



CITY OF KIRKLAND
PLANNING AND BUILDING DEPARTMENT
123 FIFTH AVENUE, KIRKLAND, WA 98033
425.587.3600 - www.kirklandwa.gov

MEMORANDUM

Date: February 14, 2017

To: Houghton Community Council

From: Dawn Nelson, Planning Supervisor
Paul Stewart AICP, Deputy Director
Eric Shields AICP, Director

Subject: Housing Strategy Plan Update Process (File No. PLN17-00111).

RECOMMENDATION

Staff recommends that the Houghton Community Council select a member to participate in the Housing Strategy Plan Update Advisory Group

BACKGROUND DISCUSSION

One of the implementation strategies of the Kirkland 2035 Comprehensive Plan is to develop a new Housing Strategy Plan. The purpose of the Housing Strategy Plan is to identify a wide variety of tasks that the City might undertake over time to implement the current Housing Goals and Policies.

The City has historically had a Housing Strategy Plan showing discrete tasks that had been identified to implement the housing goals and policies of the Comprehensive Plan. It has been updated periodically to show the status of each task and to add new tasks to further the City's goals. The last update occurred in 2007 and is shown in Attachment 1. Each identified strategy is followed by a parenthetical note identifying the Comprehensive Plan policy that it addresses, the status of the strategy, and information about the income range that is served by the strategy.

Staff has been working with the ARCH (A Regional Coalition for Housing) and the City Council to identify a process to update the Housing Strategy Plan. Attachment 2 provides an overview. Staff will take a resolution adopting the Housing Strategy Plan process and the list of proposed advisory group participants to the City Council for approval on March 7, 2017. Advisory group meetings are expected to be held on Wednesdays from 4:00 pm to 6:00 pm. The process is anticipated to entail approximately six meetings over five months.

ATTACHMENTS

1. 2007 Housing Strategy Plan
2. Housing Strategy Plan Update Proposal

HOUSING STRATEGY PLAN
 JULY 2007





STRATEGY (Related Comprehensive Plan Policy or Implementation Strategy)

A. ZONING AND SUBDIVISION REGULATIONS

1. Infill/Increased Capacity

- a. Allow smaller lots in single family areas. (H-3.1)
- b. Evaluate PUD procedures (H-2.6,H-2.7,H-3.2)
- c. Allow rounding of mf units at a lower fraction. (H-2.7)
- d. Allow existing non-conforming mf densities to be maintained or redeveloped. (H-3.3)
- e. Allow ADU in single family zones. (H-2.2)
- f. Revise zoning map to be consistent with the ComprehensivePlan.
- g. Evaluate potential for Transit-Oriented Development at Park and Ride Lots. (LU-3.3)

SCHEDULE/ STATUS	CODE UPDAT E	COUNCIL ACTION	COORD. W/ OTHERS REQUIRED	POPULATION SERVED % OF MEDIAN INCOME		
				≤50% 80%	80- 120%	≥120 %

									
Not Scheduled	X	X			●	●	●		
2007 (With Misc. Code Amendments)	X	X				●			
						●			
						●			
						●			
2007/2008	X	X	X		●	●	●		

STRATEGY (Related Comprehensive Plan Policy or Implementation Strategy)

SCHEDULE/ STATUS	CODE UPDAT E	COUNCIL ACTION	COORD. W// OTHERS REQUIRED	POPULATION SERVED % OF MEDIAN INCOME		
				≤50% 80%	80- 120%	≥120 %

2. Design/Neighborhood Character Issues

- a. Evaluate design character issues as part of Community Character Element. (H-1.1) Includes items such as:
 - (1) Incentives for pitched roofs - sf homes
 - (2) 'Mega house' standards
 - (3) Review codes to encourage residential development in existing business districts.
- b. Revise horizontal facade regulations. (H-1.1)

(1)	X	X							
(2)									
(3)									
	X	X							

3. Streamlining/Innovative Housing

- a. Simplify permit process for zero lot line (H-2.7)
- b. Provide more flexibility in:
 - (1) Site development standards, and
 - (2) Short platting (e.g. lot averaging, setbacks). (H-2.7)
- c. Evaluate timelines for permit review. Adopt required permit timelines established by the new Land Use Regulatory Reform Act. (H-2.6)
- d. Further evaluate additional timelines for permit review. (H-2.6)
- e. Allow concurrent review of discretionary approvals (e.g. zoning and PUD applications). (H-2.6)

	X	X											

STRATEGY (Related Comprehensive Plan Policy or Implementation Strategy)

- f. Allow concurrent review of discretionary approvals and building permits (e.g. PUD and building permit). (H-2.6)
- g. Allow manufactured housing in all residential zones.
- h. Allow cottages, multiplexes that look like single-family and small lot single-family in all zones. (H-3.2)

4. Affordable Housing/Special Needs

- a. Evaluate and potentially revise special bonuses for affordable housing in multifamily zones. Inclusionary Zoning to be considered, among other options. (H-2.3, H-2.4)
 - (1) Multifamily Zones
 - (2) Totem Lake and NE 85th Street
 - (3) CBD, JBD, NRHBD
 - (4) Single Family Zones (evaluate general affordability of housing, not specific to low/medium income)

- b. Expedite permit review for projects w/affordable component. (H-2.3)
- c. Review group homes standards for consistency with the Federal Fair Housing Act. Ensure codes provide opportunities for special needs housing. (H-2.10, H-2.11)

B. DIRECT/INDIRECT FORMS OF ASSISTANCE

SCHEDULE/ STATUS	CODE UPDAT E	COUNCIL ACTION	COORD. W/ OTHERS REQUIRED	POPULATION SERVED % OF MEDIAN INCOME			
				≤50%	50- 80%	80- 120%	≥120 %
		X		●	●	●	●
					●	●	●
2007	X	X		●	●	●	●
(1) Evaluate & potentially revise 2007/08	X	X		●			
(2)							
(3) 2007/08							
(4) 2008							
	X	X		●	●	●	●
				●	●	●	●

STRATEGY (Related Comprehensive Plan Policy or Implementation Strategy)

1. Direct Forms of Assistance

- a. Continue direct funding of affordable housing/special needs housing through the CDBG program. (H-2.8, H.9)
- b. Continue using CDBG funds for the Single Family Housing Repair program. (H-2.8)
- c. Explore potential other local revenue sources that could be targeted toward housing on a regular basis (e.g. general funds, portion of local taxes). (H-2.9)
- d. Waive some or all permit/impact fees for affordable housing. (H-2.3, H-2.9) Evaluate the cumulative costs of impact fees, permit fees and hook-up fees.
- e. Consider selling/leasing appropriate surplus land at below market value for affordable housing. (H-2.9)
- f. Acquire land in Kirkland for development of housing to serve households earning 60% or less of County median income. (H-2.9)
- g. Pay or waive some utility and/or infrastructure costs for affordable housing. (H-2.9)

SCHEDULE/ STATUS	CODE UPDAT E	COUNCIL ACTION	COORD. W// OTHERS REQUIRED	POPULATION SERVED % OF MEDIAN INCOME		
				≤50%	50- 80%	80- 120%

		X	X	●	●		
		X	X	●	●		
		X		●	●		
				●	●		
2008+ Ongoing		X	X	●	●		
2008-2009		X		●	●		
				●	●		



2. Indirect Forms of Assistance

- a. Conduct inventory of public property for potential availability for housing and other public uses/ update regularly. (H-2.9)

				●	●	●	●
--	--	--	--	---	---	---	---


STRATEGY (Related Comprehensive Plan Policy or Implementation Strategy)

- b. Work with local banks to coordinate better financing for affordable housing. (H-2.9) – ARCH to lead task
- c. Evaluate development regulations for their potential impact on housing costs. (H-2.6)
- d. Explore non-cash forms of assistance (e.g. providing loan guarantees for affordable housing). (H-2.3, H-2.9)
- e. Explore opportunities to encourage private and other public donation of resources, including land, for affordable housing. (H-2.9, H-2.12)
- f. Analyze the potential city role in employer assisted housing/ Work with local employers to study model programs. (H-2.12)
- g. Promote community education program for ADUs through education efforts including fliers/technical assistance. (H-2.2)
- h. Conduct inventory of existing multifamily residential properties and encourage preservation of those that are affordable – work with ARCH. (H-2.9)

SCHEDULE/ STATUS	CODE UPDAT E	COUNCIL ACTION	COORD. W/ OTHERS REQUIRED	POPULATION SERVED % OF MEDIAN INCOME			
				≤50%	50– 80%	80- 120%	≥120 %
Not scheduled			X	●	●		
				●	●	●	●
Not scheduled		X		●			
Not scheduled			X	●	●		
Not scheduled		X	X	●	●	●	●
			X	●	●	●	●
2007			X	●			

C. REGIONAL/STATEWIDE INITIATIVES

- 1. Work cooperatively with providers and other jurisdictions to achieve regional fair share balance and to maximize housing resources. Includes working with non-profit groups and the Housing Authority in creating affordable

			X	●	●		
---------------------------------------------------------------------------------------	--	--	---	---	---	--	--

STRATEGY (Related Comprehensive Plan Policy or Implementation Strategy)

- housing. (H-2.1, H-2.9)
- 2. Continue membership in ARCH. (H-2.12)
- 3. Work with other jurisdictions to develop and implement a regional housing finance strategy. (H-2.12)
- 4. Work with other jurisdictions to develop regional benchmarks.
- 5. Review, and as appropriate, comment on and/or support county and state federal legislation affecting the availability of housing. (H-2.12)
- 6. Identify and support local and regional projects. (H-2.12, H-2.13)
- 7. Implement program that takes advantage of property tax exemptions for housing in certain areas under RCW 84.14. (H-2.3)
- 8. Work with AWC and other housing lobby groups to provide additional tax relief at the State level for affordable housing. (H-2.9)

SCHEDULE/ STATUS	CODE UPDAT E	COUNCIL ACTION	COORD. W/ OTHERS REQUIRED	POPULATION SERVED % OF MEDIAN INCOME			
				≤50%	50- 80%	80- 120%	≥120 %
		X	X	●	●	●	●
Not scheduled			X	●	●	●	
			X	●	●	●	●
			X	●	●	●	●
			X	●			
			X	●	●		

D. OVERSIGHT/MONITORING/EDUCATION

- 1. Complete a strategy plan/work program and update every five (5) years. (H.3)
- 2. Monitor progress in meeting housing needs and report to City Council annually. Information collected should at a

		X		●	●	●	●
				●	●	●	●

STRATEGY (Related Comprehensive Plan Policy or Implementation Strategy)

- minimum include total housing development, construction and demolition of affordable housing, and creation of ADUs. (H.4)
- 3. Collect information on a regular basis needed for the Regional Benchmarks.
- 4. Evaluate city efforts in achieving projected densities in multifamily zones and commercial areas. Review standards if densities are not achieved. (H-1.1)
- 5. Evaluate City efforts in achieving objective of dispersing affordable housing in the City. (H-2.5)
- 6. Undertake an educational campaign to increase awareness of housing issues.

SCHEDULE/ STATUS	CODE UPDAT E	COUNCIL ACTION	COORD. W/ OTHERS REQUIRED	POPULATION SERVED % OF MEDIAN INCOME			
				≤50%	50- 80%	80- 120%	≥120 %
			X	●	●	●	●
				●	●	●	●
Not scheduled				●	●	●	
Not scheduled				●	●	●	●

KIRKLAND STRATEGY PLAN UPDATE

Strategy Plan Objective: Kirkland has a history of efforts to increase the diversity and range of affordability of its housing. The city has done so by both local efforts and cooperating with regional initiatives. With the growing need and impact of housing affordability on the community's residents, businesses and overall city goals; the city will actively engage the broader community to undertake a more comprehensive approach to updating its housing strategy plan, with special emphasis on housing affordability.

Schedule:

Advisory Group begins in March after approval of members by Council. Report to Council August 2017. Staff would begin background work immediately to be prepared for first Advisory Group meeting. Primary broader community outreach would occur in about late April to early May. Council would review and adopt updated Housing Strategy Plan in August after a review by the Planning Commission in July. (See attached schedule)

Advisory Group

- Work group with broad community representation with purpose of assisting with developing an update of the city housing strategy plan for the City Council to review and adopt
- Members: (12 – 15 max)
 - Neighborhood associations
 - Small Business
 - Large business
 - Faith community
 - School
 - City Commissions: Planning, Human Services, Senior
 - Houghton Community Council
 - Chamber of Commerce
 - Service organizations
 - Affordable housing resident
- Scheduled every three weeks, over 15 weeks (6 meetings)
- Meeting agendas
 1. Introductory conversation
 - Group objective / How impacting the community / review past city efforts // develop data list that will help inform (review staff list and supplement/modify)
 2. Review housing data – discuss what does it mean in terms of local housing needs and potential city action.
 3. Brainstorm on potential city objectives:
 - Review strategy lists pulled together from other communities/research
 - See if other ideas from group
 - Discuss local opportunities / constraints / concerns with strategies
 4. Expert Panel (private / non-profit / housing authority /)
 - Comments and questions and answer on the strategy list.
 - Request any final input/information from staff
 5. Discuss and begin developing updated strategy plans for council consideration
 - Updates on any other public input (survey /community workshop, etc)

- For specific strategies list any qualifications/concerns with implementing the strategy that should be accounted for as the strategy is implemented
 - Develop reasons that certain strategies are prioritized in the strategy plan.
6. Final review of draft strategy plan

Other Forms of input

- Planning, Human Services, Senior commissions will review strategies and provide input to the work group.
- Community Workshop.
In the middle of the advisory group process there will be one or more community workshops open to the general public. Purpose of the workshop is to give the broader community to present input on local housing needs and potential strategies.
- Community on-line survey
At the same time as the community workshop consider other on-line ways to solicit input on needs/ strategies.
- Housing professional stakeholders
In addition to the expert panel, housing professionals will be consulted on a one-on-one basis and small group by staff to solicit input on specific strategies.

HOUSING STRATEGY PLAN UPDATE SCHEDULE

When	What	Who
Nov-Feb	Discussion/direction	Council Planning & Economic Development and PW/Parks/Human Services Committees, full Council
Oct-Feb	Prepare background materials for Task Force meetings / public outreach	Staff
Jan - Feb	Select consultant/facilitator for outreach	Staff
March	Appoint Task Force	Council
March	Meeting #1 — Introduction / Overview	Advisory Group
April	Meeting #2 — Housing Needs	Advisory Group
April - May	One-on-ones with stakeholders	Staff; Advisory Group members?
April - May	Neighborhood outreach meetings	Facilitator; Advisory Group
April - May	Meeting #3 — Housing Objectives	Advisory Group
May	Check-in from staff	Council Planning & Economic Development Committee
May	Meeting #4 — Expert panel	Advisory Group
June	Meeting #5 — Initial draft to update Strategy Plan	Advisory Group
June	Meeting #6 — Final review	Advisory Group
July	Planning Commission Review	Planning Commission/ Advisory Group
August	Present report to City Council	Council/ Advisory Group