(2) Conclusions: Based on the following analysis, the application meets the established criteria for approval of a Preliminary and Final PUD.

b. PUD Criterion 1: The proposed PUD must meet the requirements of Zoning Code Chapter 125.

(1) Facts:

(a) KZC Chapter 125 sets forth the procedures by which a PUD is to be reviewed, criteria for PUD approval, the Zoning Code provisions that may be modified through a PUD, and PUD density provisions.

(b) The proposal is being reviewed through the process established by Chapter 125.

(c) The proposal the meets the criteria for PUD approval (see the following sections).

(d) The proposed modifications are allowed through the PUD process.

(2) Conclusion: The proposed PUD is consistent with the requirements of KZC Chapter 125.

c. PUD Criterion 2: Any adverse impacts or undesirable effects of the proposed PUD are clearly outweighed by specifically identified benefits to the residents of the city.

(1) Facts:

(a) The proposed PUD seeks to increase the maximum allowable building height from 35 feet above average building elevation to 49 feet (see Attachment 3, pages 7 through 10). The following is a list of building elements that exceed the allowable 35 feet height limit:

- Educational/library/building core façade along 75th street exceeds allowable height by 8.05 feet.
- Performing arts center on interior of site facing west property line exceeds allowable height by 13.05 feet.

The 49 foot maximum allowable building height request exceeds the current design by about one foot, which allows for a small amount of design contingency.

(b) The increase in the maximum allowable building height could potentially result in the following impacts:

- Buildings that are incompatible, in terms of size, with neighboring residential uses
- View impacts from 122nd Avenue NE

(c) The applicant has submitted a view analysis from 122nd Avenue NE that compares the impacts of a 35 foot tall structure with the proposed structure (see Attachment 3, pages 5 and 6).

(d) The applicant is proposing the following site design benefits to mitigate the potential impacts:

- The closest structure to west property line is setback approximately 93 feet. The closest structure to the south property line is setback 73 feet.
- The south side of the main structure is located below the center grade of NE 75th Street, which helps to screen a portion of the lower story of the structure (see Attachment 3, page 2).
- The new structures result in an overall reduction in the building footprints compared to the existing school.
- Open space will be more contiguous to the north of the school and across the site as compared to the existing school.

- The impervious surface area of the proposed new project is significantly less than the impervious area of the existing site and compared to a design without the proposed PUD.

- The project will utilize Low Impact Development design elements that will result in improved storm water quality and less impact on the City's storm water system.

- Vehicular access and parking will be minimized on the south side of the site, which will reduce traffic impacts on 75th Street.

- The building will focus school and public activities inwardly. Virtually all primary entries and activity spaces are accessed from the north edge of the building or interior courtyard significantly reducing the impact of noise and activity to neighboring properties.

- Noise currently coming from the roof-top HVAC units will be eliminated. The new building will not have roof-top HVAC units along 75th Street.

- The proposed building placement and orientation maximizes solar exposure for the classrooms creating a healthier learning environment.

(e) A 15 foot wide landscape buffer is required along the west property line (see Section II.G.3).

(2) Conclusions:

(a) The applicant's 122nd Avenue view analysis shows that the additional view impacts of the proposed structure are minimal when compared to the view impacts of a structure that could be built under the allowed height limit of 35 feet.

(b) The adverse impacts or undesirable effects of the proposed PUD have been minimized by a site design that lessens potential development related impacts. To the extent that they remain, the adverse impacts and undesirable effects are outweighed by the PUD benefits, including the reduction in building footprint sizes and overall lot coverage, building placement, utilization of Low Impact Development design elements, and the reduction of traffic impacts on NE 75th Street

d. PUD Criterion 3: The applicant is providing one or more of the following benefits to the City as part of the proposed PUD:

- The applicant is providing public facilities that could not be required by the City for development of the subject property without a PUD.
- The proposed PUD will preserve, enhance or rehabilitate natural features of the subject property such as significant woodlands, wildlife habitats or streams that the City could not require the applicant to preserve, enhance, or rehabilitate through development of the subject property without a PUD.
- The design of the PUD incorporates active or passive solar energy systems.
- The design of the proposed PUD is superior in one or more of the following ways to the design that would result from development of the subject property without a PUD:
  - Increased provision of open space or recreational facilities
  - Superior circulation patterns or location or screening of parking facilities
  - Superior landscaping, buffering, or screening in or around the proposed PUD
  - Superior architectural design, placement, relationship or orientation of structure(s)
  - Minimum use of impervious surfacing materials

(1) Facts: The applicant is proposing the following benefits to the City as part of the proposed PUD:

(a) Providing a Public Facility

As part of the project, the applicant is proposing a 400 seat performing arts center as a major component of the new school. The applicant states that the performing arts center "will be a state of the art facility providing a valuable performance venue for the community". The stage within the theater will have a three quarter height fly loft that will be used for the rigging of lighting and scenery. The fly loft is an important feature of the theatre allowing performance to have scenery changes from overhead and also provides for enhanced acoustics for vocal, orchestra and musicals. The height increase requested under the PUD allows applicant to construct the fly loft and turn what would otherwise be just an auditorium into a significant performing arts center.

(b) Alternative Energy Sources

The design for the high school includes a proposal to utilize a ground loop heating and cooling system that uses the constant temperature of the earth in lieu of nonrenewable resource energies to heat and cool a majority of the facility. A demonstration photovoltaic array is also proposed that will provide information to a learning kiosk as to the availability and power of solar energies in this area and potentially power 4 classrooms.

(c) Superior Location and Buffering of Parking Facilities

- The current site allows access to all parking areas from both 80th and 75th Streets and includes a parking lot with 266 stalls accessed from 75th Street.

- A majority of the parking for the new facility has been consolidated to the area north of the building. The proposed site layout includes 12 parking stalls plus two loading stalls accessed from 75th or a reduction of 95% from current site design.

- The majority of the proposed onsite parking stalls are located at the middle of the site and will provide significant landscape screening and distance from neighboring properties.

(d) Superior Landscaping within the Proposed PUD

- Use of Low Impact Development design elements including rain gardens within the parking lots and courtyards that will help to provide onsite water quality treatment and lessen the impact on the City's storm water system.

- Use of mostly northwest native plants to reduce landscape watering demands.

- Use of existing landscaping and new landscaping to provide a Landscape Buffer along the south property line.

(e) Superior Architectural Design, Placement, and Orientation of Structures

- Use of environmentally sensitive materials and landscaping.

- Optimization of solar orientation and location to make significant use of natural sunlight.

- The use of vertical building modulation techniques and compatible building materials to fit within the context of the site.

- Design is integrated into the natural topography of the site.
- The gyms, commons, performing arts center, and library entrances have been sited to allow for community use of the facilities during non school hours.
- All HVAC equipment will be located within the building envelope to reduce noise and visual impacts to neighboring properties.

(f) Minimum Use of Impervious Surfacing Materials

- The applicant is proposing an overall lot coverage of approximately 39.4%. The existing overall lot coverage is approximately 45.5%. The maximum allowed lot coverage is 70%.

(2) Conclusions: The proposed PUD provides a sufficient number of benefits to the City. The PUD will benefit the city by providing a new public facility, a site with superior parking location and buffering, a site with superior landscape design, and structures that have superior architectural design, placement, and orientation to each other and neighboring properties. None of these benefits could be required by the City for development of the subject property without a PUD.

G. DEVELOPMENT REGULATIONS

1. School Location Criteria

a. Facts: KZC Section 17.10.030, Special Regulation No. 3, states that a school use may be located in a RSX zone only if:

- It will not be materially detrimental to the character of the neighborhood in which it is located; or
- Site and building design minimizes adverse impacts on surrounding residential neighborhoods.
- The property is served by a collector or arterial street.

b. Conclusions: The proposal is consistent with the criteria established in KZC Section 17.10.030, Special Regulation No. 3 as follows:

(1) There is an existing school at the site which includes recreational, parking, and other facilities normally associated with a school use. The proposal will not introduce new facilities or activities which would materially impact the character of the neighborhood.

(2) The school buildings will be relocated on-site in order to allow the existing school buildings to remain in use during construction. The new site and building have been designed to minimize impacts on surrounding residential development by designing the proposed structures to fit with the existing topography of the site, reduction in the footprint of the structures and overall impervious area, elimination of the large parking lots off of NE 75th Street, and other onsite improvements.

(3) The primary access to the site is from NE 80th Street, classified as a collector street.

2. Building Height

a. Facts:

(1) KZC Section 17.10.030, Special Regulation 12 permits the structure height of schools to be increased to up to 35 feet, if:

- The school use can accommodate 200 or more students; and
- The required side and rear yards for the portions of the structure exceeding the basic maximum structure height are increased by 1 foot for each additional 1 of structure height; and
- The increased height is not specifically inconsistent with the applicable neighborhood plan provisions of the Comprehensive Plan.
- The increased height will not result in a structure that is incompatible with surrounding uses or improvements.

(2) The applicant is requesting to increase the maximum allowed height from 35 feet to 49 feet through the Planned Unit Development Review Process (see Section II.F.2). In order to get a base height of 35 feet, the proposal must comply with the requirements of ZC Section 17.10.030, Special Regulation 12.

b. Conclusions: The proposal is consistent with the criteria established in KZC Section 17.10.030, Special Regulation No. 12 as follows:

(1) The proposed school use is designed to accommodate 1,340 students.

(2) The required setback for a school use is 50 feet. In order to increase the maximum height to 35 feet, the required setback is 55 feet. The closest that a proposed structure is to a property line is 73 feet.

(3) The South Rose Hill Neighborhood Plan does not contain any policies concerning building heights for the area in which the school is located.

(4) To help mitigate potential impacts of the increased height the applicant proposes increased setbacks, building modulations, and compatible building materials.

3. Landscaping Requirements

a. Facts:

(1) KZC Section 17.10.030 requires School Use in a RSX zone to comply with Landscape Category D.

(2) KZC Section 95.40.4 lists the minimum land use buffer requirements for Landscape Category D. The subject property is surrounded on all sides by residential uses and this section requires the installation of a landscape buffer that complies with Buffering Standard 1. For standard

1, the applicant should provide a 15-foot-wide landscaped strip with a six-foot-high solid screening fence or wall.

(3) KZC Section 95.40.6.h states that if the subject property is occupied by a school, landscape buffers are not required along property lines adjacent to a street.

(4) An existing landscape greenbelt easement, recorded in 2000, runs along the west property line.

(5) The applicant has expressed an interest in pursuing a modification of the buffer requirement. This would require compliance with KZC Section 95.40.6.j, which requires that neighboring property owners approve the modification in writing.

b. Conclusions: Pursuant to KZC Section 95.10, the applicant should install a landscape buffer along the west property line that complies with KZC Section 95.40.4. This requirement could be modified pursuant to requirements of KZC Section 95.40.6.j.

4. Natural Features - Significant Vegetation

a. Facts:

(1) Pursuant to KZC Section 95.35.2.b.2, the applicant submitted a Tree Plan II for the subject property (see Attachment 6) that focused on trees that could be potentially impacted by development activities.

(2) The applicant's arborist concluded the following:

- The majority of the significant trees on the site are in good condition and viable enough to consider incorporating into the required landscaping on the perimeter of the site.

- Further refinement of the actual protection plan will need to be done after the final design and placement of buildings and improvements are made.

(3) The City's Urban Forester reviewed the Tree Plan II and agreed with the arborist's conclusions.

b. Conclusions: As part of any development permit, the applicant should submit a revised Tree Plan II that includes a finalized tree protection plan.

5. Pedestrian Connections

a. Facts:

(1) KZC Section 105.18 requires institutional uses, including schools, to provide pedestrian walkways designed to minimize walking distances from the building entrance to the right-of-way, and adjacent transit facilities. Pedestrian walkways are required to be five feet wide, distinguishable from traffic lanes by pavement texture or elevation, and have adequate lighting for security and safety.

(2) The proposed entrances for the main structure, gym, and performing arts center are located adjacent to the north courtyard. A pedestrian walkway from this courtyard to NE 80th Street and the nearest Metro Bus Stop is proposed.

(3) Pedestrian walkways from the entrance to North Star Junior High and the daycare to NE 75th Street are not provided.

b. Conclusions:

(1) As part of the building permit application, the applicant should submit plans for a pedestrian walkway from the North Star Junior High and daycare entrances to NE 75th Street.

(2) As part of the building permit, the applicant should submit detailed pedestrian walkway plans that comply with KZC Section 105.18.

6. Parking

a. Facts:

(1) KZC Section 17.10.030 does not establish a required parking ratio for school uses. Instead, it defers to KZC Section 105.25, which authorizes the Planning Official to establish required parking on a case-by-case basis.

(2) In this case, City staff determined the required number of parking stalls for the school based on a parking analysis prepared by Gibson Traffic Consultants (see Attachment 12) which concludes that the parking demand for the school is 455 stalls. The proposed project will provide a total of 506 parking stalls. Excess parking is being proposed in order to accommodate the classroom building wing that may be added to the north of the gym building in the future.

(3) The current campus has 650 parking stalls. Of the existing 650 parking stalls, 249 stalls will be eliminated as part of Phase 1 of the project. This would leave 401 stalls for use during Phase 1.

b. Conclusions:

(1) The proposed parking supply in the current design is adequate to serve the school use.

(2) As part of the land surface modification permit submittal, the applicant should provide a plan to accommodate adequate parking during Phase I of the project.

7. Site Lighting

a. Facts: KZC Section 115.85 requires that the applicant use energy efficient light sources, comply with the Washington Energy Code with respect to the selection and regulation of light sources, and select, place, and direct light sources both directable and nondirectable so that glare produced by any light source, to the maximum extent possible, does not extend to adjacent properties or to the right-

of-way. The current submittal does not contain a detailed lighting plan that would show the location, height, fixture type, and wattage of proposed lights.

b. Conclusion: As part of its building permit application, the applicant should provide a lighting plan showing the location, height, fixture type and wattage of all proposed exterior lights. The lighting plan shall be consistent with the requirements in KZC Section 115.85.

H. COMPREHENSIVE PLAN

1. Facts:

   a. The subject property is located within the South Rose Hill neighborhood. The South Rose Hill Neighborhood Land Use Map designates the subject property as a public facility use (see Attachment 13).

   b. The South Rose Hill Neighborhood Open Space/ Parks Section states that to the maximum extent possible, the Lake Washington School District should allow public access and maintain and enhance open space and recreation facilities, like ballfields, when redevelopment or expansion occurs at the high school or elementary school.

   c. The stadium, tennis courts and ball fields will remain the same and are not a part of this project. The one exception is that the ball fields will be used temporarily for student parking and construction storage during construction. They will be restored to their existing conditions in phase II.

2. Conclusion: The proposal is consistent with the public facility use designation and the South Rose Hill Neighborhood Open Space/ Parks Section within the Comprehensive Plan.

I. DEVELOPMENT STANDARDS

1. Fact: Additional comments and requirements placed on the project are found on the Development Standards, Attachment 5.

2. Conclusion: The applicant should follow the requirements set forth in Attachment 5.

III. SUBSEQUENT MODIFICATIONS

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

IV. CHALLENGES AND JUDICIAL REVIEW

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

A. CHALLENGE

Section 152.85 of the Zoning Code allows the Hearing Examiner's recommendation to be challenged by the applicant or any person who submitted written or oral comments or testimony to the Hearing Examiner. A party who signed a petition may not challenge unless such party also submitted independent written comments or information. The challenge must be in writing and must be delivered, along with any fees set by ordinance, to the Planning Department by 5:00 p.m., _____, seven (7) calendar days following distribution of the Hearing Examiner's written recommendation on the application. Within this same time period, the person making the challenge must also mail or personally deliver to the applicant and all other people who submitted comments or testimony to the Hearing Examiner, a copy of the challenge together with notice of the deadline and procedures for responding to the challenge.

Any response to the challenge must be delivered to the Planning Department within seven (7) calendar days after the challenge letter was filed with the Planning Department. Within the same time period, the person making the response must deliver a copy of the response to the applicant and all other people who submitted comments or testimony to the Hearing Examiner.

Proof of such mail or personal delivery must be made by affidavit, available from the Planning Department. The affidavit must be attached to the challenge and response letters, and delivered to the Planning Department. The challenge will be considered by the City Council at the time it acts upon the recommendation of the Hearing Examiner.

B. JUDICIAL REVIEW

Section 152.110 of the Zoning Code allows the action of the City in granting or denying this zoning permit to be reviewed in King County Superior Court. The petition for review must be filed within twenty-one (21) calendar days of the issuance of the final land use decision by the City.

V. LAPSE OF APPROVAL

The applicant must submit to the City a complete building permit application approved under Chapter 125 within four (4) years after approval of the Final PUD, or the lapse provisions of Section 152.115 will apply. Furthermore, the applicant must substantially complete construction approved under Chapter 125 and complete the applicable conditions listed on the Notice of Approval within six (6) years after approval of the Final PUD, or the decision becomes void.

VI. APPENDICES

Attachments 1 through 13 are attached.

1. Vicinity Map
2. Project Description, PUD Criteria Response, and Building Height Calculations
3. Color Site Plan, Elevation Drawings, and 3D Visualization Images
4. Development Plans
5. Development Standards
6. Tree Plan II prepared by Elizabeth Walker of Sound Tree Solutions
7. Letter from Manuel Cervantes
8. Email from Christy Kucinski
9. Email from Ann and Tom Drews
10. SEPA Determination and Checklist
11. Concurrency Memo from Thang Nguyen, Transportation Engineer
12. Traffic Memo prepared by Gibson Traffic Consultants dated November 20, 2007
13. South Rose Hill Neighborhood Land Use Plan

VII. PARTIES OF RECORD

Applicant: Matt Lane, McGranahan Architects, 2111 Pacific Avenue, Suite 100, Tacoma, WA 98402
Property Owner: David Zeitlin, Lake Washington School District, 15212 NE 95th Street, Redmond, WA 98052
Party of Record: Manuel Cervantes, 11709 NE 75th Place, Kirkland, WA 98033
Party of Record: Christy Kucinski, 7316 128th Avenue NE, Kirkland, WA 98033
Party of Record: Tom and Ann Drews, 12017 75th Street, Kirkland, WA 98033
Department of Planning and Community Development
Department of Public Works
Department of Building and Fire Services

A written recommendation will be issued by the Hearing Examiner within eight calendar days of the date of the open record hearing.

Lake Washington High School Master Plan and PUD ZON07-00035

Master Plan & PUD Approval Submittal
Lake Washington High School
19 February 2008

Project Description

The new Lake Washington High School is a replacement of the existing high school originally built in 1948. Construction will occur in two phases, so the existing school can remain operational during construction. Phase one will be construction of the new school. Phase two will be demolition of the existing school and construction of the new parking lot. The proposed structure is designed to fit with the existing topography of the site. New educational wings proposed to be located along the south of the property are two stories at the southeast wing and three stories at the southwest wing, stepping down with the natural topography.

The total current proposed gross floor area is 208,800 square feet, including a commons, performing arts center, main gym & auxiliary gym. Northstar Junior High School will also be housed in the new proposed building with a separate entrance. A classroom building wing may be added as a future project to the north of the gym building.

The stadium, tennis courts and ball fields will remain the same and are not a part of this project. The one exception is that the ball fields will be used temporarily for student parking and construction storage during construction. They will be restored to their existing conditions in phase II. Future classroom portable buildings may be located adjacent to the ball fields.

Compliance with applicable Zoning Code requirements

Site

- Minimum lot size is 7,200 sf. LWHS lot size is 38.1 acres (1,659,118 sf)
- Maximum lot coverage 70%
- Existing impervious area is 757,703 sf
- Proposed impervious area 654,172 sf
- Proposed lot coverage = 654,172/1,659,118 = 39.4%
- The ball fields currently have perimeter fencing as required by the Zoning code and Washington State Health Code.

Site circulation and parking

The main entry at NE 80th Street and 120th will remain the same. Parking north of the building will be reconfigured to accommodate 499 stalls. The existing parking lot off of NE 75th St. will be eliminated. Seven parking stalls will be located near the southwest corner of site for use by visitors to the Northstar Junior High School located in the SW wing.

The required number of parking spaces is not specified in KZC 105.25. A total of 506 parking stalls are proposed (2.4 spaces per 1,000 sf GFA). This is a reduction from the current amount of parking provided on site. The location of future parking stalls is shown on sheet C9.00.

A passenger drop off/loading area is proposed as part of the new entry plaza to the north of the school main entrance. Additional drop off/loading areas will be provided near the Northstar Junior High School entry as well as the daycare and special needs lab along the south of the building.

Concrete walkways will be added and maintained to provide through-connections to NE 75th St., NE 80th St., and 122nd Ave. NE.

Landscape

The landscape design for the site will be governed by the following City of Kirkland codes:

- Landscape design for the parking lot: Pursuant to KZC 92.25.4 – Internal Parking Lot Landscaping, and 95.40. 7.a.1
- West side of site: Pursuant to KZC 95.40.6.b, Land Use Buffering Standard 2. The applicant plans to modify this requirement per KZC Section 95.40.6.J.

Building

Required building set backs: front, rear and each side are all 50'.

Proposed set backs are all greater than 50':

- North (front) = 838'
- East (side) = 562'
- South (rear) = 76'
- West (side) = 93'

Please note that these setbacks may be revised as the building design develops further, but the setbacks will remain greater than 50'.

The building is not required to comply with the façade modulation requirements due to location being greater than 100' from an adjoining low density zone.

Maximum allowable building height is 30' with provisions to increase to 35'. The proposed building height exceeds the allowable 35' limit. See additional documentation provided for average building elevation calculations and summary of locations where the building exceeds the height limit.

The proposed PUD seeks to increase the maximum building height from 35' to 50'.

Compliance with PUD Criteria

1. ***The proposed PUD meets the requirements of chapter 125.***
   Yes, the proposed PUD meets the requirements of chapter 125.

2. ***Any adverse impacts or undesirable effects of the proposed PUD are clearly outweighed by specifically identified benefits to the residents of the City.***
   Benefits to the City of the proposed PUD:
   - Reduced building foot print: The total building area footprint of the proposed new high school is less than the footprint of the existing high school. This will increase the open area on site as compared to a design without the proposed PUD.
   - The new buildings are sited in the Southwest quadrant of the site, resulting in contiguous open area for the balance of the site.
   - Open space will be more contiguous to the north of the school and across the site as compared to the existing school.
   - Reduced impervious area: The impervious surface area of the proposed new project is significantly less than the impervious area of the existing site and compared to a design without the proposed PUD.
   - The project will provide Low Impact Design / improved storm water quality entering the public system, streams and lakes.
   - Buses will be rerouted to the north parking lot to eliminate bus fumes and noise which is currently caused while waiting on 75th Street for Northstar Students.
   - Vehicular traffic will be routed one-way through the drive loop parallel to 75th. This will eliminate the current bottleneck at the southwest driveway. This drive loop is primarily for deliveries and drop off/pick up of Northstar, daycare and special needs students. The main student body and teacher/staff parking is located to the north of the building.
   - Parking will be minimized on the south side of the site. The existing student parking lot on the south will be eliminated, which will reduce traffic impacts on 75th Street.
   - Both entries to the south drive loop will be gated to keep vehicles out of the drive loop after school hours.
   - The new building will be set back and buffered from 75th Street. The setback is greater than the zoning code minimum.
   - The building will focus school and public activities inwardly. Virtually all primary entries and activity spaces are accessed from the north edge of the building or interior courtyard significantly reducing the impact of noise and activity to neighboring properties.
   - Trees will be added along 75th Street to supplement the existing buffer.
   - LWSD will coordinate with neighbors along 122nd to strategically group trees to preserve existing views.
   - The District is proposing to add parallel parking stalls as an added feature to the 122nd Street improvements.
   - The project will provide a modern, state of the art, school facility for the community.

- Noise currently coming from the roof-top HVAC units will be eliminated. The new building will not have roof-top HVAC units along 75th Street.
- The proposed building placement and orientation maximizes solar exposure for the classrooms creating a healthier learning environment.

3. The applicant is providing one or more of the following benefits to the City as part of the proposed PUD:

a. The applicant is providing public facilities that could not be required by the City for development of the subject property without a PUD:

The performing arts center is a major component to the new school and a significant asset to the Kirkland community. This will be a state of the art facility providing a valuable performance venue for the community. The performance hall will have a capacity of 400 seats. The stage has a three quarter height fly loft for the rigging of lighting and scenery. The fly loft is an important feature of the theatre allowing performance to have scenery changes from overhead. The fly loft also provides for enhanced acoustics for vocal, orchestra and musicals. The height increase requested under the PUD allows us to construct the fly loft and turn what would otherwise be just an auditorium into a significant performing arts center. The performing arts center is also located the furthest away from any of the adjoining neighbors as to minimize any impact on the neighbors.

b. The proposed PUD will preserve, enhance or rehabilitate natural features of the subject property such as significant woodlands, wildlife habitats or streams that the City could not require the applicant to preserve enhance or rehabilitate through development of the subject property without a PUD.

- The proposed design for Lake Washington High School will provide a greater amount of open space than the existing facility.

c. The design of the PUD incorporates active or passive solar energy systems.

The design for the high school currently includes a proposal to utilize a ground loop heating and cooling system that uses the constant temperature of the earth in lieu of non - renewable resource energies to heat and cool a majority of the facility.

A demonstration photovoltaic array is also proposed that will provide information to a learning kiosk as to the availability and power of solar energies in this area and potentially power 4 classrooms.

d. The design of the proposed PUD is superior in one or more of the following ways to the design that would result from development of the subject property without a PUD:

1) Increased provision of open space or recreational facilities.

The new LWHS design will provide increased open space in comparison to the existing facility.

2) Superior circulation patterns or location or screening of parking facilities.

- Parking for the new facility has been consolidated primarily to the area north of the building and in turn reducing vehicle trip generation on 75th street. The current site allows access to all parking from

- The majority of the parking areas are located at the middle of the site and will provide significant landscape screening and distance from neighboring properties.
-

3) Superior landscaping, buffering, or screening in or around the proposed PUD.

- The District is proposing to utilize Low Impact Development features in the redevelopment of the High School site.
- The major elements for low impact landscape design in this project will be the use of rain gardens as part of the storm drainage system and the use of mostly northwest native plants in the planting plan. Rain gardens will assist in attenuating storm water run flows prior to being routed to the detention ponds. In addition, the rain gardens will provide water quality treatment mimicking naturally occurring filtration. Using northwest native plants will reduce the amount of water consumption as there will be no need for an irrigation system once the plants are established.

- In the parking lots to the north of the proposed building the planter beds between the rows of parking will be planted as rain gardens. Surface water from storm run off will be directed into these planter beds which will be depressed approximately eighteen inches below adjacent grades. Water will be collected in these depressed planter beds and allowed to slowly filter through the planted soil and provide water quality treatment. Excess water not absorbed into the soil will be collected by a piped storm drainage system and carried away to the existing detention ponds. The planter beds will contain moisture tolerant northwest native plants which will also assist with cleansing storm water run off and provide some water uptake.

- Located between the administration wing, gym and classrooms are two courtyards for outside learning and gathering. The landscape or softscape portions of these courtyards will also serve as rain gardens. Storm water run off from the building roofs will be directed down rain leaders but instead of being routed directly to the underground storm system as is usually done, the water will daylight into concrete receptacles. From these receptacles the water will be channeled to the planting beds (rain gardens) in the middle of the courtyards. Similar to the parking lots the water will slowly filter through the planted soil below and provide water quality treatment. Excess water not absorbed into the soil will be collected by the storm drainage system and carried away to the detention ponds. These courtyards will also contain moisture tolerant northwest native plants which will also assist with cleansing storm water run off and provide some water uptake.

4) Superior architectural design, placement, relationship or orientation of structure.

- The entire building will be new construction, utilizing environmentally conscientious materials and landscaping, which will replace the existing 50+ year-old facility.
- The proposed building design is sited in the southwest corner of the property to allow for more contiguous open space to the east and north of the site as well as utilize the existing site grade change to visually screen the larger, "civic" portions of the school, from neighboring properties to the south.
- Solar orientation of the building is optimized to allow for all classrooms to make significant use of natural daylight.
- The south elevation of the building will be modulated to reduce the scale of the building, utilizing materials, such as masonry and cement board siding to contextually blend with residential properties to the south.
- The multi-level design integrates with the topographic grade change across the site to allow accessible routes through the building and the site.
- Building programmatic areas have been zoned to allow for community use of the facility during non school hours, i.e. the gyms, commons, performing arts center and library.
- All HVAC equipment will be located within the building envelope to reduce noise and visual impacts to neighboring properties.
-

5) Minimum use of impervious surfacing materials.

The use of impervious surfaces has been reduced in comparison to the existing facility by a significant amount. (please see area data presented above)

Building Height Calculations
Lake Washington High School

Master Plan & PUD Submittal
15 February 2008

The proposed design solution for the new Lake Washington High School is a three-story structure with a maximum building height of 52'-0" above finish floor**.** The finish floor elevation is proposed to be 410.00'. Average building elevation calculations result in an ABE of 413.95'.

The following is a list of building elements that exceed the allowable 35'-0" building height:

- Educational/library/building core façade along 75th street
  - Max height above ABE = 43'-0 5/8"
  - Exceeds allowable height by 8'-0 5/8"
- Performing arts center on interior of site facing west property line
  - Max height above ABE = 48'-0 5/8"
  - Exceeds allowable height by 13'-0 5/8"

The proposed PUD seeks to increase the maximum allowable building height from 35' to 49' above the ABE. The 49' request exceeds the current design by about one foot which allows for a small amount of design contingency.

Lake Washington High School

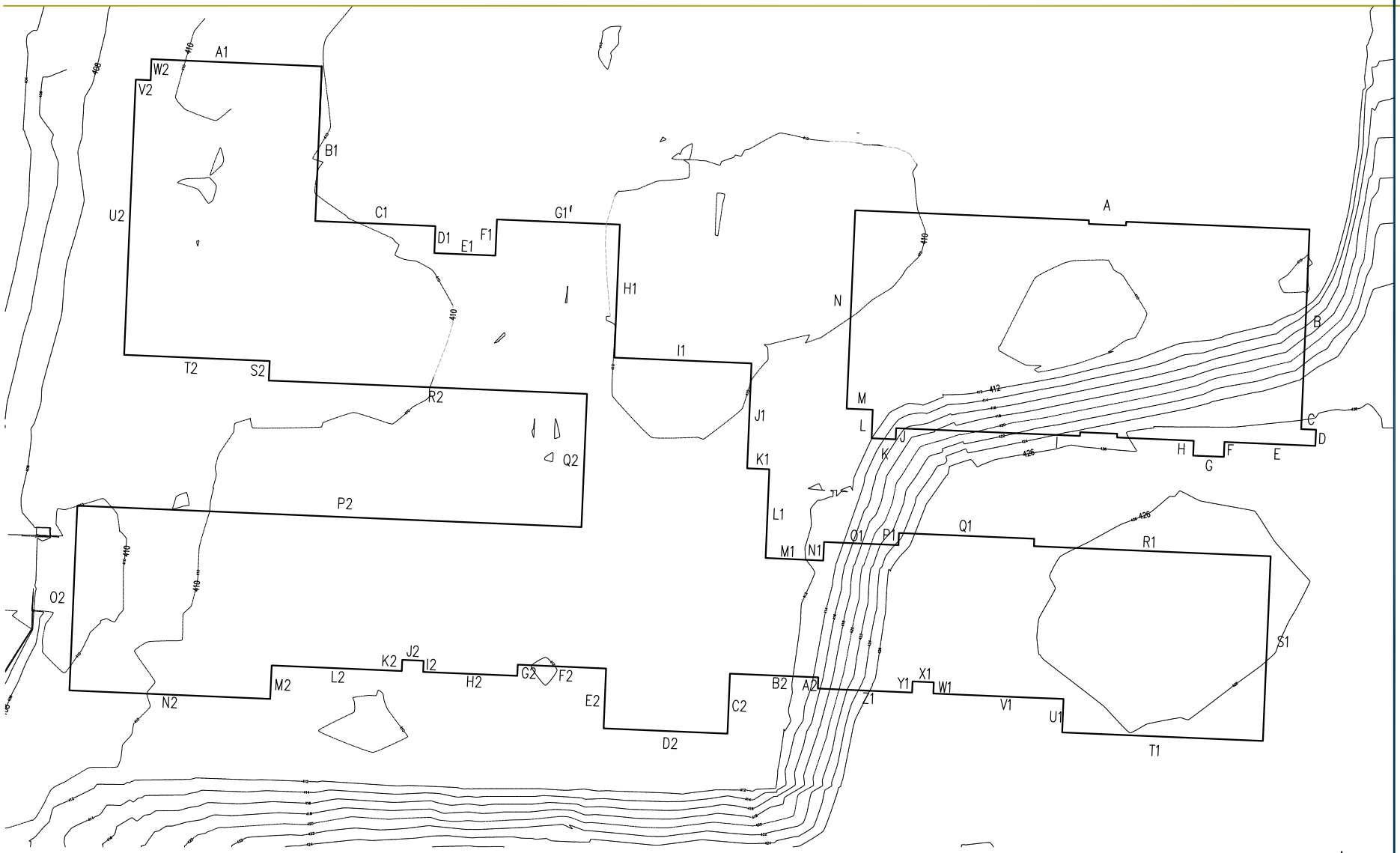
Average Building Elevation Calculation

February 15, 2008

	Wall designation	Mid point grade elevation	Wall segment length	Elev x Length
Gym	A	410	244.5	100245.00
Gym	B	418	108.67	45424.06
Gym	C	426	8	3408.00
Gym	D	426	8.67	3693.42
Gym	E	426	49	20874.00
Gym	F	426	8	3408.00
Gym	G	426	16.5	7029.00
Gym	H	426	8	3408.00
Gym	I	420	160	67200.00
Gym	J	415	6	2490.00
Gym	K	414	13	5382.00
Gym	L	412	15.33	6315.96
Gym	M	410	14	5740.00
Gym	N	410	106.67	43734.70
Main	A1	410	91.5	37515.00
Main	B1	410	83.17	34099.70
Main	C1	410	64.67	26514.70
Main	D1	410	14.5	5945.00
Main	E1	410	32.83	13460.30
Main	F1	410	19.5	7995.00
Main	G1	410	66.17	27129.70
Main	H1	410	71.5	29315.00
Main	I1	410	73.83	30270.30
Main	J1	410	56.5	23165.00
Main	K1	410	12	4920.00
Main	L1	411	47.75	19625.25
Main	M1	411.5	31	12756.50
Main	N1	413	10	4130.00
Main	O1	418	40	16720.00
Main	P1	424	6.5	2756.00
Main	Q1	426	72.83	31025.58
Main	R1	426	127.33	54242.58
Main	S1	426	99.33	42314.58
Main	T1	426	108	46008.00
Main	U1	426	18	7668.00
Main	V1	426	70	29820.00
Main	W1	426	6	2556.00
Main	X1	426	11.5	4899.00
Main	Y1	426	6	2556.00

Main	Z1	425	50.67	21534.75
Main	A2	415	6	2490.00
Main	B2	411	47.5	19522.50
Main	C2	410	32.25	13222.50
Main	D2	410	66.67	27334.70
Main	E2	410	32.25	13222.50
Main	F2	410	47.5	19475.00
Main	G2	410	6	2460.00
Main	H2	410	50.67	20774.70
Main	I2	410	6	2460.00
Main	J2	410	11.5	4715.00
Main	K2	410	6	2460.00
Main	L2	410	70	28700.00
Main	M2	410	18	7380.00
Main	N2	410	108	44280.00
Main	O2	410	99.33	40725.30
Main	P2	410	271.25	111212.50
Main	Q2	410	71.5	29315.00
Main	R2	410	171.17	70179.70
Main	S2	410	10.5	4305.00
Main	T2	409	78.25	32004.25
Main	U2	409	148	60532.00
Main	V2	409	8	3272.00
Main	W2	409	11.33	4633.97
			∑ wall length =	∑ elev x length=
			3435.09	1421970.70
			ABE = (∑ wall length) / (∑ wall elev x length)	
			ABE =	**413.95**

McGRANAHAN architects



AVERAGE BUILDING ELEVATION WALL DESIGNATION PLAN

1"=50'-0" PROJECT NORTH

project_

LAKE WASHINGTON HIGH SCHOOL

client_

LAKE WASHINGTON SCHOOL DISTRICT

date_

15 FEB 08

mcg-ARC

McGRANAHAN architects

SITE PLAN

DESIGN DEVELOPMENT PHASE

SCALE: 1" = 40'-0"

0 30' 60' 120' 240' FT

project_
LAKE WASHINGTON HS

client_
Lake Washington School District

date_
February 19, 2008

McGRANAHAN architects

EXTERIOR BUILDING ELEVATIONS

DESIGN DEVELOPMENT PHASE

SCALE: 1" = 20'-0"

SOUTH ELEVATION

SOUTH ELEVATION as viewed from 75th Street

EAST ELEVATION

project_
LAKE WASHINGTON HS

client_
Lake Washington
School District

date_
February 19, 2007

McGRANAHAN architects

EXTERIOR BUILDING ELEVATIONS

DESIGN DEVELOPMENT PHASE

SCALE: 1" = 20'-0"

NORTH ELEVATION

NORTH ELEVATION as viewed from the courtyard

WEST ELEVATION

project_
LAKE WASHINGTON HS

client_
Lake Washington School District

date_
February 19, 2007

McGRANAHAN architects

3D VISUALIZATION IMAGE

DESIGN DEVELOPMENT PHASE

EAST VIEW as seen from 122nd Avenue NE
(Existing Site Condition)

project_
LAKE WASHINGTON HS

client_
Lake Washington
School District

date_
February 19, 2007

McGRANAHAN architects

EAST VIEW as seen from 122nd Avenue NE
(Proposed Building Design foreshortened to 35' height above the Average Building Elevation of 413.95')

3D VISUALIZATION IMAGE

DESIGN DEVELOPMENT PHASE

project_
LAKE WASHINGTON HS

client_
Lake Washington School District

date_
February 19, 2007

McGRANAHAN architects

3D VISUALIZATION IMAGE

DESIGN DEVELOPMENT PHASE

EAST VIEW as seen from 122nd Avenue NE
(Proposed Building Design)

project_
LAKE WASHINGTON HS

client_
Lake Washington
School District

date_
February 19, 2007

McGRANAHAN architects

3D VISUALIZATION IMAGE

DESIGN DEVELOPMENT PHASE

SOUTHWEST VIEW as seen from NE 75th Street
(Existing Site Condition)

project_
LAKE WASHINGTON HS

client_
Lake Washington
School District

date_
February 19, 2007

McGRANAHAN architects

SOUTHWEST VIEW as seen from NE 75th Street
(Proposed Building Design)

3D VISUALIZATION IMAGE

DESIGN DEVELOPMENT PHASE

project_
LAKE WASHINGTON HS

client_
Lake Washington School District

date_
February 19, 2007

LAKE WASHINGTON HIGH SCHOOL

LAKE WASHINGTON SCHOOL DISTRICT
Kirkland, Washington

MASTER PLAN & P.U.D. UPDATE SET

15 FEBRUARY 2008

project_
LAKE WASHINGTON HIGH SCHOOL

client_
LAKE WASHINGTON SCHOOL DISTRICT

location_
KIRKLAND, WASHINGTON

Project No. 0626.003

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Project Data

PROJECT DESCRIPTION
A NEW REPLACEMENT HIGH SCHOOL THAT INCLUDES CLASSROOMS, STUDENT ACTIVITY AREAS, OFFICES, GYMNASIUMS, AND SITE IMPROVEMENTS

PROJECT ADDRESS
LAKE WASHINGTON HIGH SCHOOL
12033 NE 80TH ST
KIRKLAND, WA 98033

COUNTY TAX PARCEL NUMBER
092505-9012

RECORD LEGAL DESCRIPTION
THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER AND A PORTION OF NORTHEAST QUARTER OF NORTHWEST QUARTER LYING WEST OF ANDREEN ACRE TRACTS ADDITION LESS COUNTY ROADS; TOGETHER WITH VACATED STREET

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

JURISDICTION REFERENCE
CITY OF KIRKLAND
-

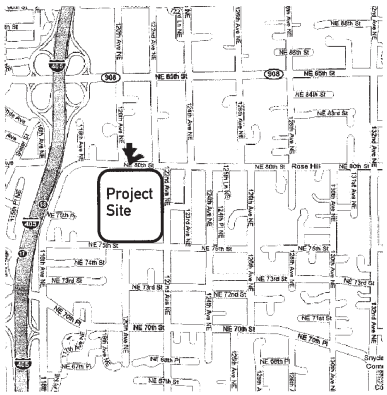
ZONING DESIGNATION
-

BUILDING AREA
-

Parking Calculations

-

Vicinity Map



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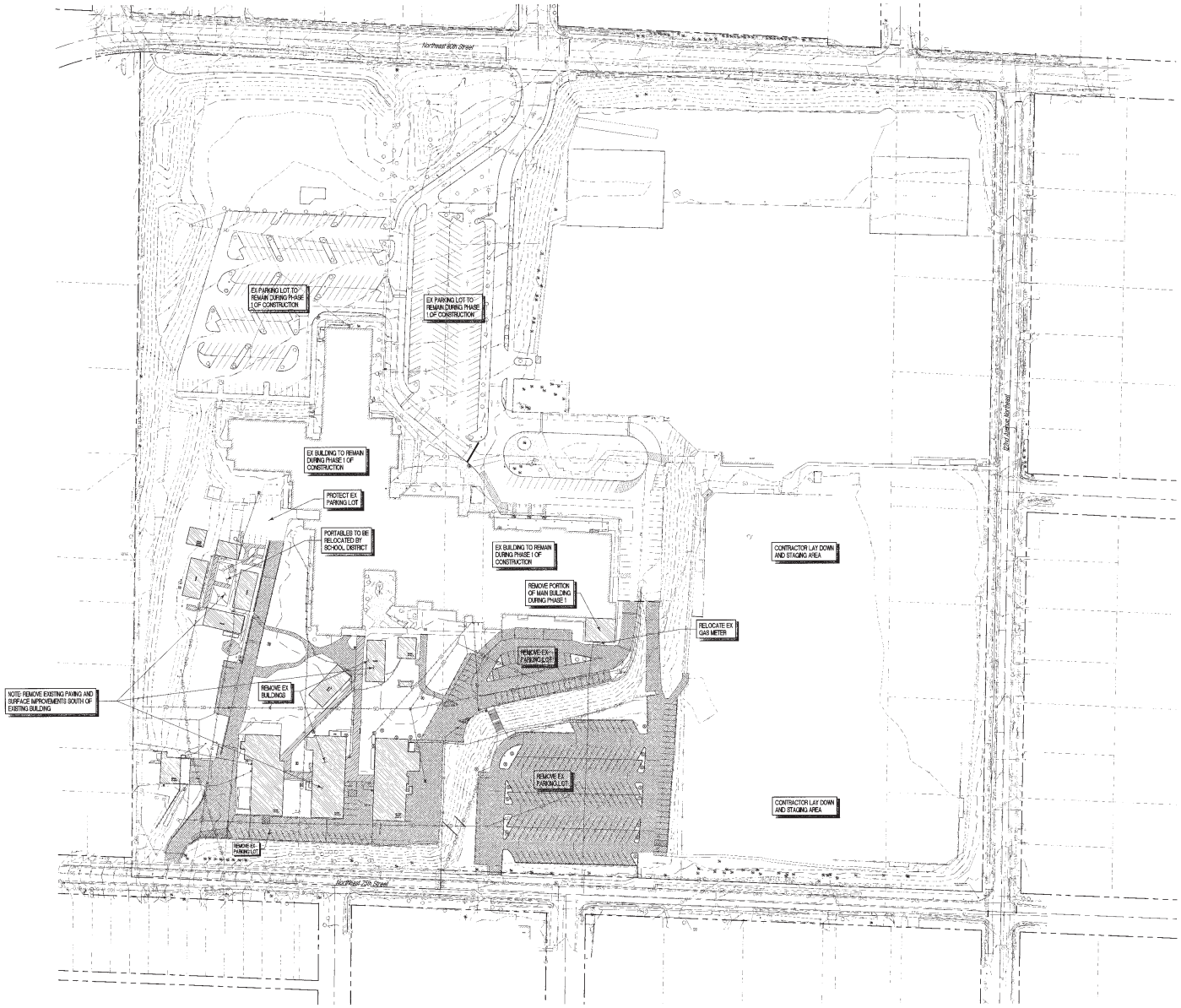

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LEGEND

	EXISTING	REMOVE	PROPOSED
ASPHALT PAVING			
ASPHALT TREATED BASE (ATB)			
CONCRETE PAVING			
BUILDINGS			
GRAVEL			
RIP RAP CONSTRUCTION ENTRANCE			
SAWCUT LINE			
CONSTRUCTION LIMITS			
SITE FENCE			
SILT FENCE			
STORM CB W/PROTECTION			
CURBING			
ROCKERY			
TREE W/PROTECTION			
CONTOUR (INDEX)			
CONTOUR			
WATER LINE			
STORM DRAINAGE LINE			
SANITARY SEWER LINE			
POWER			
TELEPHONE LINE			
GAS LINE			
WATER METER/VALVE/FH			
STORM CO/MH			
SANITARY SEWER MH/CO			
GAS VALVE/METER			
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COMPOSITE DEMOLITION PLAN PHASE 1

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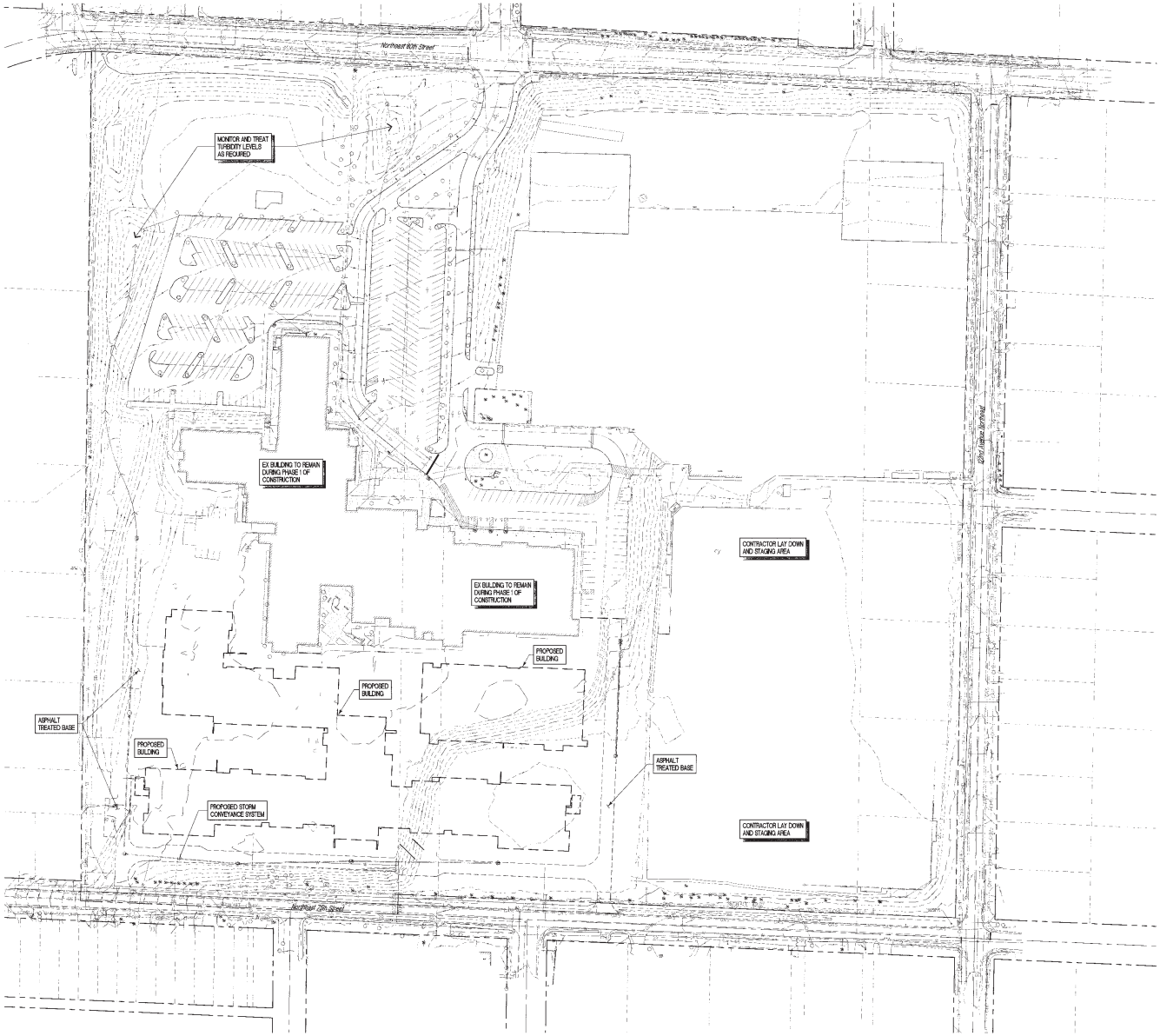

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	EXISTING	REMOVE	PROPOSED
ASPHALT PAVING			
ASPHALT TREATED BASE (ATB)			
CONCRETE PAVING			
BUILDINGS			
GRAVEL			
RIP RAP CONSTRUCTION ENTRANCE			
SAWCUT LINE			
CONSTRUCTION LIMITS			
SITE FENCE			
SILT FENCE			
STORM CB W/PROTECTION			
CURBING			
ROCKERY			
TREE W/PROTECTION			
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WATER LINE			
STORM DRAINAGE LINE			
SANITARY SEWER LINE			
POWER			
TELEPHONE LINE			
GAS LINE			
WATER METER/VALVE/TW			
STORM CB/MH			
SANITARY SEWER MH/CO			
GAS VALVE/METER			
STREET LIGHT ASSEMBLY			
TELEPHONE RISER/MH			
WETLAND AREA			
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CIVIL
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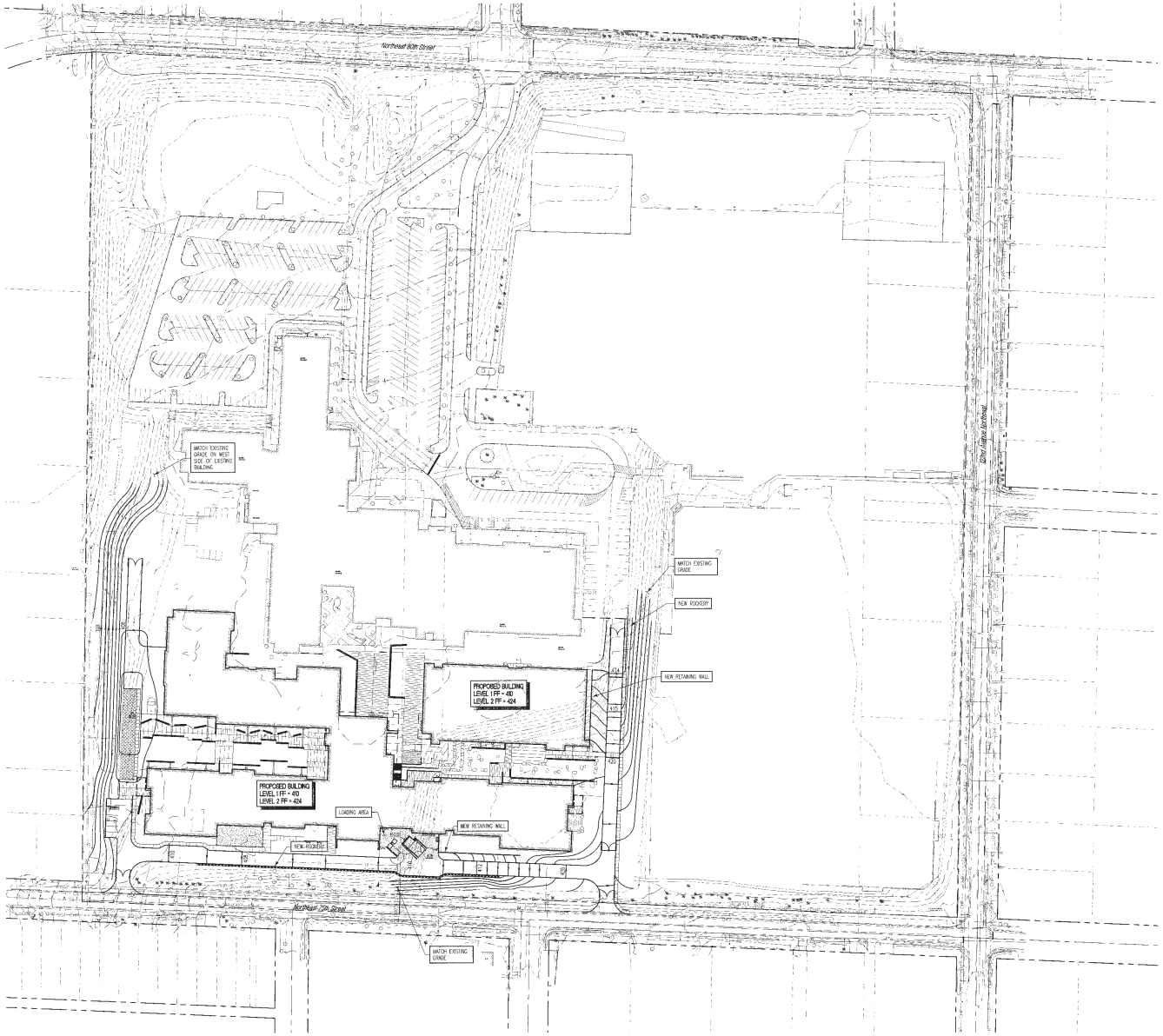

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LEGEND

	EXISTING	REMOVE	PROPOSED
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ASPHALT TREATED BASE (ATB)			
CONCRETE PAVING			
BUILDINGS			
GRAVEL			
RIP RAP CONSTRUCTION ENTRANCE			
SAWCUT LINE			
CONSTRUCTION LIMITS			
SITE FENCE			
SILT FENCE			
STORM CB W/PROTECTION			
CURBING			
ROCKERY			
TREE W/PROTECTION			
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POWER			
TELEPHONE LINE			
GAS LINE			
WATER METER/VALVE/FH			
STORM CB/MH			
SANITARY SEWER MH/CO			
GAS VALVE/METER			
STREET LIGHT ASSEMBLY			
TELEPHONE RISER/MH			
WETLAND AREA			
BORING LOCATIONS			

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COMPOSITE GRADING & PAVING PLAN PHASE 1

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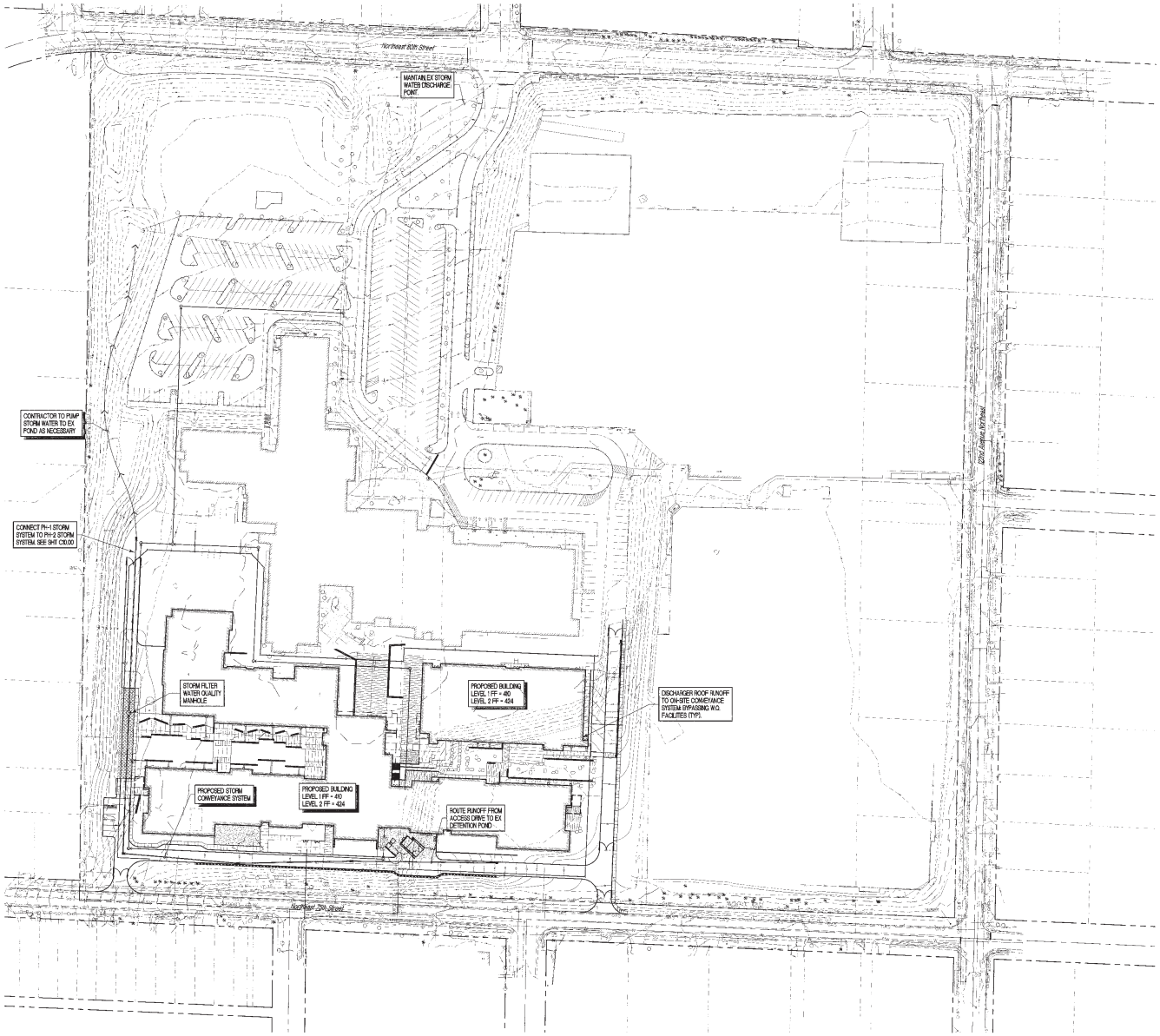

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LEGEND

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ASPHALT TREATED BASE (ATB)			
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BUILDINGS			
GRAVEL			
RIP RAP CONSTRUCTION ENTRANCE			
SAWCUT LINE			
CONSTRUCTION LIMITS			
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CURBING			
ROCKERY			
TREE W/PROTECTION			
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WATER LINE	W		
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POWER	P		P
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STORM CB/MH	13		12
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STREET LIGHT ASSEMBLY			
TELEPHONE RISER/MH	T		
WETLAND AREA			
BORING LOCATIONS			

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COMPOSITE STORM DRAINAGE PLAN PHASE 1

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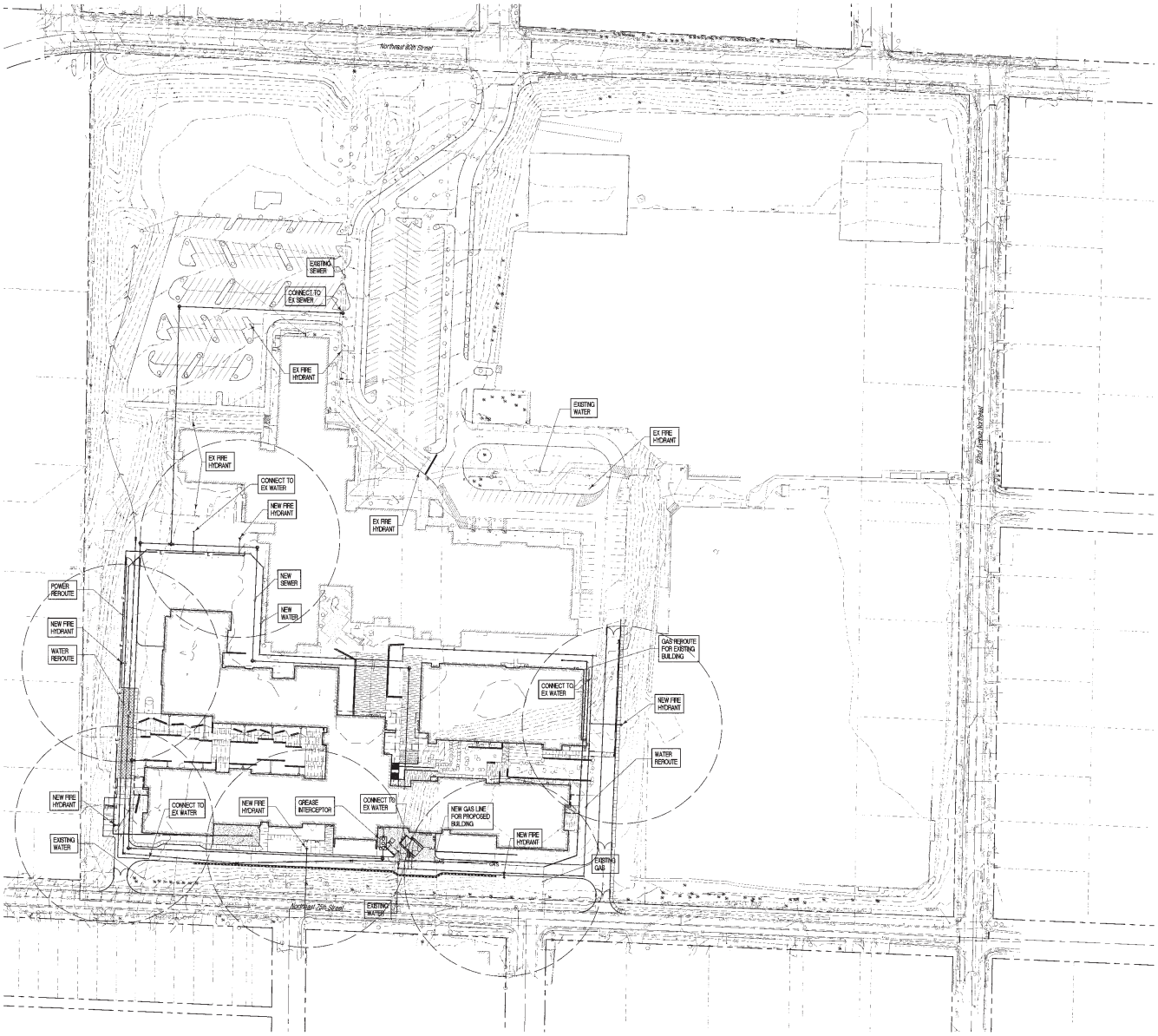

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LEGEND

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ASPHALT TREATED BASE (ATB)			
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SITE FENCE			
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TELEPHONE RISER/MH			
WETLAND AREA			
BORING LOCATIONS			

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COMPOSITE UTILITY PLAN PHASE 1

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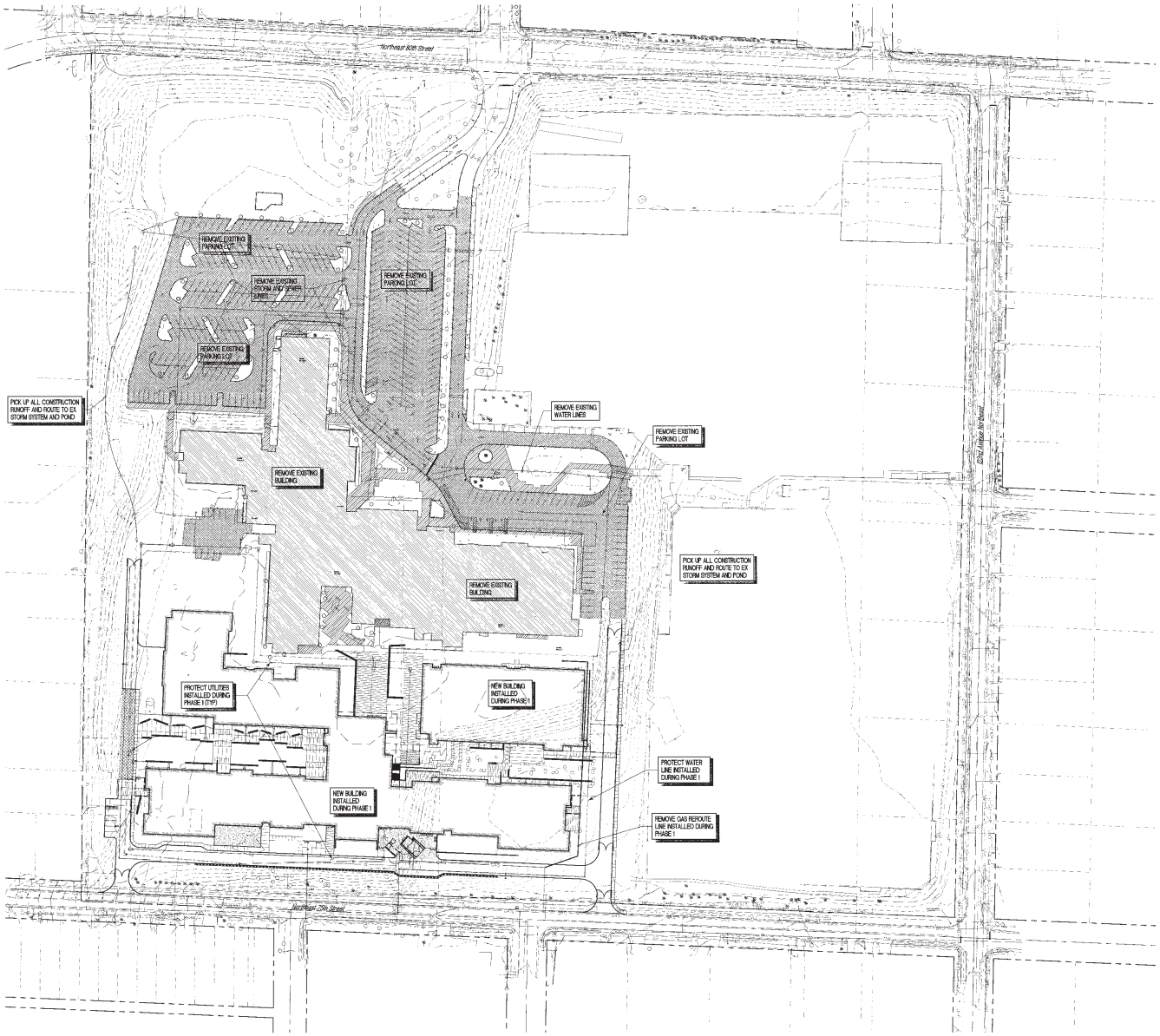

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ASPHALT PAVING			
ASPHALT TREATED BASE (ATB)			
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STORM CB/MH			
SANITARY SEWER MH/CO			
GAS VALVE/METER			
STREET LIGHT ASSEMBLY			
TELEPHONE RISER/MH			
WETLAND AREA			
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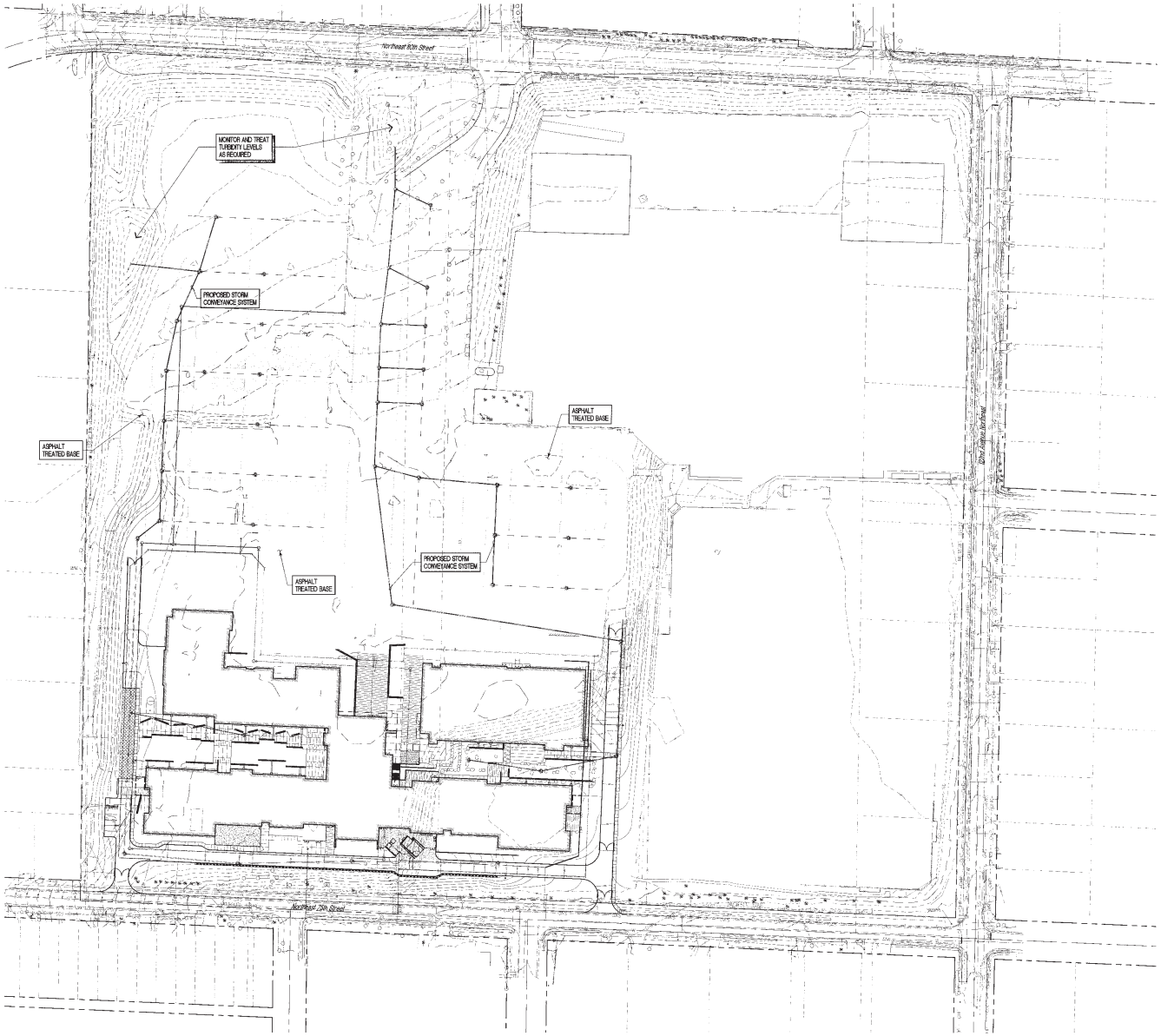

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ASPHALT TREATED BASE (ATB)			
CONCRETE PAVING			
BUILDINGS			
GRAVEL			
RIP RAP CONSTRUCTION ENTRANCE			
SAWCUT LINE			
CONSTRUCTION LIMITS			
SITE FENCE			
SILT FENCE			
STORM CB W/PROTECTION			
CURBING			
ROCKERY			
TREE W/PROTECTION			
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SANITARY SEWER LINE			
POWER			
TELEPHONE LINE			
GAS LINE			
WATER METER/VALVE/FH			
STORM CB/MH			
SANITARY SEWER MH/CO			
GAS VALVE/METER			
STREET LIGHT ASSEMBLY			
TELEPHONE RISER/MH			
WETLAND AREA			
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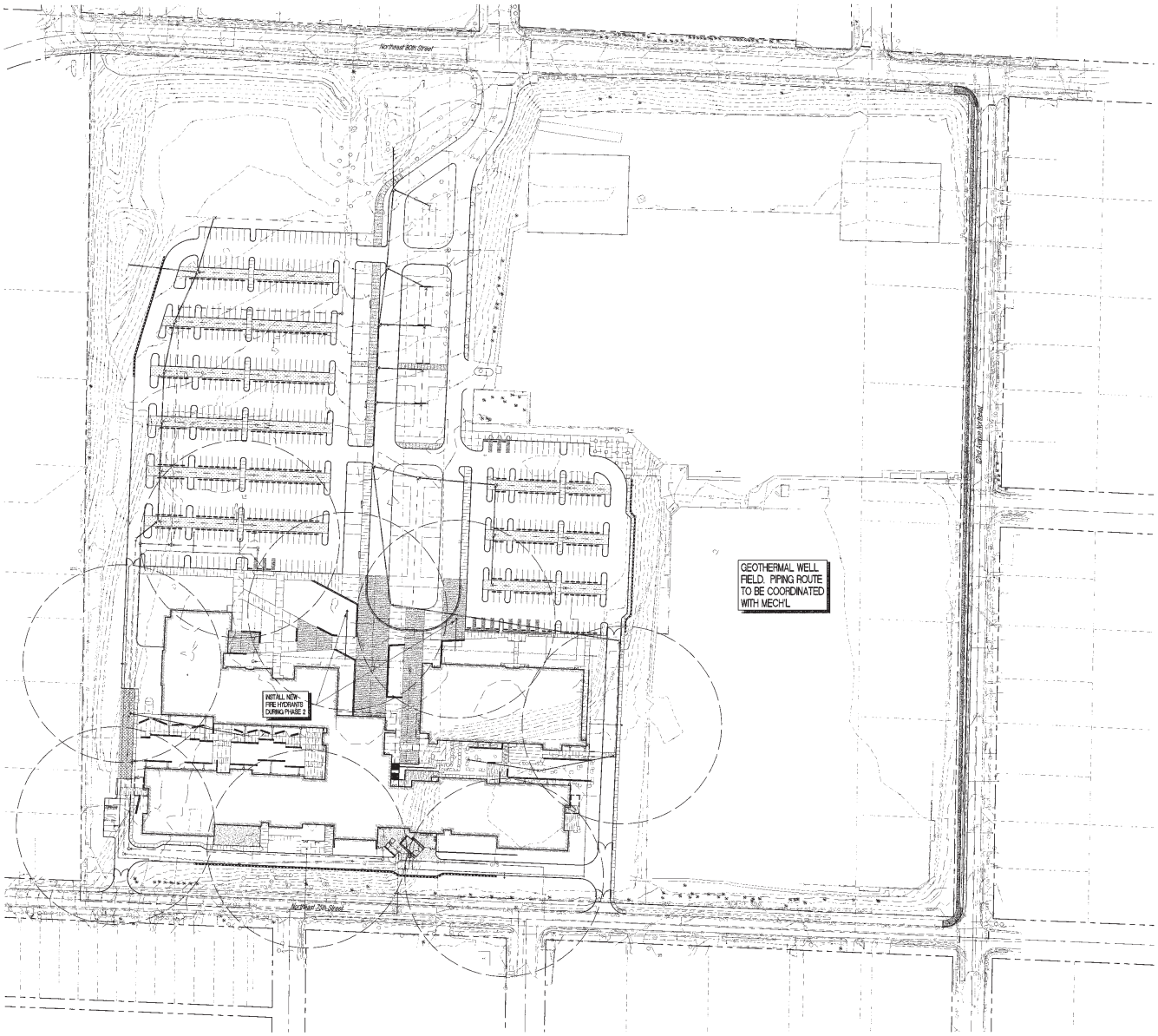

SCALE 1"=60'

Call before you Dig. 8-1-1 or 1-800-424-5555 UNDERGROUND SERVICE (USA)

LEGEND

	EXISTING	REMOVE	PROPOSED
ASPHALT PAVING			
ASPHALT TREATED BASE (ATB)			
CONCRETE PAVING			
BUILDINGS			
GRAVEL			
RIP RAP CONSTRUCTION ENTRANCE			
SAWCUT LINE			
CONSTRUCTION LIMITS			
SITE FENCE			
SILT FENCE			
STORM CB W/PROTECTION			
CURBING			
ROCKERY			
TREE W/PROTECTION			
CONTOUR (INDEX)	100		100
CONTOUR	98		98
WATER LINE			
STORM DRAINAGE LINE			
SANITARY SEWER LINE			
POWER	P		P
TELEPHONE LINE	T		T
GAS LINE	G		G
WATER METER/VALVE/FH			
STORM CB/MH			
SANITARY SEWER MH/CO			
GAS VALVE/METER			
STREET LIGHT ASSEMBLY			
TELEPHONE RISER/MH			
WETLAND AREA			
BORING LOCATIONS			

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COUGHLIN PORTER LUNDEEN

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HARGIS ENGINEERS

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CPLA C07-0015-00

UTILITY PLAN PHASE 2

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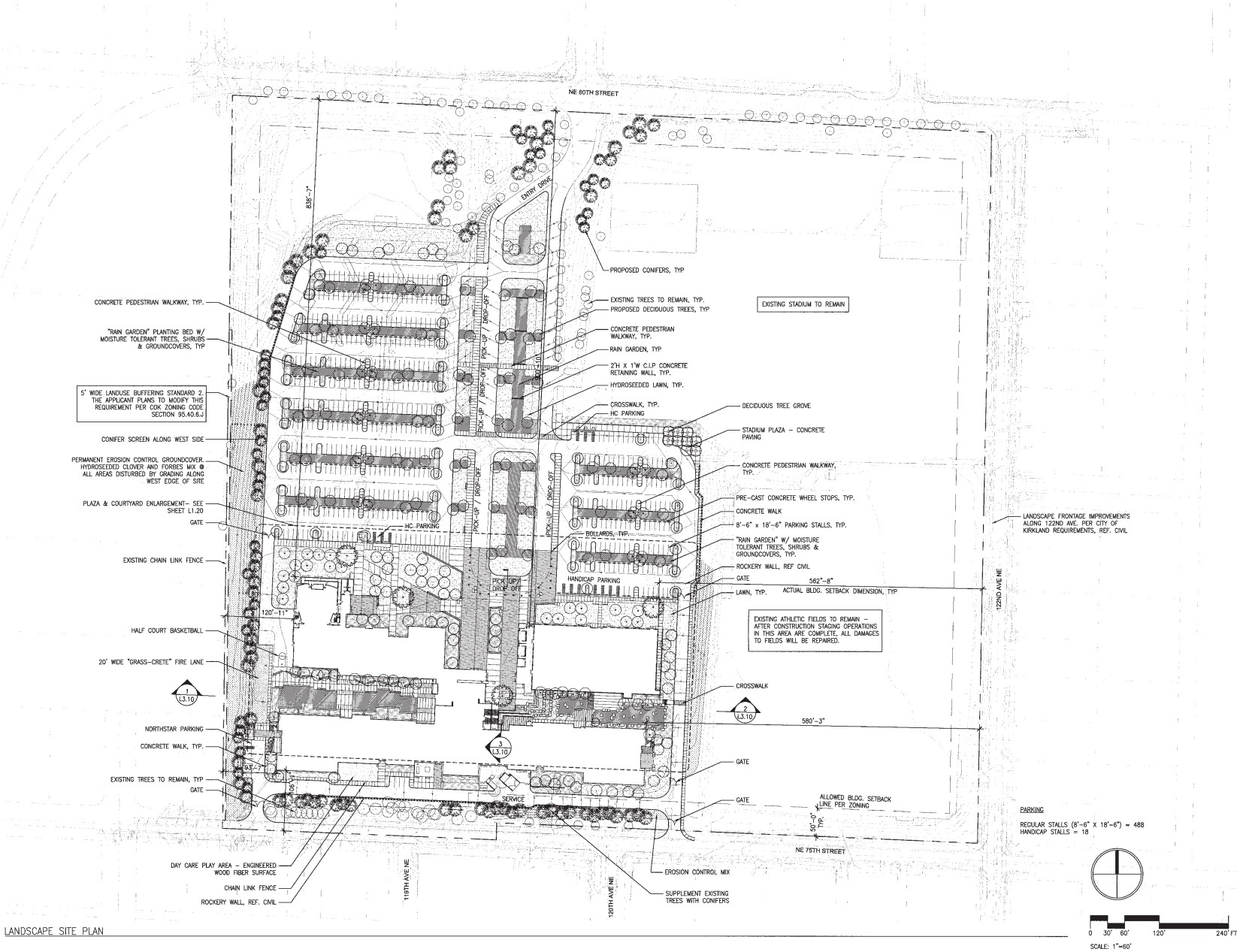

PARKING

REGULAR STALLS (8'-6" X 18'-6") = 488
HANDICAP STALLS = 18

0 30' 60' 120' 240' FT
SCALE: 1"=60'

LANDSCAPE SITE PLAN

ORIGINAL SHEET 5.30' x 42'
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Project No. 0604.000

LANDSCAPE SITE PLAN

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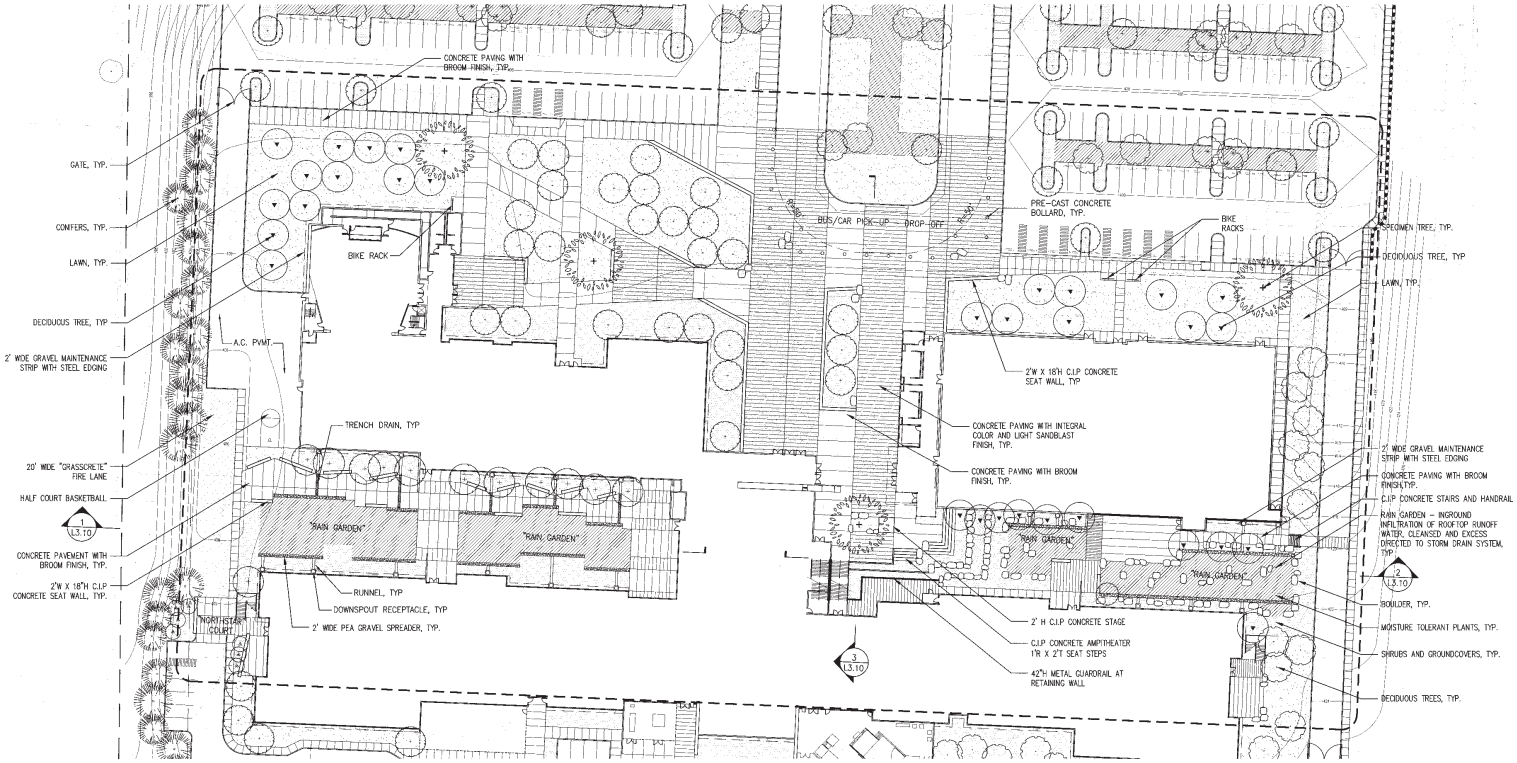

PLAZA/ COURTYARD ENLARGEMENT

0 15' 30' 60' 120' FT

SCALE: 1"=30'

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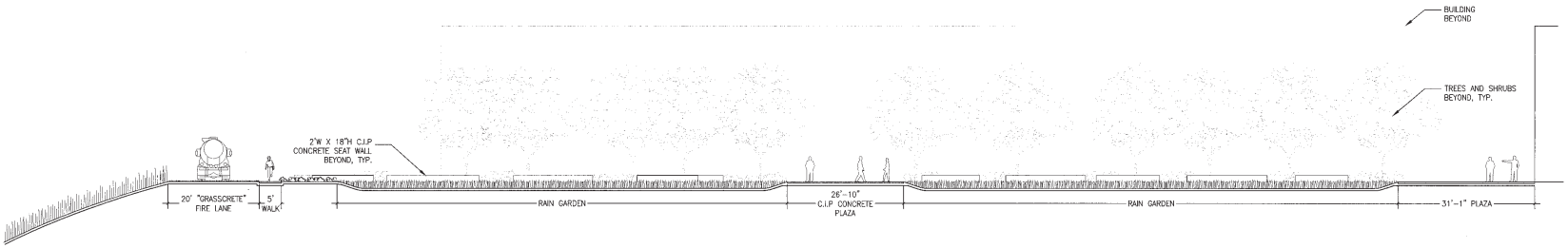
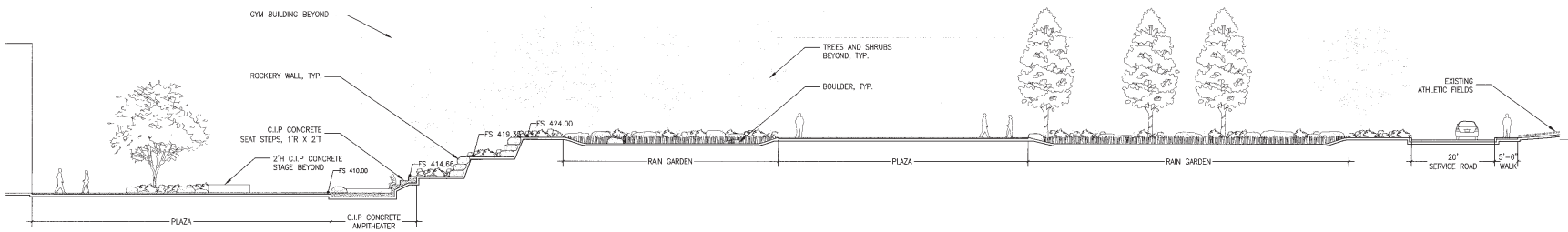
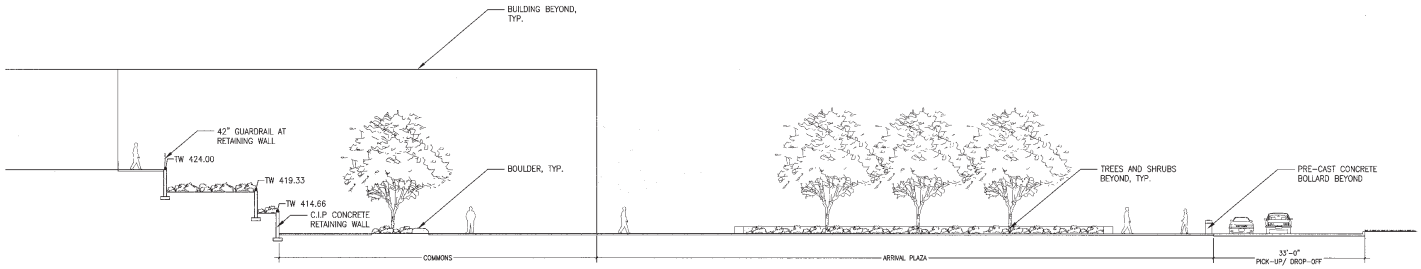


1 SECTION - WEST COURTYARD
SCALE: 1" = 10'-0"



2 SECTION - EAST COURTYARD
SCALE: 1" = 10'-0"



3 SECTION - PLAZA
SCALE: 1" = 10'-0"

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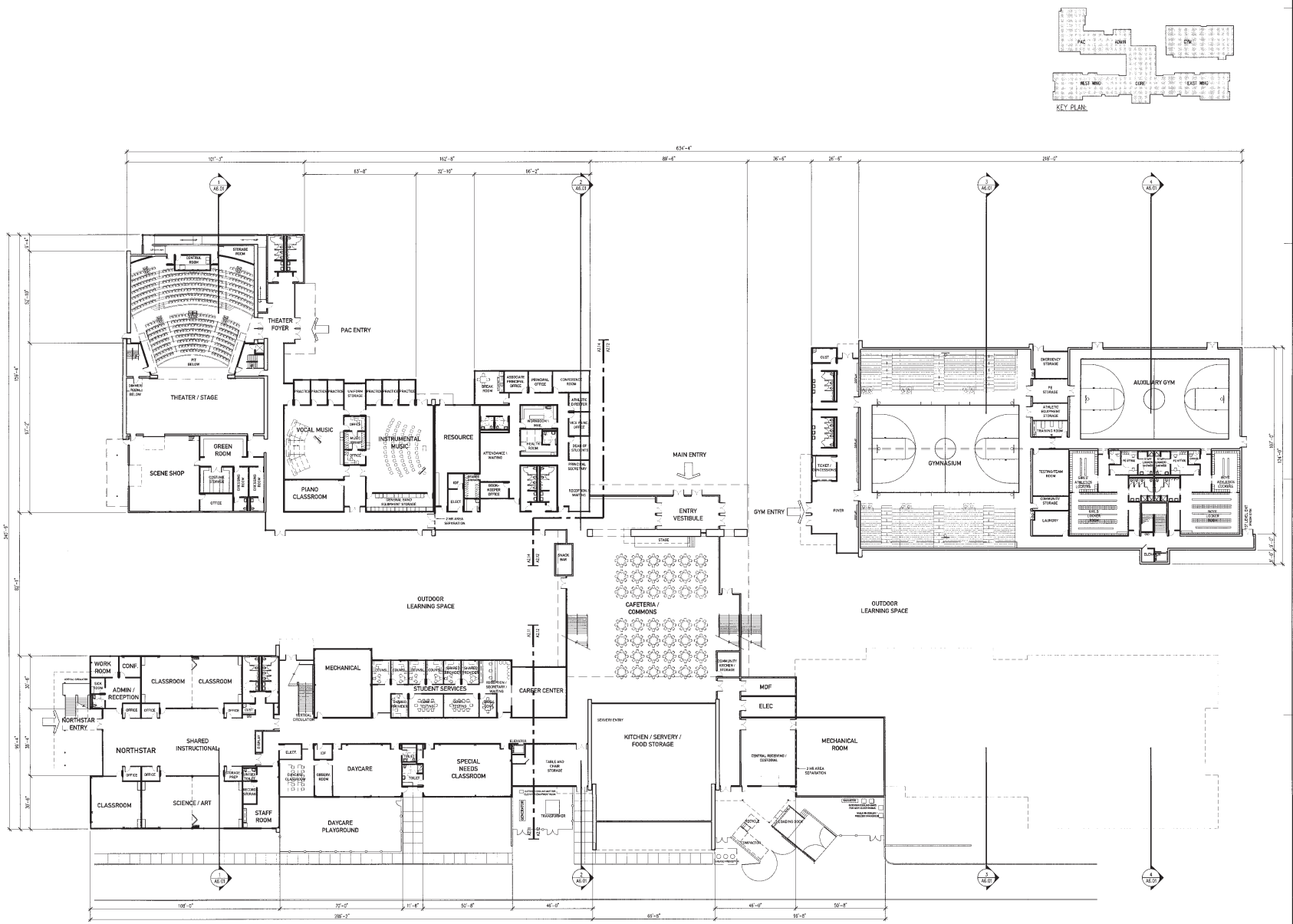

KEY PLAN:

OVERALL FIRST FLOOR PLAN

1"=20'-0" PROJECT NORTH

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OVERALL FIRST FLOOR PLAN

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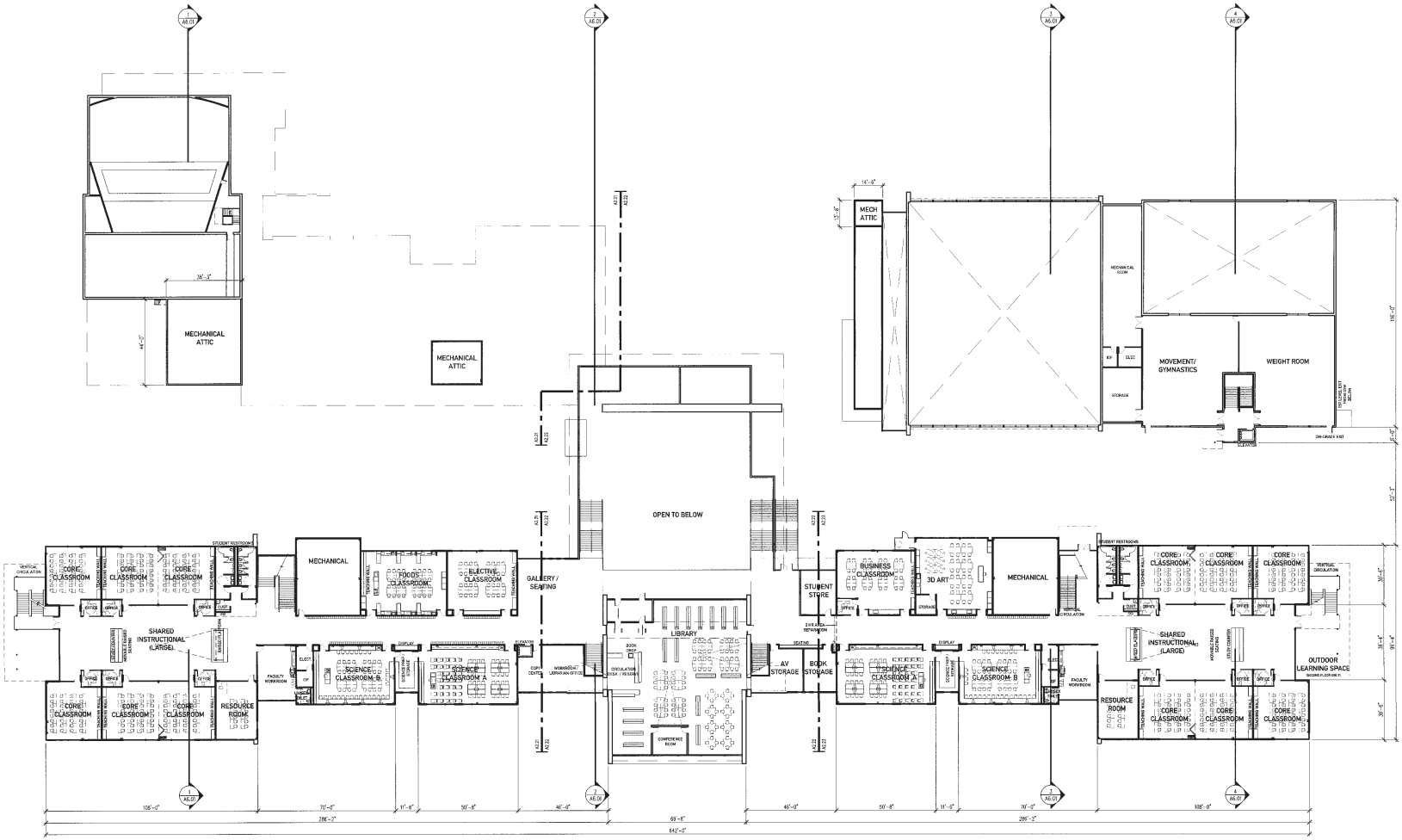

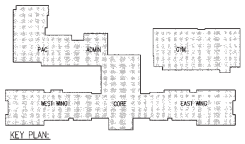

KEY PLAN:

OVERALL SECOND FLOOR PLAN

1"=20'-0" PROJECT NORTH

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OVERALL SECOND FLOOR PLAN

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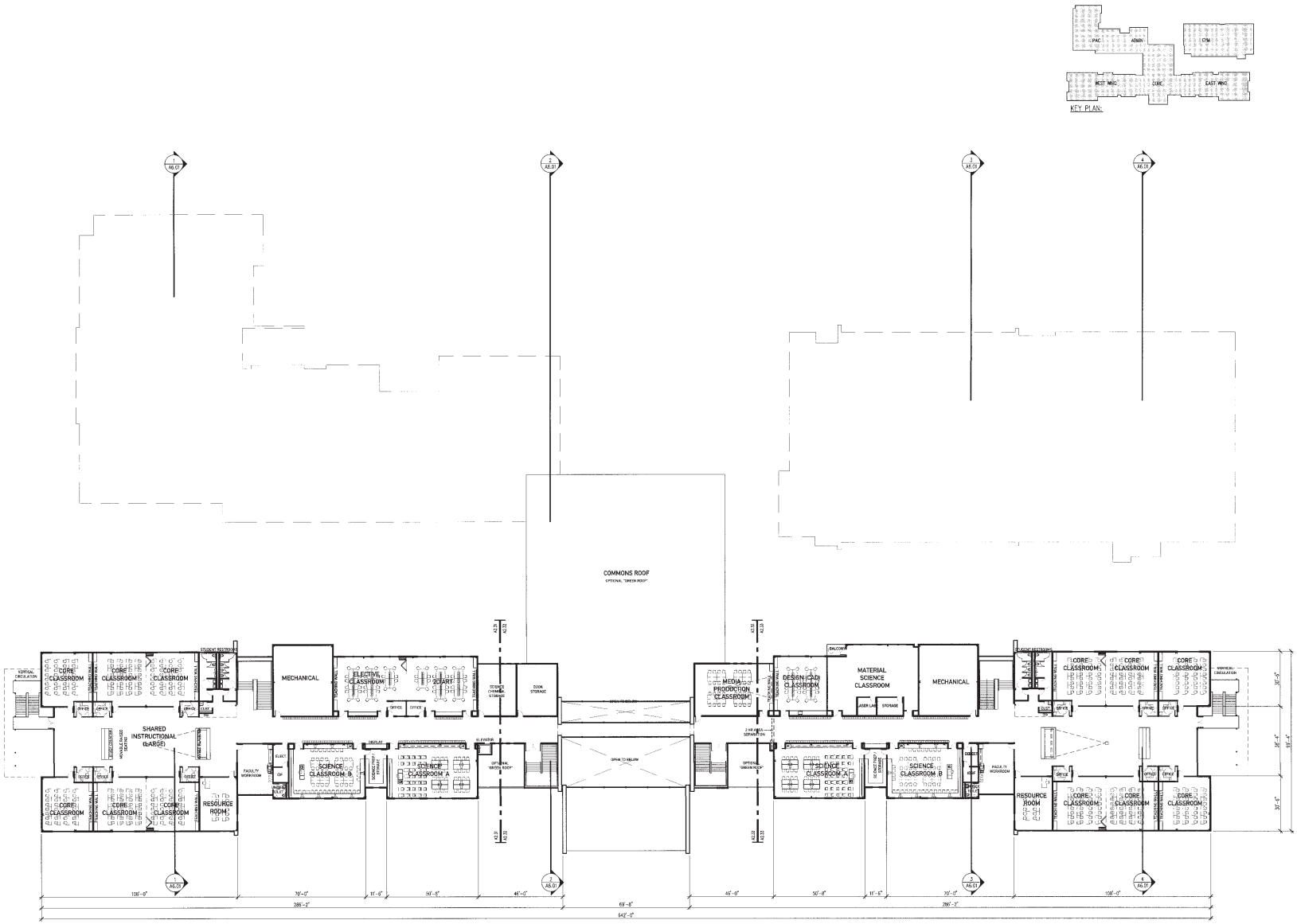

OVERALL THIRD FLOOR PLAN

1" = 20'-0"

PROJECT NORTH

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OVERALL THIRD FLOOR PLAN

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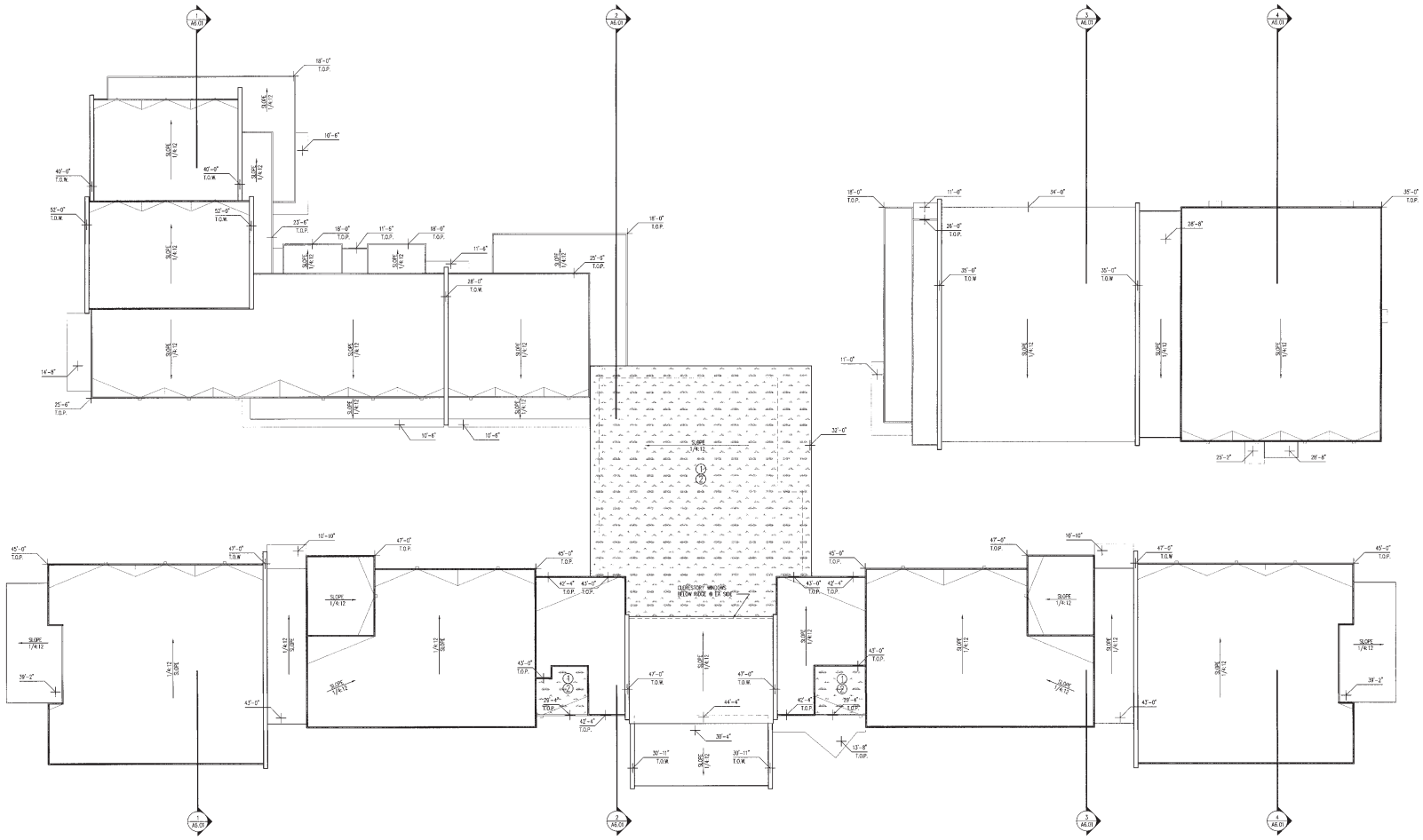
ROOF ASSEMBLIES

① SINGLE-PLY ROOFING MEMBRANE OVER 1/2" GYPSUM COVER BOARD OVER RIGID INSULATION (R30 VALUE OVER CONDITIONED SPACES) OVER VAPOR BARRIER OVER 1/2" GYPSUM BOARD THERMAL BARRIER OVER STEEL DECKING PER STRUCTURAL.

② ALTERNATE GREEN ROOF ASSEMBLY OVER SINGLE-PLY ROOFING MEMBRANE OVER 1/2" GYPSUM COVER BOARD OVER RIGID INSULATION (R30 VALUE OVER CONDITIONED SPACES) OVER VAPOR BARRIER OVER 1/2" GYPSUM BOARD THERMAL BARRIER OVER STEEL DECKING PER STRUCTURAL.

ROOF PLAN GENERAL NOTES: (SHEETS A4.01–A4.06)

1. SNAOHA, ARCHITECTURAL SHEET MTL MANUAL – LATEST EDITION, USED AS BASIS OF DESIGN WITH CALCULATED ROOF AREA DRAINED PER DOWNSPOUT AREA EQUAL TO 360 SQ FT PER SQ IN.
2. ALL DOWNSPOUTS SIZES NOTED ARE INSIDE DIAMETER AND ARE SS PIPE.
3. DOWNSPOUT LOCATIONS ARE APPROXIMATE. SEE BUILDING ELEVATIONS FOR LOCATIONS
4. PROVIDE GUTTER EXPANSION JOINTS AND SPLASH PANS PER SNAOHA STANDARDS.
5. OVERHANG DIMENSIONS ARE FROM GRIDLINE TO CENTERLINE OF BEAM, UNLESS OTHERWISE NOTED.
6. SEE FOR TYPICAL X/X MECHANICAL CURB DETAIL.
7. SEE FOR TYPICAL X/X ROOF PENETRATION DETAIL AT SINGLE-PLY ROOFING.
8. SEE MECHANICAL DRAWINGS FOR MECHANICAL ROOF TOP UNITS.



ROOF PLAN
1"=20'-0" PROJECT NORTH

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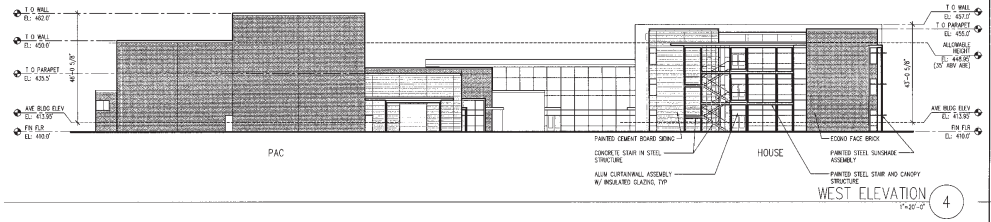
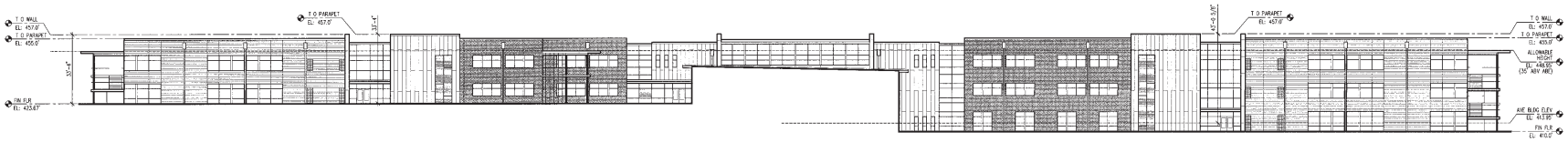
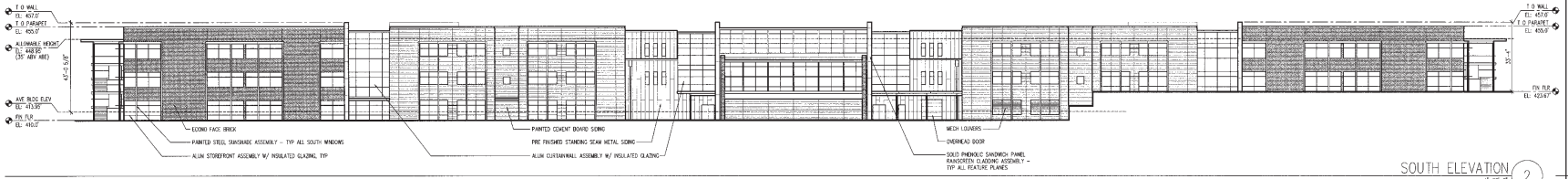


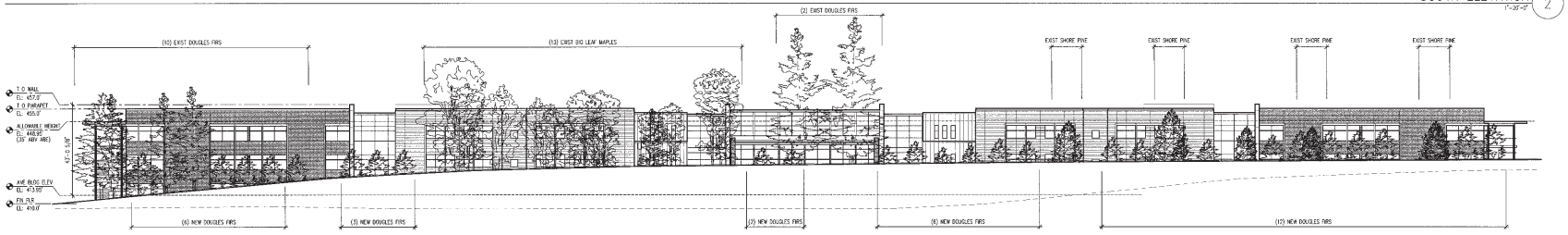
WEST ELEVATION 4
1"=20'-0"



NORTH ELEVATION (COURTYARD) 3
1"=20'-0"



SOUTH ELEVATION 2
1"=20'-0"



SOUTH ELEVATION AS VIEWED FROM 75TH STREET 1
1"=20'-0"

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EXTERIOR ELEVATIONS

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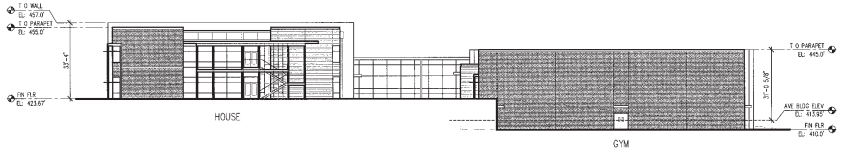
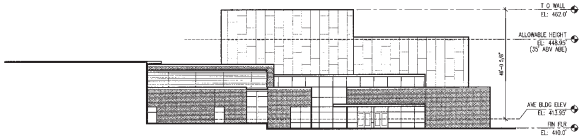
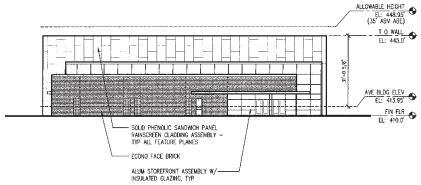


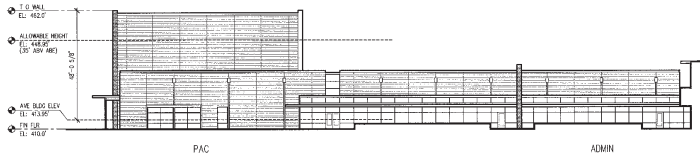
EAST ELEVATION 7
1"=20'-0"



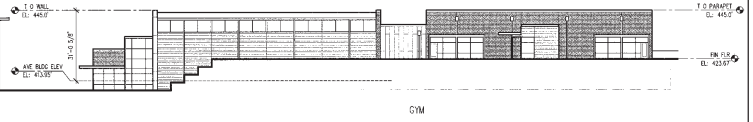
EAST ELEVATION (PAC) 6
1"=20'-0"



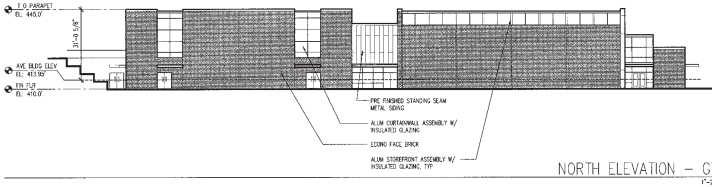
WEST ELEVATION – GYM 5
1"=20'-0"



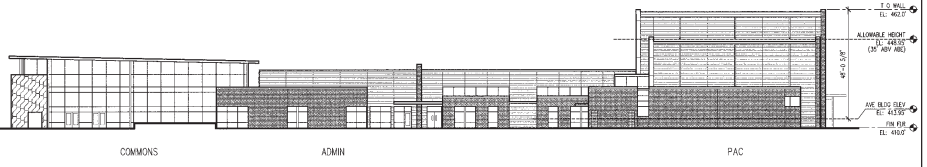
SOUTH ELEVATION – PAC AND ADMIN 4
1"=20'-0"



SOUTH ELEVATION 3
1"=20'-0"



NORTH ELEVATION – GYM 2
1"=20'-0"



NORTH ELEVATION 1
1"=20'-0"

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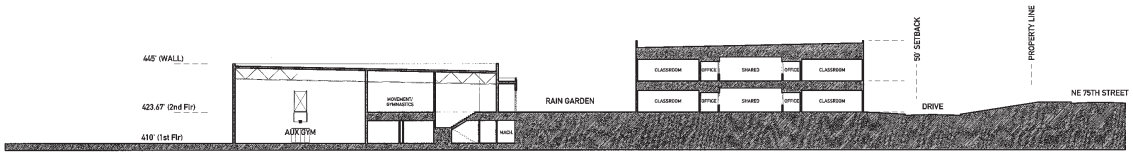

BUILDING SECTION 4
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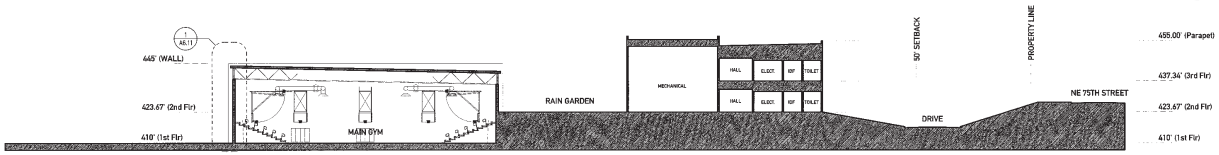

BUILDING SECTION 3
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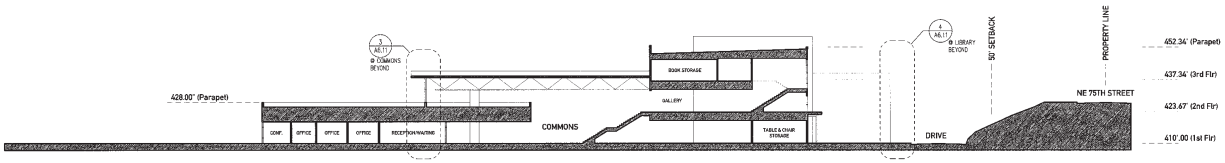

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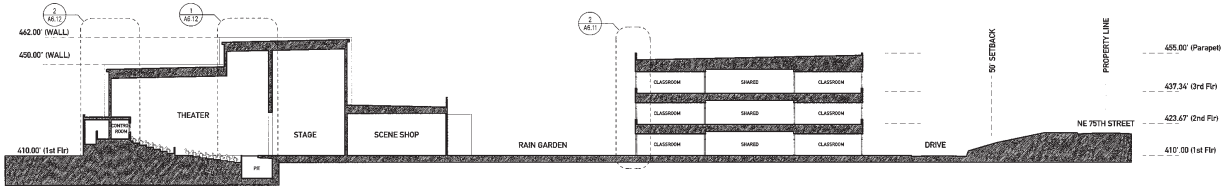

BUILDING SECTION 1
1"=20'-0"

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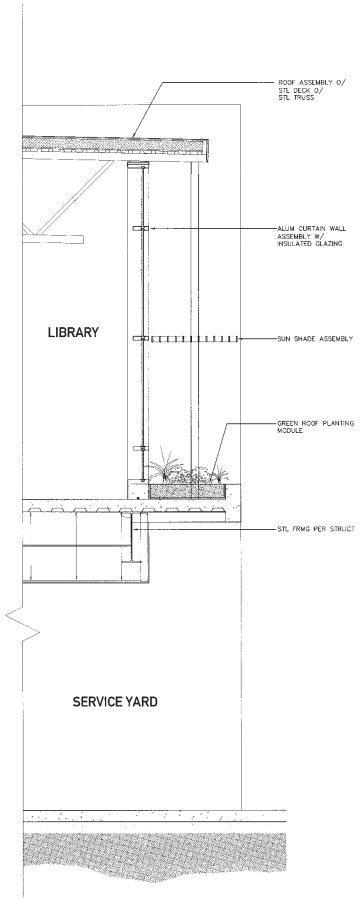
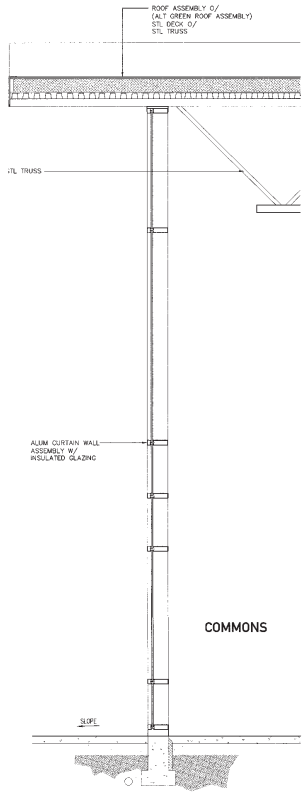
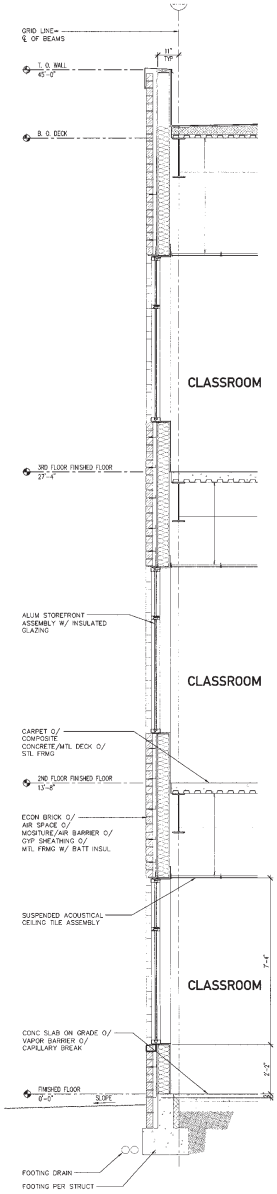


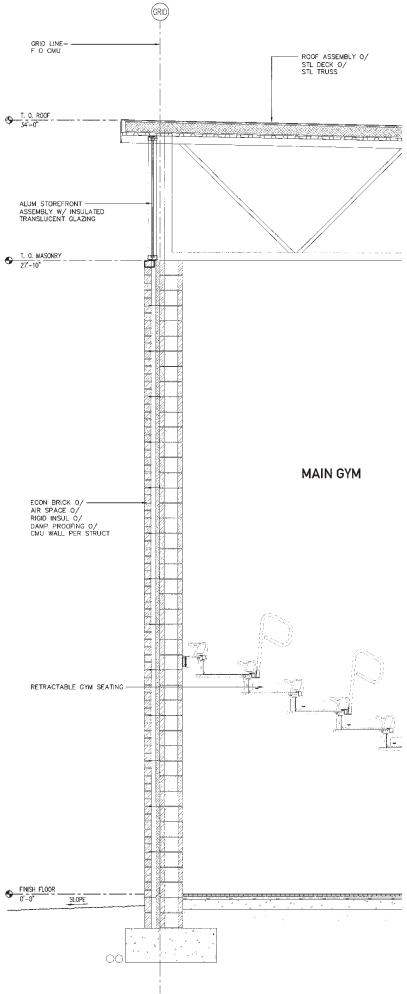
WALL SECTION 4
1/2" = 1'-0"



WALL SECTION 3
1/2" = 1'-0"



WALL SECTION 2
1/2" = 1'-0"



WALL SECTION 1
1/2" = 1'-0"

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client_
LAKE WASHINGTON SCHOOL DISTRICT
location_
KIRKLAND, WASHINGTON
Project No. 0424.000

WALL SECTIONS

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MASTER PLAN & PUD UPDATE 15 FEB 08
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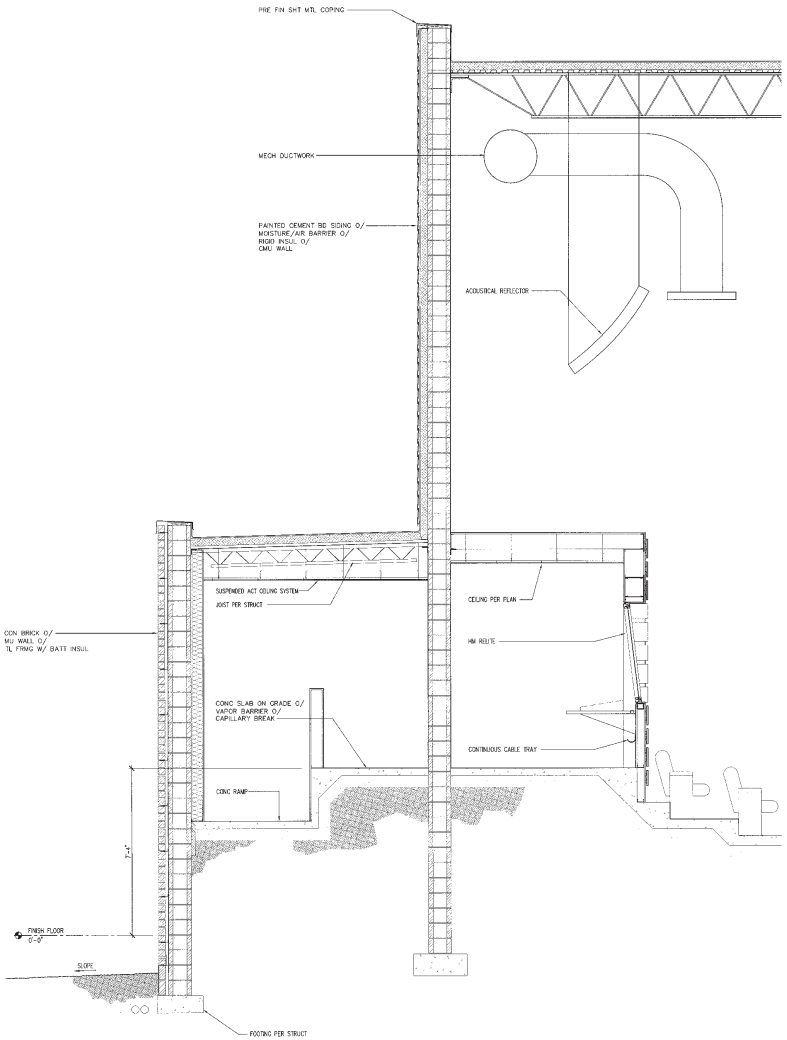
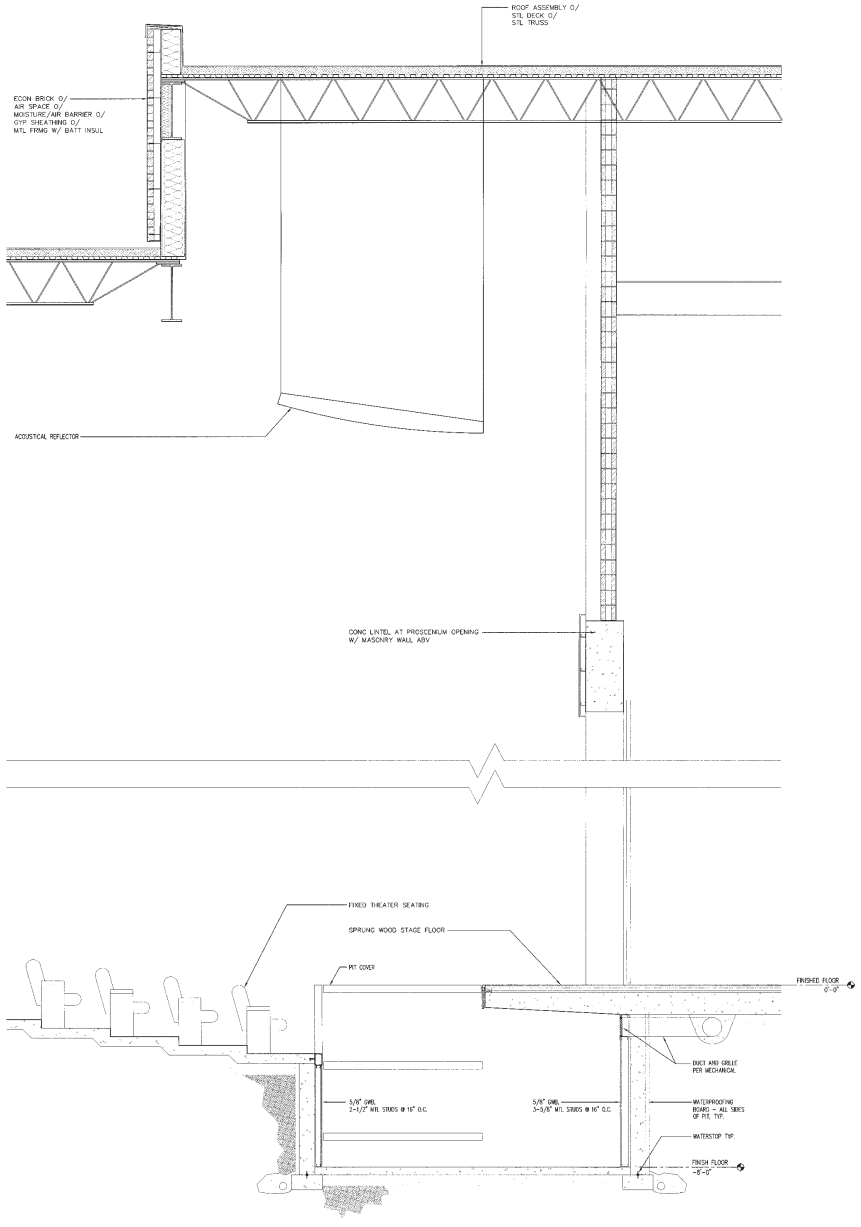


WALL SECTION 2
1/2" = 1'-0"



WALL SECTION 1
1/2" = 1'-0"

ORIGINAL SHEET IS 30" x 42"
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m:0-AEC

architect_
McGRANAHAN ARCHITECTS

civil engineer_
CPL ENGINEERS

landscape architecture_
SITE WORKSHOP

structural engineer_
PCS STRUCTURAL SOLUTIONS

mechanical engineer_
BCE ENGINEERS

electrical engineer_
HARGIS ENGINEERS

food service_
CLEVENGER ASSOCIATES

theater design_
PLA DESIGNS

project_
LAKE WASHINGTON HIGH SCHOOL

client_
LAKE WASHINGTON SCHOOL DISTRICT

location_
KIRKLAND, WASHINGTON

Project No. 0624.000

WALL SECTIONS

revision_

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CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

DEVELOPMENT STANDARDS LIST
FILE: ZON07-00035, LWHS MASTER PLAN AND PUD

ZONING CODE STANDARDS

95.50.2.a Required Landscaping. All required landscaping shall be maintained throughout the life of the development. The applicant shall submit an agreement to the city to be recorded with King County which will perpetually maintain required landscaping. Prior to issuance of a certificate of occupancy, the proponent shall provide a final as-built landscape plan and an agreement to maintain and replace all landscaping that is required by the City.

95.40.7.a Parking Area Landscape Islands. Landscape islands must be included in parking areas as provided in this section.

95.40.7.b Parking Area Landscape Buffers. Applicant shall buffer all parking areas and driveways from the right-of-way and from adjacent property with a 5-foot wide strip as provided in this section. If located in a design district a low hedge or masonry or concrete wall may be approved as an alternative through design review.

95.45 Tree Installation Standards. All supplemental trees to be planted shall conform to the Kirkland Plant List. All installation standards shall conform to Kirkland Zoning Code Section 95.45.

100.25 Sign Permits. Separate sign permit(s) are required. In JBD and CBD cabinet signs are prohibited.

105.18 Pedestrian Walkways. All uses, except single family dwelling units and duplex structures, must provide pedestrian walkways designed to minimize walking distances from the building entrance to the right of way and adjacent transit facilities, pedestrian connections to adjacent properties, between primary entrances of all uses on the subject property, through parking lots and parking garages to building entrances. In design districts through block pathways or other pedestrian improvements may be required. See also Plates 34 in Chapter 180.

105.32 Bicycle Parking. All uses, except single family dwelling units and duplex structures with 6 or more vehicle parking spaces must provide covered bicycle parking within 50 feet of an entrance to the building at a ratio of one bicycle space for each twelve motor vehicle parking spaces. Check with Planner to determine the number of bike racks required and location.

105.18 Overhead Weather Protection. All uses, except single family dwellings, multifamily, and industrial uses, must provide overhead weather protection along any portion of the building, which is adjacent to a pedestrian walkway.

105.18.2 Walkway Standards. Pedestrian walkways must be at least 5' wide; must be distinguishable from traffic lanes by pavement texture or elevation; must have adequate lighting for security and safety. Lights must be non-glare and mounted no more than 20' above the ground.

105.18.2 Overhead Weather Protection Standards. Overhead weather protection must be provided along any portion of the building adjacent to a pedestrian walkway or sidewalk; over the primary exterior entrance to all buildings. May be composed of awnings, marquees, canopies or building overhangs; must cover at least 5' of the width of the adjacent walkway; and must be at least 8 feet above the ground immediately below it. In design districts, translucent awnings may not be backlit; see section for the percent of property frontage or building facade.

105.65 Compact Parking Stalls. Up to 50% of the number of parking spaces may be designated for compact cars.

105.60.2 Parking Area Driveways. Driveways which are not driving aisles within a parking area shall be a minimum width of 20 feet.

105.60.3 Wheelstops. Parking areas must be constructed so that car wheels are kept at least 2' from pedestrian and landscape areas.

105.60.4 Parking Lot Walkways. All parking lots which contain more than 25 stalls must include pedestrian walkways through the parking lot to the main building entrance or a central location. Lots with more than 25,000 sq. ft. of paved area must provide pedestrian routes for every 3 aisles to the main entrance.

105.77 Parking Area Curbing. All parking areas and driveways, for uses other than detached dwelling units must be surrounded by a 6" high vertical concrete curb.

110.52 Sidewalks and Public Improvements in Design Districts. See section, Plate 34 and public works approved plans manual for sidewalk standards and decorative lighting design applicable to design districts.

110.60.5 Street Trees. All trees planted in the right-of-way must be approved as to species by the City. All trees must be two inches in diameter at the time of planting as measured using the standards of the American Association of Nurserymen with a canopy that starts at least six feet above finished grade and does not obstruct any adjoining sidewalks or driving lanes.

115.25 Work Hours. It is a violation of this Code to engage in any development activity or to operate any heavy equipment before 7:00 am. or after 8:00 pm Monday through Friday, or before 9:00 am or after 6:00 pm Saturday. No development activity or use of heavy equipment may occur on Sundays or on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. The applicant will be required to comply with these regulations and any violation of this section will result in enforcement action, unless written permission is obtained from the Planning official.

115.45 Garbage and Recycling Placement and Screening. For uses other than detached dwelling units, duplexes, moorage facilities, parks, and construction sites, all garbage receptacles and dumpsters must be setback from property lines, located outside landscape buffers, and screened from view from the street, adjacent properties and pedestrian walkways or parks by a solid sight-obscuring enclosure.

115.75.2 Fill Material. All materials used as fill must be non-dissolving and non-decomposing. Fill material must not contain organic or inorganic material that would be detrimental to the water quality, or existing habitat, or create any other significant adverse impacts to the environment.

115.90 Calculating Lot Coverage. The total area of all structures and pavement and any other impervious surface on the subject property is limited to a maximum percentage of total lot area. See the Use Zone charts for maximum lot coverage percentages allowed. Section 115.90 lists exceptions to total lot coverage calculations See Section 115.90 for a more detailed explanation of these exceptions.

115.95 Noise Standards. The City of Kirkland adopts by reference the Maximum Environmental Noise Levels established pursuant to the Noise Control Act of 1974, RCW 70.107. See Chapter 173-60 WAC. Any noise, which injures, endangers the comfort, repose, health or safety of persons, or in any way renders persons insecure in life, or in the use of property is a violation of this Code.

115.115 Required Setback Yards. This section establishes what structures, improvements and activities may be within required setback yards as established for each use in each zone.

115.115.3.g Rockeries and Retaining Walls. Rockeries and retaining walls are limited to a maximum height of four feet in a required yard unless certain modification criteria in this section are met. The combined height of fences and retaining walls within five feet of each other in a required yard is limited to a maximum height of 6 feet, unless certain modification criteria in this section are met.

115.115.3.p HVAC Equipment: These may be placed no closer than five feet of a side or rear property line, and shall not be located within a required front yard; provided, that HVAC equipment may be located in a storage shed approved pursuant to subsection (3)(m) of this section or a garage approved pursuant to subsection (3)(o)(2) of this section. All HVAC equipment shall be baffled, shielded, enclosed, or placed on the property in a manner that will ensure compliance with the noise provisions of KZC 115.95.

115.115.5.c Driveway Setbacks. Vehicle parking areas for schools and day-care centers greater than 12 students shall have a minimum 20-foot setback from all property lines.

115.120 Rooftop Appurtenance Screening. New appurtenances on existing buildings shall be surrounded by a solid screening enclosure equal in height to the appurtenance. New construction shall screen rooftop appurtenances by incorporating them in to the roof form.

115.135 Sight Distance at Intersection. Areas around all intersections, including the entrance of driveways onto streets, must be kept clear of sight obstruction as described in this section.

152.22.2 Public Notice Signs. Within seven (7) calendar days after the end of the 21-day period following the City's final decision on the permit, the applicant shall remove all public notice signs.

Prior to issuance of a grading or building permit:

95.35.2.b.(3)(b)i Tree Protection Techniques. A description and location of tree protection measures during construction for trees to be retained must be shown on demolition and grading plans.

95.35.6 Tree Protection. Prior to development activity or initiating tree removal on the site, vegetated areas and individual trees to be preserved shall be protected from potentially damaging activities. Protection measures for trees to be retained shall include (1) placing no construction material or equipment within the protected area of any tree to be retained; (2) providing a visible temporary protective chain link fence at least 4 feet in height around the protected area of retained trees or groups of trees until the Planning Official authorizes their removal; (3) installing visible signs spaced no further apart than 15 feet along the protective fence stating "Tree Protection Area, Entrance Prohibited" with the City code enforcement phone number; (4) prohibiting excavation or compaction of earth or other damaging activities within the barriers unless approved by the Planning Official and supervised by a qualified professional; and (5) ensuring that approved landscaping in a protected zone shall be done with light machinery or by hand.

Prior to occupancy:

95.50.2.a Required Landscaping. All required landscaping shall be maintained throughout the life of the development. The applicant shall submit an agreement to the city to be recorded with King County which will perpetually maintain required landscaping. Prior to issuance of a certificate of occupancy, the proponent shall provide a final as-built landscape plan and an agreement to maintain and replace all landscaping that is required by the City

95.50.2.b Tree Maintenance. For detached dwelling units, the applicant shall submit a 5-year tree maintenance agreement to the Planning Department to maintain all pre-existing trees designated for preservation and any supplemental trees required to be planted.

110.60.5 Landscape Maintenance Agreement. The owner of the subject property shall sign a landscape maintenance agreement, in a form acceptable to the City Attorney, to run with the subject property to maintain landscaping within the landscape strip and landscape island portions of the right-of-way (see Attachment). It is a violation to pave or cover the landscape strip with impervious material or to park motor vehicles on this strip.

CITY OF KIRKLAND
123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033-6189 (425) 587-3225

Date: 1/17/2008

DEVELOPMENT STANDARDS
CASE NO.: ZON07-00035
PCD FILE NO.:ZON07-00035

FIRE DEPARTMENT CONDITIONS

Fire lane marking and signs will be required.

Additional hydrants required; all shall be equipped with Stortz fittings..

Fire sprinkler system is required.

A fire alarm system is required.

A key box is required for fire department access.

Fire flow requirement is based on type of construction and square footage. For buildings of the size proposed, with type IIB construction, 2,000 gpm is required.

You can review your permit status and conditions at www.kirklandpermits.net

PUBLIC WORKS CONDITIONS

Permit #: ZON07-00035
Project Name: LW High School
Project Address: 12033 NE 80th St
Date: December 21, 2007

Public Works Staff Contacts
Land Use and Pre-Submittal Process:
Rob Jammerman, Development Engineering Manager
Phone: 425-587-3845 Fax: 425-587-3807
E-mail: rjammer@ci.kirkland.wa.us

Building and Land Surface Modification (Grading) Permit Process:
John Burkhalter, Development Engineering Supervisor
Phone: 425-587-3853 Fax: 425-587-3807
E-mail: jburkhal@ci.kirkland.wa.us

General Conditions:

1. All public improvements associated with this project including street and utility improvements, must meet the City of Kirkland Public Works Pre-Approved Plans and Policies Manual. A Public Works Pre-Approved Plans and Policies manual can be purchased from the Public Works Department, or it may be retrieved from the Public Works Department's page at the City of Kirkland's web site at www.ci.kirkland.wa.us.

2. This project will be subject to Public Works Permit and Connection Fees. At the pre-application stage, the fees can only be estimated. It is the applicant's responsibility to contact the Public Works Department by phone or in person to determine the fees. The fees can also be review the City of Kirkland web site at www.ci.kirkland.wa.us. The applicant should anticipate the following fees:
- o Water and Sewer connection Fees (paid with the issuance of a Building Permit)
- o Side Sewer Inspection Fee (paid with the issuance of a Building Permit)
- o Water Meter Fee (paid with the issuance of a Building Permit)
- o Right-of-way Fee
- o Review and Inspection Fee (for utilities and street improvements).
- o Traffic Impact Fee (paid with the issuance of Building Permit). For additional information, see notes below. Note: Traffic and Park Impact Fees increase on February 1, 2008.

3. All street and utility improvements can be permitted by obtaining a Land Surface Modification (LSM) Permit. The LSM Permit can not be issued until a complete Building Permit is applied for.

4. Prior to submittal of a Building or Zoning Permit, the applicant must apply for a Concurrency Test Notice. Contact Thang Nguyen, Transportation Engineer, at 425-587-3869 for more information.

5. Building Permits associated with this proposed project will be subject to the traffic impact fees per Chapter 27.04 of the Kirkland Municipal Code. The School District will receive a traffic impact fee credit for the existing school that will be demolished. Any impact fees shall be paid prior to issuance of the Building Permit(s).

6. All civil engineering plans which are submitted in conjunction with a building, grading, or right-of-way permit must conform to the Public Works Policy titled ENGINEERING PLAN REQUIREMENTS. This policy is contained in the Public Works Pre-Approved Plans and Policies manual.

7. All street improvements and underground utility improvements (storm, sewer, and water) must be designed by a Washington State Licensed Engineer; all drawings shall bear the engineers stamp.

8. All plans submitted in conjunction with a building, grading or right-of-way permit must have elevations which are based on the King County datum only (NAVD 88).

9. A completeness check meeting is required prior to submittal of any Building Permit applications.

10. Prior to issuance of any Building Permit, the applicant shall provide a plan for garbage storage and pickup. The plan shall be approved by Waste Management and the City.

11. The required tree plan shall include any significant tree in the public right-of-way along the property frontage.

Sanitary Sewer Conditions:

1. The existing sanitary sewer main within the public rights-of-way along the front of the property are adequate.

2. Extend an 8 inch sewer main to serve the new buildings. All sewer manholes must be accessible for City maintenance.

3. Provide a plan and profile design for the sewer line extension

4. A 20 foot wide public sanitary sewer easement shall encompass the on-site sewer main

5. All side sewer stubs shall be 6-inch minimum.

Water System Conditions:

1. The existing water main in the public right-of-way along the front of the subject property is adequate for domestic service to this project.

2. The Fire Department shall determine where new fire hydrants are required. Loop a new 8-inch minimum water main around the buildings to provide water to the new fire hydrants.

3. The applicant is working with the Fire Marshall to determine the minimum required fire flow. The Public Works Department has had our water modeling consultant, RH2 Engineering, analyze the water system to see if any off-site water main upgrades are required to supply a minimum 2000 gpm fire flow. RH2 found that the existing system is slightly deficient and if the school requires 2000 gpm, a new 12-inch water main will need to be installed in NE 75th Street from 118th Ave. NE to 122nd Ave. NE. One other water main replacement could be substituted for the part of the water main in NE 75th St, but because of off-site construction impacts to the neighborhood, Public Works does not recommend pursuing this option. If the applicant can design a building that requires 1700 gpm or less fire flow, no off-site water main replacements will be required.

4. Provide water service to the buildings per the Uniform Plumbing Code.

5. Any unused existing water services shall be abandoned at the water main.

6. The water main loop shall be encompassed in a 15 ft wide public water easement.

Surface Water Conditions:

1. Provide temporary and permanent storm water control per the 1998 King County Surface Water Design Manual. Contact City of Kirkland Surface Water Staff at (425) 587-3800 for help in determining drainage review requirements.

Full Drainage Review
The drainage design for projects that create more than 5,000 square feet of new impervious surface area must comply with Core Requirements #1 - #8 in the 1998 King County Surface Water Design Manual.

2. If a storm water detention system is required, it shall be designed to Level II standards.

3. The City supports and encourages that School Districts plan to use Low Impact Development drainage techniques on this site.

4. This project is creating or replacing more than 5000 square feet of new impervious area that will be used by vehicles (PGIS - pollution generating impervious surface). Provide storm water quality treatment per the 1998 King County Surface Water Design Manual.

5. The Army Corps of Engineers (COE) has asserted jurisdiction over upland ditches draining to streams. Either an existing Nationwide COE permit or an Individual COE permit may be necessary for work within ditches, depending on the project activities.
Applicants should obtain the applicable COE permit; information about COE permits can be found at:
U.S. Army Corps of Engineers, Seattle District Regulatory Branch
http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?sitename=REG&pagename=mainpage_NWPs
Specific questions can be directed to: Seattle District, Corps of Engineers, Regulatory Branch, CENWS-OD-RG, Post Office Box 3755, Seattle, WA 98124-3755, Phone: (206) 764-3495

6. This project disturbs greater than one acre, the applicant is responsible to apply for a Construction Stormwater General Permit from Washington State Dept. of Ecology. Specific permit information can be found at the following website: http://www.ecy.wa.gov/programs/wq/stormwater/construction/
Among other requirements, this permit requires the applicant to prepare a Storm Water Pollution Prevention Plan (SWPPP) and identify a Certified Erosion and Sediment Control Lead (CESCL) prior to the start of construction. The CESCL shall attend the City of Kirkland Public Works Department

pre-construction meeting with a completed SWPPP.

7. Provide an erosion control plan with Building or Land Surface Modification Permit application. The plan shall be in accordance with the 1998 King County Surface Water Design Manual (or most currently adopted manual).

8. Construction drainage control shall be maintained by the developer and will be subject to periodic inspections. During the period from April 1 to October 31, all denuded soils must be covered within 15 days; between November 1 and March 31, all denuded soils must be covered within 12 hours. If an erosion problem already exists on the site, other cover protection and erosion control will be required.

9. Provide collection and conveyance of right-of-way storm drainage

Street and Pedestrian Improvement Conditions:

1. The subject property abuts NE 80th Street (a collector), NE 75th Street (a neighborhood access), and 122nd Ave. NE (a collector). Zoning Code sections 110.10 and 110.25 require the applicant to make half-street improvements in rights-of-way abutting the subject property. Section 110.30-110.50 establishes that this street must be improved with the following:

NE 75th Street and NE 80th Street
A. The existing street improvements are adequate.
B. Replace any cracked curb and gutter, or sidewalk.
C. Along NE 75th Street, replace any street trees that are unhealthy or damaged per City arborist direction.
D. The assessor's map shows that there is 30 ft of street right-of-way on NE 75th Street that needs to be dedicated to the City.

122nd Ave. NE
A. Widen the street to 17 ft. from centerline to face of curb which will allow for a 12 ft southbound driving lane and a 5 ft wide bike lane.
B. Install storm drainage, curb and gutter, a 4.5 ft. planter strip with street trees 30 ft. on-center, and a 5 ft. wide sidewalk.
C. Provide a 6 ft wide parallel parking bump-out for a least three cars (approximately 70 ft in length) near the existing tennis courts at the northeast corner of the property. No landscape strip will be required along the parking bump-out. By providing this parking, it will deter parking on the east side of the street.
D. The improvements along 122nd Ave. NE shall include Low Impact Development features where feasible. Some items that shall be considered are:
" Rain Gardens and bio-retention swales.
" Pervious concrete sidewalks
" A bike lane design that doesn't qualify as pollution generating impervious surface.

2. A 2-inch asphalt street overlay will be required where three or more utility trench crossings occur within 150 lineal ft. of street length or where utility trenches parallel the street centerline. Grinding of the existing asphalt to blend in the overlay will be required along all match lines. The said off-site water main improvements will trigger an asphalt overlay.

3. All street and driveway intersections shall not have any visual obstructions within the sight distance triangle. See Public Works Pre-approved Policy R.13 for the sight distance criteria and specifications.

4. It shall be the responsibility of the applicant to relocate any above-ground or below-ground utilities which conflict with the project associated street or utility improvements.

5. Underground all new and existing on-site utility lines and overhead transmission lines.

6. Zoning Code Section 110.60.9 establishes the requirement that existing utility and transmission (power, telephone, etc.) lines on-site and in rights-of-way adjacent to the site must be underground.

The Public Works Director may determine if undergrounding transmission lines in the adjacent right-of-way is not feasible and defer the undergrounding by signing an agreement to participate in an undergrounding project, if one is ever proposed. In this case, the Public Works Director has determined that undergrounding of existing overhead utility on NE 75th Street, NE 80th Street, and 122nd Ave. NE is not feasible at this time and the undergrounding of off-site/frontage transmission lines should be deferred with a Local Improvement District (LID) No Protest Agreement. The final recorded subdivision mylar shall include a condition requiring all associated lots to sign a LID No Protest Agreement prior to the issuance of a building permit for said lot. In addition, if a house is to be saved on one of the lots within the subdivision, a LID No Protest Agreement shall be recorded against this lot at the time of subdivision recording.

7. New street lights may be required per Puget Power design and Public Works approval. Contact the INTO Light Division at PSE for a lighting analysis. If lighting is necessary, design must be submitted prior to issuance of a grading or building permit.

BUILDING DEPARTMENT CONDITIONS

Buildings must comply with current editions of the International Building, Residential, Mechanical and Fire Codes and the Uniform Plumbing Code as adopted and amended by the State of Washington and the City of Kirkland.

Structure must comply with Washington State Energy Code (WAC 51-11); and the Washington State Ventilation and Indoor Air Quality Code (WAC 51-13).

Structures must be designed for seismic design category D, wind speed of 85 miles per hour and exposure B.

1. Fire rated walls will be required between the new gymnasium building and the existing school that is to remain in use until new school is complete.
2. An accessible route is required from the raised 'Rain Garden' court to the public way.
3. The vertical circulation stairs shown in the Main building beside the mechanical rm on all floors appear to connect 3 floors and are open. Open stairs are only allowed to interconnect with 2 floors. this stair is required to be enclosed.

Sound Tree Solutions, Inc.

Exploring ways for people and trees to live together

Elizabeth G. Walker
P.O. Box 1745 ~ Duvall WA 98019
425/844-9038
ewtreelady@gmail.com

December 11, 2007

RE: Tree Plan II for Lake Washington High School Re-development, Kirkland, WA

I have been retained for a tree plan and report for proposed new school facilities (and demolition) on existing Lake Washington High School campus located at 11833 NE 75th Street, Kirkland, WA. The intent is to build new structures followed by the demolition of existing buildings. The reason for my consultation is assess the significant trees on-site and fulfill the requirements set forth by the City of Kirkland (KZC 95) for an arborist report as follows:

1. Perform a site visit to confirm size, species, and dripline of each impacted tree by number (where appropriate), assess condition, and determine viability of each impacted tree.

2. Prepare a written report to include:
   - Viability of the subject trees
   - Limits of disturbance to see if the viable trees can be safely protected and retained
   - Location and type of protection measures

3. The site plan must also include approximate trunk location and dripline of significant trees that are on adjacent property with driplines extending over the subject property line.

This information is to be incorporated onto a site plan to be included with the submittal.

Methodology

My assessment techniques are based on fifteen years experience and training in the arboriculture and urban forestry. The tools I use are limited to visual external means and may include diameter tape, binoculars, rubber mallet for sounding, and small trowel for minimal removal of soil around root systems, if needed. I do not normally implement any invasive techniques such as drilling, Resistograph™ or coring, unless discussed and agreed upon by the client (and tree owner).

I affixed aluminum tree tags on the significant trees on the site that are included in this report. This number should be shown on the site plan along with the driplines, species, and size (diameter) of the trees.

Observations

I made a site visit on December 5th to tag and assess the trees and site conditions. The campus is several acres in South Rose Hill area. The site is fairly flat except for a significant slope along the

south edge on NE 75th Street and a terracing down toward the west property line. The majority of the trees that occupy the site are along the south edge. The west edge is pre-dominantly a thicket of Himalayan blackberry, and in and around the stormwater facility are several red alder (*Alnus rubra*) saplings. There are only a handful of significant trees in the northwest area. I chose not to tag and number the trees just west of the north entrance drive as they are in marginal to poor condition. Several landscape trees adjacent to the existing buildings are of typical ornamental species, and are not intended to be retained due to the significant development activity in the area.

There is a row of significant street trees along the northeast edge of the campus. While this area is not part of the on-site re-development, the City is requiring that sidewalk and street improvements are made along 122nd Avenue NE. The intent is to assess the trees along the right-of-way (public or private) and coordinate with the City at a later date as to alternative design and placement of improvements adjacent to the viable trees.

For the purposes of the re-development, I identified 41 significant trees on the site that will be impacted or are near proposed re-development, mainly along the south property line (from the east parking lot drive to the southwest corner), along the west property line, and the area west of the north entrance and north of the parking lot. My observations of condition, defects, and issues with each tree are documented on the attached spreadsheet. I also noted the dripline, diameter, and species.

Findings

As shown on the spreadsheet, the majority of the significant trees on the site are in good condition and viable enough to consider incorporating into the required landscaping on the perimeter of the site. The trees are essentially all native species and are doing rather well in their location. The Douglas fir and bigleaf maple along the slope on the south edge appear to be effective in stabilizing the slope and, without knowing the exact plans for any re-grading, should continue to be maintained on the slope. The only trees of question would be the handful of Douglas fir near the southwest corner that have been topped by the utilities. Their long-term viability has been compromised.

Of the trees that I did not tag or number, the trees just west of the north entrance drive are not in good condition and/or are in an area that is identified as a potential site for improved stormwater facilities. There is an "orchard" of nine fruit trees (8 cherries and 1 apple) and the trees are in significant decline and are in poor condition. I do not recommend retaining them.

Regarding the location of trees on adjacent property with encroaching crowns, the only applicable area is along the west property line. I provided approximate locations of the various trees and estimated driplines onto the subject property. While no improvements or disturbance is planned for a considerable distance from this area, this information is shown as required.

For the viable trees, I am to provide limits of disturbance, which is the minimum distance to the trunk of the viable tree that is permissible for construction impact. Based on the existing site conditions and the species and condition of the trees, I have recommended distances. Not all sides of the trees require protection as many of the trees backed onto adjacent property or right-of-way. Further refinement of the actual protection plan will need to be done after the final design and placement of buildings and improvements are made.

Please ensure that the City's Tree Protective Fencing Detail is on the site plan. The notes in the detail with the location of the fencing should be sufficient in protecting the trees.

Thank you for the opportunity to provide my consulting services. If you have any questions, please don't hesitate to contact me.

Respectfully submitted,

Elizabeth G. Walker

Digitally signed by Elizabeth G. Walker
DN: CN = Elizabeth G. Walker, C = US, O = Sound Tree Solutions
Reason: I am the author of this document
Date: 2007.12.11 20:41:19 -08'00'

Elizabeth G. Walker
Certified Arborist PN-0402a
Member of American Society of Consulting Arborists

Attachment: Assumptions and Limiting Conditions
Lake Washington High School, Kirkland tree spreadsheet
City of Kirkland – Tree Protection Fencing Detail

ASSUMPTIONS AND LIMITING CONDITIONS

Elizabeth G. Walker
ISA Certified Arborist #PN-0402a
Sound Tree Solutions, Inc.

1. Any legal description provided to the consultant is assumed to be correct. Any titles and ownerships to any property are assumed to be good and marketable. No responsibility is assumed for matters legal in character.

2. All existing liens, encumbrances, and assessments, if any, have been disregarded (unless otherwise noted), and the trees are evaluated as though free and clear, under responsible ownership and competent management. It is assumed that no violations of applicable governmental regulations have occurred.

3. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible, however, Sound Tree Solutions, Inc. can neither guarantee nor be responsible for the accuracy of information.

4. Sound Tree Solutions, Inc. shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in our fee schedule and contract of engagement.

5. Loss or alteration of any part of this report invalidates the entire report.

6. This report shall be used for its intended purpose only and by the parties to whom it is addressed. Possession of this report does not include the right of publication.

7. Neither all or any part of the contents of this report, nor copy thereof, shall be conveyed by anyone, including the client, to the public through advertising, public relations, news, sales, or other media, without the prior expressed written or verbal consent of Sound Tree Solutions, Inc.

8. This report and any values expressed herein represent the opinion of Sound Tree Solutions, Inc. Our fee is in no way contingent upon any specified value, a result or occurrence of a subsequent event, nor upon any finding to be reported.

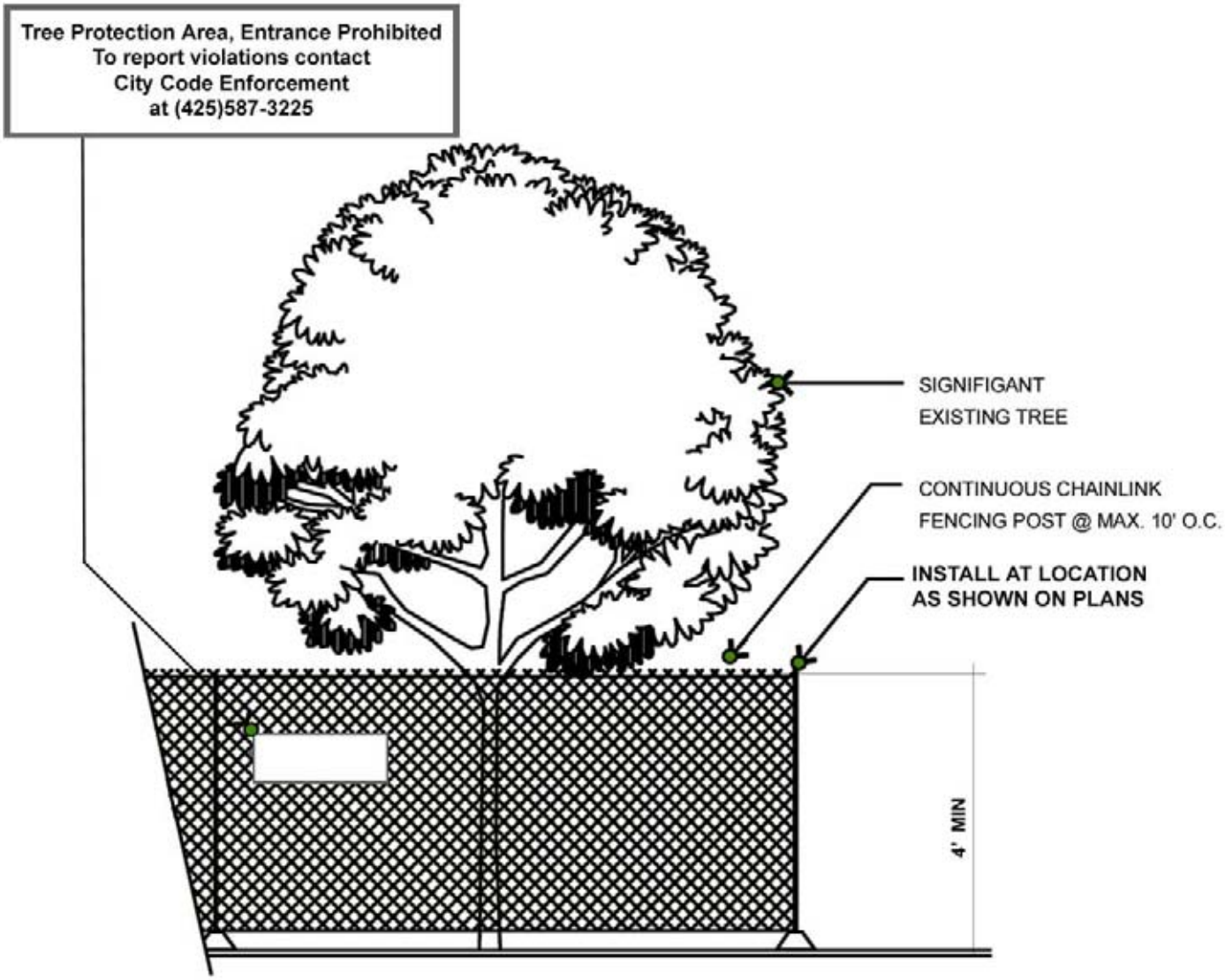
9. Sketches, diagrams, graphs, and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys.

10. Unless expressed otherwise: 1) information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection, and 2) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, or coring.

11. There is no warranty or guarantee expressed or implied that problems or deficiencies of the tree or other plant or property in question may not arise in the future.

12. The right is reserved to adjust tree valuations, if additional relevant information is made available.

FENCING SIGN DETAIL



1. MINIMUM FOUR (4) FOOT HIGH TEMPORARY CHAINLINK FENCE SHALL BE PLACED AT THE CRITICAL ROOT ZONE OR DESIGNATED LIMIT OF DISTURBANCE OF THE TREE TO BE SAVED. FENCE SHALL COMPLETELY ENCIRCLE TREE (S). INSTALL FENCE POSTS USING PIER BLOCK ONLY. AVOID POST OR STAKES INTO MAJOR ROOTS. MODIFICATIONS TO FENCING MATERIAL AND LOCATION MUST BE APPROVED BY PLANNING OFFICIAL.

2. TREATMENT OF ROOTS EXPOSED DURING CONSTRUCTION: FOR ROOTS OVER ONE (1) INCH DIAMETER DAMAGED DURING CONSTRUCTION, MAKE A CLEAN STRAIGHT CUT TO REMOVE DAMAGED PORTION OF ROOT. ALL EXPOSED ROOTS SHALL BE TEMPORARILY COVERED WITH DAMP BURLAP TO PREVENT DRYING, AND COVERED WITH SOIL AS SOON AS POSSIBLE.

3. NO STOCKPILING OF MATERIALS, VEHICULAR TRAFFIC, OR STORAGE OF EQUIPMENT OR MACHINERY SHALL BE ALLOWED WITHIN THE LIMIT OF THE FENCING. FENCING SHALL NOT BE MOVED OR REMOVED UNLESS APPROVED BY THE CITY PLANNING OFFICIAL. WORK WITHIN PROTECTION FENCE SHALL BE DONE MANUALLY UNDER THE SUPERVISION OF THE ON-SITE ARBORIST AND WITH PRIOR APPROVAL BY THE CITY PLANNING OFFICIAL.

4. FENCING SIGNAGE AS DETAILED ABOVE MUST BE POSTED EVERY FIFTEEN (15) FEET ALONG THE FENCE.

CITY OF KIRKLAND WASHINGTON

TREE PROTECTION FENCING DETAIL
(For public & private trees)

Lake Washington High School 5-Dec-07

#	Common Name	Botanical name	DBH	Drip	Limits of Disturbance	Condition/Defects	Viable
201	Shore pine	Pinus contorta contorta	8"	6'	dripline	good condition	Yes
202	Shore pine	Pinus contorta contorta	11"	6'	dripline	good condition	Yes
203	Shore pine	Pinus contorta contorta	9"	6'	dripline	good condition	Yes
204	Shore pine	Pinus contorta contorta	10"	8'	dripline	good condition	Yes
205	Shore pine	Pinus contorta contorta	11"	10'	dripline	good condition	Yes
206	Shore pine	Pinus contorta contorta	11"	8'	dripline/curb	double trunk; included bark at base btw trunks, may split	marginal
207	Douglas fir	Pseudotsuga menziesii	30"	15'	dripline	some storm damage but looks good; on slope, no erosion; crown clean, raise 20' up	Yes
208	Douglas fir	Pseudotsuga menziesii	28"	18'	dripline	utility pruned on south side; good condition	Yes
209	Bigleaf maple	Acer macrophyllum	20" clump	20'	dripline with 210	good condition, no sig defects	Yes
210	Bigleaf maple	Acer macrophyllum	12"	10'	dripline with 209 (narrow)	upper maple - indented trunk may be internal decay; utility pruned	Yes
211	Bigleaf maple	Acer macrophyllum	12"	15'	dripline	good condition, in group with 212, 213	Yes
212	Douglas fir	Pseudotsuga menziesii	14"	10'	dripline of group	good condition	Yes
213	Bigleaf maple	Acer macrophyllum	16"	15'	dripline of group	good condition	Yes
214	Bigleaf maple	Acer macrophyllum	10"	5'	dripline	good condition	Yes
215	Bigleaf maple	Acer macrophyllum	8"	10'	dripline	good condition	Yes
216	Bigleaf maple	Acer macrophyllum	12" clump	10'	dripline w 215	good condition	Yes
217	Bigleaf maple	Acer macrophyllum	10"	8'	dripline	good condition; double stem, tight crotch; young	Yes

#	Common Name	Botanical name	DBH	Drip	Limits of Disturbance	Condition/Defects	Viable
218	Bigleaf maple	Acer macrophyllum	9" clump	8'	dripline	good condition	Yes
219	Bigleaf maple	Acer macrophyllum	9"	10'	dripline	good condition	Yes
220	Bigleaf maple	Acer macrophyllum	12"	10'	dripline	good condition	Yes
221	Bigleaf maple	Acer macrophyllum	8"	8'		declining; decay in trunk; poor structure	No
222	Bigleaf maple	Acer macrophyllum	28"	20'	dripline	typical multi-stem older maple; some deadwood and tight crotches - may fail btw stems; no sig decay at base	yes
223	Douglas fir	Pseudotsuga menziesii	10"	10'		topped; crown raised with sap from cuts	marginal
224	Douglas fir	Pseudotsuga menziesii	10"	10'		topped; crown raised with sap from cuts	marginal
225	Douglas fir	Pseudotsuga menziesii	10"	10'		topped; crown raised with sap from cuts	marginal
226	Douglas fir	Pseudotsuga menziesii	10"	10'		topped; crown raised with sap from cuts	marginal
227	Douglas fir	Pseudotsuga menziesii	10"	10'	dripline	good condition; crown raised with reasonable success; sap	Yes
228	Douglas fir	Pseudotsuga menziesii	10"	10'	dripline	good condition; crown raised with reasonable success; sap	Yes
229	Douglas fir	Pseudotsuga menziesii	10"	10'	dripline	good condition; crown raised with reasonable success; sap	Yes
230	Douglas fir	Pseudotsuga menziesii	12"	10'	dripline	good condition; crown raised with reasonable success; sap	Yes
231	Douglas fir	Pseudotsuga menziesii	12"	10'	dripline	good condition; crown raised with reasonable success; sap	Yes
232	Douglas fir	Pseudotsuga menziesii	12"	10'	dripline	good condition; crown raised with reasonable success; sap	Yes

#	Common Name	Botanical name	DBH	Drip	Limits of Disturbance	Condition/Defects	Viable
233	Bigleaf maple	Acer macrophyllum	36" clump	20'	walls W, S; dripline E	good condition for age, size of maple	Yes
234	Lombardy poplar	Populus italica	~24"	8'	15' E, N, S	narrow crown OK condition	Yes
235	Black cottonwood	Populus trichocarpa	10"	10'	12' E	young; good condition	Yes
235 A	Black cottonwood	Populus trichocarpa	12"	10'	12' E	young; good condition	Yes
236	Red alder	Alnus rubra	(6) 12"	10'	15' E	grove of young alder in wet area	Yes
236 A	Red alder	Alnus rubra	<12"	6'	10'	in wetland/stormwater runoff	Yes
236 B	Bigleaf maple	Acer macrophyllum	<12"	6'	10'	in wetland/stormwater runoff	Yes
237	Black cottonwood	Populus trichocarpa	40"	20'	dripline	good condition; multiple trunks; might start dropping branches	Yes
238	Pine	Pinus sp.	21"	10'	dripline	good condition	Yes
					Dripline = radius		

RECEIVED
JAN 02 2008
PLANNING
BY

City of Kirkland
Planning and Community Development Dept
123 Fifth Ave
Kirkland WA 98033

Regarding Notice of Application for Lake Washington High School:

The building height increase in this proposal does not comply with Kirkland's Zoning Code and should not be granted just because it is requested for a school. This school was remodeled with ball fields, stadium, running tracks added not that long ago and even then the entrance on the left with the rocks had to be done over. With this additional height and expansion, this school will start to look like the inner city schools and even now the area around the bus stop at the entrance to the school looks like a garbage dump during the school year. Each plan/remodel done or requested for this school does not seem to have a long-term outlook that would be a pleasing addition for this existing neighborhood.

Manuel Cervantes
11709 NE 75th PL
Kirkland WA 98033

Tony Leavitt

From: ckucinski@earthlink.net
Sent: Sunday, January 06, 2008 1:55 PM
To: Tony Leavitt
Subject: ZON07-00035 LWHS plan

Please please please tell me there is a plan for a swimming pool in this new High School plan. There is such a huge lack of pool space anywhere on the eastside and we are very tired of having to swim at 4am due to lack of pool space. To whom do I place my request about this?

Thank you

Christy Kucinski
7316 128th Ave Ne
Kirkland 98033
ckucinski@earthlink.net
425-822-3963

Tony Leavitt

From: A Drews [Pythagorus_@msn.com]
Sent: Monday, January 14, 2008 6:44 PM
To: Tony Leavitt
Subject: Fw: Comments on LWHS Master Plan - File # ZON07-00035

Tony,

I would like to give you some comments on the Master Plan for Lake Washington High School. We have lived just South of the site for 14 years. We're the folks with all the Christmas lights each year.

We have been to sessions with the architects and School District staffers and feel we understand the plan fairly well. We would prefer that the new school occupy the same portion of the property as the existing structures, as this would have the least impact on the neighborhood. The current structures, noise, etc. are at least partially hidden by topography of the site and you kind of look over the structure from the South. We understand that it is much more costly to tear down the existing structure, temporarily relocate the school and rebuild on that site, so we accept that building the new structures on the South portion of the site before removing the existing structures is a better use of tax dollars, ours included.

Given that the new structures are going to be closer to the edge of the property and have more impact on the surrounding area, WE ASK THAT THE VARIANCE/INCREASE IN MAXIMUM ALLOWABLE BUILDING HEIGHT NOT BE GRANTED.

Given that the buildings are being moved South where the elevation is roughly 20 feet higher, the effective or perceived height difference will not be the 15 feet from 35 to 50 feet in height, but more like 35 or more feet. We think that such an imposing structure, located so close to the edge of the property is unnecessary and very impacting to the neighborhood, ourselves included. The school should live within the existing rules for the site. If a lower height requires a larger foot print, we feel there is ample land on the site to accommodate that.

If you would like to discuss this, please feel free to contact us. Thank you very much for your time and consideration.

Ann and Tom Drews
12017 NE 75th St, Kirkland, WA 98033
pythagorus_@msn.com

Lake Washington
School District No. 414

DETERMINATION OF NONSIGNIFICANCE

Issued with a 14 day comment and appeals period

Description of Proposal:

This threshold determination analyzes the environmental impacts associated with the following action:

The modernization of Lake Washington High School. Project involves site work to accommodate the construction of new school buildings, a bus/ vehicle driveway, vehicle parking lot & courtyards. Upgraded utility services to support the new buildings will all be constructed. Construction to start spring of 2009 and move in to new buildings is scheduled for fall of 2011.

Proponent: Lake Washington School District No. 414

Location of the Proposal:

12033 NE 80Th Street, Kirkland, WA 98033

Lead Agency:

Lake Washington School District No. 414 is the lead agency pursuant to WAC 197-11-926.

The lead agency for this proposal has determined that the proposal does not have a probable significant adverse environmental impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after a review of the completed environmental checklist and other information on file with the lead agency. This information is available to the public upon request.

Support Services Center • 15212 N.E. 95th Street • Redmond, Washington 98052-2536
Office: (425) 882-5100 • Fax: (425) 882-5146
www.lwsd.org

This Determination of Non-significance (DNS) is issued under WAC 197-11-340(2). The lead agency will not act on this proposal for 14 days from the date of issue. Comments must be submitted by 5 p.m., December 21, 2007. The responsible official will reconsider the DNS based on timely comments and may retain, modify, or, if significant adverse impacts are likely, withdraw the DNS. If the DNS is retained, it will be final after the expiration of the comment deadline.

Responsible Official: Chip Kimball, Superintendent
Telephone: 425-702-3200
Address: 16250 NE 74th Street
Redmond, WA 98052

Signature: _____

You may appeal this determination in writing by 5 p.m., December 21, 2007 to Chip Kimball, Lake Washington School District, and 16250 NE 74th Street. Redmond, WA 98052

Date of Issue: December 7, 2007
Date Published: December 7, 2007

ENVIRONMENTAL CHECKLIST
LAKE WASHINGTON HIGH SCHOOL

A. BACKGROUND

1. **Name of proposed project, if applicable:** *Lake Washington High School Modernization*

2. **Name of Applicant:** *Lake Washington School District No. 414*

3. **Address and phone number of applicant and contact person:**

   15212 NE 95th Street
   Redmond, WA 98052
   Phone: 425-882-5101
   Contact: Steve Cole

4. **Date checklist prepared:** *September 17, 2007*

5. **Agency requesting checklist:** *Lake Washington School District No. 414*

6. **Proposed timing or schedule (including phasing, if applicable):**

   Construct replacement high school. Project involves site work to accommodate the construction of a school building, student drop off loop, bus and vehicle parking lot. New utility services to support the building will all be constructed as well. Construction to start winter of 2009 and move in to new building is scheduled for fall of 20011.

7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.**

   Yes, this initial proposal will be designed to accommodate a site master planned for a future classroom wing to accommodate 300 students in approximately 22,000 square feet.

8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**

   Tree retention survey and soils report,

9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.**

   No

10. **List any government approvals or permits that will be needed for your proposal, if known.**

    City of Kirkland planned urban development (PUD) permit, building permit, plumbing permit, mechanical permit, Washington State Department of Labor & Industries electrical permit, Seattle/King County Health Department approval, Washington State Department of Ecology National Pollutant Discharge Elimination System General Permit, Sewer & Water Agreement with the Kirkland Utility District.

11. **Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.**

Build a high school building with sixty new classrooms and associated support areas for performing arts art, physical education, sports activities, student services, school administration, and food service (approximately 208,500 square feet)) to accommodate the existing high and junior high student population.. The new construction will be accommodated by the demolition of the existing parking lot, and the existing school buildings including portable classroom units. The site will be landscaped with grass, trees and shrubs in areas disturbed by the construction and not built upon.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

12033 NE 80TH STREET KIRKLAND, WA 98033.

THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER AND A PORTIN OF THE NORTHEAST QUARTER FO THE NORTHWEST QUARTER LYNG WEST OF ANDREEN ACRE TRACTS ADDITION LESS COUNTY ROADS; TOGETHER WITH VACATED STREET, SITUATED IN THE COUNTY OF KING, STATE OF WASHINGTON

B. ENVIRONMENTAL ELEMENTS

1. EARTH

A. General description of the site (circle one): Flat, (rolling) hilly, steep slopes, mountainous, other _____.

The majority of the site is low slopping from south to north with one hill on the south side of the property. The property is surrounded by residential neighborhoods.

B. What is the steepest slope on the site (approximate percent slope)?

The majority of the site is generally low slopes of approximately 2 – 5.5percent. Slopes at the edges are 3:1
From the south parking lot to lower staff parking lot the slope is 2.5:1

C. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

The geologic soils maps Quaternary-glacial till and glacial outwash. The glacial till is a mixture of silt, sand and gravel and ranges in density from dense to very dense. The glacial outwash is a mixture of sands and gravels and ranges in density from loose to very dense depending on whether it is advance or recessional outwash. Based on the on-site geological explorations the majority of the site is glacial till and advance outwash, ranging from dense to very dense. The loose to medium dense recessional outwash was found in the southwest portion of the site.

D. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

There are no surface indications of unstable soils or slopes within the project limits. The site has been studied by a Geotechnical Engineer and will comply with the with the King County Seismic Hazard Area requirements.

E. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

Grading will occur across the property to generally provide level areas typical of a new school and associated parking. Any fill will be accomplished using existing soils or imported structural fill. The project includes approximately 13,983 cubic yards of stripping, 90,000 cubic yards of cut, and 60,000 cubic yards of fill. If needed, the contractor will import fill to the site from an approved location.

F. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Erosion could occur during the grading phase of the project as a result of clearing and removal of the existing buildings, vegetation and surface site elements. Best erosion control management practices will be implemented that have been approved by the City of Kirkland during all phases of construction. The project will comply with The City of Kirkland and the Washington State Department of Ecology approved best management practices for erosion control.

G. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Currently, 45.4% of the site is impervious (17.4 acres of impervious surface). Developed conditions, 39% of the site will be comprised of impervious surfaces as well (15.0 acres of impervious surface).

H. Proposed measures to reduce or control erosion, or other impacts to the earth.

The demolition and earthwork portions of the project will be performed in the summer months when drier weather conditions are prevalent. Erosion control measures approved by the City of Kirkland and the Washington State Department of Ecology will be in place during the construction of all phases of the project. This will include temporary filter fabric fencing, catch basin inlet protection, and a construction access pad and construction swales consisting of rock check dams and associated sedimentation pools.

I. Does the landfill or excavation involve over 100 cubic yards throughout the lifetime of the project? *Yes.*

2. AIR

A. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if know.

During construction, exhaust from generators and other construction equipment relating to the construction. dust may occur during periods of dry weather when earthwork / grading activity is underway.

B. Are there any off-site sources of emissions or odors that may affect your proposal? If so, generally describe. *None known.*

C. Proposed measures to reduce or control emissions or other impacts to air, if any:

Water trucks or other means of providing water, provided in conformance with the City of Kirkland and the Washington State Department of Ecology standards and best practices, will be used to control dust during periods of dry weather.

3. WATER

A. Surface

1. Is there any surface water body on or in the immediate vicinity of the site (including year round and seasonal streams, saltwater, lakes, ponds, wetlands): *No*

If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

2. **Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.** *No*

3. **Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.** *None*

4. **Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.** *No*

5. **Does the proposal within a 100-year flood plain? If so, note location on the site plan.** *No*

6. **Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.** *No*

B. Ground

1. **Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.**

   No, the soils onsite are not conducive to infiltration and no ground water will be withdrawn. Rain gardens might be implemented on site however to handle storm water quality but they would include an underdrain system that would route the water to the piped storm conveyance system once it has infiltrated through the rain garden soils.

2. **Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing any toxic chemicals; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) is (are) expected to serve.**

   Fertilizer and minimal herbicides for landscape installation and maintenance will be used on site. Other such systems as listed above are not applicable.

C. Water Runoff (including storm water)

1. **Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

   Surface water runoff will be collected by the use of onsite catch basins and conveyed to localized infiltration facilities. Stormwater overflows will discharge to the existing public storm system in NE 800th Street. Collection and disposal of stormwater runoff will be designed per City of Kirkland standards.

2. **Could waste materials enter ground or surface waters? If so, generally describe.** *No*

3. **Proposed measures to reduce, or control surface, ground, and runoff water impacts, if any:**

   The proposed plan has less impervious area than existing conditions; therefore based on current City of Kirkland codes no new storm water detention will be required. Surface water runoff from parking will likely be routed through rain gardens and then discharged into the existing ponds onsite. Surface water

runoff impacts will be controlled through the use of these onsite rain gardens as a water quality treatment in accordance with The City of Kirkland standards.

4. PLANTS

A. Check or circle types of vegetation found on the site:

_x____ deciduous tree: alder, maple, aspen, other.
_x____ evergreen tree: fir, cedar, pine, other.
_x____ shrubs.
_x____ grass.
_____ pasture.
_____ crop or grain.
_____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other.
_____ water plants: water lily, eelgrass, milfoil, other.
_____ other types of vegetation.

B. What kind and amount of vegetation will be removed or altered?

Existing lawn area, a minimal amount of evergreen and deciduous trees, and an assortment of shrubs.

C. List threatened or endangered species known to be on or near the site: *None*

D. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: *New grass, trees, and shrubs.*

5. ANIMALS

A. Circle any birds and animals that have been observed on or near the site or are known to be on or near the site:

Birds: hawk, heron, eagle, songbirds, other:
Mammals: deer, bear, elk, beaver, other: *squirrel, chipmunk, opossum*
Fish: bass, salmon, trout, herring, shellfish, other: *none*

B. List any threatened or endangered species known to be on or near the site. *None*

C. Is the site part of a migration route? If so, explain. *No*

D. Proposed measures to preserve or enhance wildlife, if any: *Retain existing fir trees and deciduous trees as feasible and understory at the perimeter of the property.*

6. ENERGY AND NATURAL RESOURCES

A. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Ground source low temperature boiler or natural gas boiler heating, electric lighting, electric power, mechanical ventilation, and communication systems.

B. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. *No*

C. **What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:**

This will be a low impact development. Ventilation in compliance with the Washington State ventilation and indoor air quality code, which exceeds building code requirements. Electric dimmable lighting with daylight sensors used to adjust lighting levels to maximize use of daylighting and reduce lighting power consumption. Project will comply with Washington State Schools Protocol required by Washington State law.

7. ENVIRONMENTAL HEALTH

A. **Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.** *No*

1. **Describe special emergency services that might be required:** *None*

2. **Proposed measures to reduce or control environmental health hazards, if any:** *Project will be monitored during construction by the General Construction / Construction Manager and the Architects and engineers of record.*

B. **Noise**

1. **What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?** *Normal Residential noise from surrounding properties and vehicular traffic on surrounding streets.*

2. **What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. Construction noise would be from work trucks.**

   Noise would be from excavation and construction equipment, typically within the hours of 7am to 5pm Monday through Friday.

3. **Proposed measures to reduce or control noise, if any:**

   The Design Team includes an Acoustical Consultant who will test ambient noise levels and review project design to assure the City of Kirkland noise ordinance and WA State Health Department standards for noise control will be met. Construction hours will be limited to hours governed by the City of Kirkland Municipal code.

C. **Describe the potential use of the following:**

1. **Flammable liquids** *Gasoline for equipment*
2. **Combustible liquids** *Gasoline for equipment*
3. **Flammable gases** *Propane for plumbers & temporary building dry in heat*
4. **Combustible or flammable fibers** *None*
5. **Flammable solids** *Lumber*
6. **Unstable materials** *None*
7. **Corrosives** *None known*
8. **Oxidizing materials** *None*
9. **Organic peroxides** *None*
10. **Nitromethane** *None*
11. **Ammonium nitrate** *None*

12. **Highly toxic material** *None*
13. **Poisonous gas** *None*
14. **Smelless powder** *None*
15. **Black sporting powder** *None*
16. **Ammunition** *None*
17. **Explosives** *None*
18. **Cryongenics** *None*
19. **Medical gas** *None*
20. **Radioactive material** *None*
21. **Biological material** *None*
22. **High piled storage (over 12' in most cases)** *None*

8. LAND AND SHORELINE USE

J. What is the current use of the site and adjacent properties?
High School; no change in current use of the site is proposed.. Adjacent properties are residential, a church and a cemetery.

B. Has the site been used for agriculture? If so, describe: *No*

C. Describe any structures on the site:

Existing high school buildings

D. Will any structures be demolished? If so, what?

Yes. Existing school buildings, classroom portable units, parking lot, and the ball fields will be temporary used for parking and returned to ball fields at the end of the project.

E. What is the current zoning classification of the site?

Single Family Residential R-X

F. What is the current comprehensive plan designation of the site?

Single Family Residential R-X

G. If applicable, what is the current shoreline master program designation of the site? *Not applicable.*

H. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify:

No

I. Approximately how many people would reside or work in the completed project?

Approximately 90 full and part time Teachers/staff and 1340 high school and junior high school students

J. Approximately how many people would the completed project displace? *None*

K. Proposed measures to avoid or reduce displacement impacts, if any: *Not Applicable*

L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Submit plans to The City of Kirkland and obtain all necessary permits.

M. What percentage of the building will be used for:

1. **Warehousing**
2. **Manufacturing**
3. **Office**
4. **Retail**
5. **Service (specify)**
6. **Other** *100 % School Use*
7. **Residential**

N. What is the proposed I.B.C. construction type?

IBC 2003 Type II-B fully fire sprinkled construction

O. How many square feet are proposed (gross square footage including all floors, mezzanines, etc.)?

208,500 square feet

P. How many square feet are available for future expansion (gross square footage including all floors, mezzanines, and additions).

We are planning for approximately 22,000 square feet of additional classroom space in addition to 4 portable classrooms. The site would accommodate more than is being planned.

9. HOUSING

A. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. *None*

B. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. *None*

C. Proposed measures to reduce or control housing impacts, if any: *Not Applicable*

10. AESTHETICS

A. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

The tallest height of any portion of the proposed structure is 50 feet. The principal building materials are masonry ,cement board siding, metal panels and glass.

B. What views in the immediate vicinity would be altered or obstructed?

None

C. Proposed measures to reduce or control aesthetic impacts, if any:

The foot print of the building will be consolidated on the southwest quadrant of the site leaving most of the site open. The new school building will blend in with the existing neighborhood. Landscaping will provide relief at boundary areas.

11. LIGHT AND GLARE

A. What type of light or glare will the proposal produce? What time of day would it mainly occur? *No Glare should be produced by the project*

B. Could light or glare from the finished project be a safety hazard or interfere with views? *No*

C. What existing off-site sources of light or glare may affect your proposal? *None*

D. Proposed measures to reduce or control light and glare impacts, if any:

Shielding of parking and site lighting from adjacent properties.

12. RECREATION

A. What designated and informal recreational opportunities are in the immediate vicinity?

The City of Kirkland has parks in the surrounding area. The project site affords recreational opportunities for the community.

B. Would the proposed project displace any existing recreational uses? If so, describe.

No

C. Proposed measures to reduce or control impacts on recreation, including recreation, including recreation opportunities to be provided by the project or applicant, if any:

Facility will be available to the community for recreational use. Existing ball playfield, running track, tennis courts and stadium will remain open for public use. The facility will be available for community use during non-school hours.

13. HISTORIC AND CULTURAL PRESERVATION

A. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe: *No*

B. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site. *None known*

C. Proposed measures to reduce or control impacts, if any: *Not Applicable*

14. TRANSPORTATION

A. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.

NE 80th Street is the public street serving the site. Bus access, Staff, Parent, and Visitors entrance access will be via NE 80th Street.

B. **Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?** *Yes. Public bus stop on NE 80th Street in front of the school.*

C. **How many parking spaces would the completed project have? How many would the project eliminate?**

The existing parking count is 650 spaces. The proposed project will have 503 parking spaces.

D. **Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private):** *No new roads or streets will be required. A new side walk along 122nd is required by the City of Kirkland*

E. **How many weekday vehicular trips (one way) per day would be generated by the completed project?**

496.

F. **If known, indicate when peak volumes would occur.**

7:30 am to 9:00 am (school start time period) and 1:30 pm to 3:30 pm

G. **How many of these trips occur in the a.m. peak hours?** *440*

H. **How many of these trips occur in the p.m. peak hours?** *297*

I. **Proposed measures to reduce or control transportation impacts, if any:**

Provide pavement marking arrows at school entrance/exit on NE 80th Street. Provide public bus passes to students. Provide adequate on-site parking for staff, students, visitor and parent vehicles during school periods to accommodate the majority of the peak parking demand for the school enrollment of 1340 students. Traffic Impact Analysis (TIA) will be prepared as required by the City of Kirkland.

15. PUBLIC SERVICES

A. **Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe:** *No*

B. **Proposed measures to reduce or control direct impact on public services, if any:**

Not Applicable

16. UTILITIES

A. **Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other**

B. **Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.**

New utility connections or modifications to existing utility connections will be constructed and may require access to the public right of way for final connection. These will be installed by a private contractor. The utility providers are the City of Kirkland, Puget Sound Energy, Verizon and Comcast

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Steven L. Cole

Date Submitted: 12/4/07

Relationship of signer to project:

Modernization Manager for the Lake Washington School District

CITY OF KIRKLAND

123 FIFTH AVENUE ● KIRKLAND, WASHINGTON 98033-6189 ● (425) 587-3000

DEPARTMENT OF PUBLIC WORKS
MEMORANDUM

To: Planning Department

From: Thang Nguyen, Transportation Engineer

Date: December 13, 2007

Subject: Lake Washington High School Concurrency Test Notice

PROJECT DESCRIPTION

The Lake Washington School District proposes to expand the existing Lake Washington High School to accommodate 107 additional students. Currently, there are 1,143 High and 90 Junior High School students.

TRIP GENERATION & DISTRIBUTION

Based on the Institute of Transportation Engineers (ITE) trip generation data, the proposed expansion would generate approximately 183 daily, 44 AM peak and 15 PM peak hour trips.

TRAFFIC CONCURRENCY

The proposed project passed traffic concurrency and received a traffic concurrency test notice on December 13, 2007 that will expire on December 13, 2008 unless a development permit and certificate of concurrency are issued or an extension is granted.

Expiration

The concurrency test notice shall expire and a new concurrency test application is required unless:

1. A complete SEPA checklist, traffic impact analysis and all required documentation are submitted to the City within 90 calendar days of the concurrency test notice.

2. A Certificate of Concurrency is issued or an extension is requested and granted by the Public Works Department within one year of issuance of the concurrency test notice. (A Certificate of Concurrency is issued at the same time a development permit or building permit is issued if the applicant holds a valid concurrency test notice.)

3. A Certificate of Concurrency shall expire six years from the date of issuance of the concurrency test notice unless all building permits are issued for buildings approved under the concurrency test notice.

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Appeals

The concurrency test notice may be appealed by the public or agency with jurisdiction. The concurrency test notice is subject to an appeal until the SEPA review process is complete and the appeal deadline has passed. Concurrency appeals are heard before the Hearing Examiner along with any applicable SEPA appeal. For more information, refer to the Kirkland Municipal Code, Title 25.

Cc: John Burkhalter, Development Engineer
Matthew Palmer, Gibson Traffic Consultants
File

GIBSON TRAFFIC CONSULTANTS
TRAFFIC ENGINEERING • TRANSPORTATION PLANNING
2802 WETMORE AVE. • SUITE 220 • EVERETT, WA 98201 • PH: (425) 339-8266 • FAX: (425) 258-2922

Memorandum

TO: Thang Nguyen, City of Kirkland, Transportation Engineer
FROM: Matthew Palmer, P.E., Gibson Traffic Consultants (GTC)
DATE: November 20, 2007
RE: **Evaluation of Existing Parking, Traffic Conditions & Potential Impacts of Lake Washington High School Replacement Project for Concurrency**

School Project, Access & Parking: Lake Washington School District (LWSD) proposes a school replacement project for Lake Washington High School campus between NE 75th Street and NE 80th Street, west of 122nd Avenue NE in the City of Kirkland. Lake Washington HS is open from 8:00 AM to 2:31 PM each school day. The existing school site has three (3) driveways to NE 75th Street and a main access as the south leg of the signalized intersection of NE 80th Street at 120th Avenue NE. A site vicinity map is included as **Figure 1**. There are plans to close one access to the south and create a one-way drop-off loop with the west access as ingress and the east access as egress only. There will be a gated fire lane that will run along the east side of the new school buildings, with no connectivity between the north parking lot and the south accesses. The horizon year for the completion of the replacement is 2011.

Existing-Proposed Parking/Utilization: Prior to GTC's School PM peak count at the school driveways on Tuesday March 6, 2007, a parking utilization survey was conducted from 12:30 to 1:30 PM. At present, the Lake Washington High School campus has a total of approximately 650 marked parking spaces split into five (5) different parking areas. Of the 5 parking areas the highest occupancy at 92 % was in the northeast lot directly west of the track/football field. **Overall, there were 455 parked vehicles on campus prior to the school PM peak for a total occupancy of 70 %.** A summary table has been provided in the attachments as **Table 1**. With the school replacement the parking will all be moved to the north, with one small lot on the southwest corner of the site. The total parking that will be provided will be 503 stalls, 21 of which will be designated as handicap accessible stalls.

Existing Peak Traffic Volumes & LOS Conditions: GTC has identified six potential study intersections to identify the impacts of the school replacement. New AM (7 to 9 AM) and PM School peak (1:30 to 3:30 PM) counts were conducted at all of the study intersections and PM peak (4 to 6 PM) traffic counts were taken at the two offsite intersections on Tuesday March 6th by Traffic Data Gathering (TDG). The six (6) study intersections include:

1. NE 85th St at 120th Ave NE – Signalized
2. NE 80th St at 120th Ave NE – Signalized
3. NE 75th St at East School Dwy – Two-way Stop Controlled

4. NE 75th St at Middle School Dwy – Two-way Stop Controlled
5. NE 75th St at West School Dwy – Two-way Stop Controlled
6. NE 70th St at 116th Ave NE – Signalized

The existing TM volumes are included in **Figures 2A, 2B and 2C**, for the AM, PM School and PM peak periods, respectively. The PM School peak-hour volumes at the accesses are approximately only 60% of the AM peak-hour volumes.

Traffic flow and congestion on streets and roadways is usually measured in terms of level-of-service (LOS) at critical intersections. Traffic flow varies from LOS A free-flow conditions to LOS F forced-flow conditions, with LOS E representing capacity conditions (see **Table 2**). Using the methodology described in the *2000 Highway Capacity Manual* and Synchro software version 6 (build 614), GTC calculated the existing LOS at the study intersections. All of the intersections would operate at LOS D or better during all of the study times. Note: Refer to **Tables 3A, 3B and 3C** for summaries of peak LOS results.

Potential Impacts of New School (Preliminary): The existing school has an enrollment of approximately 1,143 HS students and 90 JH students. However, the current build out capacity of the school is 1,500 students. The replacement would be for a total campus capacity of 1,250 HS students and 90 JH students. The trip generation for the difference between the existing HS students and the future HS students was calculated by using the ITE *Trip Generation* manual (7th Edition, 2003), Land Use Code 530, High School. Based on an increase from existing conditions of 107 HS students, the new students would generate an additional **107 daily, 44 AM peak-hour trips (30 inbound/14 outbound), 30 PM School peak-hour trips (10 inbound/20 outbound), and 15 PM peak-hour trips (7 inbound/8 outbound)** on an average weekday or school day. A summary of the expected trip generation for the new school has been included in **Table 4**. Based on the existing traffic counts it is anticipated that approximately 75% of the new trips would utilize the main access to the north, 14% to the west access and the remaining 11% to the east and middle access. Peak traffic conditions during the AM/PM school peaks at the proposed accesses would likely remain at LOS B or LOS C with the school replacement. Also, with the parking lots at 70% occupancy the additional high school students that would drive would be able to be accommodated on-site.

City of Kirkland Mitigation Fees: Based on the existing capacity for the school being greater than the proposed capacity; the school should not have to pay traffic mitigation fees to the City. However, if the City does require traffic mitigation fees they would be assessed per the City of Kirkland, Appendix A "Road Impact Fee Schedule". The City imposes a per student fee for High Schools a $76.00 per student. Based on the proposed replacement of 107 HS students the replacement would be responsible for paying a total of $8,132 in road impact fees to the City.

This memorandum summarizes GTC's preliminary traffic/parking analyses for the Lake Washington High school project so the City of Kirkland can complete it's traffic concurrency. If you have any questions please feel free to give us a call. Thanks.

Attachments (Figures, LOS tables, AM/PM peak TM counts)

XC: David Zeitlin, Lake Washington School District

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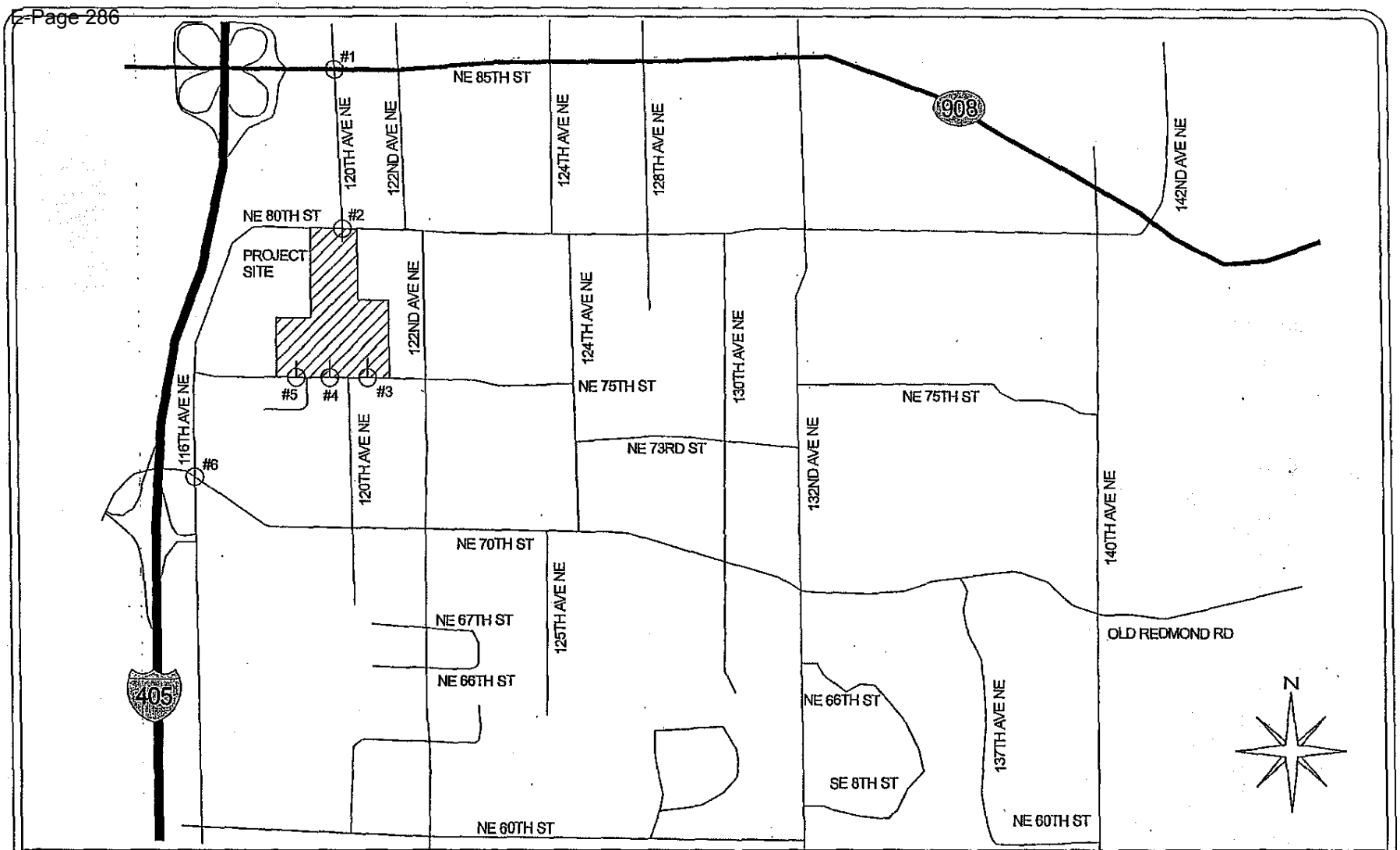


GIBSON TRAFFIC CONSULTANTS

TRAFFIC IMPACT STUDY
GTC #06-380

LAKE WASHINGTON HIGH SCHOOL EXPANSION (165 STUDENTS)

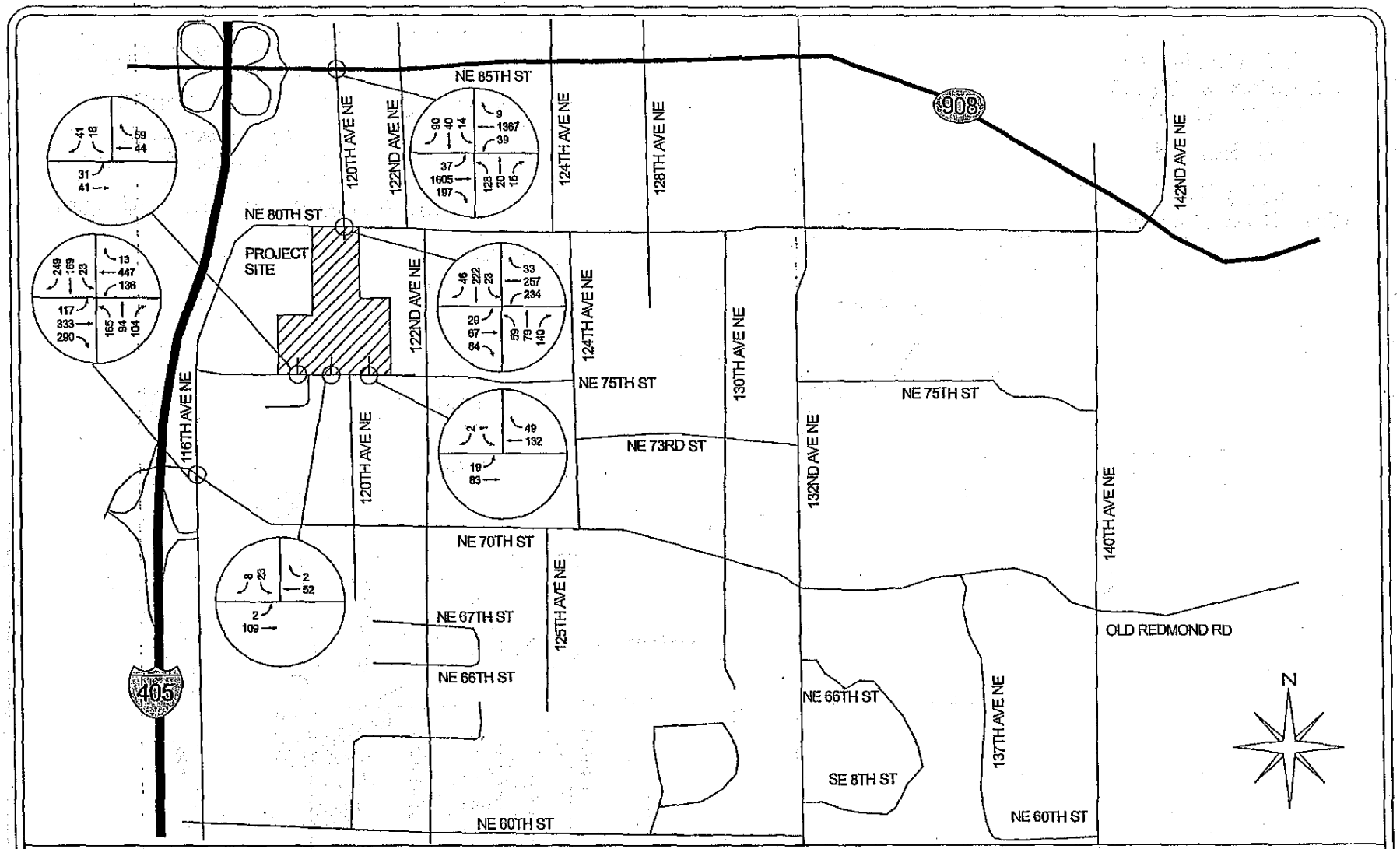
CITY OF KIRKLAND

LEGEND

PROJECT SITE

STUDY INTERSECTION

FIGURE 1
SITE VICINITY MAP



GIBSON TRAFFIC CONSULTANTS

TRAFFIC IMPACT STUDY
GTC #06-380

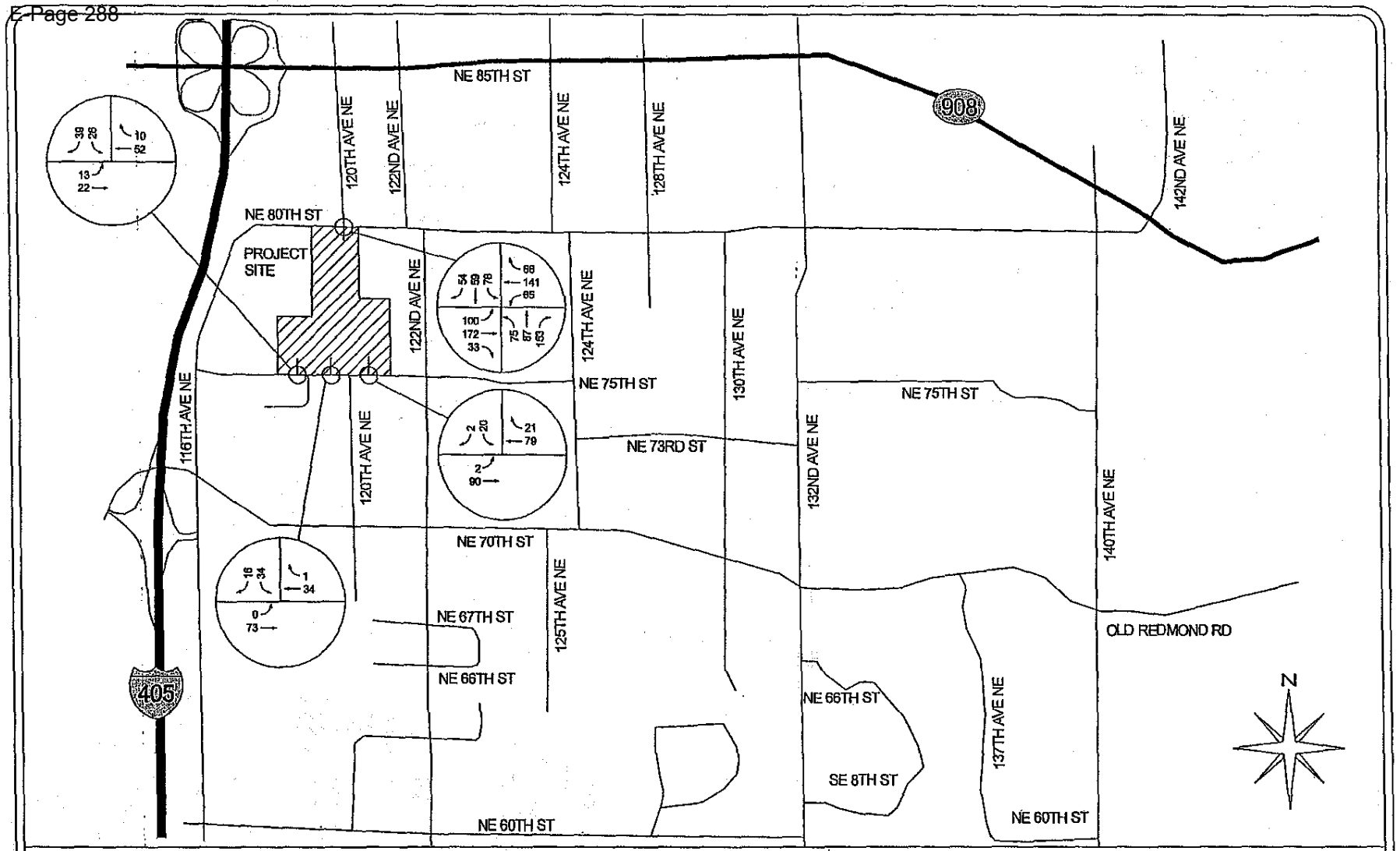
LAKE WASHINGTON HIGH SCHOOL EXPANSION (165 STUDENTS)

CITY OF KIRKLAND

LEGEND

158 → PEAK HOUR TURNING MOVEMENT VOLUMES

FIGURE 2A
EXISTING 2007 AM PEAK-HOUR TRAFFIC VOLUMES



GIBSON TRAFFIC CONSULTANTS

TRAFFIC IMPACT STUDY
GTC #06-380

LAKE WASHINGTON HIGH SCHOOL EXPANSION (165 STUDENTS)

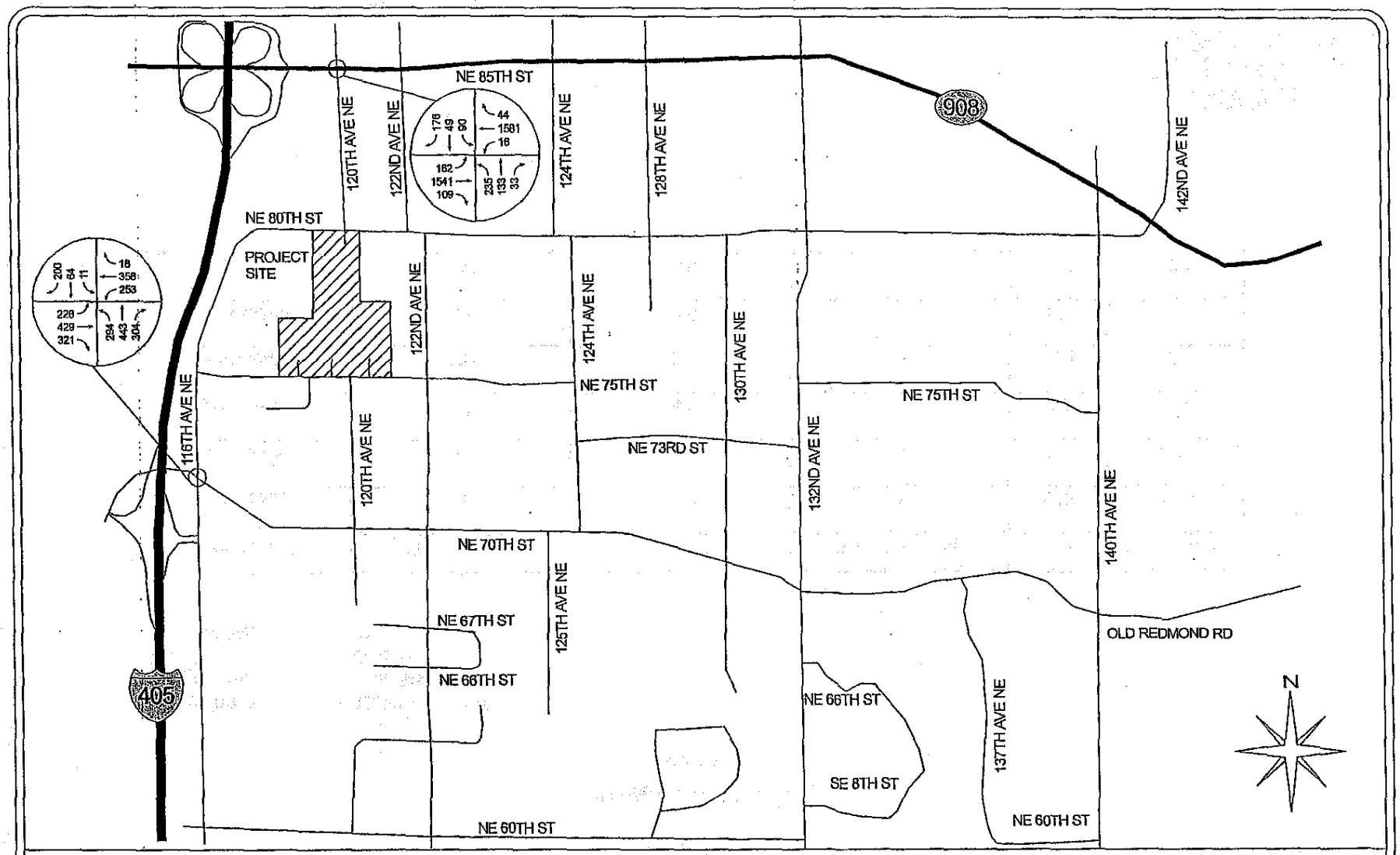
CITY OF KIRKLAND

LEGEND

273→ PEAK HOUR TURNING MOVEMENT VOLUMES

FIGURE 2B

EXISTING 2007 PM SCHOOL PEAK-HOUR TRAFFIC VOLUMES



GIBSON TRAFFIC CONSULTANTS

TRAFFIC IMPACT STUDY
GTC #06-380

LAKE WASHINGTON HIGH SCHOOL EXPANSION (165 STUDENTS)

CITY OF KIRKLAND

LEGEND

285 → PEAK HOUR TURNING MOVEMENT VOLUMES

FIGURE 2C
EXISTING 2007 PM PEAK-HOUR TRAFFIC VOLUMES

TABLE 1

Lake Washington High School
Parking Survey

Survey Time: 12:30 - 1:30 PM
Survey Date: Tue. Mar 06, 2007
Weather: Sunny
Surveyed By: JH

Parking Lot	Empty Stalls	Occupied Stalls	Illegal Parking	Total	Occupancy
Northeast	9	102	1	112	92%
Northwest	43	117	0	160	73%
Southeast	10	48	2	60	83%
Southwest	121	68	0	189	36%
Gymnasium	12	114	3	129	91%
Total	195	449	6	650	70%

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Lake WA High School Expansion
GTC #06-380

TABLE 2

INTERSECTION LEVEL OF SERVICE (LOS) CRITERIA

		Control Delay (Seconds per Vehicle)	
Level of Service [1]	Expected Delay	**Unsignalized** Intersections	**Signalized** Intersections
A	Little/No Delay	≤10	≤10
B	Short Delays	>10 and ≤15	>10 and ≤20
C	Average Delays	>15 and ≤25	>20 and ≤35
D	Long Delays	>25 and ≤35	>35 and ≤55
E	Very Long Delays	>35 and ≤50	>55 and ≤80
F	*	>50	>80

* When demand volume exceeds the capacity of the lane, extreme delays will be encountered with queuing which may cause severe congestion affecting other traffic movements in the intersection.

Source: *Highway Capacity Manual* 2000.

1 LOS A: free-flow traffic conditions, with minimal delay to stopped vehicles (no vehicle is delayed longer than one cycle at signalized intersection).

LOS B: generally stable traffic flow conditions.

LOS C: occasional back-ups may develop, but delay to vehicles is short term and still tolerable.

LOS D: during short periods of the peak hour, delays to approaching vehicles may be substantial but are tolerable during times of less demand (i.e. vehicles delayed one cycle or less at signal).

LOS E: intersections operate at or near capacity, with long queues developing on all approaches and long delays.

LOS F: jammed conditions on all approaches with excessively long delays and vehicles unable to move at times.

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TABLE 3A

EXISTING LEVEL OF SERVICE
Weekday AM Peak Hour

		EXISTING CONDITIONS	
Intersection		**LOS**	**Delay**
1.	120th Ave NE @ NE 85th St	C	26.3 sec
2.	120th Ave NE @ NE 85th St	B	16.5 sec
3.	East Driveway @ NE 75th St	A	10.0 sec
4.	Middle Drvieway @ NE 75th St	A	9.8 sec
5.	West Driveway @ NE 75th St	B	10.6 sec
6.	116th Ave NE @ NE 70th St	D	40.6 sec

TABLE 3B

EXISTING LEVEL OF SERVICE
School PM Peak Hour (2:15 to 3:15)

		EXISTING CONDITIONS	
	Intersection	**LOS**	**Delay**
1.	120th Ave NE @ NE 85th St	B	12.4 sec
2.	East Driveway @ NE 75th St	B	10.0 sec
3.	Middle Drvieway @ NE 75th St	A	9.7 sec
4.	West Driveway @ NE 75th St	A	9.7 sec

TABLE 3C

EXISTING LEVEL OF SERVICE
Weekday PM Peak Hour

		EXISTING CONDITIONS	
Intersection		**LOS**	**Delay**
1.	120th Ave NE @ NE 85th St	C	34.4 sec
2.	116th Ave NE @ NE 70th St	C	34.9 sec

TABLE 4

TRIP GENERATION SUMMARY

Proposed Land Uses	Units (Students)	Average Daily Trips	AM Peak-Hour			PM School Peak-Hour			PM Peak-Hour		
			Total	Inbound	Outbound	Total	Inbound	Outbound	Total	Inbound	Outbound
High School	107	183	44	30	14	30	10	20	15	7	8
Total	107	183	44	30	14	30	10	20	15	7	8

Lake WA High School Expansion
GTC #06-380

Trip Generation for: Weekday
(a.k.a.): Average Weekday Daily Trips (AWDT)

									NET EXTERNAL TRIPS BY TYPE											
									IN BOTH DIRECTIONS						DIRECTIONAL ASSIGNMENTS					
			Gross Trips				Internal Crossover		TOTAL	PASS-BY		DIVERTED LINK		NEW	PASS-BY		DIVERTED LINK		NEW	
LAND USES	VARIABLE	ITE LU code	Trip Rate	% IN	% OUT	In+Out (Total)	% of Gross Trips	Trips In+Out (Total)	In+Out (Total)	% of Ext. Trips	In+Out (Total)	% of Ext. Trips	In+Out (Total)	In+Out (Total)	In	Out	In	Out	In	Out
High School	107 Student	530	1.71	50%	50%	183	0%	0	183	0%	0	0%	0	183	0	0	0	0	91	91
Total	107 Student					183		0	183		0		0	183	0	0	0	0	91	91

Lake WA High School Expansion
GTC #06-380

Trip Generation for: Weekday, AM Peak Hour

									NET EXTERNAL TRIPS BY TYPE											
									IN BOTH DIRECTIONS						DIRECTIONAL ASSIGNMENTS					
			Gross Trips				Internal Crossover		TOTAL	PASS-BY		DIVERTED LINK		NEW	PASS-BY		DIVERTED LINK		NEW	
LAND USES	VARIABLE	ITE LU code	Trip Rate	% IN	% OUT	In+Out (Total)	% of Gross Trips	Trips In+Out (Total)	In+Out (Total)	% of Ext. Trips	In+Out (Total)	% of Ext. Trips	In+Out (Total)	In+Out (Total)	In	Out	In	Out	In	Out
High School	107 Student	530	0.41	69%	31%	44	0%	0	44	0%	0	0%	0	44	0	0	0	0	30	14
Total	107 Student					44		0	44		0		0	44	0	0	0	0	30	14

Lake WA High School Expansion
GTC #06-380

Trip Generation for: Weekday, PM Peak Hour of Generator

									NET EXTERNAL TRIPS BY TYPE											
									IN BOTH DIRECTIONS						DIRECTIONAL ASSIGNMENTS					
			Gross Trips				Internal Crossover		TOTAL	PASS-BY		DIVERTED LINK		NEW	PASS-BY		DIVERTED LINK		NEW	
LAND USES	VARIABLE	ITE LU code	Trip Rate	% IN	% OUT	In+Out (Total)	% of Gross Trips	Trips In+Out (Total)	In+Out (Total)	% of Ext. Trips	In+Out (Total)	% of Ext. Trips	In+Out (Total)	In+Out (Total)	In	Out	In	Out	In	Out
High School	107 Student	530	0.28	32%	68%	30	0%	0	30	0%	0	0%	0	30	0	0	0	0	10	20
Total	107 Student					30		0	30		0		0	30	0	0	0	0	10	20

Lake WA High School Expansion
GTC #06-380

Trip Generation for: Weekday, PM Peak Hour

									NET EXTERNAL TRIPS BY TYPE											
									IN BOTH DIRECTIONS						DIRECTIONAL ASSIGNMENTS					
			Gross Trips				Internal Crossover		TOTAL	PASS-BY		DIVERTED LINK		NEW	PASS-BY		DIVERTED LINK		NEW	
LAND USES	VARIABLE	ITE LU code	Trip Rate	% IN	% OUT	In+Out (Total)	% of Gross Trips	Trips In+Out (Total)	In+Out (Total)	% of Ext. Trips	In+Out (Total)	% of Ext. Trips	In+Out (Total)	In+Out (Total)	In	Out	In	Out	In	Out
High School	107 Student	530	0.14	47%	53%	15	0%	0	15	0%	0	0%	0	15	0	0	0	0	7	8
Total	107 Student					15		0	15		0		0	15	0	0	0	0	7	8

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	400		0	100		0	65		0	100		240
Storage Lanes	1		0	1		0	1		0	1		1
Total Lost Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Leading Detector (ft)	50	50		50	50		50	50		50	50	50
Trailing Detector (ft)	0	0		0	0		0	0		0	0	0
Turning Speed (mph)	15		9	15		9	15		9	15		9
Lane Util. Factor	1.00	0.95	0.95	1.00	0.95	0.95	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.984			0.999			0.937				0.850
Flt Protected	0.950			0.950			0.950			0.950		
Satd. Flow (prot)	1719	3383	0	1719	3435	0	1719	1696	0	1719	1810	1538
Flt Permitted	0.950			0.950			0.656			0.732		
Satd. Flow (perm)	1719	3383	0	1719	3435	0	1187	1696	0	1325	1810	1538
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		20			1			16				59
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		1512			2531			1405			502	
Travel Time (s)		29.5			49.3			31.9			11.4	
Volume (vph)	37	1605	197	39	1367	9	128	20	15	14	40	90
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Heavy Vehicles (%)	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Adj. Flow (vph)	41	1764	216	43	1502	10	141	22	16	15	44	99
Lane Group Flow (vph)	41	1980	0	43	1512	0	141	38	0	15	44	99
Turn Type	Prot			Prot			pm+pt			pm+pt		pm+ov
Protected Phases	7	4		3	8		5	2		1	6	7
Permitted Phases							2			6		6
Detector Phases	7	4		3	8		5	2		1	6	7
Minimum Initial (s)	4.0	4.0		4.0	4.0		4.0	4.0		4.0	4.0	4.0
Minimum Split (s)	8.0	20.0		8.0	20.0		8.0	20.0		8.0	20.0	8.0
Total Split (s)	11.0	88.0	0.0	10.0	87.0	0.0	10.0	24.0	0.0	8.0	22.0	11.0
Total Split (%)	8.5%	67.7%	0.0%	7.7%	66.9%	0.0%	7.7%	18.5%	0.0%	6.2%	16.9%	8.5%
Maximum Green (s)	7.0	84.0		6.0	83.0		6.0	20.0		4.0	18.0	7.0
Yellow Time (s)	3.5	3.5		3.5	3.5		3.5	3.5		3.5	3.5	3.5
All-Red Time (s)	0.5	0.5		0.5	0.5		0.5	0.5		0.5	0.5	0.5
Lead/Lag	Lead	Lag		Lead	Lag		Lead	Lag		Lead	Lag	Lead
Lead-Lag Optimize?	Yes	Yes		Yes	Yes		Yes	Yes		Yes	Yes	Yes
Vehicle Extension (s)	3.0	3.0		3.0	3.0		3.0	3.0		3.0	3.0	3.0
Recall Mode	None	None		None	None		None	Max		None	Max	None
Walk Time (s)		5.0			5.0			5.0			5.0	
Flash Dont Walk (s)		11.0			11.0			11.0			11.0	
Pedestrian Calls (#/hr)		0			0			0			0	
Act Effct Green (s)	6.7	74.5		6.0	73.8		28.1	25.9		22.5	18.5	29.1
Actuated g/C Ratio	0.06	0.63		0.05	0.62		0.24	0.22		0.18	0.16	0.24
v/c Ratio	0.43	0.93		0.51	0.71		0.46	0.10		0.06	0.16	0.24
Control Delay	73.2	28.9		80.5	17.5		48.2	31.5		41.9	50.6	20.6
Queue Delay	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	0.0
Total Delay	73.2	28.9		80.5	17.5		48.2	31.5		41.9	50.6	20.6

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1: NE 85th St & 120th Ave NE

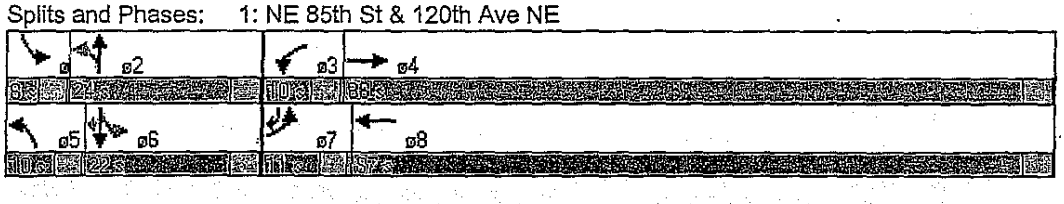
Lake WA HS Expansion (06-380)

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
LOS	E	C		F	B		D	C		D	D	C
Approach Delay		29.8			19.2			44.7			31.0	
Approach LOS		C			B			D			C	
Queue Length 50th (ft)	34	689		36	404		103	15		10	33	27
Queue Length 95th (ft)	74	832		#88	483		168	50		30	71	77
Internal Link Dist (ft)		1432			2451			1325			422	
Turn Bay Length (ft)	400			100			65			100		240
Base Capacity (vph)	101	2229		86	2234		308	381		253	282	418
Starvation Cap Reductn	0	0		0	0		0	0		0	0	0
Spillback Cap Reductn	0	0		0	0		0	0		0	0	0
Storage Cap Reductn	0	0		0	0		0	0		0	0	0
Reduced v/c Ratio	0.41	0.89		0.50	0.68		0.46	0.10		0.06	0.16	0.24

Intersection Summary

Area Type: Other
Cycle Length: 130
Actuated Cycle Length: 119
Natural Cycle: 90
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.93
Intersection Signal Delay: 26.3 Intersection LOS: C
Intersection Capacity Utilization 71.1% ICU Level of Service C
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 1: NE 85th St & 120th Ave NE



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	85		0	70		0	0		0	0		0
Storage Lanes	1		0	1		0	0		1	0		0
Total Lost Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Leading Detector (ft)	50	50		50	50		50	50	50	50	50	
Trailing Detector (ft)	0	0		0	0		0	0	0	0	0	
Turning Speed (mph)	15		9	15		9	15		9	15		9
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.917			0.983				0.850		0.979	
Flt Protected	0.950			0.950				0.979			0.996	
Satd. Flow (prot)	1752	1692	0	1752	1813	0	0	1806	1568	0	1799	0
Flt Permitted	0.369			0.590				0.712			0.966	
Satd. Flow (perm)	681	1692	0	1088	1813	0	0	1313	1568	0	1745	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		131			14				219		19	
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Link Speed (mph)		25			25			30			30	
Link Distance (ft)		661			683			302			1405	
Travel Time (s)		18.0			18.6			6.9			31.9	
Volume (vph)	29	67	84	234	257	33	59	79	140	23	222	46
Peak Hour Factor	0.64	0.64	0.64	0.64	0.64	0.64	0.64	0.64	0.64	0.64	0.64	0.64
Heavy Vehicles (%)	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
Adj. Flow (vph)	45	105	131	366	402	52	92	123	219	36	347	72
Lane Group Flow (vph)	45	236	0	366	454	0	0	215	219	0	455	0
Turn Type	Perm			Perm			Perm		Perm	Perm		
Protected Phases		4			8			2			6	
Permitted Phases	4			8			2		2	6		
Detector Phases	4	4		8	8		2	2	2	6	6	
Minimum Initial (s)	4.0	4.0		4.0	4.0		4.0	4.0	4.0	4.0	4.0	
Minimum Split (s)	20.0	20.0		20.0	20.0		20.0	20.0	20.0	20.0	20.0	
Total Split (s)	31.0	31.0	0.0	31.0	31.0	0.0	29.0	29.0	29.0	29.0	29.0	0.0
Total Split (%)	51.7%	51.7%	0.0%	51.7%	51.7%	0.0%	48.3%	48.3%	48.3%	48.3%	48.3%	0.0%
Maximum Green (s)	27.0	27.0		27.0	27.0		25.0	25.0	25.0	25.0	25.0	
Yellow Time (s)	3.5	3.5		3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	0.5	0.5		0.5	0.5		0.5	0.5	0.5	0.5	0.5	
Lead/Lag												
Lead-Lag Optimize?												
Vehicle Extension (s)	3.0	3.0		3.0	3.0		3.0	3.0	3.0	3.0	3.0	
Recall Mode	None	None		None	None		Max	Max	Max	Max	Max	
Walk Time (s)	5.0	5.0		5.0	5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)	11.0	11.0		11.0	11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)	0	0		0	0		0	0	0	0	0	
Act Effct Green (s)	22.2	22.2		22.2	22.2			25.3	25.3		25.3	
Actuated g/C Ratio	0.40	0.40		0.40	0.40			0.46	0.46		0.46	
v/c Ratio	0.17	0.31		0.84	0.62			0.36	0.26		0.57	
Control Delay	11.7	6.2		34.4	16.6			13.8	2.9		15.5	
Queue Delay	0.0	0.0		0.0	0.0			0.0	0.0		0.0	
Total Delay	11.7	6.2		34.4	16.6			13.8	2.9		15.5	

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2: NE 80th St & 120th Ave NE

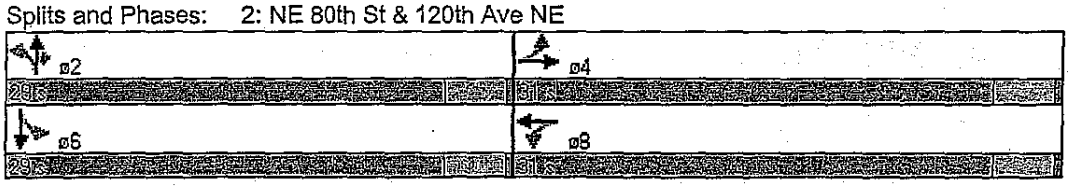
Lake WA HS Expansion (06-380)

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
LOS	B	A		C	B			B	A		B	
Approach Delay		7.1			24.6			8.3			15.5	
Approach LOS		A			C			A			B	
Queue Length 50th (ft)	9	21		104	109			51	0		117	
Queue Length 95th (ft)	18	30		114	113			65	9		122	
Internal Link Dist (ft)		581			603			222			1325	
Turn Bay Length (ft)	85			70								
Base Capacity (vph)	306	833		490	824			598	833		805	
Starvation Cap Reductn	0	0		0	0			0	0		0	
Spillback Cap Reductn	0	0		0	0			0	0		0	
Storage Cap Reductn	0	0		0	0			0	0		0	
Reduced v/c Ratio	0.15	0.28		0.75	0.55			0.36	0.26		0.57	

Intersection Summary

Area Type: Other
Cycle Length: 60
Actuated Cycle Length: 55.6
Natural Cycle: 45
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.84
Intersection Signal Delay: 16.5 — Intersection LOS: B
Intersection Capacity Utilization 55.6% — ICU Level of Service B
Analysis Period (min) 15

Splits and Phases: 2: NE 80th St & 120th Ave NE



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Volume (veh/h)	19	83	132	49	1	2
Peak Hour Factor	0.69	0.69	0.69	0.69	0.69	0.69
Hourly flow rate (vph)	28	120	191	71	1	3
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type					None	
Median storage veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	262				402	227
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	262				402	227
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	98				100	100
cM capacity (veh/h)	1308				593	815

Direction, Lane #	EB 1	WB 1	SB 1
Volume Total	148	262	4
Volume Left	28	0	1
Volume Right	0	71	3
cSH	1308	1700	725
Volume to Capacity	0.02	0.15	0.01
Queue Length 95th (ft)	2	0	0
Control Delay (s)	1.6	0.0	10.0
Lane LOS	A		A
Approach Delay (s)	1.6	0.0	10.0
Approach LOS			A

Intersection Summary			
Average Delay	0.7		
Intersection Capacity Utilization	28.7%	ICU Level of Service	A
Analysis Period (min)	15		

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4: NE 75th St & Middle Dwy

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Volume (veh/h)	2	109	52	2	23	8
Peak Hour Factor	0.69	0.69	0.69	0.69	0.69	0.69
Hourly flow rate (vph)	3	158	75	3	33	12
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type					None	
Median storage veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	78				241	77
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	78				241	77
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	100				96	99
cM capacity (veh/h)	1526				748	987

Direction, Lane #	EB 1	WB 1	SB 1
Volume Total	161	78	45
Volume Left	3	0	33
Volume Right	0	3	12
cSH	1526	1700	798
Volume to Capacity	0.00	0.05	0.06
Queue Length 95th (ft)	0	0	4
Control Delay (s)	0.1	0.0	9.8
Lane LOS	A		A
Approach Delay (s)	0.1	0.0	9.8
Approach LOS			A

Intersection Summary			
Average Delay	1.6		
Intersection Capacity Utilization	17.3%	ICU Level of Service	A
Analysis Period (min)	15		

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Volume (veh/h)	31	41	44	59	18	41
Peak Hour Factor	0.46	0.46	0.46	0.46	0.46	0.46
Hourly flow rate (vph)	67	89	96	128	39	89
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type					None	
Median storage veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	224				384	160
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	224				384	160
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	95				93	90
cM capacity (veh/h)	1351				590	888

Direction, Lane #	EB 1	WB 1	SB 1
Volume Total	157	224	128
Volume Left	67	0	39
Volume Right	0	128	89
cSH	1351	1700	769
Volume to Capacity	0.05	0.13	0.17
Queue Length 95th (ft)	4	0	15
Control Delay (s)	3.6	0.0	10.6
Lane LOS	A		B
Approach Delay (s)	3.6	0.0	10.6
Approach LOS			B

Intersection Summary			
Average Delay	3.8		
Intersection Capacity Utilization	20.7%	ICU Level of Service	A
Analysis Period (min)	15		

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6: NE 70th St & 116th Ave NE

Lake WA HS Expansion (06-380)

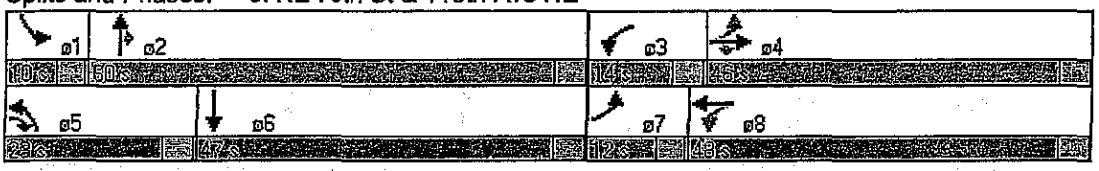
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	380		280	120		0	240		240	120		0
Storage Lanes	1		1	1		0	1		1	1		0
Total Lost Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Leading Detector (ft)	50	50	50	50	50		50	50	50	50	50	
Trailing Detector (ft)	0	0	0	0	0		0	0	0	0	0	
Turning Speed (mph)	15		9	15		9	15		9	15		9
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt			0.850		0.996				0.850		0.911	
Flt Protected	0.950			0.950			0.950			0.950		
Satd. Flow (prot)	1719	1810	1538	1719	1802	0	1719	1810	1538	1719	1648	0
Flt Permitted	0.157			0.286			0.950			0.950		
Satd. Flow (perm)	284	1810	1538	518	1802	0	1719	1810	1538	1719	1648	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			322		1				116		61	
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Link Speed (mph)		30			30			25			25	
Link Distance (ft)		540			920			657			435	
Travel Time (s)		12.3			20.9			17.9			11.9	
Volume (vph)	117	333	290	136	447	13	165	94	104	23	169	249
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Heavy Vehicles (%)	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Adj. Flow (vph)	130	370	322	151	497	14	183	104	116	26	188	277
Lane Group Flow (vph)	130	370	322	151	511	0	183	104	116	26	465	0
Turn Type	pm+pt		pm+ov	pm+pt			Prot		Perm	Prot		
Protected Phases	7	4	5	3	8		5	2		1	6	
Permitted Phases	4		4	8					2			
Detector Phases	7	4	5	3	8		5	2	2	1	6	
Minimum Initial (s)	4.0	4.0	4.0	4.0	4.0		4.0	4.0	4.0	4.0	4.0	
Minimum Split (s)	8.0	20.0	8.0	8.0	20.0		8.0	20.0	20.0	8.0	20.0	
Total Split (s)	12.0	46.0	23.0	14.0	48.0	0.0	23.0	60.0	60.0	10.0	47.0	0.0
Total Split (%)	9.2%	35.4%	17.7%	10.8%	36.9%	0.0%	17.7%	46.2%	46.2%	7.7%	36.2%	0.0%
Maximum Green (s)	8.0	42.0	19.0	10.0	44.0		19.0	56.0	56.0	6.0	43.0	
Yellow Time (s)	3.5	3.5	3.5	3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	0.5	0.5	0.5	0.5	0.5		0.5	0.5	0.5	0.5	0.5	
Lead/Lag	Lead	Lag	Lead	Lead	Lag		Lead	Lag	Lag	Lead	Lag	
Lead-Lag Optimize?	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0		3.0	3.0	3.0	3.0	3.0	
Recall Mode	None	None	None	None	None		None	Max	Max	None	Max	
Walk Time (s)		5.0			5.0			5.0	5.0		5.0	
Flash Dont Walk (s)		11.0			11.0			11.0	11.0		11.0	
Pedestrian Calls (#/hr)		0			0			0	0		0	
Act Effct Green (s)	43.9	35.9	56.4	47.0	37.5		16.4	58.2	58.2	5.9	43.4	
Actuated g/C Ratio	0.36	0.30	0.46	0.39	0.31		0.14	0.48	0.48	0.05	0.36	
v/c Ratio	0.66	0.69	0.36	0.51	0.92		0.79	0.12	0.15	0.32	0.74	
Control Delay	41.1	45.5	3.1	30.0	63.0		75.3	20.9	4.4	70.5	39.6	
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Total Delay	41.1	45.5	3.1	30.0	63.0		75.3	20.9	4.4	70.5	39.6	

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
LOS	D	D	A	C	E		E	C	A	E	D	
Approach Delay		28.2			55.5			40.8			41.2	
Approach LOS		C			E			D			D	
Queue Length 50th (ft)	66	265	0	78	395		146	50	0	21	304	
Queue Length 95th (ft)	#119	375	47	126	#579		#253	90	36	54	#458	
Internal Link Dist (ft)		460			840			577			355	
Turn Bay Length (ft)	380		280	120			240		240	120		
Base Capacity (vph)	198	599	885	302	623		265	868	798	82	628	
Starvation Cap Reductn	0	0	0	0	0		0	0	0	0	0	
Spillback Cap Reductn	0	0	0	0	0		0	0	0	0	0	
Storage Cap Reductn	0	0	0	0	0		0	0	0	0	0	
Reduced v/c Ratio	0.66	0.62	0.36	0.50	0.82		0.69	0.12	0.15	0.32	0.74	

Intersection Summary

Area Type: Other
Cycle Length: 130
Actuated Cycle Length: 121.4
Natural Cycle: 80
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.92
Intersection Signal Delay: 40.6 Intersection LOS: D
Intersection Capacity Utilization 77.4% ICU Level of Service D
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 6: NE 70th St & 116th Ave NE



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1: NE 80th St & 120th Ave NE

Lake WA HS Expansion (06-380)

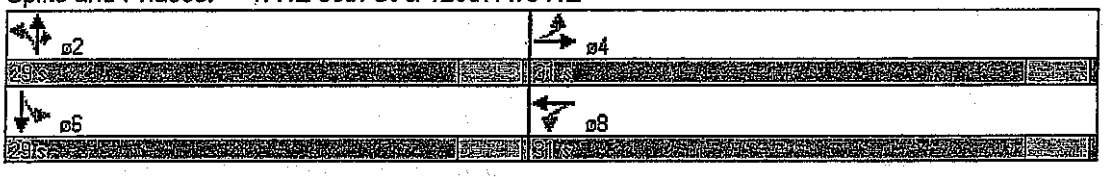
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	85		0	70		0	0		0	0		0
Storage Lanes	1		0	1		0	0		1	0		0
Total Lost Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Leading Detector (ft)	50	50		50	50		50	50	50	50	50	
Trailing Detector (ft)	0	0		0	0		0	0	0	0	0	
Turning Speed (mph)	15		9	15		9	15		9	15		9
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.976			0.952				0.850		0.962	
Flt Protected	0.950			0.950				0.977			0.980	
Satd. Flow (prot)	1752	1800	0	1752	1756	0	0	1802	1568	0	1739	0
Flt Permitted	0.527			0.529				0.782			0.793	
Satd. Flow (perm)	972	1800	0	976	1756	0	0	1443	1568	0	1407	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		21			51				219		41	
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Link Speed (mph)		25			25			30			30	
Link Distance (ft)		661			683			302			1405	
Travel Time (s)		18.0			18.6			6.9			31.9	
Volume (vph)	100	172	33	65	141	66	75	87	153	78	59	54
Peak Hour Factor	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
Heavy Vehicles (%)	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
Adj. Flow (vph)	143	246	47	93	201	94	107	124	219	111	84	77
Lane Group Flow (vph)	143	293	0	93	295	0	0	231	219	0	272	0
Turn Type	Perm			Perm			Perm		Perm	Perm		
Protected Phases		4			8			2			6	
Permitted Phases	4			8			2		2	6		
Detector Phases	4	4		8	8		2	2	2	6	6	
Minimum Initial (s)	4.0	4.0		4.0	4.0		4.0	4.0	4.0	4.0	4.0	
Minimum Split (s)	20.0	20.0		20.0	20.0		20.0	20.0	20.0	20.0	20.0	
Total Split (s)	31.0	31.0	0.0	31.0	31.0	0.0	29.0	29.0	29.0	29.0	29.0	0.0
Total Split (%)	51.7%	51.7%	0.0%	51.7%	51.7%	0.0%	48.3%	48.3%	48.3%	48.3%	48.3%	0.0%
Maximum Green (s)	27.0	27.0		27.0	27.0		25.0	25.0	25.0	25.0	25.0	
Yellow Time (s)	3.5	3.5		3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	0.5	0.5		0.5	0.5		0.5	0.5	0.5	0.5	0.5	
Lead/Lag												
Lead-Lag Optimize?												
Vehicle Extension (s)	3.0	3.0		3.0	3.0		3.0	3.0	3.0	3.0	3.0	
Recall Mode	None	None		None	None		Max	Max	Max	Max	Max	
Walk Time (s)	5.0	5.0		5.0	5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)	11.0	11.0		11.0	11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)	0	0		0	0		0	0	0	0	0	
Act Effct Green (s)	12.5	12.5		12.5	12.5			26.0	26.0		26.0	
Actuated g/C Ratio	0.27	0.27		0.27	0.27			0.56	0.56		0.56	
v/c Ratio	0.55	0.59		0.35	0.58			0.29	0.23		0.34	
Control Delay	22.1	18.0		16.7	16.2			8.1	2.1		7.5	
Queue Delay	0.0	0.0		0.0	0.0			0.0	0.0		0.0	
Total Delay	22.1	18.0		16.7	16.2			8.1	2.1		7.5	

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
LOS	C	B		B	B			A	A		A	
Approach Delay		19.3			16.3			5.2			7.5	
Approach LOS		B			B			A			A	
Queue Length 50th (ft)	31	60		19	53			27	0		27	
Queue Length 95th (ft)	52	81		35	73			60	12		60	
Internal Link Dist (ft)		581			603			222			1325	
Turn Bay Length (ft)	85			70								
Base Capacity (vph)	432	812		434	809			805	971		803	
Starvation Cap Reductn	0	0		0	0			0	0		0	
Spillback Cap Reductn	0	0		0	0			0	0		0	
Storage Cap Reductn	0	0		0	0			0	0		0	
Reduced v/c Ratio	0.33	0.36		0.21	0.36			0.29	0.23		0.34	

Intersection Summary

Area Type: Other
Cycle Length: 60
Actuated Cycle Length: 46.6
Natural Cycle: 40
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.59
Intersection Signal Delay: 12.4 — Intersection LOS: B
Intersection Capacity Utilization 44.4% — ICU Level of Service A
Analysis Period (min) 15

Splits and Phases: 1: NE 80th St & 120th Ave NE



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2: NE 75th St & East Dwy

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Volume (veh/h)	2	90	79	21	20	2
Peak Hour Factor	0.72	0.72	0.72	0.72	0.72	0.72
Hourly flow rate (vph)	3	125	110	29	28	3
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type					None	
Median storage veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	139				255	124
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	139				255	124
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	100				96	100
cM capacity (veh/h)	1451				735	929

Direction, Lane #	EB 1	WB 1	SB 1
Volume Total	128	139	31
Volume Left	3	0	28
Volume Right	0	29	3
cSH	1451	1700	749
Volume to Capacity	0.00	0.08	0.04
Queue Length 95th (ft)	0	0	3
Control Delay (s)	0.2	0.0	10.0
Lane LOS	A		B
Approach Delay (s)	0.2	0.0	10.0
Approach LOS			B

Intersection Summary			
Average Delay	1.1		
Intersection Capacity Utilization	16.3%	ICU Level of Service	A
Analysis Period (min)	15		

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Volume (veh/h)	0	73	34	1	34	16
Peak Hour Factor	0.55	0.55	0.55	0.55	0.55	0.55
Hourly flow rate (vph)	0	133	62	2	62	29
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type					None	
Median storage veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	64				195	63
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	64				195	63
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	100				92	97
cM capacity (veh/h)	1545				796	1005

Direction, Lane #	EB 1	WB 1	SB 1
Volume Total	133	64	91
Volume Left	0	0	62
Volume Right	0	2	29
cSH	1545	1700	852
Volume to Capacity	0.00	0.04	0.11
Queue Length 95th (ft)	0	0	9
Control Delay (s)	0.0	0.0	9.7
Lane LOS			A
Approach Delay (s)	0.0	0.0	9.7
Approach LOS			A

Intersection Summary			
Average Delay	3.1		
Intersection Capacity Utilization	13.8%	ICU Level of Service	A
Analysis Period (min)	15		

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4: NE 75th St & West Dwy

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Volume (veh/h)	13	22	52	10	26	39
Peak Hour Factor	0.57	0.57	0.57	0.57	0.57	0.57
Hourly flow rate (vph)	23	39	91	18	46	68
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type					None	
Median storage veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	109				184	100
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	109				184	100
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	98				94	93
cM capacity (veh/h)	1475				790	953

Direction, Lane #	EB 1	WB 1	SB 1
Volume Total	61	109	114
Volume Left	23	0	46
Volume Right	0	18	68
cSH	1475	1700	880
Volume to Capacity	0.02	0.06	0.13
Queue Length 95th (ft)	1	0	11
Control Delay (s)	2.9	0.0	9.7
Lane LOS	A		A
Approach Delay (s)	2.9	0.0	9.7
Approach LOS			A

Intersection Summary			
Average Delay	4.5		
Intersection Capacity Utilization	19.0%	ICU Level of Service	A
Analysis Period (min)	15		

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	400		0	100		0	65		0	100		240
Storage Lanes	1		0	1		0	1		0	1		1
Total Lost Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Leading Detector (ft)	50	50		50	50		50	50		50	50	50
Trailing Detector (ft)	0	0		0	0		0	0		0	0	0
Turning Speed (mph)	15		9	15		9	15		9	15		9
Lane Util. Factor	1.00	0.95	0.95	1.00	0.95	0.95	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.990			0.996			0.970				0.850
Flt Protected	0.950			0.950			0.950			0.950		
Satd. Flow (prot)	1770	3504	0	1770	3525	0	1770	1807	0	1770	1863	1583
Flt Permitted	0.950			0.950			0.592			0.593		
Satd. Flow (perm)	1770	3504	0	1770	3525	0	1103	1807	0	1105	1863	1583
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		10			3			8				32
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Link Speed (mph)		35			35			30			30	
Link Distance (ft)		1512			2531			1405			502	
Travel Time (s)		29.5			49.3			31.9			11.4	
Volume (vph)	162	1541	109	16	1581	44	235	133	33	90	49	176
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	172	1639	116	17	1682	47	250	141	35	96	52	187
Lane Group Flow (vph)	172	1755	0	17	1729	0	250	176	0	96	52	187
Turn Type	Prot			Prot			pm+pt			pm+pt		pm+ov
Protected Phases	7	4		3	8		5	2		1	6	7
Permitted Phases							2			6		6
Detector Phases	7	4		3	8		5	2		1	6	7
Minimum Initial (s)	4.0	4.0		4.0	4.0		4.0	4.0		4.0	4.0	4.0
Minimum Split (s)	8.0	20.0		8.0	20.0		8.0	20.0		8.0	20.0	8.0
Total Split (s)	19.0	84.0	0.0	9.0	74.0	0.0	15.0	28.0	0.0	9.0	22.0	19.0
Total Split (%)	14.6%	64.6%	0.0%	6.9%	56.9%	0.0%	11.5%	21.5%	0.0%	6.9%	16.9%	14.6%
Maximum Green (s)	15.0	80.0		5.0	70.0		11.0	24.0		5.0	18.0	15.0
Yellow Time (s)	3.5	3.5		3.5	3.5		3.5	3.5		3.5	3.5	3.5
All-Red Time (s)	0.5	0.5		0.5	0.5		0.5	0.5		0.5	0.5	0.5
Lead/Lag	Lead	Lag		Lead	Lag		Lead	Lag		Lead	Lag	Lead
Lead-Lag Optimize?	Yes	Yes		Yes	Yes		Yes	Yes		Yes	Yes	Yes
Vehicle Extension (s)	3.0	3.0		3.0	3.0		3.0	3.0		3.0	3.0	3.0
Recall Mode	None	None		None	None		None	Max		None	Max	None
Walk Time (s)		5.0			5.0			5.0			5.0	
Flash Dont Walk (s)		11.0			11.0			11.0			11.0	
Pedestrian Calls (#/hr)		0			0			0			0	
Act Effct Green (s)	14.2	80.4		5.0	65.6		33.2	24.1		23.1	18.1	36.4
Actuated g/C Ratio	0.11	0.64		0.04	0.52		0.27	0.19		0.18	0.14	0.29
v/c Ratio	0.86	0.78		0.25	0.93		0.71	0.50		0.42	0.19	0.39
Control Delay	90.0	19.4		70.8	38.2		54.0	50.0		46.5	51.7	32.9
Queue Delay	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	0.0
Total Delay	90.0	19.4		70.8	38.2		54.0	50.0		46.5	51.7	32.9
LOS	F	B		E	D		D	D		D	D	C

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1: NE 85th St & 120th Ave NE

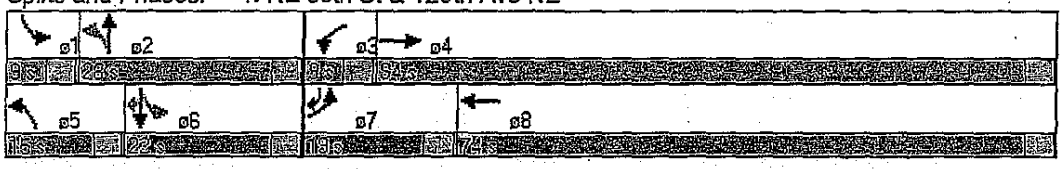
Lake WA HS Expansion (06-380)

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Approach Delay		25.7			38.5			52.3			39.7	
Approach LOS		C			D			D			D	
Queue Length 50th (ft)	144	447		14	668		184	129		64	39	105
Queue Length 95th (ft)	#271	668		41	794		#286	206		114	80	176
Internal Link Dist (ft)		1432			2451			1325			422	
Turn Bay Length (ft)	400			100			65			100		240
Base Capacity (vph)	212	2284		68	1910		351	355		231	269	489
Starvation Cap Reductn	0	0		0	0		0	0		0	0	0
Spillback Cap Reductn	0	0		0	0		0	0		0	0	0
Storage Cap Reductn	0	0		0	0		0	0		0	0	0
Reduced v/c Ratio	0.81	0.77		0.25	0.91		0.71	0.50		0.42	0.19	0.38

Intersection Summary

Area Type: Other
Cycle Length: 130
Actuated Cycle Length: 125.1
Natural Cycle: 90
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.93
Intersection Signal Delay: 34.4 Intersection LOS: C
Intersection Capacity Utilization 83.8% ICU Level of Service E
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 1: NE 85th St & 120th Ave NE



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (ft)	380		280	120		0	240		240	120		0
Storage Lanes	1		1	1		0	1		1	1		0
Total Lost Time (s)	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Leading Detector (ft)	50	50	50	50	50		50	50	50	50	50	
Trailing Detector (ft)	0	0	0	0	0		0	0	0	0	0	
Turning Speed (mph)	15		9	15		9	15		9	15		9
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt			0.850		0.993				0.850		0.887	
Flt Protected	0.950			0.950			0.950			0.950		
Satd. Flow (prot)	1770	1863	1583	1770	1850	0	1770	1863	1583	1770	1652	0
Flt Permitted	0.319			0.163			0.950			0.950		
Satd. Flow (perm)	594	1863	1583	304	1850	0	1770	1863	1583	1770	1652	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			334		2				317		106	
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Link Speed (mph)		30			30			25			25	
Link Distance (ft)		540			920			657			435	
Travel Time (s)		12.3			20.9			17.9			11.9	
Volume (vph)	228	429	321	253	358	18	294	443	304	11	64	200
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Adj. Flow (vph)	238	447	334	264	373	19	306	461	317	11	67	208
Lane Group Flow (vph)	238	447	334	264	392	0	306	461	317	11	275	0
Turn Type	pm+pt		pm+ov	pm+pt			Prot		Perm	Prot		
Protected Phases	7	4	5	3	8		5	2		1	6	
Permitted Phases	4		4	8					2			
Detector Phases	7	4	5	3	8		5	2	2	1	6	
Minimum Initial (s)	4.0	4.0	4.0	4.0	4.0		4.0	4.0	4.0	4.0	4.0	
Minimum Split (s)	8.0	20.0	8.0	8.0	20.0		8.0	20.0	20.0	8.0	20.0	
Total Split (s)	20.0	44.0	33.0	24.0	48.0	0.0	33.0	54.0	54.0	8.0	29.0	0.0
Total Split (%)	15.4%	33.8%	25.4%	18.5%	36.9%	0.0%	25.4%	41.5%	41.5%	6.2%	22.3%	0.0%
Maximum Green (s)	16.0	40.0	29.0	20.0	44.0		29.0	50.0	50.0	4.0	25.0	
Yellow Time (s)	3.5	3.5	3.5	3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	0.5	0.5	0.5	0.5	0.5		0.5	0.5	0.5	0.5	0.5	
Lead/Lag	Lead	Lag	Lead	Lead	Lag		Lead	Lag	Lag	Lead	Lag	
Lead-Lag Optimize?	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0		3.0	3.0	3.0	3.0	3.0	
Recall Mode	None	None	None	None	None		None	Max	Max	None	Max	
Walk Time (s)		5.0			5.0			5.0	5.0		5.0	
Flash Dont Walk (s)		11.0			11.0			11.0	11.0		11.0	
Pedestrian Calls (#/hr)		0			0			0	0		0	
Act Effct Green (s)	44.8	31.0	58.5	48.9	33.1		23.4	52.1	52.1	4.0	27.4	
Actuated g/C Ratio	0.39	0.27	0.51	0.43	0.29		0.21	0.46	0.46	0.03	0.24	
v/c Ratio	0.63	0.88	0.34	0.79	0.73		0.84	0.54	0.35	0.18	0.58	
Control Delay	28.2	59.7	2.4	39.7	44.9		65.5	28.7	4.0	68.0	31.9	
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	
Total Delay	28.2	59.7	2.4	39.7	44.9		65.5	28.7	4.0	68.0	31.9	
LOS	C	E	A	D	D		E	C	A	E	C	

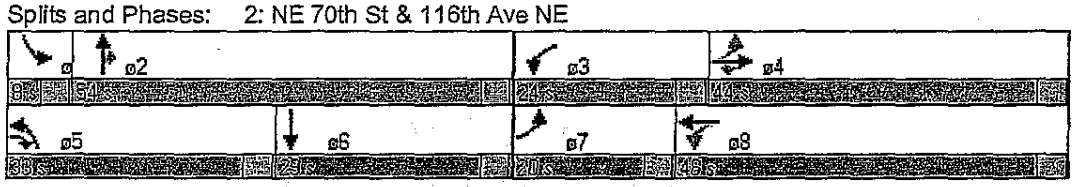
H:\2006\06-380\Synchro\ExistingPM.sy7
2: NE 70th St & 116th Ave NE

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Approach Delay		33.5			42.8			31.8			33.3	
Approach LOS		C			D			C			C	
Queue Length 50th (ft)	110	320	0	124	265		218	238	0	8	117	
Queue Length 95th (ft)	172	476	41	215	387		#374	435	59	31	236	
Internal Link Dist (ft)		460			840			577			355	
Turn Bay Length (ft)	380		280	120			240		240	120		
Base Capacity (vph)	404	611	982	382	658		434	852	896	60	478	
Starvation Cap Reductn	0	0	0	0	0		0	0	0	0	0	
Spillback Cap Reductn	0	0	0	0	0		0	0	0	0	0	
Storage Cap Reductn	0	0	0	0	0		0	0	0	0	0	
Reduced v/c Ratio	0.59	0.73	0.34	0.69	0.60		0.71	0.54	0.35	0.18	0.58	

Intersection Summary

Area Type: Other
Cycle Length: 130
Actuated Cycle Length: 114
Natural Cycle: 90
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.88
Intersection Signal Delay: 34.9 Intersection LOS: C
Intersection Capacity Utilization 81.9% ICU Level of Service D
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

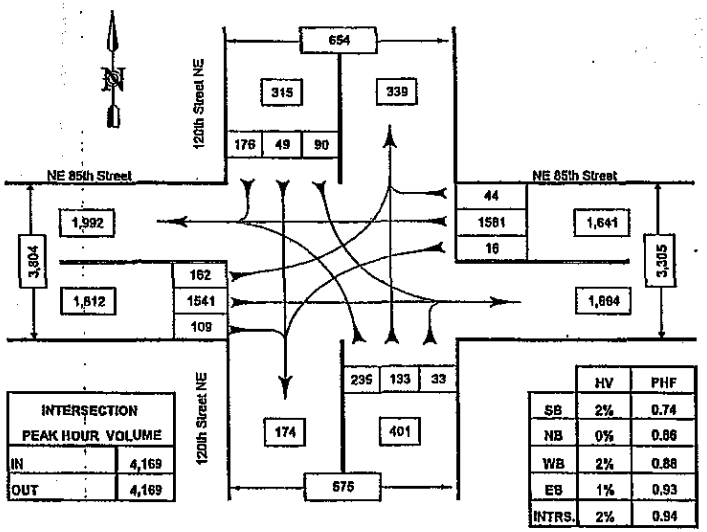
Splits and Phases: 2: NE 70th St & 116th Ave NE



TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

4:00 - 6:00 PM PEAK HOUR: 4:45 PM TO 5:45 PM



INTERSECTION PEAK HOUR VOLUME	
IN	4,169
OUT	4,169

	HV	PHF
SB	2%	0.74
NB	0%	0.86
WB	2%	0.88
EB	1%	0.93
INTRS.	2%	0.94

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 85th St @ 120th Ave NE

Kirkland, WA

COUNTED BY: JH/PB

REDUCED BY: CN

DATE: Wed. 3/7/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 4:00 - 6:00 PM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 85th St @ 120th Ave NE, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 4:00 - 6:00 PM

COUNTED BY: JH/PB

WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) 120th Street NE				FROM SOUTH (NORTHBOUND) 120th Street NE				FROM EAST (WESTBOUND) NE 85th Street				FROM WEST (EASTBOUND) NE 85th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
04:15 PM	0	20	7	57	0	18	16	31	6	3	336	12	9	23	294	13	834
04:30 PM	3	20	8	27	1	46	39	3	6	5	358	12	13	33	358	14	993
04:45 PM	1	17	9	31	1	21	30	16	8	9	336	24	8	29	328	18	968
05:00 PM	1	36	27	44	1	80	34	8	15	4	459	11	3	32	374	28	1106
05:15 PM	1	16	8	50	0	57	22	15	7	9	351	17	6	31	400	24	1012
05:30 PM	1	18	9	40	1	52	35	1	10	2	393	8	8	55	338	36	1045
05:45 PM	2	16	5	42	0	66	42	9	9	1	377	10	5	44	389	21	1004
06:00 PM	0	24	12	32	0	63	46	7	5	6	365	6	1	36	377	30	1006
PEAK HOUR TOTALS	5	90	49	176	2	235	133	33	41	16	1581	44	22	152	1541	109	INTERSECTION
ALL MOVEMENTS	315				401				1641				1812				4169
% HV	2%				0%				2%				1%				2%
PEAK HOUR FACTOR	0.74				0.86				0.88				0.93				0.94

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on 120th Street NE	X-ing the South Leg on 120th Street NE	X-ing the East Leg on NE 85th Street	X-ing the West Leg on NE 85th Street	TOTAL
04:15 PM	0	0	0	0	0
04:30 PM	0	0	0	0	0
04:45 PM	0	0	0	0	0
05:00 PM	0	0	0	1	1
05:15 PM	0	0	0	0	0
05:30 PM	0	0	0	0	0
05:45 PM	0	0	0	0	0
06:00 PM	0	0	0	0	0

HV = Heavy Vehicles
PHF = Peak Hour Factor

4:00 - 6:00 PM PEAK HOUR: 4:45 PM TO 5:45 PM

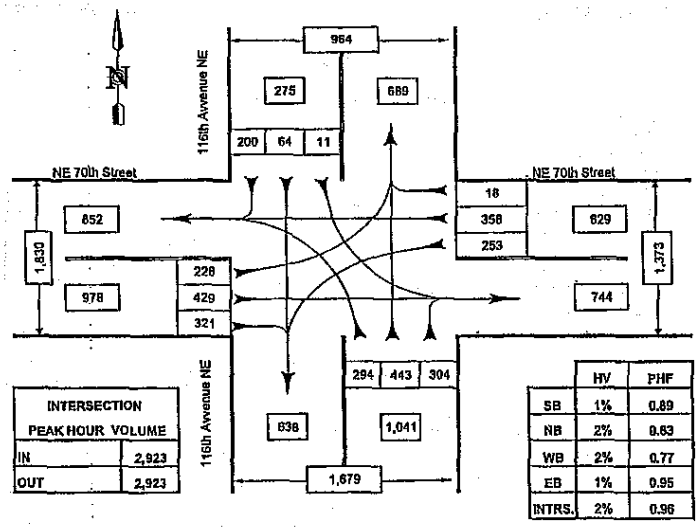
REDUCED BY: CN

DATE OF REDUCTION: 3/7/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

4:00 - 6:00 PM PEAK HOUR: 5:00 PM TO 6:00 PM



INTERSECTION PEAK HOUR VOLUME	
IN	2,923
OUT	2,923

	HV	PHF
SB	1%	0.89
NB	2%	0.83
WB	2%	0.77
EB	1%	0.95
INTRS.	2%	0.96

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 70th Pl @ 116th Ave NE

Kirkland, WA

COUNTED BY: RH

REDUCED BY: CN

DATE: Wed. 3/7/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 4:00 - 6:00 PM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 70th Pl @ 116th Ave NE, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 4:00 - 6:00 PM

COUNTED BY: RH

WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) 116th Avenue NE				FROM SOUTH (NORTHBOUND) 116th Avenue NE				FROM EAST (WESTBOUND) NE 70th Street				FROM WEST (EASTBOUND) NE 70th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
04:15 PM	0	0	9	36	11	73	83	49	4	73	73	4	6	56	122	84	654
04:30 PM	4	5	24	38	4	84	99	70	1	49	81	1	4	50	81	63	691
04:45 PM	3	5	17	46	7	63	111	59	6	67	68	0	6	48	81	85	651
05:00 PM	2	3	20	51	16	74	97	48	3	62	61	3	3	47	84	84	654
05:15 PM	2	1	14	62	3	59	112	67	2	62	76	1	2	54	111	93	712
05:30 PM	0	3	21	53	5	67	102	70	3	75	120	8	5	47	99	75	740
05:45 PM	1	5	10	50	7	102	127	65	0	54	82	6	3	55	105	81	765
06:00 PM	1	2	19	35	5	66	102	82	5	62	80	1	4	72	113	72	705
PEAK HOUR TOTALS	4	11	61	200	20	294	443	304	10	253	359	16	14	228	439	321	INTERSECTION
ALL MOVEMENTS	275				1041				639				973				2923
% HV	1%				2%				2%				1%				2%
PEAK HOUR FACTOR	0.89				0.83				0.77				0.85				0.96

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on 116th Avenue NE	X-ing the South Leg on 116th Avenue NE	X-ing the East Leg on NE 70th Street	X-ing the West Leg on NE 70th Street	TOTAL
04:15 PM	2	0	4	2	8
04:30 PM	0	0	0	3	3
04:45 PM	0	0	0	0	0
05:00 PM	0	3	0	0	3
05:15 PM	2	15	0	0	17
05:30 PM	0	6	1	0	7
05:45 PM	0	0	0	0	0
06:00 PM	1	1	0	0	2

HV = Heavy Vehicles
PHF = Peak Hour Factor

4:00 - 6:00 PM PEAK HOUR: 5:00 PM TO 6:00 PM

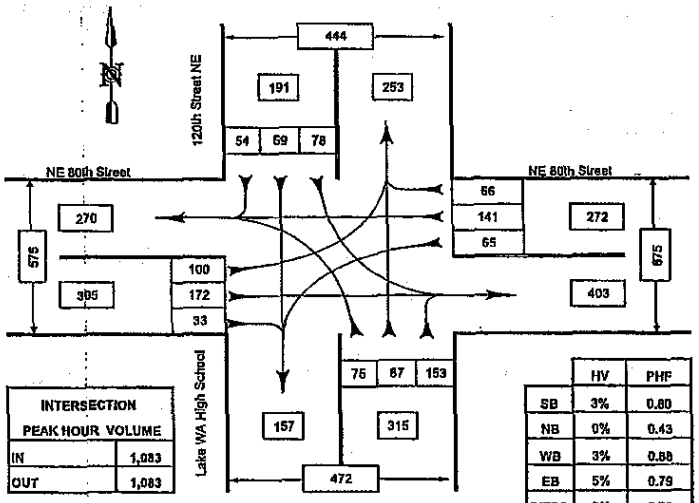
REDUCED BY: CN

DATE OF REDUCTION: 3/7/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

1:30 - 3:30 PM PEAK HOUR: 2:15 PM TO 3:15 PM



INTERSECTION PEAK HOUR VOLUME	
IN	1,083
OUT	1,083

	HV	PHF
SB	3%	0.80
NB	0%	0.43
WB	3%	0.88
EB	5%	0.79
INTRS.	3%	0.70

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 80th St @ 120th Ave NE

Kirkland, WA

COUNTED BY: JH

REDUCED BY: CN

DATE: Wed. 3/7/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 1:30 - 3:30 PM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 80th St @ 120th Ave NE, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 1:30 - 3:30 PM

COUNTED BY: JH

WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) 120th Street NE				FROM SOUTH (NORTHBOUND) Lake WA High School				FROM EAST (WESTBOUND) NE 80th Street				FROM WEST (EASTBOUND) NE 80th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
01:45 PM	2	7	1	14	1	3	5	9	3	0	30	20	0	20	102	3	214
02:00 PM	3	17	1	2	0	3	2	3	2	2	24	5	0	15	25	0	99
02:15 PM	1	13	5	14	1	1	1	8	6	10	26	10	2	16	25	2	133
02:30 PM	0	13	10	13	0	3	5	9	1	22	27	7	2	21	35	5	187
02:45 PM	0	13	30	17	0	43	53	88	2	29	39	12	1	29	31	13	388
03:00 PM	8	30	13	12	0	22	20	42	5	7	39	22	2	18	46	10	281
03:15 PM	0	22	8	12	0	7	9	17	1	7	45	25	10	32	50	5	247
03:30 PM	0	10	3	9	0	2	2	3	1	2	35	14	3	22	50	1	154
PEAK HOUR TOTALS	8	75	59	54	0	75	87	153	8	65	141	68	15	100	172	33	INTERSECTION
ALL MOVEMENTS	191				315				272				305				1083
% HV	3%				0%				3%				5%				3%
PEAK HOUR FACTOR	0.80				0.43				0.88				0.79				0.70

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on 120th Street NE	X-ing the South Leg on Lake WA High School	X-ing the East Leg on NE 80th Street	X-ing the West Leg on NE 80th Street	TOTAL
01:45 PM	0	0	0	0	0
02:00 PM	0	0	0	0	0
02:15 PM	2	0	0	0	2
02:30 PM	0	0	5	0	5
02:45 PM	25	23	87	69	204
03:00 PM	6	0	5	21	32
03:15 PM	6	0	7	0	13
03:30 PM	12	2	0	0	14

HV = Heavy Vehicles
PHF = Peak Hour Factor

1:30 - 3:30 PM PEAK HOUR: 2:15 PM TO 3:15 PM

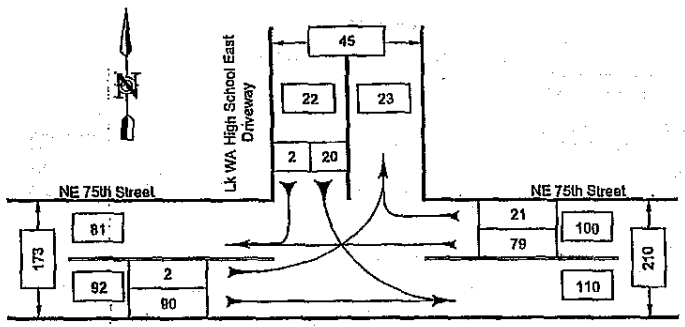
REDUCED BY: CN

DATE OF REDUCTION: 3/7/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

1:30 - 3:30 PM PEAK HOUR: 2:30 PM TO 3:30 PM



INTERSECTION PEAK HOUR VOLUME	
IN	214
OUT	214

	HV	PHF
SB	0%	0.34
WB	2%	0.86
EB	0%	0.64
INTRS.	1%	0.72

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 75th St @ Lk WA High School East Drvwy

Kirkland, WA

COUNTED BY: TM DATE OF COUNT: Tue. 3/6/07

REDUCED BY: CN TIME OF COUNT: 1:30 - 3:30 PM

DATE OF REDUCTION: Fri. 3/9/07 WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 75th St @ Lk WA High School East Drvwy, Kirkland, WA DATE OF COUNT: Tue. 3/6/07 COUNTED BY: TM

TIME OF COUNT: 1:30 - 3:30 PM WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) Lk WA High School East Drivway				FROM SOUTH (NORTHBOUND) 0				FROM EAST (WESTBOUND) NE 75th Street				FROM WEST (EASTBOUND) NE 75th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
01:45 PM	0	0	0	0	0	0	0	0	0	0	6	3	0	0	12	0	21
02:00 PM	0	0	0	2	0	0	0	0	0	0	5	0	0	0	7	0	14
02:15 PM	0	0	0	0	0	0	0	0	0	0	14	0	1	0	12	0	28
02:30 PM	0	0	0	0	0	0	0	0	0	0	12	0	1	0	5	0	18
02:45 PM	0	14	0	2	0	0	0	0	1	0	9	13	0	1	33	0	74
03:00 PM	0	5	0	0	0	0	0	0	1	0	24	5	0	1	13	0	49
03:15 PM	0	0	0	0	0	0	0	0	0	0	22	3	0	0	16	0	41
03:30 PM	0	0	0	0	0	0	0	0	0	0	24	0	0	0	28	0	50
PEAK HOUR TOTALS	0	20	0	2	0	0	0	0	2	0	79	21	0	2	90	0	INTERSECTION
ALL MOVEMENTS	22				0				100				92				214
% HV	0%				#N/A				2%				0%				1%
PEAK HOUR FACTOR	0.34				#N/A				0.86				0.64				0.72

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on WA High School East Drive	X-ing the South Leg on 0	X-ing the East Leg on NE 75th Street	X-ing the West Leg on NE 75th Street	TOTAL
01:45 PM	0	0	1	0	1
02:00 PM	2	0	0	0	2
02:15 PM	1	0	0	1	2
02:30 PM	0	0	0	0	0
02:45 PM	1	0	0	0	1
03:00 PM	3	0	0	1	4
03:15 PM	1	0	0	0	1
03:30 PM	0	0	0	0	0

HV = Heavy Vehicles
PHF = Peak Hour Factor

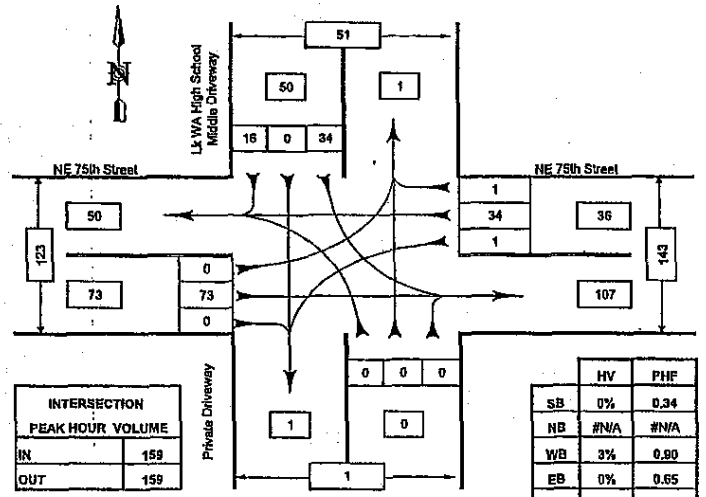
1:30 - 3:30 PM PEAK HOUR: 2:30 PM TO 3:30 PM

REDUCED BY: CN DATE OF REDUCTION: 3/9/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

1:30 - 3:30 PM PEAK HOUR: 2:30 PM TO 3:30 PM



INTERSECTION PEAK HOUR VOLUME	
IN	159
OUT	159

	HV	PHF
SB	0%	0.34
NB	#N/A	#N/A
WB	3%	0.90
EB	0%	0.65
INTRS.	1%	0.55

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 75th St @ Lk WA High School Middle Drvwy

Kirkland, WA

COUNTED BY: RH

REDUCED BY: CN

DATE: Fri. 3/9/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 1:30 - 3:30 PM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 75th St @ Lk WA High School Middle Drvwy, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 1:30 - 3:30 PM

COUNTED BY: RH

WEATHER: Sunny

VEHICLE COUNT

TRUE INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) Lk WA High School Middle Driveway				FROM SOUTH (NORTHBOUND) Private Driveway				FROM EAST (WESTBOUND) NE 75th Street				FROM WEST (EASTBOUND) NE 75th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
01:45 PM	0	3	0	1	0	0	0	0	0	0	2	0	0	0	14	0	20
02:00 PM	0	0	0	0	0	0	0	0	1	0	3	0	0	0	7	0	10
02:15 PM	0	0	0	0	0	1	0	0	0	0	1	0	1	0	8	0	10
02:30 PM	0	0	0	0	0	0	0	0	0	0	8	0	1	1	3	0	13
02:45 PM	0	24	0	13	0	0	0	0	1	0	7	0	0	0	28	0	72
03:00 PM	0	5	0	2	0	0	0	0	0	1	9	0	0	0	10	0	27
03:15 PM	0	2	0	0	0	0	0	0	0	0	8	0	0	0	7	0	18
03:30 PM	0	3	0	1	0	0	0	0	0	0	8	1	0	0	28	0	42
PEAK HOUR TOTALS	0	34	0	16	0	0	0	0	1	1	34	1	0	0	73	0	INTERSECTION
ALL MOVEMENTS	50				0				36				73				159
% HV	0%				#N/A				3%				0%				1%
PEAK HOUR FACTOR	0.34				#N/A				0.90				0.65				0.55

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on A High School Middle Driv	X-ing the South Leg on Private Driveway	X-ing the East Leg on NE 75th Street	X-ing the West Leg on NE 75th Street	TOTAL
01:45 PM	0	0	1	0	1
02:00 PM	0	0	1	0	1
02:15 PM	0	0	1	0	1
02:30 PM	0	0	1	0	1
02:45 PM	7	0	3	0	10
03:00 PM	0	0	1	0	1
03:15 PM	0	0	0	0	0
03:30 PM	0	0	0	0	0

HV = Heavy Vehicles
PHF = Peak Hour Factor

1:30 - 3:30 PM PEAK HOUR: 2:30 PM TO 3:30 PM

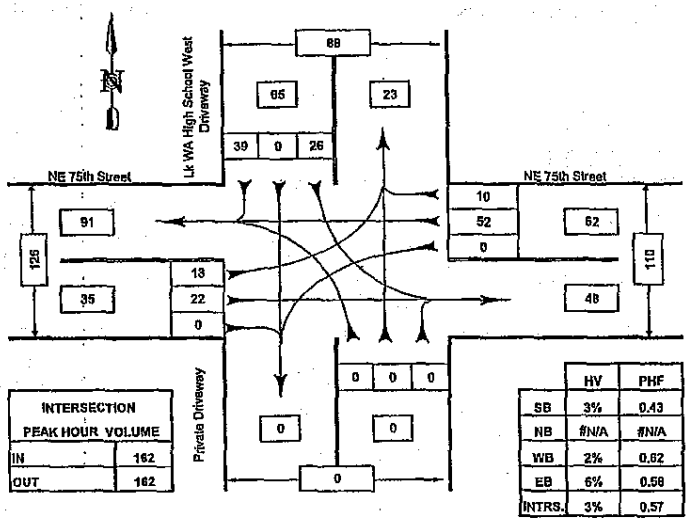
REDUCED BY: CN

DATE OF REDUCTION: 3/9/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

1:30 - 3:30 PM PEAK HOUR: 2:30 PM TO 3:30 PM



INTERSECTION PEAK HOUR VOLUME	
IN	162
OUT	162

	HV	PHF
SB	3%	0.43
NB	#N/A	#N/A
WB	2%	0.62
EB	6%	0.56
INTRS.	3%	0.57

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 75th St @ Lk WA High School W Drvwy

Kirkland, WA

COUNTED BY: CN

REDUCED BY: CN

DATE: Fri. 3/9/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 1:30 - 3:30 PM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 75th St @ Lk WA High School W Drvwy, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 1:30 - 3:30 PM

COUNTED BY: CN

WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) Lk WA High School West Driveway				FROM SOUTH (NORTHBOUND) Private Driveway				FROM EAST (WESTBOUND) NE 75th Street				FROM WEST (EASTBOUND) NE 75th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
01:45 PM	0	10	0	1	0	0	0	0	0	0	1	2	0	1	0	0	15
02:00 PM	1	1	0	2	0	0	0	0	0	0	3	1	1	3	8	0	18
02:15 PM	0	3	0	3	0	0	0	0	0	0	3	0	1	1	2	0	12
02:30 PM	1	2	0	3	0	0	0	0	0	0	2	5	0	14	5	0	33
02:45 PM	1	17	0	21	0	0	0	0	1	0	13	5	1	0	5	0	71
03:00 PM	1	4	0	0	0	0	0	0	0	0	7	2	1	3	7	0	32
03:15 PM	0	4	0	6	0	0	0	0	0	0	7	3	0	0	4	0	24
03:30 PM	0	1	0	3	0	0	0	0	0	0	25	0	0	1	5	0	35
PEAK HOUR TOTALS	2	26	0	38	0	0	0	0	1	0	53	10	2	13	22	0	INTERSECTION
ALL MOVEMENTS	65				0				62				35				162
% HV	3%				#N/A				2%				6%				3%
PEAK HOUR FACTOR	0.43				#N/A				0.62				0.56				0.57

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on WA High School West Drive	X-ing the South Leg on Private Driveway	X-ing the East Leg on NE 75th Street	X-ing the West Leg on NE 75th Street	TOTAL
01:45 PM	0	0	3	0	3
02:00 PM	0	0	0	0	0
02:15 PM	0	0	0	0	0
02:30 PM	0	0	0	0	0
02:45 PM	7	0	0	1	8
03:00 PM	0	0	0	0	0
03:15 PM	0	0	0	0	0
03:30 PM	2	0	0	0	2

HV = Heavy Vehicles
PHF = Peak Hour Factor

1:30 - 3:30 PM PEAK HOUR: 2:30 PM TO 3:30 PM

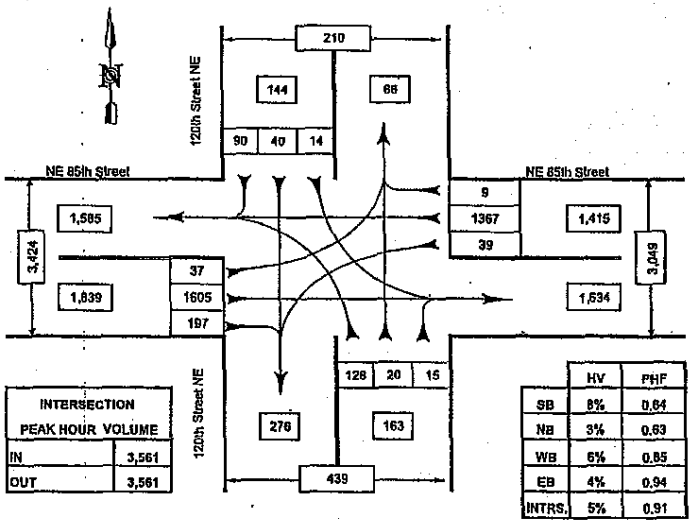
REDUCED BY: CN

DATE OF REDUCTION: 3/9/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

7:00 - 9:00 AM PEAK HOUR: 7:45 AM TO 8:45 AM



INTERSECTION PEAK HOUR VOLUME	
IN	3,561
OUT	3,561

	HV	PHF
SB	8%	0.64
NB	3%	0.63
WB	6%	0.85
EB	4%	0.94
INTRS.	5%	0.91

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 85th St @ 120th Ave NE

Kirkland, WA

COUNTED BY: JH/PB

REDUCED BY: CN

DATE: Wed. 3/7/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 85th St @ 120th Ave NE, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

COUNTED BY: JH/PB

WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) 120th Street NE				FROM SOUTH (NORTHBOUND) 120th Street NE				FROM EAST (WESTBOUND) NE 85th Street				FROM WEST (EASTBOUND) NE 85th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
07:15 AM	2	0	6	7	0	17	0	1	17	9	271	2	13	5	300	25	643
07:30 AM	0	0	7	8	1	12	0	7	14	9	284	3	20	7	359	29	728
07:45 AM	3	1	12	25	1	33	2	1	23	12	297	1	21	2	328	60	780
08:00 AM	2	2	17	18	2	51	6	6	22	20	352	1	15	10	374	90	957
08:15 AM	3	1	10	32	1	30	7	1	26	1	411	2	20	5	440	38	878
08:30 AM	6	2	10	20	1	24	2	1	13	10	260	1	17	14	339	33	716
08:45 AM	1	8	3	20	1	23	5	5	20	8	344	5	23	8	452	28	810
09:00 AM	1	5	3	25	2	28	3	1	23	3	328	3	21	17	429	32	877
PEAK HOUR TOTALS	11	14	48	90	5	128	20	15	83	39	1367	9	75	37	1605	197	INTERSECTION
ALL MOVEMENTS	144				168				1415				1839				3561
% HV	8%				3%				6%				4%				5%
PEAK HOUR FACTOR	0.64				0.63				0.85				0.94				0.91

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on 120th Street NE	X-ing the South Leg on 120th Street NE	X-ing the East Leg on NE 85th Street	X-ing the West Leg on NE 85th Street	TOTAL
07:15 AM	1	0	1	0	2
07:30 AM	0	0	0	0	0
07:45 AM	0	2	1	2	5
08:00 AM	0	1	2	5	8
08:15 AM	0	0	0	0	0
08:30 AM	0	0	0	0	0
08:45 AM	0	0	0	0	0
09:00 AM	0	0	0	0	0

HV = Heavy Vehicles
PHF = Peak Hour Factor

7:00 - 9:00 AM PEAK HOUR: 7:45 AM TO 8:45 AM

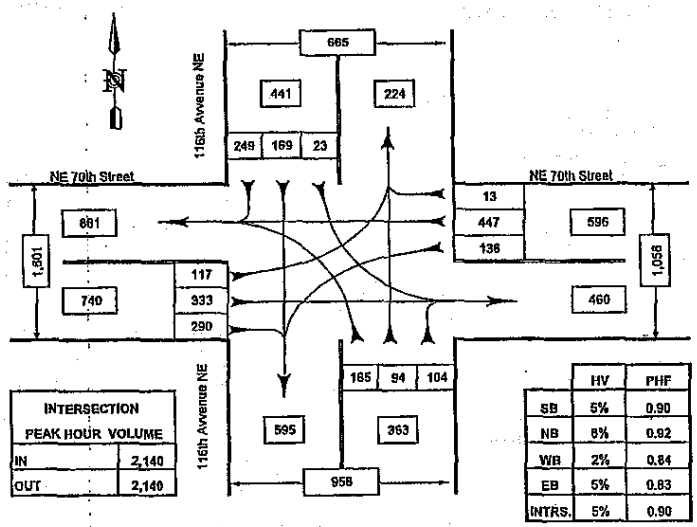
REDUCED BY: CN

DATE OF REDUCTION: 3/7/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

7:00 - 9:00 AM PEAK HOUR: 7:30 AM TO 8:30 AM



INTERSECTION PEAK HOUR VOLUME	
IN	2,140
OUT	2,140

	HV	PHF
SB	5%	0.90
NB	8%	0.92
WB	2%	0.84
EB	5%	0.83
INTRS.	5%	0.90

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 70th Pl @ 116th Ave NE

Kirkland, WA

COUNTED BY: CN

REDUCED BY: CN

DATE: Wed. 3/7/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 70th Pl @ 116th Ave NE, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

COUNTED BY: CN

WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) 116th Avenue NE				FROM SOUTH (NORTHBOUND) 116th Avenue NE				FROM EAST (WESTBOUND) NE 70th Street				FROM WEST (EASTBOUND) NE 70th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
07:15 AM	3	2	30	44	7	51	12	14	0	30	82	2	3	8	58	55	383
07:30 AM	1	3	18	46	6	41	30	14	8	34	110	3	9	18	69	78	446
07:45 AM	3	10	34	57	3	44	25	24	4	38	133	6	6	29	79	80	559
08:00 AM	6	6	45	71	5	31	30	16	3	48	116	8	10	59	80	83	593
08:15 AM	5	3	42	54	7	45	22	24	0	15	96	0	7	16	68	63	451
08:30 AM	7	4	48	67	15	42	17	40	3	35	100	1	14	13	106	64	537
08:45 AM	5	1	53	65	10	33	14	24	3	42	123	3	13	16	78	83	525
09:00 AM	3	0	26	33	3	38	21	23	3	21	72	1	17	16	99	63	411
PEAK HOUR TOTALS	21	23	168	249	30	165	94	104	10	135	447	13	37	117	333	290	INTERSECTION
ALL MOVEMENTS	441				363				595				749				2140
% HV	5%				8%				2%				5%				5%
PEAK HOUR FACTOR	0.90				0.92				0.84				0.83				0.90

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on 116th Avenue NE	X-ing the South Leg on 116th Avenue NE	X-ing the East Leg on NE 70th Street	X-ing the West Leg on NE 70th Street	TOTAL
07:15 AM	0	1	1	0	2
07:30 AM	1	0	2	0	3
07:45 AM	4	1	1	0	6
08:00 AM	0	0	1	0	1
08:15 AM	1	0	0	0	1
08:30 AM	1	0	1	0	2
08:45 AM	1	0	0	0	1
09:00 AM	0	1	0	0	1

HV = Heavy Vehicles
PHF = Peak Hour Factor

7:00 - 9:00 AM PEAK HOUR: 7:30 AM TO 8:30 AM

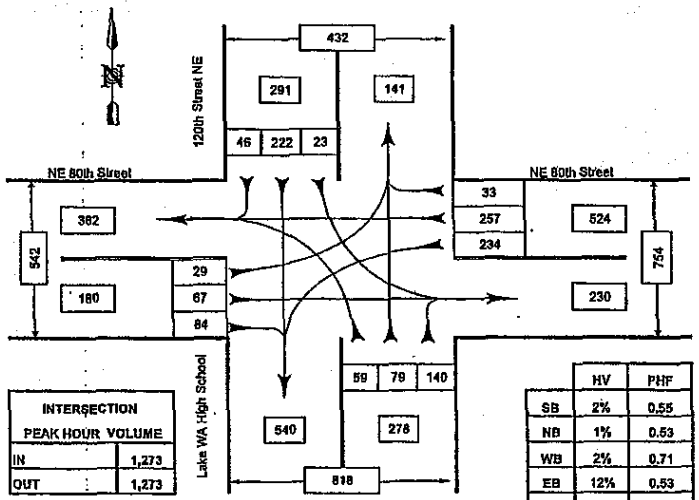
REDUCED BY: CN

DATE OF REDUCTION: 3/7/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

7:00 - 9:00 AM PEAK HOUR: 7:00 AM TO 8:00 AM



INTERSECTION PEAK HOUR VOLUME	
IN	1,273
OUT	1,273

	HV	PHF
SB	2%	0.55
NB	1%	0.53
WB	2%	0.71
EB	12%	0.53
INTRS.	3%	0.64

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 80th St @ 120th Ave NE

Kirkland, WA

COUNTED BY: ChrisN

REDUCED BY: CN

DATE: Wed. 3/7/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 80th St @ 120th Ave NE, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

COUNTED BY: ChrisN

WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) 120th Street NE				FROM SOUTH (NORTHBOUND) Lake WA High School				FROM EAST (WESTBOUND) NE 80th Street				FROM WEST (EASTBOUND) NE 80th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
07:15 AM	0	5	28	6	0	16	7	18	1	32	57	6	0	5	10	12	214
07:30 AM	2	2	20	8	0	5	5	12	3	24	54	6	1	0	12	7	155
07:45 AM	2	7	70	9	2	21	20	45	1	89	81	15	5	6	21	22	406
08:00 AM	1	6	104	21	1	18	47	65	5	89	85	6	16	18	24	43	406
08:15 AM	0	8	14	9	0	9	12	15	0	13	58	8	2	6	25	3	176
08:30 AM	2	31	3	17	0	0	0	1	5	3	60	15	1	3	32	1	186
08:45 AM	0	20	6	13	0	1	2	3	7	5	72	15	3	7	27	0	185
09:00 AM	2	15	17	8	0	2	2	0	3	8	51	15	2	12	22	6	158
PEAK HOUR TOTALS	5	23	222	46	3	59	78	140	10	234	257	33	22	29	87	84	INTERSECTION
ALL MOVEMENTS	291				278				524				160				1273
% HV	2%				1%				2%				12%				3%
PEAK HOUR FACTOR	0.55				0.53				0.71				0.53				0.64

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on 120th Street NE	X-ing the South Leg on Lake WA High School	X-ing the East Leg on NE 80th Street	X-ing the West Leg on NE 80th Street	TOTAL
07:15 AM	12	0	2	1	15
07:30 AM	40	3	1	0	44
07:45 AM	21	0	0	2	23
08:00 AM	4	2	1	1	8
08:15 AM	0	0	1	1	2
08:30 AM	3	1	0	1	6
08:45 AM	1	0	1	1	3
09:00 AM	0	0	1	0	1

HV = Heavy Vehicles
PHF = Peak Hour Factor

7:00 - 9:00 AM PEAK HOUR: 7:00 AM TO 8:00 AM

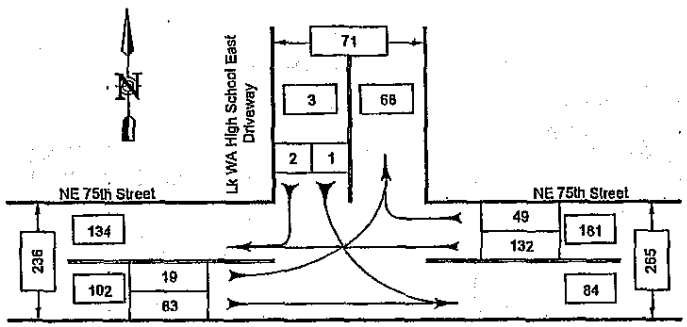
REDUCED BY: CN

DATE OF REDUCTION: 3/7/2007

DTG TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

7:00 - 9:00 AM PEAK HOUR: 7:30 AM TO 8:30 AM



INTERSECTION PEAK HOUR VOLUME	
IN	286
OUT	286

	HV	PHF
SB	0%	0.75
WB	2%	0.70
EB	0%	0.69
INTRS.	1%	0.69

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 75th St @ Lk WA High School East Drvwy

Kirkland, WA

COUNTED BY: TM DATE OF COUNT: Tue, 3/6/07

REDUCED BY: CN TIME OF COUNT: 7:00 - 9:00 AM

DATE OF REDUCTION: Fri, 3/9/07 WEATHER: Sunny

DTG TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 75th St @ Lk WA High School East Drwy DATE OF COUNT: Tue, 3/6/07 COUNTED BY: TM
Kirkland, WA TIME OF COUNT: 7:00 - 9:00 AM WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) Lk WA High School East Driveway				FROM SOUTH (NORTHBOUND) 0				FROM EAST (WESTBOUND) NE 75th Street				FROM WEST (EASTBOUND) NE 75th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
07:15 AM	0	0	0	0	0	0	0	0	0	0	6	5	0	0	0	0	13
07:30 AM	0	0	0	0	0	0	0	0	1	0	14	2	1	1	3	0	20
07:45 AM	0	0	0	1	0	0	0	0	2	0	25	15	0	2	8	0	51
08:00 AM	0	1	0	0	0	0	0	0	0	0	35	30	0	15	22	0	103
08:15 AM	0	0	0	1	0	0	0	0	1	0	22	3	0	2	20	0	49
08:30 AM	0	0	0	0	0	0	0	0	0	0	50	1	0	0	33	0	84
08:45 AM	0	0	0	0	0	0	0	0	0	0	20	1	0	1	21	0	43
09:00 AM	0	0	0	0	0	0	0	0	0	0	6	2	0	0	3	0	13
PEAK HOUR TOTALS	0	1	0	2	0	0	0	0	3	0	132	49	0	18	83	0	INTERSECTION
ALL MOVEMENTS	3				0				181				102				286
% HV	0%				#N/A				2%				0%				1%
PEAK HOUR FACTOR	0.75				#N/A				0.70				0.69				0.69

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on WA High School East Drive	X-ing the South Leg on 0	X-ing the East Leg on NE 75th Street	X-ing the West Leg on NE 75th Street	TOTAL
07:15 AM	0	0	0	0	0
07:30 AM	0	0	0	0	0
07:45 AM	1	0	0	0	1
08:00 AM	0	0	0	0	0
08:15 AM	0	0	0	0	0
08:30 AM	3	0	0	0	3
08:45 AM	1	0	0	0	1
09:00 AM	0	0	0	0	0

HV = Heavy Vehicles
PHF = Peak Hour Factor 7:00 - 9:00 AM PEAK HOUR: 7:30 AM TO 8:30 AM

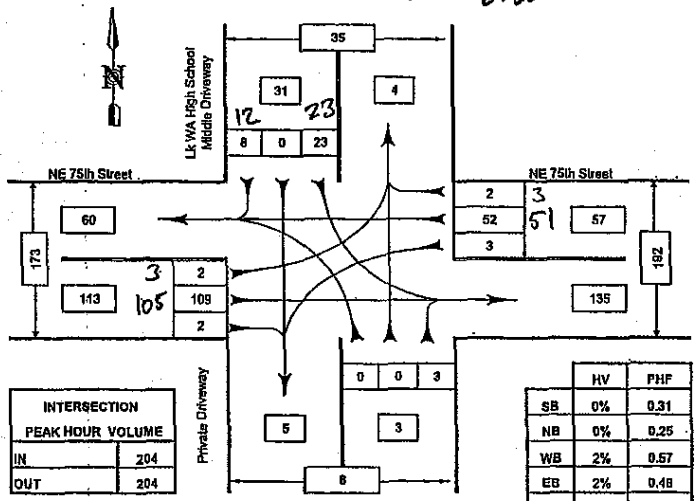
REDUCED BY: CN DATE OF REDUCTION: 3/9/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

7:00 - 9:00 AM PEAK HOUR: 7:45 AM TO 8:45 AM

7:30 - 8:30



INTERSECTION PEAK HOUR VOLUME	
IN	204
OUT	204

	HV	PHF
SB	0%	0.31
NB	0%	0.25
WB	2%	0.57
EB	2%	0.48
INTRS.	1%	0.69

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 75th St @ Lk WA High School Middle Drvwy

Kirkland, WA

COUNTED BY: RH

REDUCED BY: CN

DATE: Fri. 3/9/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 75th St @ Lk WA High School Middle Drvwy, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

COUNTED BY: RH

WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) Lk WA High School Middle Driveway				FROM SOUTH (NORTHBOUND) Private Driveway				FROM EAST (WESTBOUND) NE 75th Street				FROM WEST (EASTBOUND) NE 75th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
07:15 AM	0	2	0	0	0	0	0	0	0	1	7	0	0	0	0	0	10
07:30 AM	0	0	0	0	0	0	0	0	1	0	12	0	1	0	5	0	17
07:45 AM	0	0	0	5	0	0	0	0	1	0	14	1	0	1	10	0	31
08:00 AM	0	18	0	7	0	0	0	0	0	0	23	2	1	1	22	1	74
08:15 AM	0	5	0	0	0	0	0	0	1	0	8	0	0	0	15	0	29
08:30 AM	0	0	0	0	0	0	0	0	0	1	8	0	0	1	58	0	68
08:45 AM	0	0	0	1	0	0	0	3	0	2	15	0	1	0	14	1	38
09:00 AM	0	1	0	0	0	0	0	0	0	0	5	3	0	1	2	0	15
PEAK HOUR TOTALS	0	23	0	8	0	0	0	3	1	3	52	2	2	3	109	2	INTERSECTION
ALL MOVEMENTS	31				3				57				113				204
% HV	0%				0%				2%				2%				1%
PEAK HOUR FACTOR	0.31				0.25				0.57				0.48				0.69

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on WA High School Middle Driv	X-ing the South Leg on Private Driveway	X-ing the East Leg on NE 75th Street	X-ing the West Leg on NE 75th Street	TOTAL
07:15 AM	0	0	0	0	0
07:30 AM	0	0	0	0	0
07:45 AM	2	0	0	0	2
08:00 AM	4	0	0	0	4
08:15 AM	0	0	0	0	0
08:30 AM	1	0	0	0	1
08:45 AM	1	0	0	0	1
09:00 AM	0	0	0	0	0

HV = Heavy Vehicles
PHF = Peak Hour Factor

7:00 - 9:00 AM PEAK HOUR: 7:45 AM TO 8:45 AM

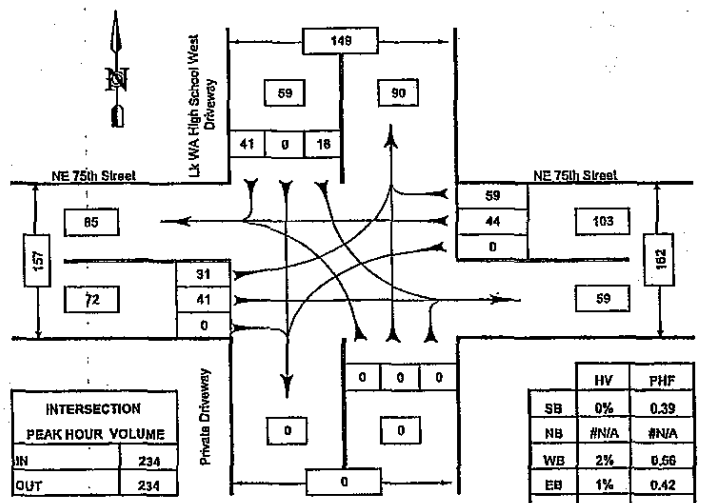
REDUCED BY: CN

DATE OF REDUCTION: 3/9/2007

TRAFFIC DATA GATHERING

TURNING MOVEMENTS DIAGRAM

7:00 - 9:00 AM PEAK HOUR: 7:30 AM TO 8:30 AM



INTERSECTION PEAK HOUR VOLUME	
IN	234
OUT	234

	HV	PHF
SB	0%	0.39
NB	#N/A	#N/A
WB	2%	0.56
EB	1%	0.42
INTRS.	1%	0.46

HV = Heavy Vehicles
PHF = Peak Hour Factor

NE 75th St @ Lk WA High School West Drvwy

Kirkland, WA

COUNTED BY: CL

REDUCED BY: CN

DATE: Fri. 3/9/07

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

WEATHER: Sunny

TRAFFIC DATA GATHERING

INTERSECTION TURNING MOVEMENTS AND PEDESTRIAN REDUCTION SHEET

LOCATION: NE 75th St @ Lk WA High School West Drvwy, Kirkland, WA

DATE OF COUNT: Tue. 3/6/07

TIME OF COUNT: 7:00 - 9:00 AM

COUNTED BY: CL

WEATHER: Sunny

VEHICLE COUNT

TIME INTERVAL ENDING AT	FROM NORTH (SOUTHBOUND) Lk WA High School West Driveway				FROM SOUTH (NORTHBOUND) Private Driveway				FROM EAST (WESTBOUND) NE 75th Street				FROM WEST (EASTBOUND) NE 75th Street				INTERVAL TOTALS
	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	HV	Left	Thru	Right	
07:15 AM	0	1	0	1	0	0	0	0	0	0	2	2	0	1	1	0	8
07:30 AM	1	0	0	1	0	0	0	0	1	0	10	7	1	3	6	0	27
07:45 AM	0	5	0	5	0	0	0	0	0	0	9	13	0	5	5	0	42
08:00 AM	0	8	0	30	0	0	0	0	1	0	8	38	1	23	20	0	127
08:15 AM	0	5	0	5	0	0	0	0	1	0	6	5	0	3	7	0	30
08:30 AM	0	0	0	1	0	0	0	0	0	0	22	3	0	0	9	0	35
08:45 AM	0	1	0	0	0	0	0	0	0	0	8	5	0	0	2	0	16
09:00 AM	0	0	0	1	0	0	0	0	0	0	2	7	0	0	2	0	12
PEAK HOUR TOTALS	0	16	0	41	0	0	0	0	2	0	44	59	1	31	41	0	INTERSECTION
ALL MOVEMENTS	57				0				103				72				234
% HV	0%				#N/A				2%				1%				1%
PEAK HOUR FACTOR	0.39				#N/A				0.56				0.42				0.46

PEDESTRIAN COUNT

TIME INTERVAL ENDING AT	X-ing the North Leg on WA High School West Drive	X-ing the South Leg on Private Driveway	X-ing the East Leg on NE 75th Street	X-ing the West Leg on NE 75th Street	TOTAL
07:15 AM	0	0	0	0	0
07:30 AM	2	0	1	0	3
07:45 AM	0	0	0	0	0
08:00 AM	0	0	3	3	6
08:15 AM	0	0	5	1	6
08:30 AM	0	0	0	0	0
08:45 AM	0	0	0	0	0
09:00 AM	0	0	0	1	1

HV = Heavy Vehicles
PHF = Peak Hour Factor

7:00 - 9:00 AM PEAK HOUR: 7:30 AM TO 8:30 AM

REDUCED BY: CN

DATE OF REDUCTION: 3/9/2007

Lake WA High School Expansion
GTC #06-380

DRIVEWAY BREAKDOWN

AM

North Access		% of Trips	76%
IB	OB		
84	59		
222	79		
234	140		

East Access		% of Trips	7%
IB	OB		
19	1		
49	2		

Middle Access		% of Trips	3%
IB	OB		
2	8		
2	23		

West Access		% of Trips	14%
IB	OB		
31	41		
59	18		

Total		
IB	OB	
702	371	1073

School PM

North Access		% of Trips	72%
IB	OB		
33	75		
59	87		
65	153		

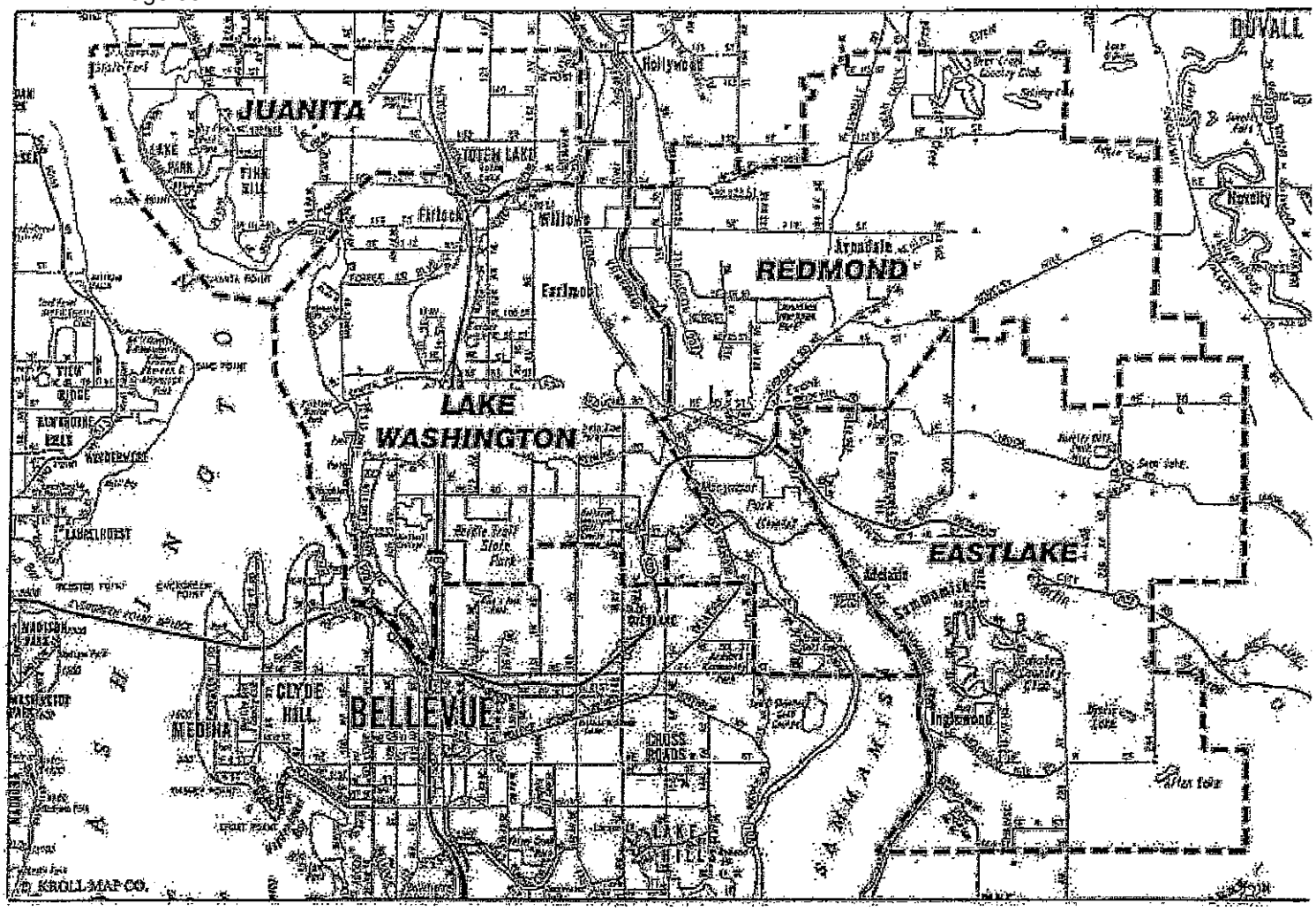
East Access		% of Trips	7%
IB	OB		
21	20		
2	2		

Middle Access		% of Trips	8%
IB	OB		
0	16		
1	34		

West Access		% of Trips	13%
IB	OB		
13	39		
10	26		

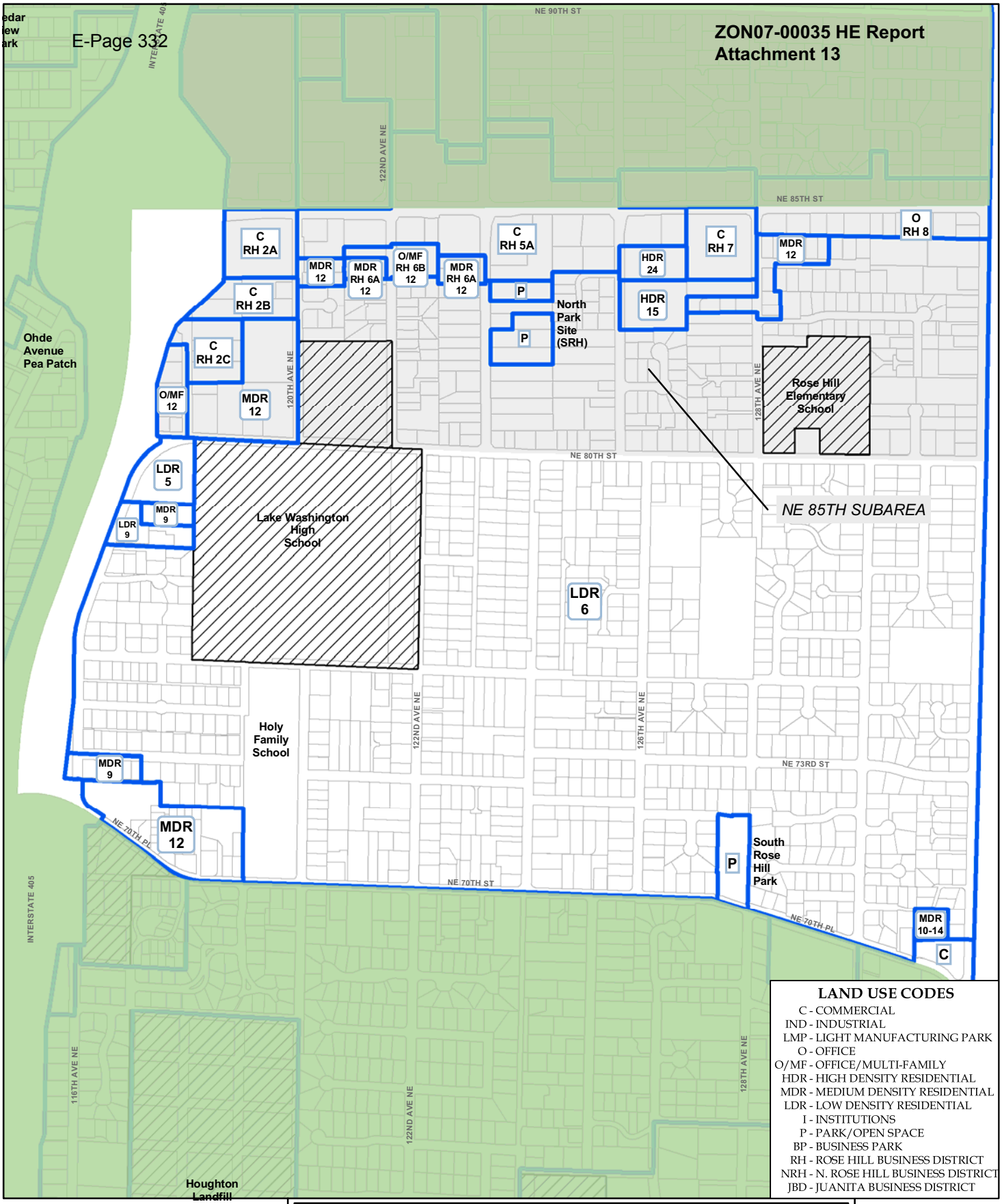
Total		
IB	OB	
204	452	656

Average	
North Access	74.09%
East Access	6.74%
Middle Access	5.52%
West Access	13.65%



Lake Washington School District - High Schools

ZON07-00035 HE Report
Attachment 13



South Rose Hill Neighborhood

Land Use Map

ORDINANCE NO. 3974
ADOPTED by the Kirkland City Council
December 14, 2004

LAND USE BOUNDARIES
PUBLIC FACILITIES
PLA — PLANNED AREA NUMBER
PARCEL BOUNDARIES
SUBAREA BOUNDARY
LDR 5* — LAND USE CODE / DENSITY (UNITS/ACRE)
TOTEM CENTER

NOTE: WHERE NOT SHOWN, NO DENSITY SPECIFIED
** INDICATES CLUSTERED LOW DENSITY*

Maps produced March 10, 2005.
Produced by the City of Kirkland. (c) 2005, the City of Kirkland, all rights reserved.
No warranties of any sort, including but not limited to accuracy, fitness or merchantability, accompany this product.

N
S
0 250 500
Feet

March 5, 2008

To: Tony Leavitt
Re: ZON07-00035

We not only live on 75th Street, we live in the house right across the street from the auto shop at Lake Washington High School (11835).

We attended an earlier meeting about the new plan for the high school, and were pleased with the response we got to our biggest concerns about the project. But we also think it is prudent to restate them at this time, and get confirmation from you that what was said at that meeting has not changed:

1. Building height. How tall will the highest point be?

2. Traffic. At the earlier meeting, we were told there were be no through traffic on our side of the school. There will continue to be an entrance for service vehicles, but the road will not allow cars and trucks to drive through to an exit to the east. Is this still true?

3. Landscaping. We would like additional trees and plants added to a greenbelt, and an assurance that the trees and plants will be taken care of. When they planted the evergreen trees inside the fence near the auto shop, they did it in June and then left them all summer. We watered them, but the ones that would have blocked our view of the auto shop died. They also planted trees when the sidewalk was installed across the street, but again little has been done to protect them.

4. Delivers. We have concerns about the size of the trucks that will be using the entrance on 75th and also what hours they will be using it.

5. After school activities. We were told at the earlier meeting that access to the fields and gymnasium will remain as it is now – either from the front of the school (80th Street) or the 75th entrance that is to the east of the current auto shop. Does this remain the case?

Thank you for considering our concerns as the project progresses.

Renee Valois
(rrvalois@aol.com)

Clare Farnsworth
(clarefarnsworth@seattlepi.com)

11835 NE 75th St.
Kirkland, WA 98033
425-822-7564

CITY OF KIRKLAND
Hearing Examiner Exhibit
Applicant ____
Department ____
Public ✓
FILE # ZON07-00035
B

From: "Tony Leavitt" <TLeavitt@ci.kirkland.wa.us>
To: "Sue Tanner" <Sue.Tanner@Seattle.Gov>
Date: 3/10/2008 1:49:16 PM
Subject: FW: Attn: Anthony "Tony" Leavitt - PermitZON07-00035

Sue,
Attached is a email that was received by our office, but sent to Dawn Nelson right before the hearing. Thanks.

Tony Leavitt, Associate Planner
City of Kirkland Planning and Community Development
123 5th Avenue; Kirkland, WA 98033
Phone: 425.587.3253
Fax: 425.587.3232
tleavitt@ci.kirkland.wa.us
Work Hours: Mon. thru Thurs. 7am to 5:30pm

RECEIVED BY
2008 MAR 10 PM 2:54
OFFICE OF
HEARING EXAMINER

From: Dawn Nelson
Sent: Monday, March 10, 2008 12:06 PM
To: Tony Leavitt
Subject: FW: Attn: Anthony "Tony" Leavitt - PermitZON07-00035

I hope you got this one already!

From: Joe Gray [mailto:joedgray@hotmail.com]
Sent: Thu 3/6/2008 6:29 PM
To: Dawn Nelson
Subject: Attn: Anthony "Tony" Leavitt - PermitZON07-00035

Dear Mr Leavitt:

Please include this as written comment prior to the Public Hearing about raising the allowable building height for the replacement of Lake Washington High School, located across from my residence at 7516 122nd Ave NE in Kirkland.

I enjoy the sunlight from the West as well as the view of the Olympic Mountains from my front yard.

I am concerned the distance from my lot to the edge of the new 50' wall would not be enough to prevent the unnecessary obstruction of sunlight throughout the year. Stated another way, will the building be too close to my front yard ? The further west it is, the better. I would like to know the height of the baseball backstop located in the SouthEast corner of the lot - or better yet, a simple demonstration, or likeness merely using wooden

CITY OF KIRKLAND
Hearing Examiner Exhibit
Applicant ____
Department ____
Public ✓
FILE # ZON/07-00035
C

stakes driven into the ground as a portrayal of the 50' East Wall of the new structure - then I could see how big and how close the new building would be. Can this be done ?

Should the building obstruct the view or natural light from my lot I will object and discourage the examiner from recommending adoption of the increased allowable height to 50'.

I understand planting trees along 122nd is part of the completed plan, I request they be short (3-4 feet) as opposed to tall (10-20-30-40 feet high) so they do not obstruct sunlight or the mountain view my friends, family, neighbors and passersby have enjoyed for many many years.

Thank You for submitting these written comments for the Hearing.

Sincerely -

Joe Gray
7516 122nd Ave NE
Kirkland, WA 98033
joedgray@hotmail.com

KIRKLAND HEARING EXAMINER
March 06, 2008

1. **CALL TO ORDER (7:00 PM)**

2. **PUBLIC HEARINGS (7:00 PM)**

A. Lake Washington High School Master Plan and Planned Unit Development (PUD) FILE NO: ZON07-00035

Sue Tanner, Hearing Examiner, explained the agenda. She stated that she will make a decision on the project within 8 days from tonight and then will issue a recommendation.

The Hearing Examiner swore in Tony Leavitt, Associate Planner. Mr. Leavitt presented an overview of the Applicant's project. Topics discussed included the city review process, the proposal, a site plan, master plan application, master plan approval criteria, PUD approval criteria, potential impacts, PUD approval criteria conclusions, SEPA/concurrency decisions and staff's recommendation.

Mr. Leavitt responded to the Hearing Examiner's questions regarding landscaping.

Mr. Leavitt responded to the Hearing Examiner's questions regarding development regulation codes.

Mr. Leavitt responded to the Hearing Examiner's questions regarding PUD criterion 2.

The Hearing Examiner had no further questions.

David Zeiltin, Lake Washington School District Project Manager, is the Applicant and was sworn in at this time. He presented background information on the project including the existing condition of the buildling and reasoning behind proposed designs, public information meetings, community benefits, parking, traffic mitigation, mitigation of neighbors' concerns, and Evergreen tree buffer.

Mr. Leavitt entered a letter into the staff report as Exhibit B.

Matt Lane, Project Manager, McGranahan Architects, presented at this time. His presentation topics included the allowable height increase, slopes and perceived height, elevations, and Evergreen tree buffer.

The Applicant's presentation was concluded.

The Hearing Examiner opened the hearing for public testimony.

Tom Drews, 12017 NE 75th Street, Kirkland, was sworn in at this time. He spoke against the project, specifically regarding height variance and the proposed portable expansion.

Amanda Fry, 11721 NE 70th Place, Kirkland, was sworn in and spoke about the project, specifically regarding the height of the project.

There was no further public comment.

Mr. Leavitt addressed Ms. Fry's questions at this time.

The Applicant returned at this time to address the concerns raised in public comment.

There was no further comment from staff.

The Hearing Examiner closed the hearing at this time and reteriated that she will have a recommendation on the project within 8 calendar days. She added that she has already visited the site, so the 8 days will run from today's date.

3. **ADJOURNMENT (7:48 PM)**

RECEIVED
MAR 20 2008
_____AM_____PM
PLANNING DEPARTMENT
BY_____

Amanda Fry
11721 NE 75th Place
Kirkland, WA 98033

March 20, 2008
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033-6189

Attn: Office of the Hearing Examiner, Honorable Sue A. Tanner
Ref: Notice of Appeal of Decision
Project File Number ZON07-**00035**
Project Name: Lake Washington High School

Honorable Hearing Examiner,

This letter is written as an appeal the Hearing Examiner Decision Dated March 12, 2008, attached hereto as Exhibit "A".

The applicant is requesting a deviation for the allowable zoning regulations with respect to the height of the proposed structure. Under normal circumstances, the in force regulations would probably be sufficient to mitigate the use of the property. That is not the case in this matter. The height of the building with the angle of view shown allows the students that will attend the school direct visibility into our bedroom. As stated before, with the increase in height of the building comes more direct visibility into our home. The general requirement of 6' trees spaced 10' apart WILL NOT obstruct their view into our home and invades our personal privacy.

The applicant's proposal of the increase in building height requires additional measures for buffering. All of which is allowed and enforceable in accordance with Kirkland Zoning Code.

Since the applicant is requesting a deviation to this we are requesting further measures to insure our privacy.

Pursuant to Kirkland Municipal Code Section 3.34.050, commonly known as the "Rules of Procedure" a copy is attached hereto for reference as Exhibit "B", we are exercising and requesting an appeal of the decision in regard to the following points that have not been clearly met, pursuant to the applicable codes in force.

After going into Kirkland Planning Department and investigated the current regulation is of 6' feet buffer of the property line with 6' tall evergreen trees 10' apart. This will not going to mitigate the privacy issue. I am absolutely sure of it. I currently have 4 mature evergreen trees on my property less than 10' apart and I can clearly see top part of the current one story building that is where the proposed plan of a 3 story building with class rooms and open staircase with clear view into my home.

Page 4 of 6, Paragraph 6, states:

> ***"3. Pursuant to KZC 95.10, the applicant shall install a landscape Buffer along the west property line that complies with KZC 95.40.4. This requirement could be modified in accordance with the requirements of KZC 94.40.6j."***

KZC 94.40, as retrieved from the City of Kirkland on line resources states the following:

> ***4. Minimum Land Use Buffer Requirements. The applicant shall comply with the provisions specified in the following chart and with all other applicable provisions of this chapter. Land use buffer requirements may apply to the subject property, depending on what permitted use exists on the adjoining property or, if no permitted use exists, depending on the zone that the adjoining property is in.***

LANDSCAPING CATEGORY ↓	*ADJOINING PROPERTY* →	**Public park or low density residential use or if no permitted use exists on the adjoining property then a low density zone.*	*Medium or high density residential use or if no permitted use exists on the adjoining property then a medium density or high density zone.*	*Institutional or office use or if no permitted use exists on the adjoining property then an institutional or office zone.*	*A commercial use or an industrial use or if no permitted use exists on the adjoining property then a commercial or industrial zone.*
A		*Must comply with KZC 95.40(6)(a) (Buffering Standard 1)*	*Must comply with KZC 95.40(6)(a) (Buffering Standard 1)*	*Must comply with KZC 95.40(6)(b) (Buffering Standard 2)*	
B		*Must comply with KZC 95.40(6)(a) (Buffering Standard 1)*	*Must comply with KZC 95.40(5), (6)(a) (Buffering Standard 1)*		
C		*Must comply with KZC 95.40(6)(a) (Buffering Standard 1)*	*Must comply with KZC 95.40(6)(b) (Buffering Standard 2)*		
D		*Must comply*			

	with KZC 95.40(6)(b) (Buffering Standard 2)			
E				
Footnotes:	****If the adjoining property is zoned Central Business District, Juanita Business District, North Rose Hill Business District, or is located in Totem Center, KZC 95.40(6) does not apply.***			

Per my conversations with City officials, the requirement of 6' tress WILL NOT adequately buffer and mitigate for site obstruction into our home. Our privacy will be adversely impacted without proper advance measures being taken and agreed to for these adverse impacts.

Furthermore, KZC 95.40.6(j), as retrieved from the City of Kirkland on line resources states the following:

KZC 95.40.6(j)

> ***j. Modification. The applicant may request a modification of the requirements of the buffering standards of subsection (6) of this section. The Planning Official may approve a modification if:***
>
> ***1) The owner of the adjoining property agrees to this in writing; and***
>
> ***2) The existing topography or other characteristics of the subject property or the adjoining property, or the distance of development from the neighboring property decreases or eliminates the need for buffering; or***
>
> ***3) The modification will be more beneficial to the adjoining property than the required buffer by causing less impairment of view or sunlight; or***
>
> ***4) The Planning Official determines that it is reasonable to anticipate that the adjoining property will be redeveloped in the foreseeable future to a use that would require no, or a less intensive, buffer; or***
>
> ***5) The location of pre-existing improvements on the adjoining site eliminates the need or benefit of the required landscape buffer.***

Now therefore, I am requesting the following consideration be made a "pre-condition" of the approval of this project.

As referenced as section C Recommendations:

Subsection 3 to be modified as follows:

3. ***Precondition of approval: Pursuant to KZC 95.10 the applicant shall propose for installation as a precondition of approval, landscape buffer or any other type of buffer along the West property line that complies at a minimum of KZC 95.40.4. This requirement shall be modified in accordance with the requirements of KZC 94.40.6(j), whereby the parties of record will be accommodated to protect their privacy. Prior to approval, written agreement shall be presented to the hearing examiner. The hearing examiner shall make in writing to the applicant and state that the said precondition is met and all other conditions shall apply.***

I am not familiar with the details of the method of preconditions. Mandating that the section KZC 94.40.6(j) whereby the applicant and the affected property owner shall in writing come to terms before the permit is approved.

Please note, the other parties shall receive this notice via fax document on or before the close of the appeal period. Those parties are listed below.

Respectfully,

Amanda Fry
11721 NE 75th Place
Kirkland, WA, 98033

CC: Tony Leavitt
Associate Planner
City of Kirkland Planning and Community Development
123 5th Avenue
Kirkland, WA 98033
Fax 425-587-3232

Matt Lane, Project Architect
McGranahan Architects
2111 Pacific Ave, Suite 100
Tacoma, WA 98402
Fax 253-383-3097

David Zeitlin, Project Manager
Lake Washington School District No. 414
15212 NE 95th Street
Redmond, WA 98052
Fax 425-882-5146

Attachments

CITY OF KIRKLAND
HEARING EXAMINER FINDINGS, CONCLUSIONS AND RECOMMENDATION

APPLICANT: Matt Lane of McGranahan Architect, on behalf of Lake Washington School District

FILE NO: ZON07-00035

APPLICATION:

Site Location: Lake Washington High School/Northstar Junior High School Campus, 12033 NE 80th Street

Request: The Applicant seeks approval of a Master Plan, Preliminary Planned Unit Development (PUD), and Final PUD to replace the existing Lake Washington High and Northstar Junior High Schools with new buildings located south of the existing structures. The proposal includes the following: Total gross floor area of approximately 208,800 square feet that includes classrooms, administrative offices, common areas, performing arts center, gymnasiums and a daycare. A classroom building wing may be added as a future project to the north of the gym building. Future classroom portable buildings may be located adjacent to the ball fields. Northstar Junior High School will be located within the southwest wing of main structure, with a separate entrance from NE 75th Street.

- The proposed PUD seeks to increase the maximum allowable building height from 35' above average building elevation to 49'.
- Construction will occur in two phases, so the existing school can remain operational during construction. Phase 1 will be construction of the new school. Phase 2 will be the demolition of the existing school and construction of the new parking lot.
- The stadium, tennis courts and ball fields will remain the same and are not a part of this project. The one exception is that the ball fields will be used temporarily for student parking and construction storage during construction. They will be restored to their existing conditions in phase II.
- The main entry at NE 80th Street and 120th will remain the same. Parking north of the building will be reconfigured to accommodate 499 stalls. The existing parking lot off of NE 75th St. will be eliminated. Seven parking stalls will be located near the southwest corner of site for use by visitors to the Northstar Junior High School. The total number of stalls (506) is a reduction from the current amount of parking provided on site, which is approximately 650 stalls.
- A passenger drop off/loading area from NE 80th Street is proposed as part of the new entry plaza to the north of the

Exhibit A

school main entrance. An additional drop off/loading area from NE 75th Street will be provided near the Northstar Junior High School entry. Access driveways to the property from NE 75th St. will be gated at night.

- Concrete walkways will be added and maintained to provide through-connections to NE 75th St., NE 80th St., and 122nd Ave. NE.

Review Process: Process IIB, the Hearing Examiner conducts a public hearing and makes a recommendation to the City Council, which makes a final decision.

Major Issues:

- Compliance with the approval criteria for a Planned Unit Development;
- Compliance with the approval criteria for a Master Plan;
- Compliance with applicable development regulations.

SUMMARY OF RECOMMENDATIONS:

Department of Planning and Community Development	Approve with conditions
Hearing Examiner:	Approve with conditions

PUBLIC HEARING:

The Hearing Examiner held a public hearing on the applications at 7:00 p.m. on March 6, 2008, in the Council Chamber, City Hall, 123 Fifth Avenue, Kirkland, Washington. A verbatim recording of the hearing is available in the City Clerk's office. The minutes of the hearing and the exhibits are available for public inspection in the Department of Planning and Community Development. The Examiner visited the site visit in advance of the hearing.

PUBLIC COMMENT:

A list of those who testified at the public hearing, and a list of the exhibits offered at the hearing are included at the end of this Recommendation. The testimony is summarized in the hearing minutes.

For purposes of this recommendation, all section numbers refer to the Kirkland Zoning Code (KZC or Code) unless otherwise indicated.

FINDINGS, CONCLUSIONS AND RECOMMENDATION:

After considering the evidence in the record and inspecting the site, the Examiner enters the following findings of fact and conclusions:

A. Findings:

1. The Findings of Fact set forth at pages 1 through 15 of the Department's Advisory Report, Exhibit A, are adopted by reference except as noted below:

2. As stated by the Department at hearing, in Section F.2.c (1)(a), "(see Attachment 3, pages 7 through 10)" is corrected to read "(see Attachment 2, pages 7 through 10)".

3. Section F.2.c (1)(b) is amended to read:

   The increase in the maximum allowable building height could potentially result in the following impacts:

   Buildings that are incompatible, in terms of size, with neighboring residential uses

   View impacts from 122nd Avenue NE

   View impacts from NE 75th Place

4. In Section G.3.a (2), the second sentence is amended to read:

   KZC Section 95.40.4 lists the minimum land use buffer requirements for Landscape Category D. The subject property is surrounded on all sides by residential uses and this section requires the installation of a landscape buffer that complies with Buffering Standard 2. For standard 2, the applicant should provide a 5-foot-wide landscaped strip with a six-foot-high solid screening fence or wall.

5. Neighbors to the west expressed concerns about privacy impacts from windows in the adjacent multi-story building. The applicant has worked with neighbors on the size and composition of landscape buffers and expressed a willingness to work with neighbors to address the privacy issue.

B. Conclusions:

1. The conclusions set forth in the Department's Advisory Report at pages 4 through 15 are adopted by reference except as noted below:

2. Section F.2.c (2)is amended to read:

<u>Conclusions</u>:

1. The applicant's 122nd Avenue view analysis shows that the additional view impacts of the proposed structure are minimal when compared to the view impacts of a structure that could be built under the allowed height limit of 35 feet.

2. Although the applicant has utilized the natural topography of the site and increased setbacks to reduce the perception of bulk and scale along NE 75th Place,

the proposal will have some bulk, scale and view impacts on neighboring properties on NE 75th Place at the southwest corner of the site.

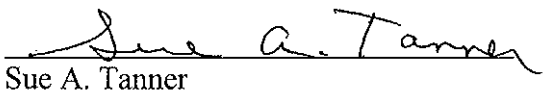
3. The adverse impacts or undesirable effects of the proposed PUD have been minimized by a site design that reduces potential development related impacts. The remaining adverse impacts and undesirable effects are outweighed by the PUD benefits, including the reduction in building footprint sizes and overall lot coverage, building placement, utilization of Low Impact Development design elements, and the reduction of traffic impacts on NE 75th Street.

C. Recommendation:

Based upon the foregoing findings of fact and conclusions, the Hearing Examiner recommends that the Council approve the Master Plan and Preliminary and Final PUD, subject to the following conditions:

1. This application is subject to the applicable requirements contained in the Kirkland Municipal Code, Zoning Code, and Building and Fire Code. It is the responsibility of the applicant to ensure compliance with the various provisions contained in these ordinances. Attachment 5 to Exhibit A, Development Standards, is provided to familiarize the applicant with some of the additional development regulations. This attachment does not include all of the additional regulations. When a condition of approval conflicts with a development regulation in Attachment 5, the condition of approval shall be followed.
2. As part of any development permit, the applicant shall submit a revised Tree Plan II that includes a finalized tree protection plan.
3. Pursuant to KZC 95.10, the applicant shall install a landscape buffer along the west property line that complies with KZC 95.40.4. This requirement could be modified in accordance with the requirements of KZC 94.40.6.j.
4. As part of the land surface modification permit submittal, the applicant shall provide a plan to accommodate adequate parking during Phase I of the project.
5. As part of the building permit application, the applicant shall:
   a. Submit plans for a pedestrian walkway from the North Star Junior High and daycare entrances to NE 75th Street.
   b. Submit detailed pedestrian walkway plans that comply with KZC Section 105.18.
   c. Provide a lighting plan showing the location, height, fixture type and wattage of all proposed exterior lights. The lighting plan shall be consistent with the requirements in KZC Section 115.85.

Entered this 12th day of March, 2008.



Sue A. Tanner
Hearing Examiner

SUBSEQUENT MODIFICATIONS

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

CHALLENGES AND JUDICIAL REVIEW

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

CHALLENGE

Section 152.85 of the Zoning Code allows the Hearing Examiner's recommendation to be challenged by the applicant or any person who submitted written or oral comments or testimony to the Hearing Examiner. A party who signed a petition may not challenge unless such party also submitted independent written comments or information. The challenge must be in writing and must be delivered, along with any fees set by ordinance, to the Planning Department by 5:00 p.m., 3-20-08, seven (7) calendar days following distribution of the Hearing Examiner's written recommendation on the application. Within this same time period, the person making the challenge must also mail or personally deliver to the applicant and all other people who submitted comments or testimony to the Hearing Examiner, a copy of the challenge together with notice of the deadline and procedures for responding to the challenge.

Any response to the challenge must be delivered to the Planning Department within seven (7) calendar days after the challenge letter was filed with the Planning Department. Within the same time period, the person making the response must deliver a copy of the response to the applicant and all other people who submitted comments or testimony to the Hearing Examiner.

Proof of such mail or personal delivery must be made by affidavit, available from the Planning Department. The affidavit must be attached to the challenge and response letters, and delivered to the Planning Department. The challenge will be considered by the City Council at the time it acts upon the recommendation of the Hearing Examiner.

JUDICIAL REVIEW

Section 152.110 of the Zoning Code allows the action of the City in granting or denying this zoning permit to be reviewed in King County Superior Court. The petition for review must be filed within twenty-one (21) calendar days of the issuance of the final land use decision by the City.

LAPSE OF APPROVAL

The applicant must submit to the City a complete building permit application approved under Chapter 125 within four (4) years after approval of the Final PUD, or the lapse provisions of Section 152.115 will apply. Furthermore, the applicant must substantially complete construction approved under Chapter 125 and complete the applicable conditions listed on the Notice of Approval within six (6) years after approval of the Final PUD, or the decision becomes void.

TESTIMONY:
The following persons testified at the public hearing:

From the City:
Tony Leavitt, Project Planner

From the Applicant:
David Zeitlin, Project Manager
Matt Lane, Project Architect

From the Public:
Tom Drews
Amanda Fry

EXHIBITS:
The following exhibits were offered and entered into the record at the public hearing:

A. Department of Planning and Community Development Staff Advisory Report dated February 27, 2008, with 13 attachments
B. March 5, 2008 letter from Renee Valois and Clare Farnsworth to Tony Leavitt, Department of Planning and Community Development

The following exhibit was submitted by email to DPD just before the hearing, but reached the Hearing Examiner on March 10, 2008:
C. March 6, 2008 letter from Joe Gray to Dawn Nelson, Department of Planning and Community Development

PARTIES OF RECORD
Matt Lane, McGranahan Architects, 2111 Pacific Avenue, Suite 100, Tacoma, WA 98402
David Zeitlin, Lake Washington School District, 15212 NE 95th Street, Redmond, WA 98052
Manuel Cervantes, 11709 NE 75th Place, Kirkland, WA 98033
Christy Kucinski, 7316 128th Avenue NE, Kirkland, WA 98033
Tom and Ann Drews, 12017 75th Street, Kirkland, WA 98033
Amanda Fry, 11721 NE 75th Place, Kirkland, WA 98033
Renee Valois and Clare Farnsworth, 11835 NE 75th Place, Kirkland, WA 98033
Joe Gray, 7516 122nd Avenue NE, Kirkland, WA 98033
Department of Planning and Community Development
Department of Public Works
Department of Building and Fire Services

CITY OF KIRKLAND
123 FIFTH AVENUE ● KIRKLAND, WASHINGTON 98033-6189 ● (425) 828-1257

Rules of Procedure for Applications Before the City of Kirkland Hearing Examiner

1. Authority
Kirkland Municipal Code (Code) Section 3.34.050 requires that the Hearing Examiner adopt rules of procedure to govern hearings conducted by the Hearing Examiner pursuant to the Code.

2. Applicability
Unless otherwise provided by Code, these Rules apply to all matters for which the Code requires the Hearing Examiner to hold a public hearing on an application. (Appeals to the Hearing Examiner from City decisions are covered by a different set of rules.) These Rules do not include all ordinance or Code requirements. Parties are responsible for familiarizing themselves with those requirements.

3. Nature of the Hearing
Applications are considered by the Hearing Examiner at a public hearing held for the purpose of gathering evidence from which the Hearing Examiner will prepare a decision, or a recommendation to the City Council, on an application.

4. Presiding Official
The Hearing Examiner conducting the hearing has the duty to ensure a fair and impartial hearing, to take all necessary action to avoid delay in the proceedings, to gather facts necessary for making the decision or recommendation, and to regulate the course of the hearing and the conduct of the parties and others so as to maintain order.

5. Public Participation
Unless otherwise provided by Code, any person may participate in the hearing by submitting written testimony to the Department processing the application, or by appearing at the hearing, in person or through a representative, and providing oral testimony.

6. Burden of Proof
Under the Kirkland Zoning Code, the applicant has the burden of demonstrating that the applicant is entitled to the requested decision.

7. Expected Conduct
A. Persons appearing before the Hearing Examiner shall conduct themselves with civility and courtesy to everyone involved in the hearing.
B. No one shall communicate with the Hearing Examiner outside the hearing in an attempt to discuss the merits of, or influence the decision or recommendation on, an application.

8. Site Inspection
The Hearing Examiner will inspect the property that is the subject of an application prior to the close of the record. Failure to conduct a site inspection shall not affect the validity of the Hearing Examiner's decision.

Exhibit B

9. Testimony and Written Materials at Hearing

A. All witnesses testifying at hearing must take an oath or affirmation to be truthful in their testimony.

B. Testimony and written materials offered at the hearing should be relevant, reliable and non-repetitious.

C. The Hearing Examiner may impose reasonable limits on the number of witnesses testifying at the hearing, and the nature and length of the testimony. However, written testimony and other written materials may also be submitted.

10. Continuing the Hearing

If the Hearing Examiner determines at hearing that there is good cause to continue the hearing, and then and there specifies the date, time and place of the continued hearing, no further notice of the hearing is required.

11. Hearing Format

The order of presentation at hearings on applications is generally as follows:

A. Examiner's introductory remarks;

B. Report and recommendation by the Department

C. Testimony from the Applicant;

D. Testimony and/or questions from members of the public;

E. Opportunity for presentation of additional information from the Department and Applicant;

The opportunity for cross-examination of witnesses may be provided at the discretion of the Hearing Examiner. The Hearing Examiner may also modify the order of hearing to promote the clear and fair presentation of evidence.

12. Leaving the Record Open

At the conclusion of the hearing, the Hearing Examiner may close the hearing, but leave the record open to receive additional written materials or for other good purpose.

13. Hearing Examiner Decision

A. Issuance. The Hearing Examiner shall issue a written decision or recommendation on the application within the time required by the applicable Code provision.

B. Contents. A decision of the Hearing Examiner on an application shall include, but not be limited to, a statement regarding the following:

1. Background. The nature and background of the proceedings.

2. Findings. The individual facts that the Hearing Examiner finds relevant, credible, and requisite to the decision, based on the evidence presented at hearing and matters officially noticed.

3. Conclusions. Legal and factual conclusions based upon specific legal criteria and the findings of fact.

4. Recommendation or Decision. The Hearing Examiner's recommendation or decision, as applicable, on whether the application should be granted, modified, or denied, and any conditions or restrictions that are recommended or imposed.

5. Information regarding any subsequent procedural steps for appealing the Hearing Examiner's decision or challenging the Hearing Examiner's recommendation.

14. Notice of Decision

The Hearing Examiner's decision shall be provided to the parties in accordance with the requirements of the Code.

(Adopted June 6, 2007 pursuant to KMC 3.34.050)

Lake Washington
School District No. 414

March 27, 2008

City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033-6189
Attn: Honorable Sue A. Tanner, Office of the Hearing Examiner

Re: Lake Washington High School
Response to Challenge of Process IIB
Project File Number ZON07-00035

Dear Ms. Tanner

This letter is in response to the written appeal filed by Ms. Amanda Fry regarding the process IIB application for a zoning permit and the PUD application for the above reference project.

Ms. Fry and I met at Lake Washington High School on March 25, 2008 to discuss the project and how Lake Washington School District might mitigate her concerns for privacy at her property located at 11721 NE 75th Place, Kirkland, WA 98033. As a result of our meeting we have come to an understanding (outlined below) which will be documented in a formal written agreement between the interested parties.

In summary the agreement is for Lake Washington School District to install buffer plantings along the west property line between the subject properties, and the property directly to the south of Ms. Fry's property, which go above and beyond the code minimum buffer planting requirements as outlined in the City of Kirkland municipal code. The attached two sketches describe the work to be completed per the agreement. Ms. Fry's concern of people being able to see into her property will be mitigated by the planting of Hemlock trees at the top of the embankment, a row of large evergreens to form a hedge and the installation of a six foot high solid wood fence. The line of planting will be placed starting in front of the neighboring property immediately to the south of Ms. Fry's property and continue in front of the subject property. The line of Hemlocks will continue to the north of the subject property. The Hemlocks will be a minimum of 8 feet tall when planted. The trees will be planted in a zigzag pattern to maximize the ability to provide screening and give the trees room to grow. By planting the trees at the top of the embankment it will increase the effective height upon installation by a minimum of seven to eight feet. The Hemlocks will be planted at six feet on center in front of the property to the south of the subject property and at ten feet on center in front and to the north of the subject property. This will provide for denser screening between the subject property and the three story classroom wing to be construction parallel to 75th street.

Path: \\admsrvfs2\staff\SSC\Modernize\PHASE II - MOD - NL - NEW\84 - Lake Washington High\Section 02-Local & State Reg. Agencies\2.01 Corresp to-from Plan Comm-City\LWHS - Response to Challenge - 080326.doc

Honorable Sue A. Tanner
Lake Washington High School
Response to Challenge`
March 27, 2008

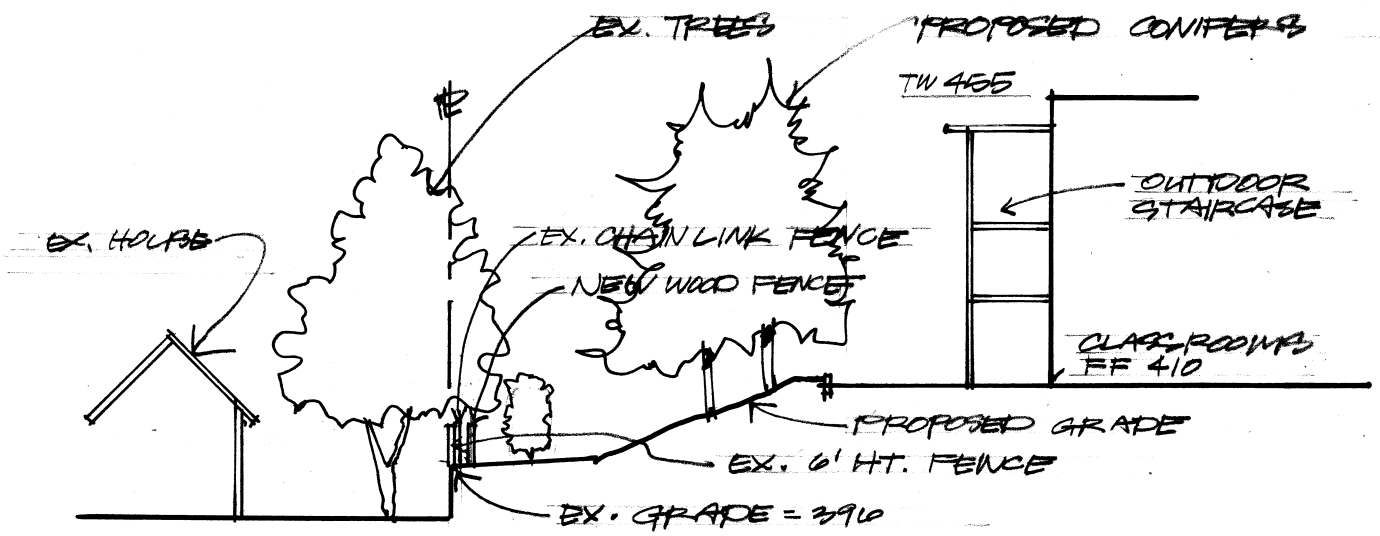
The formal written agreement will be provided to the City upon signature of both parties.

If you have any questions please do not hesitate to give me a call (425) 882-5142 or send me an email at dzeitlin@lwsd.org.

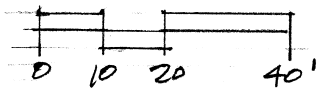
Sincerely yours,

David N. Zeitlin, Registered Architect
Construction Project Manager

cc: Ms. Amanda Fry, Steve Cole, Forrest Miller, Tony Leavitt, Matt Lane File


EX. TREES
PROPOSED CONIFERS
TW 455
OUTDOOR STAIRCASE
EX. HOUSE
EX. CHAIN LINK FENCE
NEW WOOD FENCE
CLASSROOMS
FF 410
PROPOSED GRADE
EX. 6' HT. FENCE
EX. GRADE = 3916

SECTION
1" = 20'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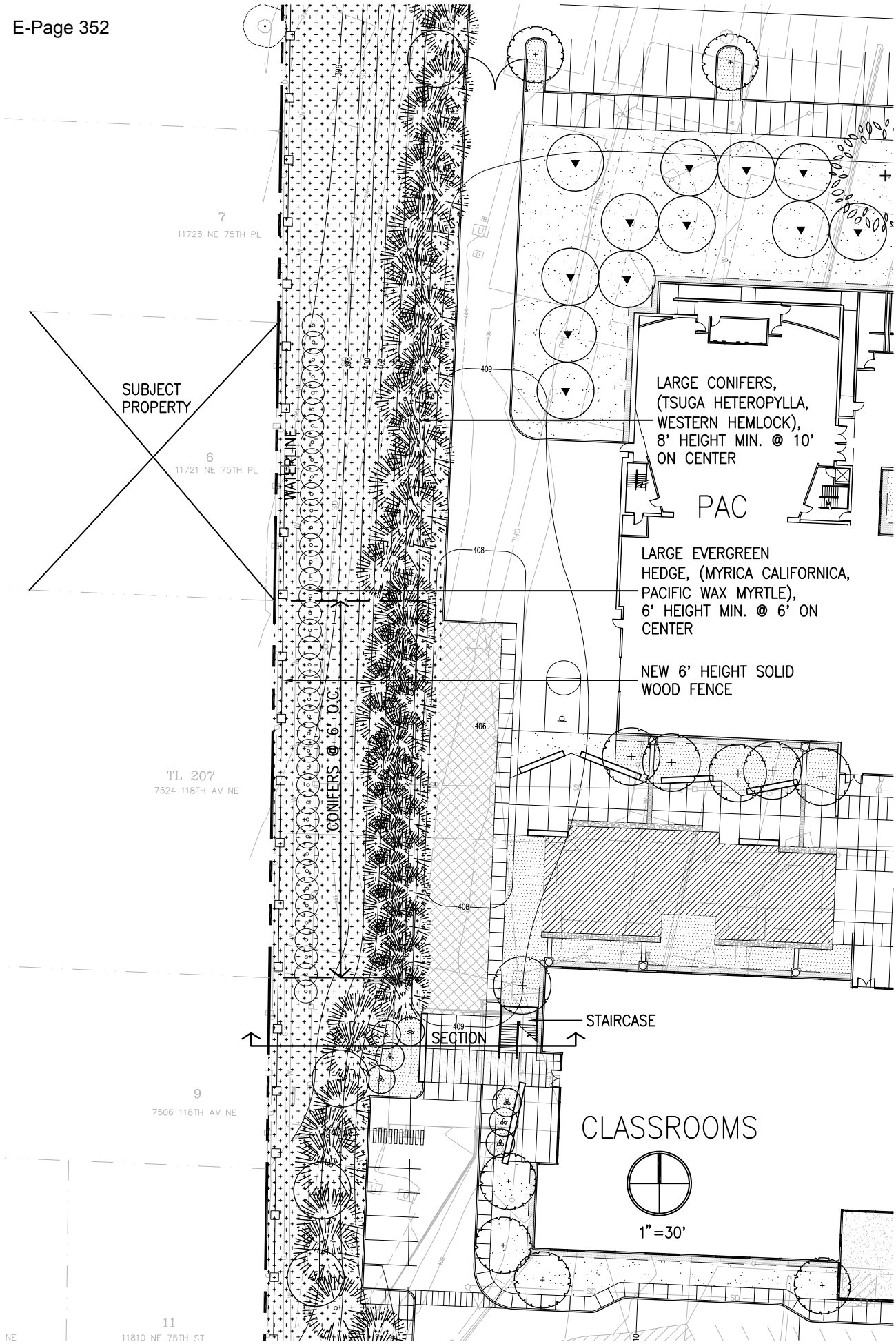

SUBJECT PROPERTY
7
11725 NE 75TH PL
6
11721 NE 75TH PL
TL 207
7524 118TH AV NE
9
7506 118TH AV NE
11
11810 NE 75TH ST
WATERLINE
CONIFERS @ 6' O.C.
LARGE CONIFERS, (TSUGA HETEROPYLLA, WESTERN HEMLOCK), 8' HEIGHT MIN. @ 10' ON CENTER
PAC
LARGE EVERGREEN HEDGE, (MYRICA CALIFORNICA, PACIFIC WAX MYRTLE), 6' HEIGHT MIN. @ 6' ON CENTER
NEW 6' HEIGHT SOLID WOOD FENCE
STAIRCASE
SECTION
CLASSROOMS
1"=30'

-----Original Message-----
From: Hahn, LG <LG.Hahn@kingcounty.gov>
To: subway33@aol.com
Cc: Arrowsmith, Jim <Jim.Arrowsmith@kingcounty.gov>
Sent: Thu, 19 Jun 2008 2:42 pm
Subject: Lk Wash HS shelter

Hi, Hil, here is the eastbound shelter, and you can see the problems with building one here, and the safety concerns with it at a school. A substantial retaining wall would be needed, and given these costs this stop would need about 50 riders spread out throughout the day to merit one. We looked at the riders here, and they are using the 230 route with a peak load of 38 on two trips. A shelter would not be large enough to accommodate more that about 8 riders waiting in it, so that does little for the rest of them. The school had contacted us directly through other planners over several years about this one, and we have said it would not be feasible to add one here. The total number of riders at the west bound stop on 80th is 14, and northbound on 120th, is 23 using the single trip. (The northbound stop is about 300ft less walking distance to the school, so it is getting more riders than the one on 80th.) Shelters here would be under utilized for the bulk of the day, especially when school is not in session, leaving them subject to being vandalized. Schools are difficult to add shelters at, unless there is consistent use of the stops throughout the day.

As I mentioned, we do have a large backlog of stops with 50 or more boarding's though out the day, and the number of riders is increasing due to the higher gas prices, where we are adding new shelters. Even these require a one year for installation.

LG Hahn, planner
Transit Rt Facilities
email: lg.hahn@kingcounty.gov
this is the new email address.
206 684-1725
fax 206 684-1860

70694
00 S 30

ORDINANCE NO. 4135

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO LAND USE, APPROVAL OF A MASTER PLAN, PRELIMINARY PUD, AND FINAL PUD AS APPLIED FOR BY LAKE WASHINGTON SCHOOL DISTRICT IN DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT FILE NO. ZON07-00035 AND SETTING FORTH CONDITIONS OF SAID APPROVAL.

WHEREAS, the Department of Planning and Community Development has received an application, pursuant to Process IIB, for a Master Plan, Preliminary Planned Unit Development (PUD), and Final Planned Unit Development (PUD) filed by Lake Washington School District as Department of Planning and Community Development File No. ZON07-00035 to construct a new school and associated improvements within a RSX 7.2 zone; and

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

WHEREAS, pursuant to the State Environmental Policy Act, RCW 43.21C, and the Administrative Guideline and local ordinance adopted to implement it, the Lake Washington School District, as SEPA Lead Agency, performed SEPA review for the application; and

WHEREAS, said environmental checklist and determination have been available and accompanied the application through the entire review process; and

WHEREAS, the application was submitted to the Kirkland Hearing Examiner who held hearing thereon at her regular meeting of March 6, 2008; and

WHEREAS, the Kirkland Hearing Examiner after her public hearing and consideration of the recommendations of the Department of Planning and Community Development did adopt certain Findings, Conclusions and Recommendations and did recommend approval of the Process IIB Permit subject to the specific conditions set forth in said recommendations; and

WHEREAS, the City Council, in regular meeting, did consider the environmental documents received from the responsible official, together with the recommendation of the Hearing Examiner, as well as a timely filed challenge of said recommendations; and

WHEREAS, the Kirkland Zoning Ordinance requires approval of this application for a Master Plan and PUD to be made by ordinance.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Kirkland as follows:

Section 1. The Findings, Conclusions, and Recommendations of the Kirkland Hearing Examiner as signed by her and filed in the Department of Planning and Community Development File No. ZON07-00035 are adopted by the Kirkland City Council as though fully set forth herein.

Section 2. The Process IIB Permit shall be issued to the applicant subject to the conditions set forth in the Recommendations hereinabove adopted by the City Council.

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

Section 4. Failure on the part of the holder of the permit to initially meet or maintain strict compliance with the standards and conditions to which the Process IIB Permit is subject shall be grounds for revocation in accordance with Ordinance No. 3719, as amended, the Kirkland Zoning Ordinance.

Section 5. This ordinance shall be in full force and effect five (5) days from and after its passage by the City Council and publication as required by law.

Section 6 A complete copy of this ordinance, including Findings, Conclusions and Recommendations adopted by reference, shall be certified by the City Clerk, who shall then forward the certified copy to the King County Department of Assessments.

Section 7. A certified copy of this ordinance, together with the Findings, Conclusions, and Recommendations herein adopted shall be attached to and become a part of the Process IIB Permit or evidence thereof delivered to the permittee.

PASSED by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 20_____.

SIGNED IN AUTHENTICATION THEREOF on this _____ day of _____, 20___.

_____
Mayor

Attest:

_____
City Clerk

Approved as to Form:

_____
City Attorney

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Daryl Grigsby, Public Works Director
Ray Steiger, P.E., Capital Projects Manager

Date: July 8, 2008

Subject: 2008 PAVEMENT MARKING PROJECT – WITHDRAWAL OF PREVIOUS AWARD AND AWARD OF CONTRACT

RECOMMENDATION:

That City Council reconsider it's vote to award the contract for the 2008 Pavement Marking Project to Apply-A-Line Inc., of Pacific Washington, in the amount of $179,638 and the approval of using $84,295 from the street improvement reserve. It is further recommended that Council withdraw the award of the contract to Apply-A-Line Inc. and, by separate motion, award the contract for the 2008 Paving Marking Project to Stripe Rite, Inc., of Sumner, Washington, in the amount of $172,762 and approve $77,076 (vs. $84,295) from the street improvement reserve

BACKGROUND DISCUSSION:

The vote for awarding the 2008 Pavement Marking Project to Apply-A-Line Inc. in the amount of $179,638 and to approve the use of $84,295 from the street improvement reserve occurred at the Council meeting of July 1, 2008, under the Consent Agenda, "Award of Bids," Item 8.e.(3). Upon further evaluation of the bids received the City can save $6,966 by eliminating Schedules B and C of the four schedule bid, with Stripe Rite being the lowest responsive bidder at $172,672.

Schedule	Engineer's Estimate		**Stripe Rite (lowest bidder)**	Apply A-line
SCHEDULE A (Base Bid) restriping all lane lines	$155,354		$157,762	$172,063
SCHEDULE B (Additive) restriping arterials/collectors	$28,810		$32,140	$29,040
SCHEDULE C (Additive) downtown parking stalls	$4,575		$6,750	$4,575
SCHEDULE D (Additive) downtown curb painting	$22,500		$15,000	$3,000
Total (Schedule A+D)			**$172,762**	$175,063

In past years, the pavement marking program has occurred in two phases: Phase I (Schedule A) occurs in the spring and includes all paint striping and thermoplastic work throughout the City. Phase II (Schedule B) occurs in the early fall with an additional re-striping of all paint on collectors and arterials in preparation for the darker days of winter. Due to the fact that Phase I would occur later than usual this summer, staff's recommendation is to only award two schedules (A and D) to the lowest bidder, Stripe-Rite, and approve an additional $77,076 from the Street Improvement Reserve fund (Attachment B) – Schedule B and Schedule C would not be awarded.

E-Page 358

The purpose of the annual Program is to maintain the pavement markings that define the path of safe travel for motorists, bicyclists, and pedestrians. This project includes restriping lane lines, bike lanes as well as replacing worn crosswalk markings, stop lines, turn arrows, railroad crossing and other symbols throughout the City.

At their regular meeting of May 20, 2008, Council received an update on the 2008 Pavement Marking Project where they were informed of an anticipated budget shortfall of approximately $82,000 (Attachment A). At that meeting Council was presented with three options for consideration and authorized the project's advertisement with the understanding that Staff would return with the bid results and a recommendation for an award.

This year's project also includes adding painted bike lanes on 6th Street South (from 68th Street to Kirkland Way), NE 80th Street (from 122nd Ave. NE to 132nd Ave. NE), Kirkland Way (from 6th street to 3rd Street) and Lake Washington Boulevard (from 60th Street to 2nd Ave. S), significant routes identified in the City's Non-motorized Transportation Plan. These bikes lanes are being installed in coordination with development projects happening in the City (i.e. Google campus construction).

With Council award at their July 15 meeting construction of the project is anticipated to start in late July with substantial completion expected by the end of October.

ATTACHMENT A

CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Daryl Grigsby, Public Works Director

Date: May 20, 2008

Subject: 2008 PAVEMENT MARKING PROJECT
AUTHORIZATION TO ADVERTISE FOR BIDS

RECOMMENDATION

It is recommended that the City Council consider three options presented with this memo and authorize staff to advertise the above project.

BACKGROUND DISCUSSION

The purpose of this project is to maintain the pavement markings that define the path of safe travel for motorists, bicyclists, and pedestrians. This project includes restriping lane lines, bike lanes, and public parking stalls as well as replacing worn crosswalk markings, stop lines, turn arrows, railroad crossing and other symbols throughout the City. This year's project also includes adding painted bike lanes on 6th Street South (from 68th Street to Kirkland Way), NE 80th Street (from 122nd Ave. NE to 132nd Ave. NE), Kirkland Way (from 6th street to 3rd Street) and Lake Washington Boulevard (from 60th Street to 2nd Ave. S), significant routes identified in the City's Non-motorized Transportation Plan. These bikes lanes are being installed in coordination with development projects happening in the City (i.e. Google campus construction).

The pavement marking program takes place in two phases: Phase I in the spring includes all paint striping and thermoplastic work, Phase II occurs in the early fall with a re-striping of all paint on collectors and arterials in preparation for the darker days of winter.

The project has a 2008 budget of $124,800 that is programmed in the street operating fund. The engineer's estimate for the project is $206,000. With this memo three options are presented for Council to consider:

1) Revise the project plans and specifications at this point to reduce the scope of work and then proceed to advertisement. Options for revisions to the project plans and specifications are:
   A. Eliminate the second phase of striping (typically done in early fall prior to the darker season) –savings estimate is $45,000.
   B. Eliminate striping of downtown parking stalls –savings estimate $5,000.
   C. Eliminate the downtown curb painting –savings estimate $25,000.

2) Proceed with the bid process with the aforementioned as alternates, once bids are opened, return to Council for award and options.

3) Approve $82,000 from the street improvement fund reserve and proceed to bid with all elements of the work.

The annual pavement marking program has had a relatively consistent funding level since 2000; funding was increased in 2000 from the previous budget of $90,000. Since 2000 however, the City has added approximately 34 additional miles of striped bike lanes (132nd Ave NE, Slater Ave, Juanita Drive, Market Street, etc.). During the same period, double yellow centerlines were added to approximately 60 miles of roadway to comply with appropriate safety guidelines. Additional inventory added through both private development and the City's own Capital Improvement Program continue to require ongoing maintenance. The period between 2000 and 2008 has also seen increases in the costs of materials that are utilized in the pavement marking program: labor, paint, and plastic.

Staff has examined the largest components of the City's annual pavement marking program. The five largest cost items in the program are: four-inch wide skip stripes (along the roadway centerlines), double yellow centerlines (which also includes center turn lane striping), six-inch wide bike lane striping, and the removal and/or reapplication of thermoplastic crosswalks. Chart 1 shows the change in quantities of these five components that were included in the pavement marking program over the last few years.

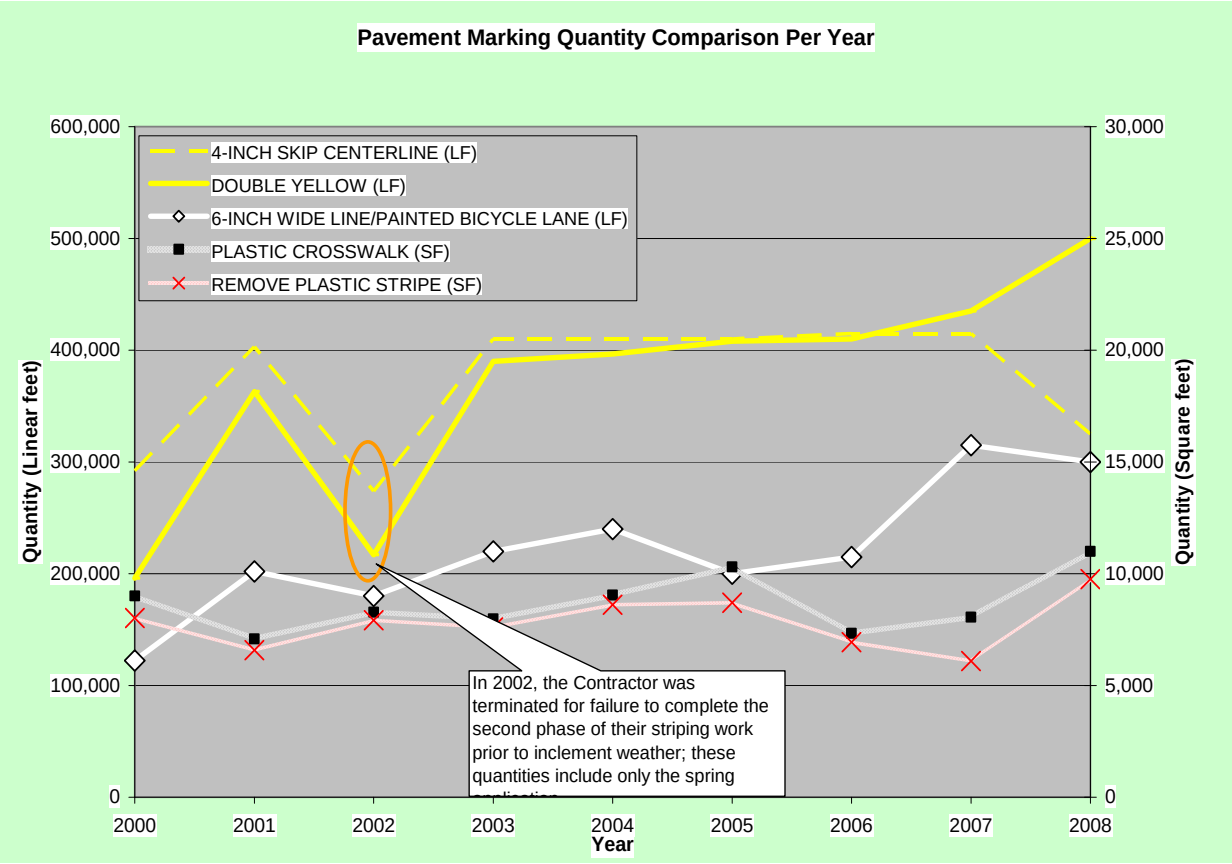


Chart 1 – Quantity comparison 2000 – 2008

During that same time escalation of prices, shown in Chart 2 for the same items, has combined to push the annual pavement marking program consistently beyond its budget (Chart 3).

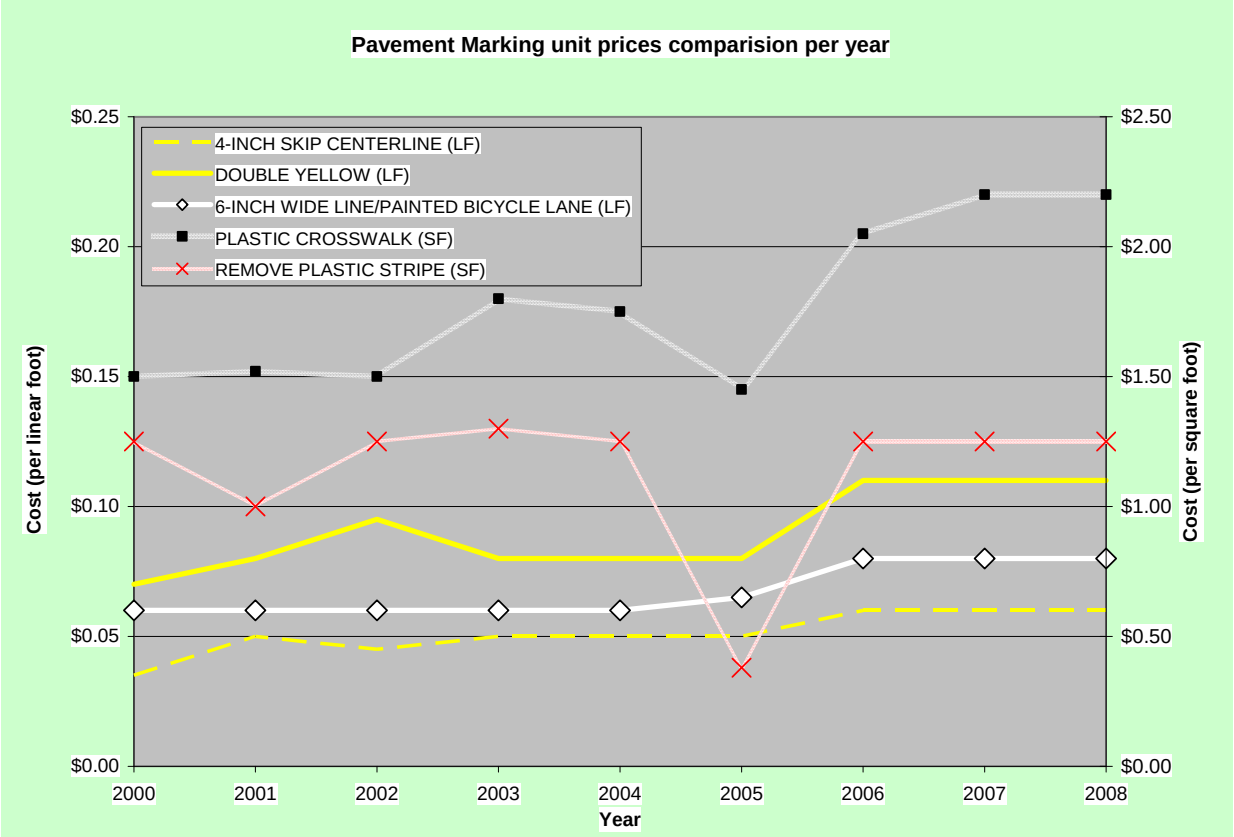


Chart 2 – Unit Price comparison 2000 – 2008

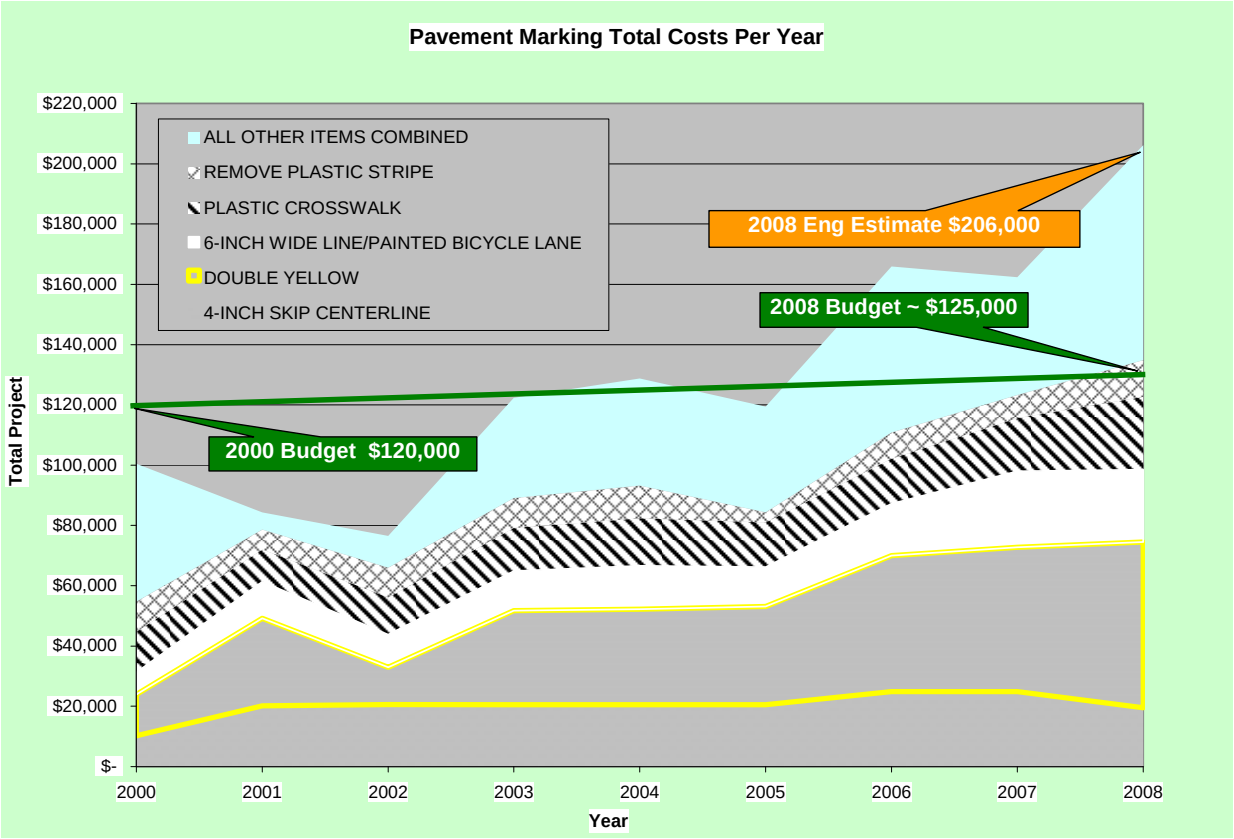


Chart 3 – Total Contract comparison 2000 – 2008

In 2006 and in 2007, council authorized additional funds from the street improvement fund reserve at the award of contract phase of the project. In light of recent concerns that were expressed regarding additional opportunities to weigh in on contract options, Staff has prepared a number of options herein for the Council to consider for the annual pavement marking program. As stated earlier in the Memo, the three options are:

1) Revise the project plans and specifications at this point to reduce the scope of work and then proceed to advertisement. Options for revisions to the project plans and specifications are:
   A. Eliminate the second phase of striping (typically done in early fall prior to the darker season) –savings estimate is $45,000.
   B. Eliminate striping of downtown parking stalls –savings estimate $5,000.
   C. Eliminate the downtown curb painting –savings estimate $25,000.

2) Proceed with the bid process with the aforementioned as alternates, once bids are opened, return to Council for award and options.

3) Approve $82,000 from the street improvement fund reserve and proceed to bid with all elements of the work.

Staff recommends proceeding with the bid process using various alternatives as describes in Option 2. It is anticipated that bids will be opened in June.

FISCAL NOTE

CITY OF KIRKLAND

Source of Request

Daryl Grigsby, Public Works Director

Description of Request

Request for additional funding of $77,076 from the Street Improvement Reserve to complete the 2008 Pavement Marking project. Additional funding is needed to supplement the current budget of $124,800 due to increased costs of materials and labor as reflected by the lowest bid received. In addition, bike lanes have been added to the scope of the project in coordination with development projects happening in the City and identified in the City's Non-motorized Transportation Plan.

Legality/City Policy Basis

Fiscal Impact

One-time use of $77,076 of the Street Improvement Reserve. The reserve is able to fully fund this request.

Recommended Funding Source(s)

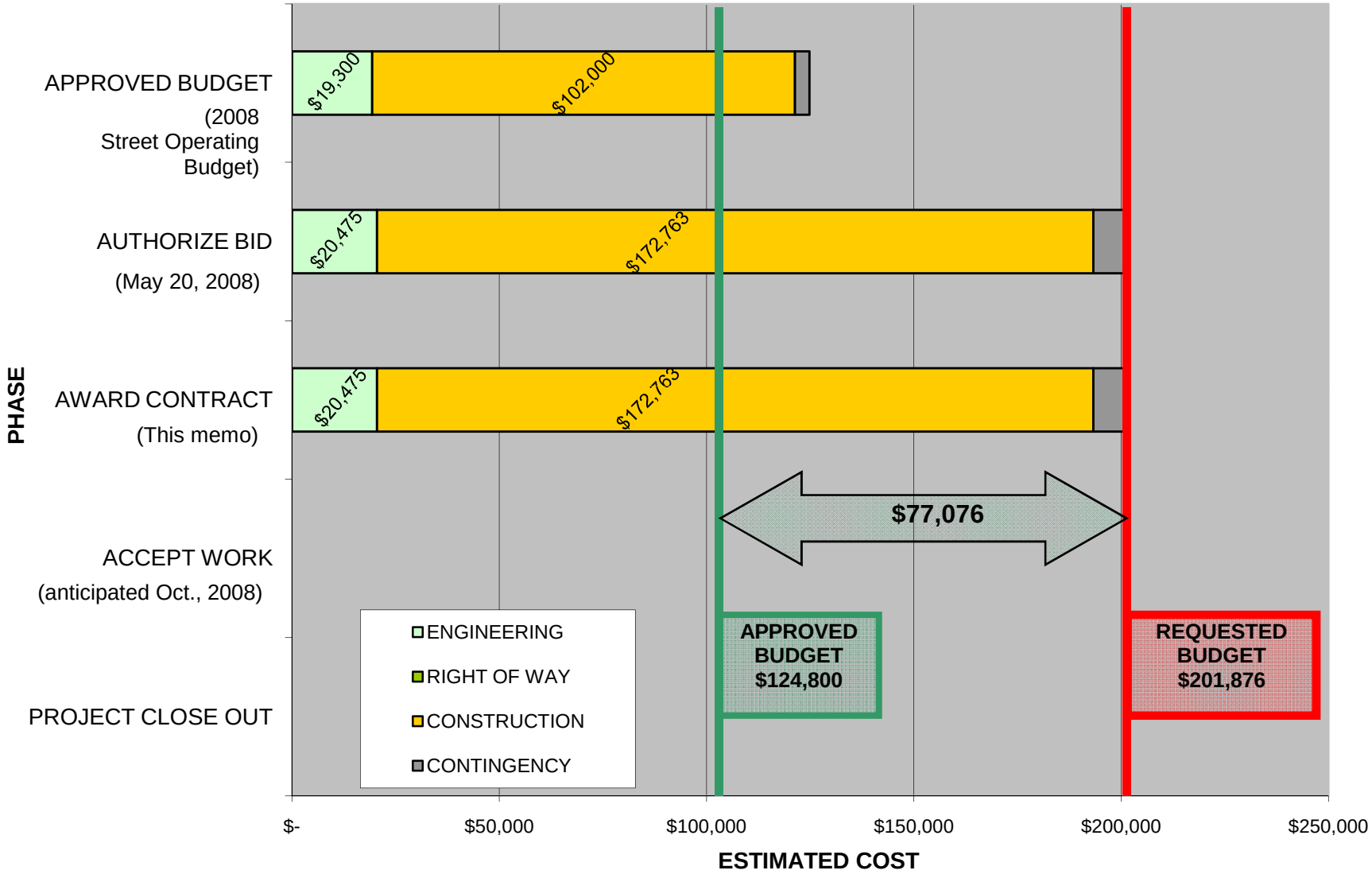
	Description	2008 Est End Balance	Prior Auth. 2007-08 Uses	Prior Auth. 2007-08 Additions	Amount This Request	Revised 2008 End Balance	2008 Target
Reserve	Street Improvement Reserve	1,121,498	161,100	0	77,076	883,322	N/A
	2007-2008 Prior Authorized Uses includes $91,100 in additional funding to close the Central Way Improvements project and $70,000 for the 2007 Pavement Marking project.						
Revenue/ Exp Savings							
Other Source							

Other Information

Prepared By	Neil Kruse, Budget Analyst	Date	June 17, 2008

2008 PAVEMENT MARKING PROJECT -- ST 0801

PROJECT BUDGET REPORT



Attachment C

CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Eric Shields, Planning Director

Date: July 2, 2008

Subject: Juanita High School Sign Request

RECOMMENDATION

Direct staff to prepare a letter to Juanita High School Principal Gary Moed and PTSA president Lea Aemisegger, responding to their request for a code amendment to allow an electronic reader board sign at the high school. Potential responses include:

- Agree to consider the requested amendment in the next available packet of code amendments (early 2009); or
- Decline to consider the requested code amendment; or
- Direct Mr. Moed and Ms. Aemisegger to submit a request as part of the 2009 annual Comprehensive Plan and Zoning Code amendment process.

BACKGROUND DISCUSSION

Request The principal and PTSA president of Juanita High School have submitted a letter to the City Council asking that the Zoning Code be amended to allow Juanita High to display an electronic reader board sign. As described below, the code now prohibits such signs, except through a "master sign plan" and the criteria for approving a master sign plan do not favor approval of an electronic sign within a residential zone.

It is my understanding that the Fire and Building Department has expressed an interest in installing electronic reader boards at fire stations. Such signs would face the same Zoning Code restrictions as for Juanita High and other schools.

Existing Regulations The Zoning Code now prohibits "any sign that rotates, turns or moves by electrical or mechanical means except barber poles" and except for a "changing message center" which is defined as "an electronically controlled public service time and temperature sign where copy changes are shown on the same lamp bank."

However, the code also provides a mechanism, called a master sign plan, to "encourage the integration of signs into the framework of the building or buildings on the subject property."

Through a master sign plan, an applicant may propose signs that would otherwise not be allowed in exchange for providing an aesthetically superior sign package. In the past, electronic reader boards have been approved as part of a master sign plan package for a few businesses. master sign plans are approved through a formal review process that involves a Planning Director decision. The application fee is $2,756.

Theoretically, a master sign plan would be an option for Juanita High School to permit an electronic reader board. However, the criteria for approving a master sign plan present problems for such a proposal. The criteria are:

a) The proposal manifest exceptional effort toward creating visual harmony between the sign, buildings, and other components of the subject property through the use of a consistent design theme...
b) The proposed deviations are the minimum necessary to create readable signs from the rights of way providing direct vehicular access based on traffic speeds and patterns in the area of the subject property.
c) The signs are in character and orientation with planned and existing uses in the area of the subject property.

The last criterion is a particular problem since electronic signs are not normally allowed in residential areas and most if not all schools are located within residential zones.

Code Amendment Process The Planning Department typically prepares a group of potential Zoning Code amendments once per year. The Department maintains a list of potential amendments and groups the amendments by similar topics and/ or priorities. I anticipate that the next amendments (after the group now in progress) will be prepared in early 2009. Recent amendments to the Code set forth a process by which citizens may initiate code amendment requests. The deadline for submitting such requests is December 1, 2008. The fee for submitting a request is $300, with an additional $300 required if the City Council determines the request has merit and should be given further consideration. Alternatively, the City Council or Planning Commission may direct that a potential amendment be added to the list maintained by the Planning Department.

Cc: Gary Moed
Lea Aemisegger
Steve Cole

Es: Juanita High sign request

Lake Washington
School District No. 414

RECEIVED
JUN 27 2008
AM PM
PLANNING DEPARTMENT
BY

Gary Moed- Principal
Juanita High School
10601 N.E. 132nd Street • Kirkland, WA 98034
Office: (425) 823-7600 • Fax: (425) 823-7637
gmoed@lwsd.org

June 26, 2008

Kirkland City Council
Kirkland, WA

Dear Ladies and Gentlemen:

We are requesting a modification to your Zoning and Signage ordinance to allow Juanita High School to acquire an electronic reader board. This acquisition would allow us to enhance our communication and partnership with the large number of students, families and community members that we serve throughout the City of Kirkland.

Whether we are sharing information about the schedule for student final examinations or the schedule for community swim time in our pool, an electronic reader board would allow for information to be conveyed in a way that will support our ongoing goal of and commitment to a partnership with our community.

High schools are an important part of communities and information is the means by which we stay in touch with community we serve. Having a means to convey information about topics that impact the children and adults within our community would provide additional means for us to meet an important goal.

With this letter I am indicating my support for allowing us to begin the process of acquiring an electronic reader board and would be happy to speak further in connection with this topic at the appropriate venue.

Thank you for your consideration.

Sincerely,

Gary Moed
Principal
Juanita High School

Lea Aemisegger
PTSA President
Juanita High School

cc Steve Cole, LWSD
Eric Shields, City of Kirkland