



CITY OF KIRKLAND
PLANNING AND BUILDING DEPARTMENT
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MEMORANDUM

DATE: DECEMBER 3, 2015

TO: PLANNING COMMISSION

**FROM: PAUL STEWART AICP, DEPUTY DIRECTOR
ERIC SHIELDS AICP, DIRECTOR**

**SUBJECT: PLANNING COMMISSION RETREAT AND DRAFT 2016-2018
PLANNING WORK PROGRAM**

INTRODUCTION

The annual Planning Commission retreat is scheduled for December 18 from 6:00 – 8:30 PM in the Peter Kirk Room at City Hall. Dinner will be served at 6:00 with the retreat topics starting at 6:30.

One of the primary topics of the retreat is to identify and prioritize long range planning tasks that the Commission and the staff will undertake. These tasks, staffing and schedule are identified in the proposed 2016-2018 Planning Work Program (Attachment 2). The topics for the retreat are:

- Review the draft 2016 – 2018 Planning Work Program and provide direction.
- Discuss approach to neighborhood/business district plans.
- Discuss other Commission items as appropriate.

The annual Planning Work Program establishes the major long range planning projects for the City over the next three years with the primary focus on 2016. The Planning Commission reviews the proposed work program and makes a recommendation to the City Council at the joint meeting. The joint meeting with the City Council at a study session has yet to be scheduled but typically occurs in February or March. The joint meeting would also be an appropriate time to check in with the Council to discuss other items of interest.

Review of 2015 Tasks (Attachment 1)

The Commission devoted the majority of its meetings in 2015 to the Comprehensive Plan Update which is scheduled to be adopted by the City Council on December 8, 2015 with only a few changes from what was recommended by the Commission. *The Commission should be congratulated on this important effort that was undertaken by the Commission to update the Plan.*

In 2015, the Commission met 21 times – at study sessions, joint meetings or public hearings – with 18 of those meetings on the Comprehensive Plan update, neighborhood plan revisions and citizen amendment requests. The other topics were the Finn Hill Neighborhood Plan, Chapter 90 Code Amendments and a joint meeting with the Kirkland Alliance of Neighborhoods (KAN).

2016-2018 Planning Work Program

Introduction and Summary

The annual Planning Work Program establishes the major long range planning tasks for the City over the next three years with the primary focus on the upcoming year – 2016. The City Council adopts the Work Program by resolution based on a recommendation from the Planning Commission and following the joint meeting with the Commission.

The work program shows eight major categories with individual tasks for each major heading. The primary staff lead or project manager is identified. Estimated staffing levels for the Planning Department for each task are noted as FTE's (full time equivalent employees). The FTE is a way to determine expected staffing levels, budget and resource allocations. The FTE level is assigned for 2016 by task and is generally the average during the duration of the project.

The draft work program outlines the general timing and schedule although this can also vary as the task progresses. Those work program items noted in [blue](#) are tasks that the Planning Commission will review and make a recommendation on – usually plan or code amendments. Those tasks outlined in [green](#) are other tasks that are long range in nature but may not always directly involve the Commission (i.e. they are staff tasks or other City projects).

Attachment 2 is the Proposed 2016 -2018 Planning Work Program. (Note: Attachment 3 is the current adopted work program approved by the City Council on April 7, 2015). As the Commission reviews the proposed Planning Work Program, the Commission should also consider the citywide 2014-2015 City Work Program (Attachment 4) prepared by the City Manager and adopted by the City Council in March 2015. It is anticipated that the Council will consider an updated work program in early 2016. The Parks Board and Transportation Commission also have work plans. Attachment 5 is the current work plan for the Parks Board and Attachment 6 is the work plan for the Transportation Commission.

The revised proposed Work Program reflects a major shift away from the Comprehensive Plan update 2013-2015 to neighborhood/business district plans, code amendments and environmental initiatives. These include major work tasks on the following:

- Complete work on the Finn Hill Neighborhood Plan (**Task 2.1**) and Everest/Central Houghton Shopping Center (**Task 2.2**).
- Work on a variety of code amendments including: Low Impact Development code revisions (**Task 3.1**); converting the rest of the Zoning Code charts to tables (**Task**

3.2); a package of miscellaneous code amendments (**Task 3.3**) that may include amendments to Chapter 117 regarding wireless facilities (**Task 3.4**).

- Three tasks involve targeted code amendments: Traffic Impact Standards to be done by Public Work (**Task 3.5**); Content Neutral Sign Regulations (**Task 3.6**); Marijuana Regulations (**Task 3.7**) if directed by the City Council; and Floor Area Ratio standards as previously desired by the Planning Commission (**Task 3.8**).
- **Task 3.9**, Design Regulations for development along the Cross Kirkland Corridor, are a follow-up to the Comprehensive Plan and Totem Lake Business District Plan.
- A major focus for 2016 involves work on the City's Critical Area Regulations on wetlands and streams (**Task 4.1**) and Geo-Hazards (slopes and landslide hazard areas) (**Task 4.2**). **Task 4.3** reflects some clean-up work on the Shoreline Master Program.
- **Tasks 5.0 (Housing)** and **Task 6.0 (Environmental Stewardship)** primarily reflect staff initiatives and efforts. However, staff would request input from the Commission on a couple of these functional plans – the Housing Strategy Plan (**Task 5.1**) and the Sustainability Strategic Plan (**Task 6.3**).

Task 1.0 Comprehensive Plan

With the adoption of the Comprehensive Plan update the work program reflects an emphasis on implementation of the plan policies through code updates, programs and actions. Therefore, no significant general Comprehensive Plan tasks are noted for 2016. Further consideration may be given to adopting a Planned Action Ordinance for Totem Lake (**Task 1.1**) although the scope and need for that are still to be determined depending on work to be done on **Task 3.5** (Traffic Impact Standards).

At last year's retreat the Commission recommended that private amendment requests (PARs) not be considered immediately following the Comprehensive Plan adoption. The proposed Planning Work Program notes this as **Task 1.2**. Applications would be need to be submitted by Dec. 1, 2016 for consideration in 2017.

The Council was interested in having the downtown considered as an urban center under the Countywide Planning Policies similar to Totem Lake. Currently the Puget Sound Regional Council (PSRC) is working on criteria to bring some consistency to the designation of "centers" through-out the four county region. **Task 1.3** would evaluate the downtown as an urban center following completion of the work by PSRC. Staff will be tracking and participating in PSRC's work on this in 2016.

Task 2.0 Neighborhood/Business District Plans

Task 2.1, the Finn Hill Neighborhood Plan is already underway. Two neighborhood workshops have been held and a third one is scheduled for in early 2016. A joint meeting with the Parks Board and Transportation Commission is scheduled for January 14th 2016 to brief the groups on the plan progress and schedule. Work on the plan is

being done by the University of Washington's [Green Futures Lab](#) and involves several graduate students conducting the workshops and drafting the plan.

On September 16, 2014 the City Council, by [Resolution R-5067](#), directed staff to initiate no later than January 15, 2016, a formal public review and update process for the Houghton/Everest Neighborhood Center in partnership with the Houghton Community Council, property owners and residents of the Everest and Central Houghton neighborhoods. The Planning Commission is to make a final recommendation to the City Council no later than October 31, 2016. The draft Planning Work Program (**Task 2.2**) reflects this schedule. However due to work on a concomitant transportation study for the 6th Street Corridor area (**Task 2.3**) to be done by an outside consultant (currently funded at \$150,000), the schedule for the neighborhood center plan may need to be adjusted. Staff has had a preliminary meeting with representatives from the Central Houghton Neighborhood and is scheduled to meet with representatives from the Everest Neighborhood. Staff will bring the approach and work plan to the Commission in early 2016.

The Comprehensive Plan update included "Implementation Strategies" to establish the policy basis for updating neighborhood and business district plans. **Task 2.4** is included in the work program to formalize the process and framework for this effort. The Planning Commission previously met with the Kirkland Alliance of Neighborhoods with this topic was one of the main points of discussion. Due to earlier work on other efforts, staff is targeting the time for this task in mid-2016. More discussion on this is in a separate memo.

Task 2.5 is a place keeper for future neighborhood or business district plans in 2017 following Finn Hill, Houghton/Everest and the outcome of **Task 2.4** above.

Task 3.0 Code Amendments

Western Washington jurisdictions are under a mandate by the WA Department of Ecology to incorporate low impact development requirements into local codes, ordinances and standards. The City is required by the State to review and revise our local codes, rules and standards to incorporate and require Low Impact Development principles and best management practices related to surface water management under the auspices of the National Pollutant Discharge Elimination System Permit (NPDES). This effort will involve a combination of staff from the Planning and Public Works Departments. The code revisions must occur by December 31, 2016.

This will be a citywide effort and may involve revisions to the Zoning Code (**Task 3.1**). The first step is to review the City's various codes and standards to determine what the City is currently doing and what changes are necessary or desired to meet the requirements of NPDES Permit. Following this, staff will have a better understanding of the timing and scope for the project.

Task 3.2 is the completion of the work to convert the Zoning Code Use Zone Charts to Tables. This is fast-track code amendment that does not involve the Planning Commission.

Periodically, the City considers a variety of miscellaneous code amendments (**Task 3.3**) based on a roster that staff maintains. This generally occurs each year with the exception of 2015 due to the Comprehensive Plan update. Staff will bring the roster of potential amendments to the Commission and Council prior to initiating this effort. The work program schedule notes this task for the last half of 2016 and also shows a commitment to do this in 2017 and 2018.

The City needs to revise its wireless regulations contained in Chapter 117 (**Task 3.4**) to comply with new rules from the FCC that impose more lenient allowances for modification of existing facilities, limit review processes, and impose tighter timelines for City review of applications. The federal rules preempted City authority so these provisions are currently being implemented administratively. The amendments would codify those provisions. This would be done either as a separate task or as part of the Miscellaneous Code amendments bundle noted above in **Task 3.3**.

Task 3.5 (Traffic Impact Standards) has been on the work program for the past two years but due to the Comprehensive Plan update, staff has not been able to undertake this. The task is to codify the City's approach to conduct traffic impact analysis for development projects. This task will primarily be undertaken by Public Works and the Transportation Commission.

Due to court cases regarding sign regulations, the City needs to update its code to reflect the decisions both in the State of Washington (Ballen v. City of Redmond) and at the Supreme Court (Reed v. Town of Gilbert). Basically, a law or regulation must be "content neutral" regarding the sign message. This primarily affects real estate and A-frame or sandwich board signs. The City can distinguish between commercial and non-commercial signs. **Task 3.6** is included on the work program to be undertaken in early 2016 in order to revise our code expeditiously and is intended to focus on this particular issue – not the entire sign code.

The State Legislature revised the statutes regarding marijuana to align the medical marijuana market with the recreational market. The legislation also allowed jurisdictions to reduce the 1000-foot buffer zones required by I-502 around certain types of facilities within which licensed marijuana producers, processors or retailers could not be located. The buffer zones can be reduced at the discretion of the City to not less than 100 feet from recreation centers or facilities, child care centers, public parks, public transit centers, or game arcades admitting minors. This authority to adjust buffer distances does not apply to elementary or secondary schools or to playgrounds. Cities or counties can adopt more restrictive standards or not allow marijuana facilities if they so choose. MRSC has a summary of the [2015 legislation](#).

Kirkland has adopted [regulations](#) regarding marijuana facilities. **Task 3.7** is noted on the work program as a place keeper should the City Council choose to consider revisions based on the 2015 legislation.

Work on revisiting the Floor Area Regulations (FAR) could be considered beginning in late 2016 (**Task 3.8**).

The Planning Commission expressed interest in considering design guidelines for development along the Cross Kirkland Corridor. This is a follow-up to the Totem Lake Business District Plan. This effort is reflected in **Task 3.9** and would commence in early 2016.

Task 4.0 Critical Area Regulations

The Growth Management Act requires the City to update its critical area regulations (CAO) by June 30, 2015 but does provide a one year "grace" period to complete the work. The CAO includes regulations in the Zoning Code (KZC Chapter 90) pertaining to wetlands, streams, minor lakes, frequently flooded areas; and KZC Chapter 85 (Geologically Hazardous Areas) pertaining to erosion, seismic, and landslide hazards. The City's last major update to Chapter 90 was 2002. Chapter 85 has not had a major update since its adoption in the early 1990's.

The major emphasis of the CAO update will be:

- Mandated incorporation of "best available science" (BAS), including revised classification schemes and buffers for streams and wetlands.
- Review of City's geotechnical data for purposes of mapping and regulating geologic hazards.
- Updated risk mapping (landslide, erosion, seismic, etc.) based on a combination of geotechnical consulting and IT-GIS support.
- Technical assistance on data interpretation and best practices.
- Focused public education and outreach.

The primary focus of the work in 2016 will be on wetlands and streams (**Task 4.1**) to be completed by July, 2016. A briefing at a joint meeting of the Planning Commission and Houghton Community Council is scheduled for January 28, 2016.

Work on **Task 4.2** (Geo Hazards) will take longer. Extensive mapping and analysis of geo hazards will need to be undertaken prior to considering revising development regulations and standards. This is a coordinated effort with Planning and Building, Public Works, GIS, and Fire (emergency response).

Revisions to the Shoreline Master Program – primarily housekeeping items – are noted as **Task 4.3** and are targeted to begin following completion of the **Tasks 4.1** and **4.2**.

Task 5.0 Housing

Providing affordable housing continues to be challenging with rising land and housing costs. The Comprehensive Plan calls for an update to the City's Housing Strategy Plan (**Task 5.1**). The current plan was completed in 2007. This plan identifies key strategies intended to address the City's housing needs and goals to ensure implementation of the Comprehensive Plan. It is updated periodically to show the

current status and the level of action needed to achieve each strategy. Staff will bring the draft plan to the Commission for review and comment.

Task 5.2 represents the on-going Planning Department staff participation in housing issues with ARCH – A Regional Coalition for Housing. These include administering the provision of affordable housing in developments pursuant to city regulations, implementing the optional multifamily tax exemption program, and assisting with affordable housing preservation efforts.

Task 6.0 Environmental Stewardship/Sustainability

The Environment Chapter of the Comprehensive Plan was substantially revised to reflect increased emphasis on addressing climate change. The City is participating along with several other cities and King County in the King County-Cities Climate Collaboration commonly known as K4C and has signed on to the [Joint County-City Climate Commitments](#). It is a coordinated effort to undertake a series of strategies to support and enhance projects and programs in focus areas such as green building, using and producing renewable energy, sustainability outreach and education, and alternative transportation. Many of the sub-tasks under this category are intended to implement the Environment Chapter of the Comprehensive Plan and meet our obligations under the K4C Commitments. These are primarily staff and Council items. The other tasks under this category address urban forestry, CKC green certification and on-going citywide coordination on all things green.

Task 6.1 (GHC Report/Updated Climate Action Plan) and **Task 6.2** (K4C Coordination/Implementation) are related. Staff is working with other cities to measure and reduce greenhouse gas emissions (GHC) over time.

Task 6.3 is intended to update the Natural Resource Management Plan adopted in 2003 as well as incorporate the built environment and the Climate Action Plan into a more comprehensive Sustainability Strategic Plan. Due to limited staff resources this task will likely not occur until late 2016 or early 2017. Staff would bring a draft plan to the Commission for review and comment. **Task 6.8** is intended to reflect a continuing commitment to implement the results of the strategic plan in 2017.

Public Works has available funding to undertake a street tree inventory of major arterials and collectors (**Task 6.4**). This project will identify the location of trees using GIS and evaluate the condition of street trees in order to properly manage this asset. The project will be coordinated by the City's Urban Forester.

Task 6.5 consist of a variety of sustainability and environmental stewardship efforts. The City Council adopted the [Urban Forestry Strategic Management Plan](#) in July, 2013. The City has a .5 FTE Urban Forester that guides the City's general urban forestry efforts. Implementation of the Strategic Management Plan is being coordinated through a Tree Team consisting of participants from Parks, Public Works and Planning. The [work plan](#) for 2016 for Urban Forestry tasks were presented to the City Council at its October 6th, 2015 meeting under Item 11.a.

Task 6.6 is an effort to evaluate and possibly obtain a “green” certification for the Cross Kirkland Corridor. This project which came out of an “eco-charrette” for the corridor would be undertaken in late 2016.

The City has a “Green Team” consisting of representatives from several City departments that meet on a monthly basis to coordinate stewardship and sustainability activities and programs (**Task 6.7**). This task recognizes an on-going staff commitment to this service team.

Task 7.0 (Database Management) and **Task 8.0** (Regional Coordination) reflect on-going staff efforts and participation. Regional efforts consist of working with the King County Growth Management Planning Council, Sound Cities, and the Puget Sound Regional Council.

Commission Discussion and Direction

The draft Planning Work Program represents staff’s recommended set of tasks, priorities, schedule and staffing. Many of the tasks are already in progress or are outcomes of the Comprehensive Plan. Attachment 7 shows the recently adopt *Implementation Chapter* of the Comprehensive Plan. Additional work program tasks or a change in the timing need to be balanced with available staff resources.

- *Does the Commission need any additional information on the work program tasks?*
- *Does the Draft Work Program reflect the appropriate tasks, priorities and schedule?*
- *Are there other projects or ideas that should be considered (See Attachment 7 - Comprehensive Plan Implementation Chapter)?*

Based on the Commission’s direction and discussion, staff will bring back a final Draft Work Program for review and recommendation by the Commission at a meeting in January or February. The Joint Meeting with the City Council is the appropriate time for the Commission to present its recommendation on the work program to the City Council. At the January or February meeting, the Commission should determine what key issues or work program items should be discussed and which commission member takes the lead on the discussion.

Attachments

1. Planning Commission Agenda Topics for 2015
2. Proposed 2016 – 2018 Planning Work Program
3. Adopted 2015 – 2017 Planning Work Program
4. Citywide 2015-2016 Work Program
5. Parks Board Work Plan
6. Transportation Commission Work Plan
7. Comprehensive Plan Implementation Strategies Chapter

Planning Commission Agenda Topics for 2015

Meeting Date	Topic	Meeting Type
January 8	<ul style="list-style-type: none"> • Comprehensive Plan Amendment Environment Element • Moss Bay Neighborhood Plan • CARs Nelson/Cruikshank and Waddell 	<p>Study Session</p> <p>Study Session</p> <p>Study Session</p>
January 29	<ul style="list-style-type: none"> • Parkplace Amendment Request 	Public Hearing
February 12	<ul style="list-style-type: none"> ▪ South Rose Hill/Bridle Trails Neighborhood Plan ▪ NE 85th Street Neighborhood Plan ▪ Newland CAR ▪ Joint Meeting with Council and KPC Discussion Items 	<p>Study Session</p> <p>Study Session</p> <p>Study Session</p> <p>Study Session</p>
February 26	<ul style="list-style-type: none"> ▪ North Rose Hill Neighborhood Plan 	Study Session
March 12	<ul style="list-style-type: none"> ▪ MRM Amendment Request ▪ Evergreen Healthcare and Totem Commercial Center CARs ▪ City Council Comments on Economic Development and Community Character Elements 	<p>Study Session</p> <p>Study Session</p> <p>Study Session</p>
March 26	<ul style="list-style-type: none"> ▪ Land Use Element ▪ Norkirk Neighborhood Plan ▪ Norkirk Citizen Amendment Requests ▪ Highlands Neighborhood Plan ▪ Comprehensive Plan Utilities and Public Services Elements 	<p>Study Session</p> <p>Study Session</p> <p>Study Session</p> <p>Study Session</p> <p>Study Session</p>
April 16	<ul style="list-style-type: none"> ▪ Everest Neighborhood Plan ▪ Morris, Rairdon & Astronics CARs 	<p>Study Session</p> <p>Study Session</p>
April 23	<ul style="list-style-type: none"> ▪ Park Element ▪ Comprehensive Plan Update: Human Services, Capital Facilities, Implementation Strategies, Appendices A & C, Kingsgate Neighborhood Plan, Follow-up from City Council briefing on the General Element ▪ Transportation Element ▪ Totem Lake Follow-up 	<p>Study Session</p> <p>Study Session</p> <p>Study Session</p> <p>Study Session</p>
May 14	<ul style="list-style-type: none"> ▪ MRM Amendment Request ▪ Basra Citizen Amendment Request ▪ Environment Element ▪ Waddell Citizen Amendment Request 	<p>Study Session</p> <p>Study Session</p> <p>Study Session</p> <p>Study Session</p>
May 28	<ul style="list-style-type: none"> ▪ Waddell Citizen Amendment Request ▪ Norkirk L.I.T. Citizen Amendment Requests ▪ Totem Lake Business District 	<p>Study Session</p> <p>Study Session</p> <p>Study Session</p>
June 11	<ul style="list-style-type: none"> ▪ Totem Lake Business District – Draft Plan Revisions 	Study Session
June 25 Joint Hearings	<ul style="list-style-type: none"> ▪ Comprehensive Plan Update –Transportation Element (Joint Hearing with HCC and Transportation Commission) ▪ Comprehensive Plan Update – Element Chapters and Bridle Trails, Lakeview and Central Houghton Neighborhood Amendments (Joint Hearing with HCC) 	<p>Public Hearing</p> <p>Public Hearing</p>
June 25	<ul style="list-style-type: none"> ▪ MRM Amendments ▪ Newland, Nelson/Cruikshank & Waddell CARs ▪ Moss Bay, South Rose Hill, Juanita, Market Street, Market Street Corridor and Kingsgate Neighborhood Plans 	<p>Public Hearing</p> <p>Public Hearing</p> <p>Public Hearing</p>
July 9	<ul style="list-style-type: none"> ▪ Nelson/Cruikshank CAR ▪ Comprehensive Plan Update Draft EIS and Totem Lake Planned Action EIS (Heard by SEPA Official and KPC) ▪ EIS Preferred Alternative ▪ Comprehensive Plan Element Chapters and Bridle Trails, Lakeview & Central Houghton Neighborhood Plan Amendments ▪ Comprehensive Plan Moss Bay, South Rose Hill, Juanita, Market Street and Market Street Corridor & Kingsgate Neighborhood Plans. 	<p>Public Hearing</p> <p>Public Hearing</p> <p>Study Session</p> <p>Public Hearing</p> <p>Public Hearing</p>

Planning Commission Agenda Topics for 2015

July 23	<ul style="list-style-type: none"> ▪ Walen Citizen Amendment Request ▪ Griffis Citizen Amendment Request ▪ Basra Citizen Amendment Request ▪ North Rose Hill Neighborhood Plan and NE 85th Street Corridor Plan ▪ Norkirk Citizen Amendment Requests ▪ Norkirk and Highlands Neighborhood Plan ▪ Capital Facilities Plan Tables 	<p>Public Hearing Public Hearing Public Hearing Public Hearing Public Hearing Public Hearing Study Session</p>
August 13	<ul style="list-style-type: none"> ▪ Evergreen Healthcare Citizen Amendment Request ▪ Rairdon Citizen Amendment Request ▪ Astronics Citizen Amendment Request ▪ Morris Citizen Amendment Request ▪ Totem Commercial Center Citizen Amendment Request ▪ Totem Lake Business District Plan, Zoning Code and Zoning Map Amendments ▪ Transportation Element ▪ Capital Facilities Plan Tables ▪ Minor Amendments to Plan's Glossary, Zoning and Land Use Maps, Zoning Code Chapters 10 and 40, and North Rose Hill Business District Guidelines 	<p>Public Hearing Public Hearing Public Hearing Public Hearing Public Hearing Public Hearing Public Hearing Public Hearing Public Hearing</p>
September 10	<ul style="list-style-type: none"> ▪ Totem Commercial Center Citizen Amendment Request ▪ Transmittal Memos of Recommendation for Comprehensive Plan Update and Related Zoning Map and Code Amendments 	<p>Public Hearing Study Session</p>
September 24	<ul style="list-style-type: none"> ▪ Totem Commercial Center Citizen Amendment Request ▪ Comprehensive Plan Update Follow-Up 	<p>Public Hearing Study Session</p>
October 8	<ul style="list-style-type: none"> ▪ Finn Hill Neighborhood Plan 	<p>Study Session</p>
October 22	<ul style="list-style-type: none"> ▪ Joint Meeting with Kirkland Alliance of Neighborhoods ▪ Draft Amendments to the Transportation Concurrency Ordinance 	<p>Study Session Study Session</p>
November 12	<ul style="list-style-type: none"> ▪ Chapter 90 Kirkland Zoning Code Amendments ▪ Planning Commission Retreat Topics 	<p>Study Session Study Session</p>

PROPOSED 2016 – 2018 PLANNING WORK PROGRAM: LONG RANGE TASKS

December 10, 2015

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	Brill	.7 FTE																			
3.4	• Wireless (Chapter 117 KC)	McMahan	.1 FTE																			
3.5	• Traffic Impact Standards																					
3.6	• Content Neutral Sign Regs	Brill																				
3.7	• Marijuana Regs Amendments																					
3.8	• FAR Regs	Brill	.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	Barnes	.2 FTE																			
6.2	• K4C Coordination/Implementation	Barnes/Guter	.1 FTE																			
6.3	• Sustainability Strategic Plan	Barnes/Powers	.7 FTE																			
6.4	• Street Tree Inventory	Powers	.3 FTE																			
6.5	• Urban Forestry Mgmt Work Plan	Powers	.2 FTE																			
6.6	• CKC Green Certification	Powers	.1 FTE																			
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																			

Planning Commission Tasks	
Other City Tasks	

ADOPTED 2015 – 2017 PLANNING WORK PROGRAM: LONG RANGE TASKS April 7, 2015

				2015												2016				2017			
TASK		PROJECT MANAGER	2015 FTE	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	Comp Plan Update	Swan/Coogan	5.0																				
1.1	• Community Profile/GIS Data	Coogan																					
1.2	• LU Capacity Analysis	Shields																					
1.3	• Public Involvement	Coogan																					
1.4	• SEPA/EIS/Planned Action	Swan/Collins																					
1.5	• Totem Lake Plan Update	Collins																					
1.6	• General Elements Update Work	Various																					
1.7	• Neighborhood Plans Revisions	Various																					
1.8	• Citizen Amendment Requests	Various																					
1.9	• Code Amendments	Various																					
1.10	• Private Amendment Requests																						
1.11	• Downtown Urban Center																						
2.0	Neighborhood Plans																						
2.1	• Finn Hill Neighborhood Plan	Shields	.2																				
2.2	• Everest/Central Houghton Ctr	Ruggeri																					
2.3	• Neighborhood/Bus District Plans																						
3.0	Code Amendments																						
3.1	• Marijuana Regs	Shields	.1																				
3.2	• Parkplace Amendments	Ruggeri	.4																				
3.3	• MF Parking	Regala	.1																				
3.4	• Reformat Zoning Code	TBD	.2																				
3.5	• Misc. Code Amendments																						
3.6	• Traffic Impact Standards	Swan/Godfrey	.2																				
3.7	• Selected Sign Reg Amendments		.1																				
3.8	• FAR Regulations																						
3.9	• LID Code Revisions	PW/Barnes																					
3.10	• Wireless (Chapter 117 KC)																						
4.0	Critical Area Regulations																						
4.1	• Geologic Mapping & Analysis	Gaus/McMahan	.2																				
4.2	• Code Update	McMahan	1.0																				
5.0	Housing																						
5.1	• Affordable Housing Strategies	Nelson/ARCH	.1																				
5.2	• Update Housing Strategy Plan	Nelson/ARCH																					
6.0	Env Stewardship/Sustainability																						
6.1	• Urban Forestry Mgmt/Plan	Powers	.5																				
6.2	• CKC Charrette	Guter/Powers	.1																				
6.3	• Update Climate Action Plan	Barnes	.2																				
6.4	• Update Nat Resource Mgmt Plan	Barnes																					
6.5	• Green Team	Barnes	.1																				
7.0	Database Management	GIS/PCD	.1																				
8.0	Regional Coordination	Shields	.1																				

2015-2016 City Work Program

Adopted by the City Council on March 17, 2015

Continue the implementation of the Cross Kirkland Corridor Master Plan to further the goals of Balanced Transportation, Parks and Recreation, Economic Development and Neighborhoods

Complete the Comprehensive Plan Update and the Transportation Master Plan to further all ten Council goals

Complete a comprehensive update of the Capital Improvement Program to incorporate the projects identified in the Kirkland 2035 master plans and Comprehensive Plan to further the goals of Public Safety, Neighborhoods, Balanced Transportation, Parks and Recreation, Housing, Economic Development and Dependable Infrastructure

Invest Fire District #41 funds and City revenues to improve fire and emergency medical services to Finn Hill, Juanita and Kingsgate, site new north end fire stations and/or improve existing stations and operations to further the goal of Public Safety

Continue annexation related facility investments by renovating City Hall with a focus on enhancing customer service and identifying options to **expand Maintenance Center capacity for both Parks and Public Works** to serve the larger City to further the goals of Neighborhoods, Economic Development, Parks and Recreation and Dependable Infrastructure

Implement the capital, financial, legislative and organizational actions necessary to facilitate the redevelopment of Parkplace and Totem Lake Mall to further the goals of Economic Development and Financial Stability

Provide the electorate of Kirkland the opportunity to vote on a ballot measure in 2015 or 2016 to fund an Aquatics, Recreation, and Community Center to replace the Juanita Aquatic Center to further the goals of Parks and Recreation and Economic Development

Actively engage the Sound Transit Board to ensure that any Sound Transit ballot measure connects the Totem Lake Urban Center to the region with High Capacity Transit to further the goals of Balanced Transportation and Economic Development.

Convert all employees of the City to an email archiving system to improve City responsiveness and transparency to the public, while also reducing the cost and complexity of storing email data to further the operational values of Efficiency and Accountability

Partner with A Regional Coalition for Housing and non-profit organizations to site a permanent Eastside women's shelter in Kirkland to further the goals of Housing and Human Services.

Implement the Healthy Kirkland Plan, the consumer-driven healthcare initiative, including establishing an employee clinic as part of the effort to achieve sustainability of benefits to further the goal of Financial Stability

1. THRIVE – Active Places and Programs for All Ages

Objective	Description	Timing
1.1: Work with the community and project partners to secure funding for a new Aquatic, Recreation, and Community (ARC) Center	Conduct community outreach and provide technical analysis and policy guidance to City Council on the facility components, siting, and funding options for a new community recreation facility.	Ongoing
1.2: Complete phase 1 renovations to Waverly Beach Park	Complete improvements including shoreline renovation, lawn restoration, new pathways, and playground replacement.	Construction in 2015/2016
1.3: Complete Edith Moulton Park Master Plan and construct Phase 1 improvements	Complete long-range master plan and implement first phase of improvements.	Adopt Master Plan in 2015; Construction in 2016.
1.4: Complete improvements to Juanita Beach Park including new bathhouse and group picnic shelter	Project includes bathhouse replacement, new group picnic shelter, and relocation of existing playground.	Design/permitting in 2015; Construction in 2016
1.5: Complete improvements to Spinney Homestead Park	Consult with neighborhood on desired improvements; develop and implement renovation plan.	Design 2015; Construction 2015/2016
1.6: Complete improvements to Terrace Park	Consult with neighborhood on desired improvements and seek to integrate park with CKC as shown in CKC Master Plan; develop and implement renovation plan.	Design 2015; Construction 2015/2016
1.7: Complete improvements to Forbes Lake Park	Complete improvements including accessible pathway, parking lot, wetland enhancements, and street improvements.	Construction in 2015
1.8: Complete improvements to O.O. Denny Park	Complete FHPRD-funded improvements including irrigation system and picnic shelter.	2015/2016
1.9: Implement Totem Lake Park Master Plan	Seek ownership transfer from KCD and secure funding for Phase 1 implementation.	Ongoing
1.10: Expand opportunities for off-leash dog activity in City parks	Assess and make recommendations on allowing limited off-leash hours at certain parks. Implement as directed by City Council.	Ongoing
1.11: Complete renovations to Marina Park dock and boat launch	Complete structural improvements and new decking for dock and renovate boat launch to improve access and functionality.	2015/2016

1.12: Complete design of replacement restroom/storage building at Everest Park	Develop schematic design for replacement of Everest Park Restroom/Storage Building.	2016
1.13: Complete ADA Transition Plan in compliance with Americans with Disabilities Act	Complete assessment and develop strategies to ensure access to facilities, programs, and information.	Ongoing
1.14: Renovate/replace playgrounds at select sites.	Complete playground upgrades at Forbes Creek Park (2015) and Van Aalst Park (2016) as funded in the CIP.	2015/2016
1.15: Replace boiler at Peter Kirk Pool	Replace boiler to improve user comfort, increase energy efficiency, and reduce maintenance.	2015

2. SPORT – Athletic Fields and Facilities for a Wide Variety of Sports

Objective	Description	Timing
2.1: Complete playfield improvements to 132 nd Square Park	Renovate playfields to improve playability and safety for participants and reduce maintenance and operational costs.	Design 2015; Construction 2015/2016
2.2: Facilitate playfield improvements at Lakeview Elementary School	Conversion of existing playfield to synthetic turf in partnership with Google/SRM, LWSD, and Kirkland Lacrosse.	Construction in 2015

3. CONNECT – Trails and Greenways Linking People and Places

Objective	Description	Timing
3.1: Develop trail signage standards and improve route and wayfinding signage for trails and associated facilities	Work in conjunction with Public Works on a City-wide plan for trail signage and wayfinding for trails and designated pedestrian/bicycling routes.	Ongoing
3.2: Conduct preliminary assessment of a shoreline trail connecting Juanita Bay Park and Juanita Beach Park	Provide a staff report detailing policy implications and technical considerations for creating a shoreline connection between the parks.	2016

4. NURTURE – Environmental Stewardship for a Green Future

Objective	Description	Timing
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4.1: Complete update to Green Kirkland Partnership 20-year Forest and Natural Areas Restoration Plan	Work with community and identified stakeholders to update the 20-year plan.	2015
4.2: Implement agreement with Seattle Tilth to initiate urban agriculture and productive landscape activities at McAuliffe Park and other public spaces	Work with Seattle Tilth and other community partners in implementing activities as identified in McAuliffe Park master plan and PROS Plan.	Ongoing
5. SUSTAIN – Institutional Capacity to Realize the Vision		
Objective	Description	Timing
5.1: Update the Parks’ Capital Improvement Plan	Develop recommendations for Parks and Community Services capital project funding for the 2016-2021 CIP.	2015
5.2: Complete lifecycle replacement plan for buildings and structures in parks	Commission assessment and replacement plan for park structures including restrooms and picnic shelters and implement budgetary strategy for lifecycle replacement.	2015
5.3: Update Park Impact Fee Methodology and Fee Schedule	Update park impact fees assessed to new development in a manner that provides maximum flexibility in how impact fees can be used to address the impact of new growth on the community’s park and recreation system.	2015

DRAFT Transportation Commission Work Plan

September 2014 – July 2015

Principles: *Move People, Be Sustainable, Be an Active Partner, Link to Land Use*

Major Accomplishments previous 12 months		
ITEM	ACTION/COMMENTS	DATE
Completed CKC Master Plan	Approved by Council	6/17/14
Progress on Transportation Master Plan	Goals and policies, projects	7/14
Most important items to be proactively pursued with action expected		
ITEM	ACTION/COMMENTS	DATE
Complete Transportation Master Plan	<ul style="list-style-type: none"> • Include new neighborhoods • Implement new concurrency /level of service/CIP prioritization and project development work • Coordinate transportation facilities with neighborhood business districts 	Early 2015
Cross Kirkland Corridor	Implement Master Plan including connection to 520 trail from SKP&R.	On going
Sound Transit 3 Planning	<ul style="list-style-type: none"> • Long Range Plan Update • System Plan development 	<ul style="list-style-type: none"> • December 2014 • Through 2015
Metro Transit Service	<ul style="list-style-type: none"> • Service cuts • Funding 	On going
Bicycle facilities	<ul style="list-style-type: none"> • Greenways • Parking • Wayfinding 	On going
Maintain these items are routine or recurring		
ITEM	ACTION/COMMENTS	DATE
Elect Officers	Chair, Vice Chair	Last meeting of the year
CIP update	Recommend CIP Projects	Early 2015
Active Trans. Plan implementation	Plan calls for annual report	December 2014
ITS Plan implementation	Commission to receive annual update	December 2014
Monitor no particular action needed, but keep track of what is going on with these items.		
ITEM	ACTION/COMMENTS	DATE
I-405 Express Toll lanes		Ongoing
Totem Lake Mall/Park Place Development		
Bicycle connections to and along SR 520		
Juanita Drive Master Plan		
Lake Washington Promenade		
Flashing Yellow Arrows		
ITS Phase I and II projects		

The vision statement, guiding principles, goals, and policies set forth in previous elements of the Comprehensive Plan together describe the desired type and character of growth in Kirkland during the next 20 years. They do not, however, tell us precisely how to create the kind of community envisioned by the Plan. Yet unless appropriate actions are taken, the plan will remain unrealized. Consequently, a strategy for how to implement the Plan is needed. It is the intent of this Element to provide such a strategy and identify the actions necessary to make the plan a success.

A. IMPLEMENTATION METHODS

There are a broad range of measures necessary to implement the Comprehensive Plan involving a wide variety of people and organizations. It is the responsibility of the City, however, to put in place the mechanisms that will promote the actions needed for implementation. Listed below are the methods that will be used to implement the Plan over the 20-year planning horizon.

Annual Plan Amendments. To keep the Comprehensive Plan current, it will be necessary to review and update it on a regular basis. At the very least, it will be necessary to annually consider amendments to the six-year projects list in the Capital Facilities Element. Other issues are likely to arise each year which can also be considered in the annual update.

Neighborhood Plans. The plans for Kirkland's 15 neighborhoods are an important part of the Comprehensive Plan. Each Neighborhood Plan should be reviewed at least once between every two major Comprehensive Plan updates or more frequently as needed given City Council priorities and available resources, both to maintain their currency and to bring them into compliance with the more recently adopted Plan Elements.

Functional and Management Plans. Referenced in the Comprehensive Plan, functional and management plans address in detail subjects more generally discussed in the Comprehensive Plan. . See Capital Facilities Element for list of City functional and management plans.

Functional and management plans are both guided by and help to guide the Comprehensive Plan. The Comprehensive Plan sets the broad policy framework while the functional and management plans are more detailed. However, functional and management plans also raise issues and ideas that help to shape Comprehensive Plan goals and policies. General consistency between the Comprehensive Plan and functional and management plans is important, as is regular updating of functional and management plans to maintain their currency.

Regulations. Regulations set the legal requirements for new development. The vast majority of the regulations are found in the Kirkland Zoning Code (including the official Zoning Map and shoreline management regulations), and the Subdivision Code found in the Kirkland Municipal Code. Local administration of the State Environmental Policy Act is also a regulatory tool. The Growth Management Act requires that development regulations must be consistent with the Comprehensive Plan. Keeping

Kirkland's regulatory documents updated for consistency is a high priority, and should be undertaken as appropriate on a regular basis.

Programs. Another way to implement the Comprehensive Plan is through the establishment of City programs and teams that provide services to help achieve the goals and policies in the Plan. Examples of these programs are the Neighborhood Traffic Control Program, Neighborhood Service Team, the Green Team and the Tree Team.

Ongoing Administrative Activities. Implementation also depends on a variety of day-to-day actions such as development permitting and code enforcement. Ongoing monitoring of land capacity, demographics, development trends, housing costs, traffic levels, transit usage, levels of service for public facilities, and other factors affecting growth is also necessary.

Intergovernmental Coordination. Many of the goals and policies in the Comprehensive Plan cannot be achieved by Kirkland alone. Because Kirkland is part of a much larger and growing metropolitan area, issues involving growth rates, housing demand and supply, and transportation systems increasingly require intergovernmental responses. To protect local interests and meet regional obligations, Kirkland must involve itself at a variety of levels, including:

- ◆ On-going communication with neighboring cities and adoption of interlocal agreements where appropriate;
- ◆ Participation in subregional organizations such as A Regional Coalition for Housing (ARCH) and the Eastside Transportation Partnership (ETP);
- ◆ Participation in Countywide organizations such as the Growth Management Planning Council (GMPC) and Metropolitan King County;
- ◆ Participation in multicounty organizations such as the Puget Sound Regional Council (PSRC) and the Regional Transit Authority (RTA) (Sound Transit).

Citizen Involvement and Education. Implementation also depends upon keeping the lines of communication open between City government and its citizens. The Comprehensive Plan will only be successful if it is understood and embraced by the public and if it is regularly revised to reflect evolving community aspirations and concerns.

Budgeting and City Work Program. Governmental expenditures play an essential role in implementation. The City's annual operating budget allocates resources for personnel and supplies needed to carry out implementation measures; and the annual Capital Improvement Program targets the resources for transportation facilities, parks, utilities, and other public facilities necessary to implement the Plan.

The City Council adopts a biennial City Work Program in conjunction with the budget. The City Work Program prioritizes major cross-departmental efforts with significant impacts designed to maintain and enhance the public health, safety and quality of life in Kirkland. The Work Program establishes a two year "action plan" by which the public can measure the City's success in accomplishing its major policy and administrative goals. Many of these Work Program items will implement Comprehensive Plan objectives.

B. IMPLEMENTATION STRATEGIES

Below is a list of desired strategies and actions to implement the goals and policies of the Comprehensive Plan. The strategies are intended to be general in nature so that the method or technique to achieve the intent of the strategies may vary. Generally, if an element does not have any follow-up actions to be implemented, it is not listed. The timing, order and scope of the strategies will be determined by the available budget and resources, community interests and City Council priorities. Preparation of the annual planning work program process will be the time to determine which strategies and actions will be undertaken and when. Changes may be made to the list of strategies as part of the annual plan amendment process.

Implementation Strategies

GENERAL ELEMENT

- ◆ G.1: In 2022, review “time capsule,” located in the City Hall vault, containing the “Kirkland 2022 – Community Conversations” video and the citizen responses.

COMMUNITY CHARACTER ELEMENT

- ◆ CC.1: Review and amend the regulations for Planned Unit Development Chapter 125 adding historic preservation of buildings, structures, sites and objects as a public benefit.

ENVIRONMENT ELEMENT

- ◆ E.1: Update the critical area regulations for environmentally sensitive areas (slopes, wetlands and streams) in accordance with best available science standards.
- ◆ E.2: Establish a program that identifies priorities and funding sources for sensitive area acquisition and restoration and educational outreach.
- ◆ E.3: Prepare a city-wide comprehensive sustainability strategic plan integrating the Natural Resource Management Plan, the Climate Action Plan and other relevant functional plans.
- ◆ E.4: Implement the Urban Forestry Strategic Plan and undertake the following strategies:
 - E.4a: Undertake an eco-system analysis to determine the value, function and benefits of the urban forest.
 - E.4b: Develop a street tree management plan for transportation corridors that addresses appropriate species, tree planting standards and goals, a proactive maintenance program, and community stewardship.
 - E.4c: Conduct a tree inventory of City parks and major right of way corridors.
 - E.4d: Work with Puget Sound Energy and Seattle City Light to prepare a vegetation management plan for the electric transmission corridors.

- ◆ E.5: Undertake Phase II for Green Codes to consider environmental stewardship standards, such as energy efficiency/renewable energy, low impact development, access to community agriculture, and the reuse of gray and black water.
- ◆ E.6: Development a program for community outreach and stewardship of the environment.

LAND USE ELEMENT

- ◆ LU.1: Create open space network maps, identify missing links, and develop preservation techniques.
- ◆ LU.2: Collaborate with King County to study options for Transit Oriented Developments (TOD) at the park and ride lots.
- ◆ LU.3: Develop business district plan, zoning and design guidelines for neighborhood centers.

HOUSING ELEMENT

- ◆ H.1: Adopt an updated housing strategy plan and work program by 2020.
- ◆ H.2: Inventory multifamily residential properties and encourage preservation of those that are affordable to people with low- and moderate-incomes.
- ◆ H.3: Partner with A Regional Coalition for Housing (ARCH) and non-profit housing agencies to site a permanent Eastside women’s shelter in Kirkland.
- ◆ H.4: Consider refinements to regulations by 2020 that:
 - H.4.1: Encourage innovate housing developments.
 - H.4.2: Encourage and/or require the creation of housing affordable for people with low- and moderate-incomes.

TRANSPORTATION ELEMENT

- ◆ T.1: Revise the Traffic Guidelines memo that address SEPA and Concurrency Review consistent with the Transportation Master Plan (TMP).
- ◆ T.2: Adopt a revise Concurrency Ordinance consistent with the TMP.
- ◆ T.3: Prepare a phasing schedule for completion of the Actions listed in the TMP.
- ◆ T.4: Update the Active Transportation Plan consistent with the TMP.
- ◆ T.5: Prepare a transit plan, including to document route-level goals for service, look at capital needs for passenger and route facilities, clarify transit options for the CKC and integrate the TMP with the long range plans of Metro and Sound Transit.

PARK, RECREATION AND OPEN SPACE ELEMENT

- ◆ PR.1: Complete key actions and objectives as identified in the PROS Plan,

NEIGHBORHOOD PLANS

- ◆ NP.1: Update neighborhood plans and business district plans at least once between every two major Comprehensive Plan updates or more frequently as needed, given City Council priorities and available resources.
- ◆ NP.2: Establish a neighborhood plan update schedule by December 2016. Updates should occur by synchronizing the schedule with adjacent neighborhoods based on shared business districts or other

shared features so that the process is conducted efficiently and common elements are addressed effectively.

- ◆ NP.3: Consider creating a set of city-wide neighborhood plan policies.
- ◆ NP.4: Develop a comprehensive template for future neighborhood plans that provides a framework for policies addressing the possible range of issues unique to each neighborhood, recognizing that not all template items will be applicable to all neighborhoods. The intent is to make the neighborhood plans concise and streamlined.

TOTEM LAKE BUSINESS DISTRICT

- ◆ TL-23.2: Develop an Urban Design and Amenities Plan for the Totem Lake Business District that provides guidance to create an identity for the business district (and addresses the standards called for in Policy TL-23.2).

SHORELINE AREA

- ◆ SA.1: Prepare monitoring report for Department of Ecology addressing No Net Loss indicators along the shoreline, such as overwater, in water and upland structures, shoreline armoring and vegetation.