



CITY OF KIRKLAND

Planning and Community Development Department

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MEMORANDUM

Date: December 19, 2006

To: Planning Commission

From: Joan Lieberman-Brill, AICP, Senior Planner *JLB*

Subject: Draft Work Program for Market and Norkirk Neighborhoods' Small Lot Single-Family and Historic Preservation Regulations (MIS06-00053)

RECOMMENDATION

Review the draft work program and provide direction on timing and structure of public involvement.

INTRODUCTION

Norkirk Policies N 1.2 and N.4.2 and Market Policies M 1.2 and M 4.2 were adopted as part of new Norkirk and Market Neighborhood Plans on December 12, 2006. These policies provide incentives to preserve historic homes and to either promote or retain small homes on small lots in these neighborhoods (O- 4078 and O- 4077 respectively).

BACKGROUND

Work Program

Regulations to implement these policies will be drafted in 2007. Attachment 1 is a work program to accomplish these tasks. The proposed schedule indicates two Planning Commission study sessions and attendance at the regularly scheduled Market and Norkirk Neighborhood Associations' meetings to report our progress. Staff plans to bring the first drafts to the PC for your consideration at your February 8 meeting. A Public Hearing is scheduled for April and adoption is scheduled for June. Your attendance at the Neighborhood Association meetings is encouraged in order to hear citizen comments on the drafts.

Staff has identified an initial list of issues that are to be addressed. These are noted below. At the meeting, the Commission may want to note other issues to be considered as we start to draft the regulations.

The small lot single-family regulations will address: the Floor Area Ratio of the homes that take advantage of this incentive; the mechanism to ensure compliance for some agreed length of time, lot configurations that may not be eligible for this incentive (e.g. flagged lots), and details about moving an existing small home within the subdivision, among other issues.

The historic preservation regulations will address: the mechanism to ensure compliance for an agreed upon duration, allowances for repair and maintenance of the historic structure, choosing an inventory to be used to authenticate that the home is eligible for this incentive, and details about moving a historic home within the subdivision, among other issues.

Public Participation

The Neighborhood Associations for both neighborhoods will receive notice to attend the Planning Commission meetings to provide feedback on the drafts. In addition, eight existing public notice sign boards within both neighborhoods used throughout the Plan update process will advertise the meeting schedule to the general public. Finally, the project list service will e-mail all subscribers with meeting information and provide links to the staff meeting packets available for viewing prior to the PC meetings.

Attachments

1. Draft Work Program

Cc:

Norkirk Neighborhood Association
Market Neighborhood Association
Kirkland Chamber of Commerce
Thelma Shanks, 815 18th Avenue West
File MIS06-00053

**Market/Norkirk Neighborhood Plans Implementation Work Program
(Small Lot Single-Family and Historic Preservation Policies)
January 2007**

Subject to Change

Tasks	Market Neighborhood	Norkirk Neighborhood
PC study to approve work program	January 11, 2007	January 11, 2007
PC study of draft regulations	February 8, 2007	February 8, 2007
Neighborhood Association review	March 21, 2007	April 4, 2007
PC study of revisions to regulations	March 8, 2007	March 8, 2007
Issue SEPA Addendum	March, 2007	March, 2007
CTED 60 day review	March 15, 2007	March 15, 2007
PC hearing on regulations	April 19, 2007	April 19, 2007
PC finalize drafts	May 10, 2007	May 10, 2007
Council study session/adoption	June 5, 2007	June 5, 2007

ATTACHMENT <u> 1 </u>
<i>P.C. memo Jan 11, 07</i> <small>m.c.d.b. - 00053</small>