



CITY OF KIRKLAND
Planning and Building Department
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MEMORANDUM

To: Houghton Community Council

From: Janice Coogan, Senior Planner

Date: August 20, 2015

Subject: **TRANSIT ORIENTED DEVELOPMENT AT THE SOUTH KIRKLAND PARK AND RIDE**

Staff will attend your August 31, 2015 to answer additional questions you may have regarding the TOD project and process improvements we plan to implement with future design review projects (including within the jurisdiction of Houghton Community Council).

On July 20, 2015 the Design Review Board conducted a post completion evaluation of the final building design and design review process for the project. Only one of the two members who were involved with the original design review of the project was present (Chair, Carolyn Adams). Architect Mindy Black with Weber Thompson and Eric Evans with Polygon NW were also present to respond to questions.

At the meeting, staff discussed with the Board ways to improve the application materials that are submitted (primarily related to building materials) for the Design Response Conference review and the process for evaluating minor modifications that are requested during the building permit review or construction phases of a project. A link to the meeting packet is available [here](#). An audio of the Board's discussion is available [here](#).

A representative of the owner of the Kirkland Crossing building indicated to the DRB that they have tried to respond to concerns raised by the Community Council and staff and that they now consider the project complete (see additional discussion below). They are in the process of leasing out the commercial tenant spaces and will continue to explore securing a retail coffee tenant.

On August 12, 2015, the HCC was copied on an email sent to the Design Review Board summarizing the Board's discussion and permit process improvements that will be implemented with future design review projects and included below.

A. Project Building Materials and Landscaping

The wood grain panels installed at sections of the building façade were different than shown on the approved plans because the manufacturer discontinued the original pattern. In response to concerns raised by the Houghton Community Council and staff, the property owner (Polygon) explored either painting or replacing the existing wood grain panels at the gateway corner of the project. Painting the panels was determined to not be a feasible option. Two panels in different

colors were installed on the building façade for approximately one month to compare the existing wood grain panels with the new “test” panels.

Eric Evans with Polygon and Mindy Black, architect with Weber Thompson attended the meeting to explain the situation. The consensus of staff and the Board’s discussion was to keep the existing wood grain panels. The property owner plans to remove the test panels by the end of August. After certificate of occupancy the property owner planted additional landscaping to help soften the concrete façade at the gateway corner. Staff concludes that no further actions are needed by the property owner and the project is considered complete.

B. Design Review Process improvements to be implemented by the Planning Department

- For future projects located within the jurisdiction of the Houghton Community Council (HCC) subject to review by the Design Review Board, a representative from the HCC will be encouraged to attend the Design Review Board meetings to express the opinions of the HCC.
- At the Conceptual Design phase of a project, staff will provide the Board with key issues or comments raised by the public during previous neighborhood planning, code amendment or other land use permit process.
- The Design Response Conference application will be revised to require the applicant to provide larger samples of building materials and paint samples.

C. Review and Processing Of Modifications

- At building permit submittal and prior to building permit issuance, the architect will be directed to submit a checklist showing all proposed modifications to the project that differ from the approved Design Response Conference plans. We currently have a modification checklist but this will be revised to be more detailed in submittal requirements. Prior to approving any modification request, all proposed modifications will be reviewed at one time in order to evaluate the cumulative effect of the changes on the design of the project. The architect must respond to each of the modification criteria in KZC 142.50 and show elevations and or materials of the approved drawings and proposed changes.
- Internally, staff will meet with a team of planners experienced with design review to discuss proposed modifications for consistency with the KZC 142.50 criteria and scope of changes we have the authority to approve administratively. The Planning Official will take a conservative approach and take more minor modifications to the Board for its review.
- Prior to final inspection of a building permit by the City, the architect and/or owner will be required to submit a letter concluding they have evaluated the project to ensure it is consistent with the plans approved with the Design Response Conference and that no modifications have been made to the project during construction that were not previously approved by the City. This way the architect or owner will take more accountability for the work of their contractor to ensure no further modifications have been made to the project that were not previously disclosed.