



CITY OF KIRKLAND

PLANNING AND BUILDING DEPARTMENT

123 FIFTH AVENUE, KIRKLAND, WA 98033

425.587.3600 - www.kirklandwa.gov

MEMORANDUM

Date: March 21, 2016

To: Houghton Community Council

From: Paul Stewart AICP, Deputy Director

Subject: Adopted 2016 – 2018 Planning Work Program

Introduction and Background

At its [March 15, 2016](#) regular meeting, the City Council adopted the 2016-2018 Planning Work Program (see attached Exhibit A). This work program outlines the major long range planning tasks, staffing and schedule. A more detailed description of the tasks can be found in the City Council packet for the [March 1, 2016](#) joint meeting with the Planning Commission.

At the March 28th HCC meeting, staff will review the work program with the Council.

Planning Commission Tasks	
Other City Tasks	

Exhibit A

ADOPTED 2016 – 2018 PLANNING WORK PROGRAM: LONG RANGE TASKS MARCH 15, 2016

2016 2017 2018

TASK	PROJECT MANAGER	2016 FTE by Task	2016												2017				2018			
			J	F	M	A	M	J	J	A	S	O	N	D	1st	2nd	3rd	4th	1st	2nd	3rd	4th
POLICIES, PLANS & REGULATIONS																						
1.0	Comprehensive Plan																					
1.1	• Consider Totem Lake Planned Action																					
1.2	• Private Amendment Requests																					
1.3	• Consider CBD as an Urban Center																					
2.0	Neighborhood/Bus District Plans																					
2.1	• Finn Hill Neighborhood Plan	Coogan	.6 FTE																			
2.2	• Everest/Central Houghton Ctr	Ruggeri	.5 FTE																			
2.3	• 6 th Street Corridor Transp Study	Public Works																				
2.4	• Neighborhood/Bus District Framework	Collins	.2 FTE																			
2.5	• Future Neighborhood Plan Updates																					
3.0	Code Amendments																					
3.1	• LID Code Revisions	Collins/Powers	.4 FTE																			
3.2	• Zoning Code Charts to Tables	Nelson	.2 FTE																			
3.3	• Misc. Code Amendments																					
3.4	• Wireless/Utilities (Chapter 117 KZC)	McMahan	.1 FTE																			
3.5	• Traffic Impact Standards	Public Works																				
3.6	• Sign Regs (Phase 1 and Phase 2)		.6 FTE																			
3.7	• Marijuana Regs Amendments	Collins	.2 FTE																			
3.8	• FAR Regs		.2 FTE																			
3.9	• Design Guidelines (Totem Lake CKC)	Collins	.3 FTE																			
4.0	Critical Area or SMP																					
4.1	• Wetlands and Streams Regs	Swan	.8 FTE																			
4.2	• Geo Hazards Analysis & Regs	Swan/McMahan	.5 FTE																			
4.3	• SMP Amendments	Swan	.4 FTE																			
5.0	Housing																					
5.1	• Update Housing Strategy Plan	Nelson/ARCH	.2 FTE																			
5.2	• Affordable Housing Strategies	Nelson/ARCH	.1 FTE																			
6.0	Env Stewardship/Sustainability																					
6.1	• GHC Report/Climate Action Plan	PW/Barnes	.1 FTE																			
6.2	• K4C Coordination/Implementation	Barnes/Guter	.1 FTE																			
6.3	• Sustainability Strategic Plan	Barnes/Powers																				
6.4	• Street Tree Inventory	Powers/GIS	.3 FTE																			
6.5	• Urban Forestry Mgmt Work Plan	Powers	.2 FTE																			
6.6	• CKC Green Certification	Powers																				
6.7	• Green Team	Barnes	.1 FTE																			
6.8	• Strategic Plan Actions/Implementation																					
7.0	Database Management	GIS/Planning	.1 FTE																			
8.0	Regional Coordination	Shields/Stewart	.1 FTE																			

RESOLUTION R-5189

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND PERTAINING TO THE ADOPTION OF THE 2016 – 2018 PLANNING WORK PROGRAM.

1 WHEREAS, the Kirkland City Council and the Kirkland Planning
2 Commission met at a joint meeting on March 1, 2016 to discuss the
3 proposed 2016-2018 Planning Work Program tasks and to set priorities;
4 and

5
6 WHEREAS, the Kirkland City Council reviewed a revised work
7 program at the March 15, 2016 regular meeting

8
9 NOW, THEREFORE, be it resolved by the City Council of the City of
10 Kirkland as follows:

11
12 Section 1. The adopted 2016-2018 Planning Work Program for the
13 City of Kirkland shall be established as shown on Exhibit A to this
14 resolution.

15
16 Section 2. This adopted Planning Work Program shall be generally
17 used by the City staff and Planning Commission in scheduling work tasks
18 and meeting and hearing calendars.

19
20 Section 3. A copy of this resolution and work program shall be
21 distributed to the Planning Commission, Parks Board, Transportation
22 Commission, Design Review Board, Neighborhood Associations, the
23 Chamber of Commerce and Houghton Community Council.

24
25 Passed by majority vote of the Kirkland City Council in open meeting
26 this 15th day of March, 2016.

27
28 Signed in authentication thereof this 15th day of March, 2016.


MAYOR

Attest:


City Clerk

Planning Commission Tasks	
Other City Tasks	

ADOPTED 2016 – 2018 PLANNING WORK PROGRAM: LONG RANGE TASKS MARCH 15, 2016

2016

2017

2018

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