



## **CITY OF KIRKLAND**

**Planning and Community Development Department**  
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225  
[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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### **MEMORANDUM**

**To:** Planning Commission

**From:** Nancy Cox, AICP Development Review Manager

**Date:** May 5, 2010

**Subject:** Houghton Community Council Review Procedures

#### **RECOMMENDATION**

Discuss procedures for working efficiently with the Houghton Community Council (HCC) on long range projects.

#### **BACKGROUND DISCUSSION**

The HCC and City Council (CC) participated in a joint study session in February. One of the outcomes was to relook at the review procedures for both quasi-judicial and legislative projects involving Houghton. The CC and HCC are interested in finding ways to identify policy differences early on in a project in order to avoid having different rules in Houghton and/or vetos. Doing so may result in speeding up long range projects. The HCC is looking for the Planning Commission's (PC) ideas and input on May 13 for ways to be as efficient as possible in working through long range projects.

One of the differences between quasi-judicial and legislative projects is that communication can be much more direct between the HCC, PC and CC with legislative than with quasi-judicial projects. For that reason if there are differences in recommendations between the groups for legislative projects the differences can be discussed openly together. For example, the PC and HCC may meet to discuss and reconcile differences.

After the joint meeting, staff summarized the main points that were discussed. This summary can be found in Attachment 1. The HCC Orientation Manual contains a matrix called, "Planning Review Procedures Involving Houghton Community Council." The matrix is included in Attachment 2 of the staff memo for the joint meeting found in this link [http://www.ci.kirkland.wa.us/Assets/City+Council/Council+Packets/021610/3a\\_StudySession.pdf](http://www.ci.kirkland.wa.us/Assets/City+Council/Council+Packets/021610/3a_StudySession.pdf). The HCC has been updating the matrix since the joint meeting. The current version is Attachment 2 to this memo. This document can be used at the PC meeting to frame the discussion.

Rick Whitney from the HCC will be attending the meeting to get your input.

ATTACHMENTS

- 1 March 15, 2010 memo to the HCC
- 2 Draft 4-26-2010 Houghton Community Council Review procedures

cc: Houghton Community Council  
File MIS10-00005



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**MEMORANDUM**

**To:** Houghton Community Council  
**From:** Nancy Cox, Development Review Manager  
**Date:** March 15, 2010  
**Subject:** FOLLOW-UP FROM THE JOINT MEETING WITH THE CITY COUNCIL

The HCC met with City Council at a joint meeting on February 16, 2010. The primary discussion centered on enhancing communications between the two groups. Some of the ideas I noted are:

- Scheduling regular joint meetings with the City Council
- Having direct communication with the City Council
- Speaking during "Items from the Audience"
- Looking for areas for compromise not evident in the procedures
- Using the telephone more for communicating
- Involving the Planning Commission in the discussions
- Holding more joint meetings
- Utilizing subcommittees with representatives from both groups on thorny issues
- Talking about interests rather than positions

At your meeting on March 22 we can look at options to the existing "Planning Review Procedures" found in the HCC Orientation Manual. Once the HCC has agreed on a course of action, we can take it to the Planning Commission (if necessary) and City Council for their review.

CC:



## HOUGHTON COMMUNITY COUNCIL REVIEW PROCEDURES

Project Stage	Type of Action	
	Quasi-judicial Process IIB Application	Legislative Plan or Code Amendment

<b>Project Initiation</b>	Notice of Application issued by City and forwarded to Houghton Community Council (HCC) within statutory time period.	Planning staff (staff) discusses project with HCC to learn HCC's desired level of input. Staff discusses with Planning Commission (PC) HCC's desired level of input. Staff and PC develop a work plan to incorporate desired HCC involvement, including the possibility of joint PC/HCC study sessions or hearings.
<b>State Environmental Policy Act (SEPA )</b>	SEPA determination made by City Responsible Official and forwarded to HCC within statutory time period. HCC decides whether to comment on SEPA. If so, comments are forwarded to City Responsible Official.	
<b>Public Hearing</b>	Staff coordinates date of joint public hearing with HCC and Hearing Examiner (HE), transmits administrative record to both, and issues Notice of Public Hearing.	When agreed to by PC and HCC, hearing will be held jointly. Otherwise, HCC hearing will be held prior to PC hearing. Staff coordinates hearing date, transmits record and issues Notice of Public Hearing.
	HE and HCC conduct joint open record public hearing.	Public hearing(s) held.
	HE leaves after public hearing. HE leaves record open to allow HCC	

## HOUGHTON COMMUNITY COUNCIL REVIEW PROCEDURES

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	Quasi-judicial Process IIB Application	Legislative Plan or Code Amendment

	deliberations and HCC's written recommendation.	
<b>HCC Comments/ Recommendation</b>	HCC deliberates after open record public hearing and agrees to a recommendation, identifies critical and non-critical issues, and prepares recommendation in writing and transmits to the HE.	HCC makes a recommendation and directs staff to prepare recommendation in writing and transmit to the PC.
<b>HE/ PC Action</b>	HE incorporates HCC's comments into administrative record and issues recommendation. Staff forwards HE Recommendation to HCC.	After considering HCC recommendation, PC makes its recommendation. Staff forwards PC recommendation to HCC.
<b>Conflict Resolution</b>	HCC Chair and staff identify any divergence in HE's decision and HCC's comments.	HCC Chair and staff identify any divergence in PC's and HCC's recommendations.
	HCC Chair calls for Special HCC meeting, if needed. HCC may craft alternative language based on the record.	PC and HCC may meet to discuss and reconcile differences.
<b>City Council Decision</b>	Staff schedules a meeting for City Council (CC) consideration of HCC and HE recommendation within 45	Staff forwards HCC and PC recommendations to CC within 60 days of PC recommendation.

HOUGHTON COMMUNITY COUNCIL REVIEW PROCEDURES

Project Stage	Type of Action	
	Quasi-judicial Process IIB Application	Legislative Plan or Code Amendment

	days of HE recommendation.	
	CC discusses any divergence in HE's and HCC's recommendations at a regular Council meeting, and considers HCC alternative language if presented.	CC considers proposal at Council meeting. HCC and PC members are invited to attend to explain their recommendations.
	HCC does not contact CC in this process.	HCC and CC (and individual members) may discuss proposal at any time.
	CC adopts a resolution or ordinance to either: grant; modify and grant; or deny the application. If needed, CC may remand back to HE/HCC public hearing by motion.	CC adopts a resolution or ordinance to either: grant; modify and grant; or deny the application. If needed, CC may refer back to PC for further proceedings.
<b>HCC Final Action</b>	<p>Staff forwards CC ordinance or resolution to HCC at next regular meeting for final action.</p> <p>HCC adopts a resolution to approve or deny the CC decision. If an HCC resolution is not adopted within 60-days of the CC decision, the CC decision becomes final.</p> <p>If HCC denies the decision, the CC may reconsider at their next meeting and HCC Final Action would be repeated.</p>	