



CITY OF KIRKLAND

Planning and Community Development Department

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MEMORANDUM

Date: January 30, 2015

To: Planning Commission

From: Paul Stewart, Deputy Planning Commission

Subject: Joint Meeting with Council and Planning Commission Discussion Items

Recommendation

Staff recommends the Commission determine the discussion topics, the format and the approach for the joint meeting with the Council scheduled for March 3, 2015.

Background

The Planning Commission is scheduled to meet with the City Council at a joint meeting on March 3, 2015 at 6:00 pm. The purpose is to review the proposed 2015 – 2017 Planning Work Program. At the December 18th, 2014 [Planning Commission retreat](#), the Commission reviewed the draft work program and were in agreement with the general tasks and schedule (Attachment 1).

At the February 12 meeting, the Commission should discuss the topics that the Commission would like to address at the joint meeting with the City Council and which Commission member should present them. Staff would suggest the following discussion items.

- Draft 2015-2017 Planning Work Program
- Status and schedule of the Comprehensive Plan update
- Neighborhood Plan updates
- Private Amendment Requests (PAR's)

Draft 2015-2017 Planning Work Program

The Commission may want to highlight the major themes of the work program. These include completing the work on the Comprehensive Plan update in 2015 (Task 1); initiating work on the Finn Hill Neighborhood Plan (Task 2.1) and the Everest/Central Houghton Shopping Center (Task 2.2); completing several code amendment projects already in process (Task 3); (Note: the Commission has completed work on the marijuana regulations (Task 3.1) and right-size parking standards (Task 3.3)); undertaking various code amendments; and in late 2015 potentially beginning work on the Critical Area Regulations (Task 4).

Comprehensive Plan Update

The Commission has been moving through the general elements and have begun to review updated neighborhood plans and citizen amendment requests. In addition staff has begun briefing the Council on the chapters that the Commission has completed.

On January 20 staff briefed the Council on the following chapters: Vision, Introduction, General, Economic Development and Community Character. At the February 3 meeting staff will bring forward the Land Use and Housing Elements. The Council has provided some requested changes that staff will incorporate and bring back to the Commission at the appropriate time.

The Commission could discuss the progress to date and highlight any key issues that merit further discussion with the Council. It is still a challenging schedule over the next several months to prepare a recommendation to the City Council. Attachment 2 is the latest schedule. It is likely that public hearings would occur in the summer in order to complete the plan.

Neighborhood Plan Updates

At the retreat, the Commission discussed how and when to undertake future neighborhood plan updates. Included in that retreat packet was a table showing one approach in grouping neighborhood plans.

Group	Neighborhoods	Land Area (acres)	Housing Units	Employment
1	Finn Hill	2,610	6,030	360
2	Houghton/ Everest Bus. District			
	Everest	220	650	1,930
	Central Houghton (reformat 1 st time)	615	1,480	610
	Lakeview (reformat 1st time)	365	1,500	6,270
	Subtotal	1,200	3,630	8,810
3	Kingsgate	1,280	4,910	490
4	Juanita	1,880	8,500	1,890
5	South Rose Hill/ Bridle Trails	1,120	2,290	1,320
	North Rose Hill	980	3,600	1,940
	NE 85 th St. Corridor			
	Subtotal	2,100	5,890	3,260
6	Moss Bay	315	3,160	4,940
7	Market	290	770	390
	Highlands	365	1,040	0
	Norkirk	510	1,710	1,820
	Market Corridor			

	Subtotal	1,165	3,520	2,210
8	Totem Lake	860	1,240	16,020
	City Totals	11,410	36,880	37,980
	Group Averages	715	2,305	2,375

At the retreat, the Planning Commission began to lay out a framework and guidelines for neighborhood plan updates. Discussion points noted are:

- Consider groupings that share a common area (e.g. groupings as noted above or a shared business district)
- Establish a common format or template (easier to update)
- Develop a plan for the plan (scope and purpose) and keep to the scope
- Have clear expectations on schedule and completion (i.e. within a year)
- Identify agreed upon areas or topics that should be addressed in a neighborhood plan

At the January 20th Council meeting, Councilmember Arnold expressed interest in establishing a general schedule for plan updates. This would entail a sequence something like a 6-2-6 time frame: cycling through six years of the first groupings of neighborhood plan updates – then two years of general plan update - and then six years for the next cycle of neighborhood plans. The city would undertake 2-3 neighborhoods annually depending on the groupings within each six year cycle. This would meet the GMA requirements and result in every neighborhood plan being updated within a reasonable time frame.

The Commission and Council should discuss this general approach at the retreat.

Private Amendment Requests (PAR’s)

At the retreat, staff requested direction on whether or not there should be an opportunity to submit PAR’s beginning by December 1, 2015 for consideration in 2016. Staff has had inquiries from parties interested in knowing when the next round of PAR’s will be considered. The Commission indicated the preference to defer application submittal to the following year (December, 1, 2016). The Commission felt that waiting one year would be prudent given that the updated plan will be adopted in 2015. The Commission and Council should discuss this approach.

Other Items

Are there other items or issues the Commission would like to bring forward to the Council at the joint meeting?

PROPOSED 2015 – 2017 PLANNING WORK PROGRAM: LONG RANGE TASKS

January 30, 2015

TASK	PROJECT MANAGER	2015 FTE STAFF	2015												2016				2017			
			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	• 2015 PAR's (TBD)																					
2.0	Neighborhood Plans																					
2.1	• Finn Hill Neighborhood Plan		.3																			
2.2	• Everest/Central Houghton Center	Ruggeri																				
2.3	• Neighborhood Plan(s) - TBD																					
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	Cox	.3																			
3.5	• Misc. Code Amendments	Cox																				
3.6	• Traffic Impact Standards	Swan/Godfrey	.2																			
3.7	• Selected Sign Reg Amendments		.1																			
3.8	• FAR Regulations																					
3.9	• LID Code Revisions																					
4.0	Critical Area Regulations																					
4.1	• Geologic Mapping & Analysis	Gaus/McMahan	.2																			
4.2	• Code Update		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 Charette	Guter/Powers	.1																			
6.3	• Update Climate Action Plan																					
6.4	• Update Nat Resource Mgmt Plan																					
6.5	• Green Team	Barnes	.1																			
7.0	Database Management	GIS/Goble	.1																			
8.0	Regional Coordination	Shields	.1																			
	<i>Planning Commission Tasks</i>																					
	<i>Other City Tasks</i>																					

COMPREHENSIVE PLAN UPDATE
SCHEDULE FOR SEPT 2014- OCT 2015

02/02/15

(Schedule Subject to Change)

PC = Planning Commission, HCC = Houghton Community Council, CC= City Council

MEETING DATES FOR GROUPS	TOPIC	PLANNER
SEPT 9 – SRH/BT	South Rose Hill/Bridle Trails Plans with Assoc.	Coogan
OCT 14 – SRH/BT	South Rose Hill/Bridle Trails Plans with Board	Coogan
NOV 10 – Juanita	North Juanita Plan with Association	Coogan/T. Swan
NOV 17 – NRH	North Rose Hill Plan with Association	Lieberman-Brill
NOV 17 – MB	Moss Bay Plan with Association	McMahan
NOV 19 Highlands	Highlands Plan with Association	Lieberman-Brill
DEC 8 – MB	Moss Bay Plan with Board	McMahan
DEC 11 - PC	Parkplace study session (non-Comp Plan item)	Ruggeri
DEC 18 – PC	Retreat	Stewart/Swan
2015		
JAN 8 – PC	Environment Element Moss Bay Neighborhood Plan Waddell CAR Nelson/Cruikshank CAR	Barnes McMahan McMahan McMahan
JAN 20 – CC Briefing	Vision, Introduction, General Chapters Economic Development, Community Character	Swan Coogan
JAN 22 - Norkirk	Norkirk Plan with Board	Lieberman-Brill
JAN 22 – PC	Totem Lake Plan	Collins
	Marijuana Regulations (non-Comp Plan item)	Shields
JAN 29 – PC	Parkplace public hearing (non-Comp Plan item)	Ruggeri
FEB 3 – CC Briefing	Land Use Element Housing Element	McMahan Nelson
FEB 4 Norkirk	Norkirk Plan with Assoc.	Lieberman-Brill
FEB 12 – PC	South Rose Hill/Bridle Trails Neighborhood Plan NE 85 th Street Neighborhood Plan Juanita Neighborhood Plan Newland CAR	Coogan Coogan Coogan Coogan
	Work Program	Stewart
FEB 17 – CC	TMP/Transportation Element	Godfrey
FEB 26 – PC	North Rose Hill Neighborhood Plan Griffis CAR Basra CAR Walen CAR	Lieberman-Brill Lieberman-Brill Lieberman-Brill Collins
FEB – 18 Kingsgate	Kingsgate Neighborhood Plan with Association	Swan/Coogan
MARCH 3 - CC	Joint meeting with the Planning Commission (non-Comp Plan item)	
MARCH 12 – PC	MRM CAR Evergreen Healthcare CAR Totem Commercial Center CAR	Ruggeri Collins Collins
MARCH 17 – CC Briefing	Moss Bay, Juanita, South Rose Hill, Bridle Trails, NE 85th Street subarea Neighborhood Plans Nelson/Cruikshank, Waddell and Newland CARs	McMahan/Coogan
MARCH 23 - HCC	Environment Element, Introduction, rest of Vision Chapter Bridle Trails Neighborhood Plan Update (portion) Public Services/Utilities (climate Commitments)	Barnes Swan Coogan Lieberman-Brill

MARCH 24 – Everest	Everest Plan with Neighborhood Association	Ruggeri
MARCH 26 – PC Start at 6pm	Norkirk Neighborhood Plan Norkirk 7 CARs Highlands Neighborhood Plan Public Services & Utilities (Climate Commitments)	Lieberman-Brill Lieberman-Brill Lieberman-Brill Lieberman-Brill
April 7 – CC Briefing	Environment Element	Barnes
APRIL 16 – PC (instead of 4/9) Start at 6pm?	Everest Neighborhood Plan Morris CAR Rairdon CAR Astronics CAR Totem Lake follow-up	Ruggeri Collins Collins Collins Collins
April 21 – CC Briefing	None	
APRIL 23 – PC	Norkirk CARs follow-up if needed Parks Element (cont.) Transportation Element (cont.) New Kingsgate Neighborhood Plan Human Services Element Capital Facilities Element (except CFP tables) Implementation Strategies and Definitions	Lieberman-Brill Cogle/Swan Godfrey/Swan Coogan/Swan Swan Swan Swan/All
APR 27 – HCC	Parks (final), Transportation (final), Human Services Capital Facilities Element (except CFP tables) Implementation Strategies and Definitions	Cogle/Godfrey/Swan Swan Swan Swan/All
MAY 5 – CC Briefing	Highland & North Rose Hill Neighborhood Plans Griffis, Barsa and Walen CARs Public Services & Utilities Elements	Lieberman-Brill Lieberman-Brill/Collins Lieberman-Brill
MAY 14 – PC	Totem Lake Plan and related code amendments	Collins
MAY 19 – CC Briefing	Transportation Element Park Element Everest Neighborhood Plan MRM CAR Norkirk Neighborhood Plan and CARs	Godfrey/Swan Cogle/Swan Ruggeri Ruggeri Lieberman-Brill
MAY 28 – PC	Comp Plan wrap up, including Council briefings	
JUNE 2 – CC Briefing	Human Services Element Implementation Strategies and Definitions New Kingsgate Plan	Swan Swan/all Swan/Coogan
JUNE 11 – PC	?	
JUNE 16 – CC Briefing	Totem Lake Neighborhood Plan Totem Lake CARs Capital Facilities Element (not including CFP charts)	Collins Collins Swan
Late JUNE	Issue Draft EIS (15 days before hearing)	
JUNE 25 – prior to PC meeting	OPEN HOUSE on 6/25 hearing items	Same as 6/25
JUNE 25 – PC	Hearing on Newland, Waddell Nelson/Cruikshank, & MRM CARs Hearing on Moss Bay, South Rose Hill, Juanita, NE 85 th Street, Everest Neighborhood Plans Deliberation and Recommendation	McMahan, Coogan, Ruggeri
JULY 9 – prior to PC meeting	OPEN HOUSE on 7/9 hearing items and Draft EIS	All
JULY 9 – PC <i>Tentative items</i> PCC/TC/HCC	Joint Hearing on Element Chapters (except CFP) & Bridle Trails Plan and Kingsgate Plan Draft EIS Hearing	All

Joint Hearing?	HCC Recommendation, except on CFP PC deliberation and recommendation	
JULY 21 - CC	Draft Capital Improvement Program (draft CIP/CFP)	
JULY 23 – prior to PC meeting	OPEN HOUSE on 7/23 hearing	
JULY 23 – PC <i>Tentative items</i>	Hearing on Norkirk, North Rose Hill Hearing on Norkirk and North Rose Hill CARs PC deliberation and recommendation Capital Facilities Plan – review tables	Lieberman-Brill Swan
JULY 27 – HCC	Capital Facilities - review tables	Swan
AUG 13 – prior to PC meeting	OPEN HOUSE on 8/13 hearing items and COMMUNITY MEETING on Totem Lake Planned Action EIS	Collins and Swan
AUG 13 – PC <i>Tentative items</i>	Hearing on Totem Lake Neighborhood Plans Hearings on Totem Lake CARs Hearing on Totem Lake Planned Action EIS Joint Hearing on CFP tables (unless HCC waives it) HCC recommendation on CFP tables (unless waived) PC deliberation and recommendation	Collins and Swan
AUG 27 – PC	?	
AUG	60 day notice to Department of Commerce	
Late SEPT	Final EIS issued	
OCT 20 – CC	Council Study session	All
NOV 17 – CC	Council Final Plan adoption & Planned Action EIS ordinance	All

Note: Finn Hill Plan will be prepared in 2015-2016 under separate process.

Market, Lakeview and Central Houghton Plans are more recent plans. Their neighborhood associations did not have any suggested edits. Only changes will be updating maps.