



**CITY OF KIRKLAND
PLANNING AND COMMUNITY DEVELOPMENT
123 Fifth Avenue, Kirkland, WA 98033
425.587.3225 ~ www.kirklandwa.gov**

MEMORANDUM

Date: April 16, 2014
To: Interested Parties
From: Planning Department
Subject: **2014 CITIZEN AMENDMENT REQUESTS RELATED TO KIRKLAND 2035 COMPREHENSIVE PLAN UPDATE, LAND USE, ZONING REGULATIONS AND ZONING MAP**

With the review of the Kirkland 2035 Comprehensive Plan update, the City will be considering changes to its existing Plan goals and policies, land use and/or related zoning. The Department of Planning and Community Development is accepting applications as part of the Plan Update for an individual wanting to change the Comprehensive Plan, Zoning Map or zoning regulations pertaining to a specific property. For information about the 2035 Comprehensive Plan update process visit <http://www.kirklandwa.gov/Community/Kirkland2035.htm>

I. HOW TO APPLY AND WHAT IS THE DEADLINE FOR SUBMITTING A REQUEST?

If you would like to submit a Citizen Amendment Request, please read the following information. Application request forms need to be submitted no later than **5:00 p.m. on Friday June 20, 2014** to Angela Ruggeri at the Kirkland Department of Planning and Community Development at 123 5th Avenue, Kirkland WA 98003 or by email at aruggeri@kirklandwa.gov. For questions or more information, contact Angela Ruggeri by email or at 425-587-3256. There is no fee for the request.

II. WHO MAY PROPOSE AN AMENDMENT?

Any individual, property owner, neighborhood organization, or other group may propose to amend the Comprehensive Plan, Zoning Map or development regulations pertaining to a specific property. If the property owner or property owner's representative is not making the request, then the property owner must be notified of the request in writing (see attached Affidavit of Service).

III. WHAT IS AN APPROPRIATE AMENDMENT REQUEST PROPOSAL?

A citizen may request to amend the Comprehensive Plan, Zoning Map or Zoning Code for a site specific property. A request that involves a significant major policy change in a neighborhood may be deferred to a future update to the applicable neighborhood plan or Comprehensive Plan update.

IV. WHAT WILL BE THE REVIEW PROCESS TO CONSIDER AMENDMENT REQUESTS?

The table below describes the general review process the City will use to decide which requests will be included for further study as part of the Comprehensive Plan Update. *Please note that time frame is subject to change:*

Deadline and Review Process	Time Frame
Deadline for submittal of citizen amendment requests	June 20, 2014
Planning Commission will make recommendation on which requests to study and then City Council will make final decision	July-August 2014
Planning Commission will study citizen amendment requests	Sept-Dec 2014
Planning Commission will hold public hearing on the requests as part of Draft Plan and then make recommendation to the City Council	Jan 2015
Preparation of Environmental Impact Statement including the requests	Aug 2014-May 2015
City Council will make final decision on requests as part of adoption of the Plan Update	July 2015

The staff report in the Planning Commission packet for each meeting can be viewed at http://www.kirklandwa.gov/depart/planning/Planning_Commission.htm.

V. WHAT CONSIDERATIONS WILL BE USED TO REVIEW THE CITIZEN AMENDMENT REQUESTS?

The City will consider the following in evaluating whether to study the request as part of the Plan Update:

- The City has the resources, including staff and budget, necessary to review the proposal; and
- One or more of the following:
 - Proposal corrects an inconsistency within or makes a clarification to a provision of the Comprehensive Plan; or
 - Proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; or
 - Proposal shows a substantial relation to public health, safety, or welfare; or
 - Conditions have substantially changed since the property was given its current zoning.



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**APPLICATION FOR 2014 CITIZEN AMENDMENT LAND USE REQUESTS TO THE
COMPREHENSIVE PLAN, ZONING CODE AND ZONING MAP**

Directions: You may use this form or answer questions on separate pages.

I. CONTACT INFORMATION:

- A. Applicant Name: _____ .
- B. Mailing Address: _____ .
- C. Telephone Number: _____ .
- D. Email Address: _____ .
- E. Property Owner Name (if different than applicant): _____ .
- F. Mailing Address: _____ .
- G. Telephone Number: _____ .
- H. Email Address: _____ .

Note: If the applicant is the property owner, or is representing the property owner, then the property owner must sign the last page. If the applicant is representing the property owner, then the property owner must be notified in writing with a copy of the letter provided to the City.

A link to the Planning Commission packet containing the staff report will be sent by email unless you request to the project planner that you want copies mailed to you.

II. PROPERTY INFORMATION:

- A. Address of proposal: (if vacant provide nearest street names) _____ .
- B. King County Tax Parcel number(s): _____ .
- C. Describe improvements on property if any: _____
_____ .
- D. Attach a map of the site that includes adjacent street names.
- E. Current Zoning on the subject property: _____ .
- F. Current land use designation and permitted density shown on the City's land use map. _____
_____ .

III. REQUEST INFORMATION AND REASONS:

A. Description of Request:

B. Description of the specific reasons for making the request:

C. Based on the above review consideration, explain why the request should be considered as part of the Comprehensive Plan Update process.

IV. PROPERTY OWNER'S SIGNATURE OR SERVICE OF AFFIDAVIT:

A. *If the applicant is the property owner, or is a legal representative of the property owner, then the property owner must sign below.*

ORIGINAL SIGNATURES ONLY/ NO COPIES

Name – sign: _____

Name – print: _____

Property owner or Legal Representative? _____

Date: _____

Address: _____

Telephone: _____

B. *If the applicant is neither the property owner nor a legal representative of the property owner, then the affected property owner must be notified as follows:*

1. Send or hand-deliver a copy of this completed application to all affected property owners (Exhibit A or Exhibit B); and
2. Complete the attached Affidavit of Service that confirms that a copy of the completed application form has been provided to all property owners. Submit the Affidavit of Service along with Exhibit A and/or Exhibit B with the application form and fee.

Attachments:

- Affidavit of Service (OCD-06AB)
- Exhibit A for mailing document
- Exhibit B for hand delivering document
- Methods to Request Changes to Density Land Use Zoning Code Regs